#### **BOARD OF DIRECTORS MEETING**

Rocky Adkins Pavilion-Technology Drive Campus September 22, 2011 Minutes

**MEMBERS PRESENT:** Toni Armstrong, John Clark, Dr. Mary Cat Flath, Ann Perkins, Marganna Phelps, Kathy Riley, John Stewart, Chair

**ALSO PRESENT:** Greg Adkins, Kellie Allen, Karen Blevins, Larry Ferguson, Steve Flouhouse, Doug Keaton, Janie Kitchen, Willie McCullough, Pam Miller, Louise Shytle

MEMBERS ABSENT: Ashley Barada, Carl Edwards, Ramona Salyer

#### **CALL TO ORDER**

John Stewart called the meeting to order at 11:45 a.m. in the Rocky Adkins Pavilion on the Technology Drive Campus.

#### **CALENDAR:**

Dr. Adkins asked the Board to consider changing the December meeting date from December 8, 2011 to December 15, 2011. John advised the members to check their calendars and get back with Kathy Riley. Dr. Adkins stated that we would set the meeting dates for 2012 at the December meeting.

#### **GUESTS**

Dr. Adkins introduced two employee guests, staff guest, Ms. Kellie Rice Allen, Director of Human Resources and faculty guest, Mr. Doug Keaton, Electricity Instructor.

Dr. Adkins stated that Kellie does an outstanding job as the HR Director for ACTC. Ms. Rice thanked Dr. Adkins for the introduction and stated both she and the college have grown in the 13 years she has been employed; as the college has grown her duties have also grown. She leads the HR team which includes Anna Tolliver and Cheryl Parsons. The HR office is the front line for people interested in employment with ACTC. She informed the Board that she is leading a team of KCTCS employees in implementing an electronic applicant tracking system soon to be in place. The system will make HR and search committee jobs much easier. She informed the Board of the procedures taken for ACTC's hiring process from advertising, application, committee work to job offers and orientation. Dr. Adkins noted he has been in charge of hiring about 45% of our current full-time employees. He informed the Board regarding his face to face interviews with potential employees.

Dr. Adkins next introduced Mr. Doug Keaton, recalling first meeting him as an instructor at the Russell Area Technology Center. He told the Board that he had followed him as he took another position and then when returning to this area he became an ACTC employee.

Doug opened by telling the Board about his experience building a wind turbine and other projects with the RATC and then his work traveling for the Dept of Energy to teach teachers how to teach energy and sustainability topics.

Mr. Keaton is currently teaching 18 hours at ACTC and taking 9 graduate hours. He informed the Board of the new Energy Club he is cosponsoring at ACTC with Tim McAdams. As of yesterday 43 people have

signed up to a part of the Club. He told the Board about plans for an Energy Walk at the Technology Drive Campus. It would include a coal pile, solar panel and wind turbine.

Mr. Keaton informed the Board that he is BPI certified (Building Performance Inspector), CEM certified (Certified Energy Manager) as well as being a licensed electrician. Dr. Adkins noted that we also have other staff members who are BPI certified.

John Stewart asked if windmill energy could meet the electricity needs of the Technology Drive Campus. Doug replied that one could meet the lighting needs but due to the heavy electricity needs for welding it could not meet all campus needs.

John thanked each guest for their service to the college and for their presentations to the Board.

#### **MINUTES**

John Stewart noted that we have a quorum and he made the motion that we accept the minutes of the May 14, 2011 meeting. Marganna Phelps seconded the motion. All were in favor.

#### **REPORTS**

#### **Student Report**

In Ashley Barada's absence, Kathy Riley gave the following student report:

- The SGA reports that the back-to-school barbecues were a success.
- SGA will place recycling bins on CDC for plastic bottles soon. Members have agreed to haul the
  bottles once or twice a week to the bottom of the hill where the City of Ashland recycling bins
  are located.

#### **Staff Report**

Kathy Riley, Staff Representative to the Board of Directors, gave the following report:

#### Sarah Diamond Burroway, Grants Writer, reports:

- She submitted an application for admission to the Educational Policy Studies and Evaluation program doctoral cohort at the University of Kentucky. The program has an emphasis in community college leadership. If accepted, her coursework will begin in January 2012.
- Sarah's affinity for community theatre continues to grow! She performed in The Diviners this
  past July-- a show produced in Ashland by Company of Dreams Theatre. She will perform in
  October in Huntington in an improvisational mystery dinner theatre show with Murder and
  Merriment in a fundraiser for the Collis P. Huntington Railroad Historical Society. This will be her
  4th community theatre show in two years!

