

## **Maysville Community and Technical College**

Board of Directors

September 20, 2016

The College Café, Maysville

**Present:** Charles Calvert, Wendy Noble, Lynne Ellen Lindsay, Steve Zweigart, Avi Bear, Jacob Wolfe, Virginia Butler, Dr. Kimberly Williams

**Absent:** Nina Clooney

**Guests:** Dr. Steve Vacik, Hope Tyson, Robert Boone, Barb Campbell, Cara Clarke, Loir Gaunce, George Jones, Jessica Kern, Rebecca Morton, Dr. Juston Pate, Pam Stafford, Russ Ward, Jeff Stevens, Rick Douglas, Pam McGlone, Dr. Christopher Sears, Tina Curtis, Russ Curtis, Bob Hendrickson, Terry Prather, Travis Scaggs, Mayor David Cartmell, Robert Roe, Judge Joe Pfeffer, Lori Fulton Brookbank, Ben Brookbank, Suzan Haughaboo, Richard Newberry

### **Call to Order**

Charlie Calvert, Chair of the Board of Directors, called the meeting to order at 6:23 p.m. and welcomed guests. He thanked Chef Patrick and the Culinary Arts students for catering dinner. Chair Calvert introduced and all welcomed new student representative, Jacob Wolfe.

### **Approval of Minutes**

**Discussion:** Minutes were approved for the May 3, 2016, meeting.

**Action:** Motion to approve the minutes was made by Virginia Butler and seconded by Dr. Kimberly Williams. Motion carried.

### **Election of Officers**

**Discussion:** Chair Calvert noted that officer positions are held for one year and opened the floor for nominations.

**Action:** Virginia Butler nominated and made a motion for Charlie Calvert to remain as Chair. Motion was seconded by Wendy Noble. Motion carried. Lynne Ellen Lindsay nominated and made a motion that Avi Bear remain as Vice-Chair. Dr. Kimberly Williams seconded the motion. Motion carried. Steve Zweigart nominated and made a motion for Lynne Ellen Lindsay to remain as Secretary. Wendy Noble seconded the motion. Motion carried. Dr. Steve Vacik appointed Hope Tyson as assistant secretary for the purpose of taking the official board minutes.

### **Quality Enhancement Plan (QEP) Discussion**

**Discussion:** Pam Stafford, Dean of Institutional Effectiveness Accreditation Liaison, provided an overview of the selection of topics for the Quality Enhancement Plan (QEP) as required by the Southern Association of Colleges and Schools Commission on Colleges. She informed members that faculty and staff were polled in the spring with several topics being proposed. Ms. Stafford requested board members rank the top three topics: Critical Thinking Skills, Soft Skills and Student Interventions (study skills). Members returned ranked handouts to Hope Tyson.

**Action:** Information only.

### **Foundation Board Update**

**Discussion:** Cara Clarke, Director, Advancement/Foundation Executive Director, provided an update including discussing the \$7 million raised for the BuildSmart Initiative (new Rowan Campus), tuition guarantee, the funded \$2,249,000 Title III grant, and \$100,000 Durr Foundation grant. Mrs. Clarke elaborated on the tuition guarantee program, noting it is the only program in the state of that nature. Avi Bear inquired how the program was funded. Mrs. Clarke responded that funds have been set aside based on two-year sample data. She informed members that three students completed the program last year. Mrs. Clarke informed members that Alice Cummins and John Denham are retiring from the Foundation Board and noted appreciation for their service.

**Action:** Information only.

### **Faculty Assembly Report**

**Discussion:** Dr. Christopher Sears, Associate Professor, Mathematics and Vice Chair of Faculty Assembly, provided an update from Faculty Assembly. He specifically noted elections for new positions, the new Schedule Development Team, Assessment and Placement Team, and Advising Council. Dr. Sears stated the next Faculty Assembly meeting is scheduled for September 30.

**Action:** Information only.

### **Staff Council Report**

**Discussion:** Robert Boone, Chair of Staff Council provided an update including: discussion of the Performance, Planning and Evaluation (PPE), health insurance open enrollment, and the Board of Directors update provided by staff representative, Lynne Ellen Lindsay. Mr. Boone informed members that Rhonda Rose, Human Resource Specialist, has filled the open position for the Rowan Campus representative on Staff Council. He also noted the discussion on the need for more active meetings. The next Staff Council meeting will be in December.

