

Maysville Community and Technical College

Board of Directors

Tuesday, September 18, 2007

Maysville Campus

Present: Avi Bear, Virginia Butler, Charles Calvert, Brittany Hutten, Angie Potter, Lillian Rice, Russ Ward, Dr. Kimberly Williams

Absent: Nina Clooney, Karlyn Vice

Guests: Jamie Brown, Darla Hunt, George Jones, Dr. Augusta Julian, Sandy Smallwood, Dr. Ed Story, Hope Tyson-Rabe, Steve Winfrey

Mailed: May 8, 2007 Minutes
MCTC Board of Directors By-Laws Revised DRAFT
2005-2010 Strategic Plan—Two Year Strategies Revisions and Mission Statement DRAFT
President's Performance Plan 2007-2008
2006-2007 Highlights Report
FY 2008 MCTC Revenue & Expenditure Budget Summary

Handouts: MCTC Mission Statement Revisions DRAFT
Enrollment Report
KCTCS Systems Profile 2007

Call to Order

Charlie Calvert, Chair of the Board of Directors, called the meeting to order at 6:06 p.m. Chair Calvert welcomed guests and thanked everyone for coming. The Chair welcomed new member and Student Representative, Brittany Hutten, and asked her to introduce herself.

Chair Calvert was recognized for his years of service on the MCTC Board of Directors with the presentation of a gift and a certificate of appreciation. He has served on the board and as a board chair from September 1995 to September 2007. Vice Chair Russ Ward and President Augusta Julian expressed their appreciation to Mr. Calvert.

Approval of Minutes

Minutes were approved for the May 8, 2007 meeting.

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

Election of Officers

Discussion: The board reviewed that the 2006-2007 officers were Charlie Calvert, Chair; Russ Ward, Vice-Chair; Angie Potter, Secretary. The By-Laws were reviewed regarding board members with expired terms serving until they are replaced. Chair Calvert acknowledged the continuing terms of Nina Clooney and Karlyn Vice because they have not been replaced by new appointees although their terms expired last year. Also, Mr. Calvert noted that his term expires in October.

Action: Virginia Butler nominated Chair Calvert to remain as Chair. Motion made by Russ Ward and seconded by Avi Bear. Motion carried. Lillian Rice nominated Russ Ward for Vice-Chair and Avi Bear seconded the motion. Motion carried. Avi Bear nominated Angie Potter as Secretary. Motion was seconded by Russ Ward. Motion carried. Chairman Calvert appointed Dr. Augusta Julian or her designee as assistant secretary for the purpose of taking the official board minutes.

Student Government Association (SGA) Report

Brittany Hutten, 2007-08 President of SGA, provided insight about the organization's structure and their goals for students. Specific issues that SGA would like to see addressed include career planning for students, disaster evacuation plans, and increased access to technology. Ms. Hutten reported researching the possibility of providing computers for students through a lease or vendor.

Chair Calvert thanked Ms. Hutten for her presentation. Dr. Julian recognized Darla Hunt, Assistant Professor, Information Technology, and SGA Advisor for her dedication to the students and the organization.

Action: Information only.

Board of Directors By-Laws Revision Approval

Discussion: Dr. Julian requested the board to approve the by-laws and referenced Article 2.1.B and Article 3.1.A as the revisions. This is the second reading of the revisions as required by the By-Laws.

Action: Motion made by Dr. Kimberly Williams to accept the revised by-laws. Lillian Rice seconded the motion. Motion carried.

Strategic Plan and Missions Revision Approval

Discussion: Dr. Julian presented the updated 2005-2010 Strategic Plan and college Mission Statement. She explained the process the college has used to review, revise, and update the Two-Year Strategies. Dr. Julian reminded the board of items highlighted at the May meeting that had been identified for inclusion in the update of the Two-Year Strategies.

