

Maysville Community and Technical College

Board of Directors

May 16, 2017

Maysville Campus

Present: Charlie Calvert, Avi Bear, Virginia Butler, Nina Clooney, Lynne Ellen Lindsay, Jacob Wolfe, Steve Zweigart, Dr. Kimberly Williams

Absent: Wendy Noble

Guests: Dr. Steve Vacik, Hope Tyson, Russ Ward, Dr. Chris Sears, George Jones, Lori Gaunce, Sharon Wilson, Cara Clarke, Robert Boone, Barbara Campbell, Jessica Kern

Call to Order

Charlie Calvert, Chair of the Board of Directors, called the meeting to order at 6:10 p.m. and welcomed guests.

Quality Enhancement Plan (QEP) Presentation

Discussion: Sharon Wilson, Professor and Chair of the QEP Implementation Team, reviewed the five-year project designed to improve student learning with measurable outcomes. She provided the history of the topic selection process and further discussed the “Problem Solving Plan,” as well as assessments. Avi Bear inquired about specific examples. Ms. Wilson referenced the rubric and discussed how academic examples carry over to problem solving skills for everyday life. She also discussed the QEP timeline. Board members discussed the project and commended faculty and staff on the plans.

Action: Information only.

50th Anniversary

Discussion: Cara Clarke, Institutional Advancement Director, discussed the upcoming 50th anniversary, specifically noting the 30th anniversary of the Licking Valley Campus and the 50th anniversary of the Maysville Campus. As a college, we will host celebrations at each of the campuses throughout the year, specifically at the Montgomery Campus this fall, the Rowan Campus in January, the Licking Valley Campus in the spring, and at the Maysville Campus in the summer of 2018. Cara discussed ideas for celebrations with Board members, including an alumni picnic and newspaper article highlights beginning this fall. Mr. Bear suggested incorporating fundraisers into the activities. Jacob Wolfe commended having activities at each campus, thus reaching several people in the communities we serve. Ms. Clarke noted the Board will receive additional information as activities are confirmed.

Action: Information only.

Approval of Minutes

Discussion: Minutes were approved for the March 21, 2017, meeting.

Action: Motion to approve the minutes was made by Virginia Butler and seconded by Steve Zweigart. Motion carried.

Faculty Assembly Updates

Discussion: Dr. Christopher Sears, Associate Professor, Mathematics and Vice Chair of Faculty Assembly, provided an update from Faculty Assembly. He specifically noted leadership elections, faculty resolutions, Title III grant, and the approval of graduates. Dr. Sears also informed the Board of the passing of former faculty member, Ed Parker. Chair Calvert inquired about the number of faculty employed. Russ Ward, Interim Chief Academic Officer, replied approximately 90 full-time faculty are employed.

Action: Information only.

Staff Council Updates

Discussion: Robert Boone, Chair of the Staff Council, provided an update from council meetings, specifically a Question & Answer Session with Dr. Vacik, a Humana Go365 presentation, and the Board of Directors update by staff representative, Lynne Ellen Lindsay. Chair Calvert inquired about the number of staff employed. Mr. Boone responded approximately 100.

Action: Information only.

Enrollment Report

Discussion: Jessica Kern, Chief Officer of Student Affairs, provided an overview of enrollment, specifically noting headcount for Fall is at 53% of the College's goal. She also discussed the outreach efforts planned for summer, noting summer enrollment is down 12%. Dr. Kimberly Williams inquired if most students typically wait until the last minute to enroll. Ms. Kern replied that there is typically a last-minute rush to enroll at the end of July. Chair Calvert initiated a discussion about the percentage of traditional students taking summer classes. Discussion followed regarding the possible effect of the Tuition Guarantee Program on summer enrollment since tuition guarantee students must take 15 credit hours in a full semester.

Action: Information only.

Budget 2016-2017 Update

Discussion: George Jones provided an update on the budget, specifically noting the \$3.6 million balance, with 75% of projected budget spent. He pointed out that while the budgeted revenue has not been met, expenses versus revenue is still in a good place.

Action: Information only.

Budget 2017-2018 Approval

Discussion: Mr. Jones reviewed the 2017-2018 budget proposal, noting the \$33 million balanced budget. He discussed the approval process, as well as informing members of a 3.9% proposed tuition increase for Fall 2017. Mr. Jones also pointed out the inclusion of a \$15 per credit hour, per semester online course charge and a 3% salary increase for employees. He reminded members that the KCTCS Board of Regents requires a 3% reserve. Board members further discussed the new online charge, performance funding, and employee salaries. Dr. Vacik commended Mr. Jones on his work with the college and informed members of the position change for Barb Campbell, specifically filling the position of Chief Financial Officer beginning July 1.

Action: Motion to approve the 2017-2018 budget as presented was made by Avi Bear and seconded by Nina Clooney. Motion carried.

Meeting Schedule and Location

Discussion: The meeting schedule was reviewed.

Action: Information only.

Other Announcements

Discussion: Dr. Vacik provided an update on graduation, noting 862 students graduated and 240 of those participated in the ceremonies.

Dr. Vacik informed members of the internal audit with zero findings. MCTC is one of only four KCTCS colleges with zero findings.

Dr. Vacik discussed the electronic roadside sign on the Maysville Campus, noting it is broken. He discussed the cost to repair versus the cost to replace the sign. Board members agreed that repairing the sign would not be the best use of college funds at this time.

Dr. Vacik recognized and thanked Jacob Wolfe, Student Representative, for his service on the Board of Directors.

Chair Calvert expressed the concerns of some community members in regards to the moon maze. Dr. Vacik discussed the cost, manpower, and overgrowth of the moon maze, agreeing that a solution is needed to the current situation.

Action: Information only.

President's Evaluation 2016-2017

Discussion: Board members reviewed Dr. Vacik's performance evaluation and evaluated him based upon his goals and accomplishments.

Action: Motion was made by Steve Zweigart and seconded by Dr. Kimberly Williams for a positive recommendation to be sent to KCTCS President, Dr. Jay Box. Motion carried.

Adjournment

Discussion: The meeting was adjourned at 8:25 p.m.

Action: Motion to adjourn the meeting was made by Virginia Butler and seconded by Jacob Wolfe. Motion carried.

Respectfully submitted,

Lynne Ellen Lindsay, Board Secretary

Hope Tyson, Assistant Secretary