

Hazard Community & Technical College
Board of Directors
November 20, 2008
Commodore Room

Present: Vice Chairman Martha Birdwhistell, Pat Wooton, Joe Evans, Ricky L. Baker, Fred Lewis, Homer Terry, Shirley Engle and Ashley Taylor

Absent: Chairman Greg Wells

Guest: Dr. Allen Goben, Dr. Michael B. McCall, Fred Brashear, Fred Landrum, Kathy Smoot, Doug Fraley, Donna Roark and Delcie Combs

The meeting began at 5:30 p.m. in the Commodore Room at the Hazard Campus with a light dinner being served. Vice Chairman Birdwhistell called the meeting to order.

Vice Chairman Birdwhistell asked for a review of the minutes from the August 14, 2008 Board meeting. Mr. Baker moved and Mr. Lewis seconded the motion to approve the minutes. The motion was passed unanimously.

First on the agenda was a special presentation to Fred Brashear, former HCTC Board of Directors Chairman. Dr. Michael B. McCall, KCTCS President was present to thank Mr. Brashear for his 20 years of service to the HCTC Board of Directors. Mr. Brashear's work has contributed for the betterment of HCTC and is so very valued by college leaders and fellow Board members. Dr. McCall and Dr. Goben presented Mr. Brashear with a plaque for his long time service to the Board (20 years)

Orientation

Dr. McCall presented the Board orientation which included:

- History of KCTCS
- Role and Responsibilities of Board of Directors
- Legal Responsibilities
- Individual Board Member Responsibilities
- Budget Development
- Effective Boards

Responsibilities of Board Members include:

- Recommend one candidate for the college president from three candidates provided by the KCTCS President.
- Evaluate the College President.
- Approve a strategic plan.
- Approve budget request.

- Adopt and amend an annual operating budget and submit.

Individual board responsibilities include:

- Serve the institution or system as a whole.
- Seek opportunities to inform the public about the institution.
- Prepare for and attend meetings.
- Learn about the institution or system and ask good questions.
- Avoid conflicts of interests.
- Avoid the appearance of using their board membership for personal or political gain.
- Guard against being the subject of an “ambush interview,” especially during time of controversy.
- Abstain from making judgments based on information from disgruntled faculty, staff or state officials.

Entire Board Orientation is on file in the President’s Office.

Informational Items

Fred Landrum, Vice President of Business Affairs, presented a Financial Report for July-October 2008. The report reflected a Fall 12% tuition revenue short fall. We are anticipating a short fall for the Spring also. Fall enrollment declined in Perry County and resulted in about a \$420,000 revenue shortfall. This is manageable but will use up prior year fund balance that would have been most useful in terms of meeting deferred maintenance and equipment needs. Mr. Landrum also mentioned that the college is awaiting a report from KCTCS on 2007-08 prior year fund balance report.

Doug Fraley, Vice President of Student Services, presented the preliminary enrollment data for Fall 2008. Mr. Fraley stated that headcount is 4075, 383 students below last years headcount at this time. Data shows that male headcount is up.

Fred Landrum stated that the Strategic Plan is in the planning stage. The Board will be asked to approve the 2010 Strategic Plan in a future meeting.

President’s Report

Dr. Goben stated that highlights from college areas were available in their board packets to review. Constitution Day was a great success with around 1300 high school participants attending the event compared to last year’s 175-200 participants. Success is credited to Tom Neace and his team.

Dr. Goben informed the Board that Ron Daley along with Chairman Wells and others visited Bowling Green Technical College to preview a coal simulator.

A trip to Washington DC, on September 23 resulted in meetings with several key people to promote the College and the Distance Earning Initiative. Dr. Goben, stated that he was accompanied by Ron Daley.

Ron Daley is working on a grant proposal to the Department of Labor Community-Based Job Training Program seeking approximately \$2 million to promote the "Distance Earning Initiative" with a tie to the healthcare and technology fields.

Dr. Goben stated that the Planning and Performance Evaluation process was one of the biggest challenges described to him by various employees when he arrived at HCTC. A task team has been established to review the process. An update will be reported to the Board at the next meeting.

SharePoint is being developed inside KCTCS. SharePoint is an Intranet environment and can include an operational planning tool and documentation tied to the college goals and strategic plan. Access will be available to shared workspaces and documents. A preview of SharePoint will be conducted at the next meeting.

Dr. Goben stated that an update regarding facilities will be tabled until the next meeting.

There being no further discussion or business, Mrs. Birdwhistell adjourned the meeting at 8:10 p.m. Mr. Baker moved and Mr. Evans seconded the motion to adjourn. The motion was passed unanimously.

Respectfully Submitted:

Martha Birdwhistell
Vice Chairman

2-26-09
Date

Forwarded by Delcie Combs, Executive Administrative Assistant to the President