

**Hazard Community & Technical College
Board of Directors
November 28, 2006
Technical Campus, Devert Owens Building**

Present: Chairman Fred Brashear, Ron Reed, Bill Engle, Jan Stumbo, Dora Campbell and Shirley Engle

Absent: Greg Wells, Virginia Edmonds, Dwayne Herald

Guest: Dr. Jay Box, Fred Landrum, Kathy Smoot, Judy Mitchell, Donna Combs
Doug Fraley and Delcie Combs

The meeting began at 5:30 p.m. at the Technical Campus with a light dinner being served. Chairman Brashear called the meeting to order.

First on the agenda was the swearing in of new members. Mr. Engle, County Judge Executive administered the oath of office to Dora Campbell, Student Representative, newly elected member to the Board.

Chairman Brashear asked for a review of the minutes from the August 29, 2006 Board meeting. Mr. Engle moved and Mrs. Stumbo seconded the motion to approve the minutes. The motion was passed unanimously.

Informational Items

Donna Combs, Director of Institutional Effectiveness, presented an update of the 2006-2010 Strategic Plan. This included the Core Indicators of Success, Measures and Targets. The status of each of the targets was highlighted.

Dr. Box provided a summary of the activities preparing for the HCTC response to the SACS On-Site Review Committee Visit that was completed October 2-5, 2006. The College received seven recommendations from the Review Committee (Appendix C). Recommendation 1, 2, 3 and 5 all related to student learning outcomes, assessment and use of the results toward improvement of the HCTC educational program. To clarify, "How do we know that our students are learning what we want them to learn?" Additional measures, such as student portfolios, common course exams, rubrics to assess projects and performance and etc. will be used in addition to a course grade. The course grade may not always indicate what the student learned. A Taskforce of faculty has been appointed to examine the recommendations and lead the faculty in developing a response that will include a college-wide assessment plan. The other recommendations can be easily fixed with the correct paperwork. These additional recommendations are related to the back up of student academic records, FERPA which is a student records privacy issue and the initiation of the student complaint process. The response report to the On-Site Review Committee report will be completed and submitted in March 2007.

Fred Landrum, Vice President of Business Affairs, presented a first quarter revenue/expense report that indicated expenditures were at the anticipated level. He expressed some concern with tuition revenue and estimated that if the current trend continues for the second semester that tuition revenue will have a shortfall of about \$325,000 or about 5% of anticipated revenue. He further indicated that while this shortfall could be covered with prior year fund balance and salary savings, that the shortfall would still be detrimental in that it would defer the use of those funds from other important uses.

Doug Fraley, Vice President of Student Services, presented the comparative enrollment data over five years and the impact on traditional enrollment. Mr. Fraley pointing out critical issues—significant declining enrollment in Breathitt, Knott, and Leslie Counties; a substantial drop off in enrollment of 22-39 year olds; and a wide disparity between percentage of females enrolled (69%) and males (31%). After much discussion it was noted about the education level of students, Mr. Brashear suggested the need for more analysis of each county's traditional enrollment to determine the drop off areas and to develop strategies.

President's Report

Dr. Box stated that the Quality Enhancement Plan was approved and now the college will move forward and implement this fall. The QEP will include four new positions: two full time assignments and two partial re-assignments. The QEP will be housed in the J. Marvin Jolly Classroom Center on the first floor between student services and admissions.

Dr. Box noted that the college has been conducting the "HCTC Roadshow" for the area school districts. The "HCTC Roadshow" was implemented to stress the importance of postsecondary education at an earlier age and to emphasize the relationships between classroom experiences, college and work. The "HCTC Roadshow" consists of a considerable number of our college faculty and staff who will bring important information about college and careers to share with students. During the Roadshow, faculty members will have demonstration booths, most with some type of hands-on activity. These demonstration booths will engage students to think about their dreams for a future career. Faculty members will also provide information about educational or career opportunities. In addition, Financial Aid, Admissions, and Scholarship Offices personnel will be available to answer questions and provide information about those important services. Our goal is getting students to understand what it is going to take to be successful in a career and successful in life; we believe a college education is a major part of that. Sixth grade through high school seniors would be given the opportunity to attend. Our first was held at the Leslie County High school which consisted of sixteen programs. 700 students participated in the event. Both students and staff at Leslie County enjoyed the program. HCTC Roadshows will continue at all area high schools throughout the semester.

KCTCS has just conducted a market research all over the state. The research findings state that there are 700,000 adult people in KY between the ages of 18-65 who have no college education. 10% of these 700,000 selected KCTCS as their first choice selection to attend college.

The KY School of Music is in the process of advertising two positions in the Spring 07. Students have shown a great interest in the program.

Dr. Box told that Board that he received some good news regarding the Kentucky School of Craft at his last system Presidents Leadership Team. As you recall, Governor Fletcher had not put the KY School of Craft in his 2007 budget. The President's voted during the PLT Meeting to earmark 500,000 for the next year in the recurring budget for the Kentucky School of Craft. If approved by the Board of Regents we will get an additional 500,000 next year.

Upcoming Events:

- Artisan Center 5th year Anniversary, Friday, December 1st, 2006
- Christmas for Charity Ball, December 2nd, 2006 (all moneys go to the Challenger Center of Kentucky)
- President's Christmas Reception – December 5th, 2006 at 5:30 in the First Federal Center, Room D&E
- College Christmas Luncheon, December 20th at 11:30 a.m. in the First Federal Center Room A

There being no further discussion or business, Mr. Brashear adjourned the meeting at 7:30 p.m. Mrs. Stumbo moved and Mr. Engle seconded the motion to adjourn. The motion was passed unanimously.

Respectively Submitted:

Jan Stumbo, Board Secretary

2/27/07
Date

Forwarded by Delcie Combs, Executive Administrative Assistant to the President