Dr. Kimberly Williams inquired if the Kentucky Community and Technical College System (KCTCS) has an overall strategic plan. Dr. Julian explained that they have a strategic plan and annual goals and referenced page four of the college's plan which shows the integration of MCTC's goals with KCTCS's.

Dr. Julian reported on the college mission revisions explaining that these had been approved by Administrative and Executive Councils. The main wording change is adding the statement that college instructional sites are determined to meet the needs of local communities.

Action: Motion made by Avi Bear to approve the strategic plan and mission statement revisions. Virginia Butler seconded the motion. Motion carried.

President's Performance Plan, 2007-2008

Discussion: President Julian presented a draft of her performance plan to the board for approval. She pointed out several goals and the plan of action to achieve those goals. She noted these goals will be the basis for the board's evaluation next May.

Chair Calvert inquired about the timeline for the accreditation process. Dr. Julian explained that normally reaffirmation occurs every 10 years. However, following the substantive change that was approved in December 2004, the college must undergo a full reaffirmation process in five years.

Action: Russ Ward made a motion to accept the President's Performance Plan. Virginia Butler seconded the motion. Motion carried.

2006-07 Highlights Report

Dr. Julian referenced particular highlights noting that items were organized under the current Strategic Initiatives. She specifically pointed out:

- General education transfer courses being offered at EKCC
- Quality Enhancement Plan (QEP) focusing on strengthening the First-Year Experience
- AmeriCorps VISTA Volunteer focusing on service learning
- Student Support Services program for at risk students
- Licking Valley Campus-Paris Extension new facility
- New Student Organizations
- Leaders in Learning leadership development program
- New Employee Handbook
- Faculty and staff awards
- Community events such as Freedom Celebration III, Tuskegee Airmen exhibition, and concerts
- Development of the Entrepreneur Center
- Public Awareness events
- Facility projects

Action: Information only.

Budget 2007-2008 Update

Discussion: Steve Winfrey reported on the 2007-2008 budget, explaining the breakdown of individual expenses within the budget. Mr. Winfrey informed board members that personnel expenses make up 69 percent of the budget. Personnel expenses include such items as salaries, benefits and retirement funds. He also reported that \$300,000 of our estimated \$940,000 carry-forward funds have been allocated to non-recurring requests as of September 5.

Mr. Winfrey noted that actual receipts for fall tuition are 97.7 percent of what was budgeted and when final headcount is entered, we should be at 100 percent.

Action: Information only.

Enrollment Report

Discussion: Sandy Smallwood reported on Fall enrollment. The latest enrollment target is 3,550 compared to the Fall 2006 enrollment at 3,358. Mrs. Smallwood reported that a number of dual-credit, fire rescue and workforce enrollments are yet to be entered.

Barbara Campbell reported 1,000 served in CEID since July 1. Dr. Williams inquired if that figure applied towards official enrollment for the college. Mrs. Campbell explained that it does not count towards academic enrollment but does meet performance indicators for KCTCS.

Action: Information only.

Meeting Schedule and Locations

Discussion: Dr. Julian indicated that the usual meeting dates would be identified in a memo to the board members and a follow-up survey done to finalize the 2008 meeting dates. Tentatively, meetings will be held January 15, Maysville Campus; March 18, Rowan Campus; and May 20, Maysville Campus.

Action: Information only.

Announcements

Discussion: Jamie Brown informed the board that the Construction Technology program at Rowan had sold its first house and was beginning on the second one. He explained that the houses are built and sold by the program with profit being returned to the program through a non-profit foundation.

Dr. Julian reported the college is a recipient of a grant from the US Department of Agriculture Rural Development for scholarships for students taking small business courses. Dr. Julian informed the board that the college did not receive the Recreational Trails grant through the governor's office.

Action: Information only.

Adjournment

Lillian Rice made a motion to adjourn the meeting at 7:30 p.m. Avi Bear seconded the motion. Motion carried.

Respectfully submitted,

Angie Potter, Board Secretary

Hope Tyson-Rabe, Recorder