

**Hazard Community & Technical College**  
**Board of Directors**  
**Minutes**  
**May 10, 2012**  
**Commodore Room – Hazard Campus**

Present: Chair Martha Birdwhistell, Vice Chair Joe Evans, Bill Weinberg, Pat Wooton, Dr. Paul Currie, Shirley Engle, and Megan Smith

Guests: Christian Callihan, President Dr. Stephen Greiner, Dr. Kathy Smoot, Connie Watts, Fred Landrum, Doug Fraley, Donna Roark, Germaine Shaffer, Vickie Combs, Ron Daley and Delcie Combs

Dinner served at 5:30 p.m.

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

Chair Birdwhistell asked for a review of the minutes from the February 17, 2012, Board meeting. Mr. Evans moved and Mr. Wooten seconded the motion to approve the minutes. The motion was passed unanimously.

First on the agenda was the swearing in of Christian Callihan, student representative and Shirley Engle reappointed staff representative. Doug Fraley, Vice President of Student Services administered the oath of office. Christian Callihan and Shirley Engle signed the oath of office.

Former student representative, Megan Smith was presented a plaque for two years of service.

**Action Item**

Connie Watts, Chief Financial Officer, gave an update on the 2012-13 Annual Budget Request. The 2012-13 budget is \$1.7 million less than last year's budget. Tuition has increased. \$729,000 is for mandated initiatives: benefits, utilities, potential raise, and promotions. Ms. Watts stated that of the 20+ years that she has worked at HCTC this year is by far the worse she has seen. Only one budget requested item was funded out of non-grant dollars which was the match requirements of the Title III grant. Dr. Greiner informed the Board we were able to reduce the budget without eliminating any positions. The number of courses offered has not significantly changed at this time due to loss of faculty positions.

Dr. Greiner thanked Ms. Watts for preparing the budget and dealing with the last minute changes to the budget submitted by the System. Dr. Greiner stated that he authorized funds be set aside to cover the tuition shortfall. Dr. Currie moved and Mr. Evans seconded the motion to approve ***Resolution 3 -12, Annual Budget Requests***. The motion was passed unanimously.

Dr. Greiner informed the Board that he was pleased to announce that HCTC has been named “Best Places to Work in Kentucky” for the third consecutive year and the second year to receive the Aspen Award as the top 10% community colleges in the nation. The College will be eligible to apply for the Aspen \$1 million prize.

## **President’s Report**

### **Highlights**

Fred Landrum, Dean of Operations/Director of Safety and Security, reported that the construction on the Telford Building in Jackson should begin in May. Bids have been developed for repairs to the Smith Administration Building on the Lees Campus including roof, gutters and soffit replacement. Plans are continuing under review for a scaled down plan to support metal forging and ceramics at the KY School of Craft. Renovation is still taking place at the Combs Residence on the Knott Campus to make it acceptable for living quarters for School of Craft personnel.

Ron Daley, Director of Institutional Advancement, stated a draft Economic Impact Study has been created which demonstrates that the conservative annual contributions to the College’s service region exceed \$80 million. The report will be finished in May including a breakdown of the estimated impact in the four primary service counties of Breathitt, Knott, Leslie and Perry counties. The study will be forwarded to the Board to provide feedback.

Doug Fraley, Vice President of Student Services, stated that headcount enrollment for the spring semester 2012 reflects an official headcount of 3083 as of census date April 1, 2012. This reflects a decrease of 5.3% over spring semester 2011. Numbers are down in areas of credential seeking and high school enrollment and workforce numbers are down due to funds not being available for retraining. Decrease in enrollment is also due to counties losing population, aging population, and financial aid accountable. Mr. Fraley projects that enrollment will continue to decrease.

Dr. Kathy Smoot, Provost/Vice President of Academic Services, stated that due to loss of faculty retirements, positions will not be filled. Positions will be covered by part time faculty or restructured positions. Learn by Term increase is 8% from Spring 2011 and Learn on Demand increased significantly due to taking Project 4 CIS courses from Jefferson. The increase was almost 400% with enrollments going from 90 in the fall 2011 to 430 in the spring 2012 term. Dr. Ella Strong has been named Dean of Distance Learning. The Academic team is currently finalizing a new program proposal – Associate of Fine Arts – to present for approval at the June meeting of the KCTCS Board of Regents. Eighteen faculty are up for promotion. All have been approved by our local committee and are waiting to hear from the KCTCS committee and Board of Regents final approval.

Germaine Shaffer, Dean of Institutional Effectiveness, Planning and Research (IEPR) stated that the mission and vision statements for IR and Assessment and Continuous Enhancement had been finalized. The Community College Survey of Student

Engagement (CCSSE) has been administered and results will be returned Fall 2012. The SACS process is moving forward.

Donna Roark, Chief Information Officer, stated that the College will begin piloting a new project with KCTCS to implement System Center Configuration Manager (SCCM). This software allows for management of large groups of computer systems, providing assistance with remote control of workstations, patch management, software distribution, network access protection and hardware and software inventory.

Vickie Combs, Director of Human Resources, stated that the system is in the process of introducing a new version of People Soft which will allow employees to move to doing more self service.

Dr. Greiner stated that Hazard/Perry County Civic night was a great success. Dr Marvin Jolly, former President of HCTC, was presented the Distinguished Service Award.

Dr. Jolly was very much appreciative of the award. Awards were also presented to Representative Fitz Steele and Senator Brandon Smith for their support of HCTC.

There being no further discussion, Chair Birdwhistell asked to go into Executive Session. Megan Smith moved and Mr. Weinberg seconded the motion to move into Executive Session.

Megan Smith moved to end executive session. Mr. Callihan accepted the motion. The meeting adjourned.

Respectively Submitted:

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Pat Wooton, Board Secretary

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Date

Forwarded by Delcie Combs, Assistant to the President/Special Projects