**Action:** Information only.

### **Enrollment Report**

**Discussion:** Jessica Kern, Chief Officer of Student Affairs, provided an overview of enrollment, specifically noting current headcount at 3,439, an increase of 353 or 11.4% from this date last fall. She noted that MCTC is in the top percentage of enrollment increase across the state, within KCTCS. Mrs. Kern also informed members that credential seeking students are at 2,591, an increase of 10% and that we are at 97% of our goal. She pointed out the 56% increase in matriculation from high school to college, noting that goals were met or exceeded at 11 high schools. Mrs. Kern also discussed the goals for next year. Avi Bear commended the work of faculty and staff in increasing enrollment.

**Action:** Information only.

### **Budget 2016-2017 Update**

**Discussion:** George Jones, Chief Officer of Business Affairs, reviewed the 2016-2017 budget noting \$4.9 million in estimated tuition revenue versus \$5 million in actual tuition revenue. Mr. Jones noted what a critical part of the budget tuition revenue is and that the fall revenue estimate had been met. Dr. Steve Vacik, President, informed the Board of the goal to add \$500,000 to carry over funds.

**Action:** Information only.

### **President's Performance Plan 2016-2017**

**Discussion:** Dr. Vacik discussed the goals of his performance plan with Board members, specifically noting a focus on the new 2016-2022 Strategic Plan, the Strategic Enrollment Plan, and community relations.

**Action:** Motion was made to approve the President's Performance Plan by Virginia Butler and seconded by Steve Zweigart. Motion carried.

### **Campus Updates**

**Discussion:** Campus Directors, Russ Ward and Rebecca Morton, and Acting-Director, Lori Gaunce provided updates on each of the campuses. Mr. Ward, Rowan Campus Director, specifically pointed out the progress of the new Rowan Campus/Center for Advanced Manufacturing which is on track for opening in December 2017 with classes expected to begin January 2018; the Association of Technology, Management and Applied Engineering (ATMAE) accreditation, which will make MCTC the first community college in the state of Kentucky to receive this accreditation; and the \$100 million Workforce Plan grant, of which MCTC is in the application pool for receiving \$5 million. These grant funds would be used to purchase new equipment, a lab of innovation, etc. Dr. Vacik commended Mr. Ward, Pam Stafford, and retired Coordinator of Academic Programs, Stanley Click, on their work towards the ATMAE accreditation.

Mrs. Gaunce, Acting Director, provided an overview of updates from the Licking Valley Campus. She specifically pointed out the 100 percent pass rate of the nursing program on their state boards; campus enrollment at 706, an increase of 183 and the highest since 2011; five very active student organizations providing 14 different events this semester; participation in the NCAA Gala, the Walking Dead Day, and Taste of Harrison County; Kids College; the after school program and Barton Tutoring program. Dr. Vacik commended Mrs. Gaunce on her role in providing leadership at the Licking Valley Campus.

Mrs. Morton, Montgomery Campus Director, provided an update noting campus enrollment at 493 with 56 high school dual credit students; location of the KY Career Center on campus; campus activities focused on retention; and creation of the Student Success Center. She also informed members that work is still being done on the Physical Therapy Assistant Program accreditation.

**Action:** Information only.

### **College Name Change**

**Discussion:** Dr. Vacik reviewed the executive summary handout on discussion of a possible name change for the college. He noted the formats of the study, including: town hall meetings and surveys of current students, current employees, high school counselors, employers, and potential students. He discussed the results of each of the surveys, resolutions received in support of and against, and the decision to end discussion of the possible name change. Dr. Vacik reiterated MCTC is one college, and does not have satellite campuses. He asked for continued support from the communities we serve.

**Action:** Information only.

**Meeting Schedule and Location**

**Discussion:** The meeting schedule was reviewed.

**Action:** Information only.

**Other Announcements**

**Discussion:** Dr. Vacik discussed the handout on the moon maze and requested assistance from Board members in making a decision at the next meeting about what to do with the trees.

**Action:** Information only.

**Adjournment**

**Discussion:** The meeting was adjourned at 7:55 p.m.

**Action:** Motion to adjourn the meeting was made by Steve Zweigart and seconded by Wendy Noble. Motion carried.

Respectfully submitted,

Lynne Ellen Lindsay, Board Secretary

Hope Tyson, Assistant Secretary