

Hazard Community and Technical College
Board of Directors
Minutes
November 10, 2016
Commodore Room

Present: Pat Wooton, Chair, Stephen Bowling, Vice Chair, Bill Weinberg, Shawn Harley, Randy Bryant, Shirley Engle, and Sarah Callihan.

Guests: Dr. Lindon, Connie Watts, Donna Roark, Germaine Shaffer, and Delcie Combs

Dinner was served at 5:30 p.m.

The meeting began at 6:00 p.m. in the Commodore Room on the Hazard Campus. Vice Chair Bowling called the meeting to order.

Vice Chair Bowling asked for a review of the minutes from the August 18th, 2016 Board meeting. Revised copy was provided to Board with updated edits prior to review. Shawn Harley moved and Chair Wooton seconded the motion to approve the updated minutes. The motion was passed unanimously.

Informational Items

Dr. Jennifer Lindon, President/CEO stated that the SACS visit was a success. The college received two minor recommendations: faculty credentials and part-time evaluation processes. The two recommendations will be an easy fix. The SACS team was very complimentary of the faculty, staff and students. SACS team also commended the Board on their knowledge of the QEP. Dr. Lindon stated that we will continue to monitor the 5 year QEP plan. The SACS team suggested some changes and the QEP Team is looking at making those suggested changes. The QEP goal is to improve student retention. Dr. Lindon will share the preliminary report with the Board. The college will receive the final accreditation after the SACS Board meeting in June 2017.

Strategic needs analysis: Dr. Lindon stated that the strategic needs analysis was last approved by the Board in February 2015. At this time the Cabinet is currently reviewing the college's 2018-22 facility needs. Items such as roofing, ADA compliance, heating, and the Intergenerational Training Center in Jackson are on the needs list. The college applied for a \$7.1 million Work Ready Skills Grant and completed the first round. The college was then asked to complete a lengthier application for the second round and is currently waiting to hear back if we will be ask to make a presentation in Frankfort on November 17th. Final approval should be announced in early December. Dr. Lindon is scheduled to meet with KCTCS facility folks next week and finalize the strategic needs list. The Board will be asked to approve the strategic needs list at the next Board meeting in February 2017.

Budget: Dr. Lindon presented an overview of a current discussion regarding the budget. Most of the discussions have been in the works since last year. She just wanted to provide the Board an update, so they would not be surprised in February when KCTCS provides the final plan for exactly what the performance based funding is going to look like and what criteria they are going to use. One criteria that will be used is number of credentials. They may also look at enrollment and retention rates. They have really not settled on the criteria yet. We do know it will be 5% of our allocation next year and then it will be phased in. They have mentioned possibly 15% the next year or 30% the following year. They

have also talked about 60% and 100%. Possible preliminary reduction could be \$266,700 for the first year. Other things we do know that will impact our budget are: 1) raises for employees which could be 1 to 3 % for next year; 2) changes in the distance learning model that will change the amount of money we receive for classes that we deliver online; and 3) the Fair Labor Act which means making adjustments to those employees working overtime or raise them up to another level that the Department of Labor has deemed appropriate. The final budget concern will be the state allocation model. Currently, HCTC has been receiving the most from the state allocation formula, but in the future the college will receive less. The college is hoping the adjustments will be phased over five years.

Dr. Lindon informed the Board that Dr. Jay Box, President of KCTCS, will be visiting the college on January 11th. His primary purpose is to meet with legislatures. Dr. Box will meet individually with each legislature and also invite them to attend a luncheon at 12 noon. The Board is invited to attend the luncheon. Dr. Lindon will be providing a state of the college address and Dr. Box will make comments during the luncheon.

President's Report

Highlights:

The college received a \$320,000 Appalachia Regional Commission grant to enhance our current electrical lineman training program. That will provide fiber optic and an additional truck for training purposes.

In January, the college will admit 30 students on the Hazard Campus and 30 students on the Lees College Campus pending hiring of additional nursing faculty.

Due to budget concerns vacant positions are being crucially reviewed prior to filling any position. Currently positions are being filled with grant dollars.

The college has received several awards: Best Community Organization Award (presented by Hazard/Perry County Chamber of Commerce) and the Cosmetology program received the 1st place in "Paint Perry Pink" award.

The college has been working really hard to get out in the community and be involved in community events. Dr. Lindon stated that she has met with Mr. Allen Banks at Whitaker Bank in Wolfe County along with the county judge and several community leaders. Plans are to meet with key leaders in Owsley County.

The college participated in the "Run for the Hills" challenge raising money for scholarships. The college raised \$6,816.00 that will be matched by the Appalachian Community Foundation.

Plans are to participate in the Hazard and Leslie County Christmas parades. If you have a Christmas parade in your area and would like the college to participate please let us know. We have participated in the Ginger Bread Festival, Honey Festival, Black Gold Festival, and the Mary Breckinridge Festival parades and received positive reactions. The KCTCS mascot, Pathfinder, was represented at all festival parades.

The college is currently applying for two upward bound grants. Grants for Knott/Perry and Lee/Wolfe counties. Selection was based on school performance. These grants will provide a summer program which will bring students to campus in the summer.

Shaun Neace, Telemedicine Coordinator, has been hired. We are currently looking for lab space and also seeking potential grant dollars for lab equipment. SKED is coming out with a Technology grant that we are waiting to receive details on so we can apply. We did receive \$200,000 for startup of the program but need additional dollars.

We are going to be very aggressive in applying for potential grants due to our budget situation. Dr. Lindon stated that she was going to be more active in fundraising with the college's Foundation Board.

We are very pleased with dual credit offerings and continue to offer additional dual credit classes.

We have an intermural league in Breathitt County with volleyball and softball. Softball has finished and volleyball is starting. This has been a great recruitment tool. We are trying to be creative in recruitment to retain our students

We were really pleased to have an overage for the fall 2016 budget and that was due to very good planning and right sizing our budget. One reason we made the overage was in online distance learning offerings. We also exceeded our enrollment goal of 3276 for fall compared to 3248 in fall 2015.

Currently a lot of waivers have been used, but a lot of that comes in play with the new dual credit rules. The most we could charge was \$52 a credit hour or \$150 a class. You have to waive the rest of the cost. That amount is reflected in the budget.

Enrollment Update:

Germaine Shaffer, Interim Vice President for Academic and Student Services, informed the Board that the fall enrollment of 3,276 exceeds last year's enrollment. At this point today we have 941 students registered. As you can see there is a lot of time to get these 3,276 back to register for spring but that actually is about average at this point. Students just procrastinate. They wait until January and come in and register.

Ms. Shaffer stated, to meet our projected enrollment budget, we need to basically encourage students to take 15 credit hours versus 12 credit hours. The Technical Campus students take 18 to 19 hours a semester.

We are currently trying to assist those students who may have went to a four year university and would like to come back home at Christmas and not return to a four year university. We are going to accept an unofficial transcript and let them register. Generally, in the past, students were not allowed to enroll without an official transcript. Now they will have a couple of weeks after classes start to submit an official transcript

Germaine Shaffer stated that we are also running several campaigns for a drawing of two UK tickets for students that enroll early. Plans are to get additional tickets for the drawing.

There being no further business, Randy Bryant moved and Pat Wooton second the motion to adjourn. The meeting was adjourned.

The next meeting will be February 23, 2017.

Respectively Submitted:

Bill Weinberg, Board Secretary

February 23, 2017

Date

Forwarded by Delcie Combs, Executive Administrative Assistant.