## Jessica Lucas, Workforce Solutions, reports:

Awards/Trainings/Achievements:

- Microsoft Office Specialist certification
- Attended "How to Chair a Committee" training
- Professional Development committee member
- Attended eBay training (working on becoming a certified eBay trainer)

- Presented for Supplemental Instructors group (first impressions)
- Community Leadership Development Planning Committee Presentations/Professional Community Events
- Presented social media presentation for City of Maysville Presented at Grayson Area Chamber of Commerce meeting
- Attended AEP open house Attended Goodwill's Business Advisory Board meeting

## In the Works:

- Building Performance Analyst training
- Working on establishing a training relationship with area public school employees
- Working with AK Steel Career Center
- 1. Delivering Continuing Education classes to Marathon electricians

## Representing Workforce Solutions:

 Established partnerships with Goodwill, Southwestern Community Action Council and JRA/Ready to Work, Morehead State University Attend Ashland Alliance ribbon cutting events and Business After Hours social parties

## Personal Accomplishments:

- 2011 Small Business of the Year
- MSU Small Business Development Center (New and Emerging)
- Joined the Ashland Alliance in September 2011
- Attended Paramount Arts Center's 80th birthday celebration
- Represented Decadence (local chamber member),
- The Zone and ACTC Workforce Solutions in the vintage fashion show Will be in the Tri-State Living magazine in October for vintage dress shop (mentions ACTC as my profession)

## CPR/First Aid Certified

- Hosting a Breast Cancer "Zumbathon" to raise money for the Susan G. Komen for the Cure foundation (October 14)
- Volunteering in the activity department for Boyd County Nursing Home and Rehab Center (free Zumba classes and group activities for residents)
- Ashland Animal Rescue Fund supporter (attended Ashland City Pool fundraiser event in September 2011)
- Lou Gehrig's Disease Association (ALSA) team captain
- Zumba fundraiser for Alzheimer's (August 2011)
- Assisting with organization of Foggy Valley Bluegrass Festival in Hillsboro, KY (October 20-22)

#### **Karen Coburn, Lifelong Learning, reports:**

- The Financial Peace University for the community and the Foundations in Personal Finance for College Students classes are going great. We had 27 community members register for Financial Peace and 16 students register for Personal Finance.
- October 1 is our Fall Perennial Exchange in the Oakview Parking Lot 9AM-12PM.
- Still have a couple of seats available in the Motorcycle Safety Program before the season ends!

## Linda Adkins, Admissions, reports:

• She is a Commissioner for the Human Rights Boyd County Extension office. There will be a "Community Dialogue on Race" on 10/4/11, 6:00 – 8:00 p.m. in the ACTC Teleconference Room.

# Mary Lou Wallin, Division Assistant Manufacturing, Transportation and Industrial Technologies Division, reports:

• She completed the College Business Management Institute (CBMI) three-year program sponsored by the University of Kentucky and the Southern Association of College and University Business Officers on July 29, 2011.

## Frank Salisbury, Director of Advancement, reports:

 He had two Op/Ed editorials published in the Lexington Herald Leader this summer, the first on July 31st and the second on September 5th. Both were fortunate to receive top billing on their editorial page.

#### **Faculty Report**

Dr. Mary Cat Flath, Faculty Representative to the Board of Directors, gave the following report:

- Professor Ed Figgins reported that ACTC Theatre has joined with the Boyd County Extension Agency's new Fine Arts program. Molly Maynard a Boyd County resident and recent graduate of Morehead State University in Theatre and Music, is the Fine Arts Extension Agent for Boyd County. Molly was a performer with ACTC Theatre when she was at Boyd County High and her last performance with ACTC Theatre was as "Mrs. Lovett" in SWEENEY TODD: THE DEMON BARBER OF FLEET STREET. The University of Kentucky has only created 5 Fine Arts Agents of which 3 are in Eastern Kentucky. This past year ACTC Theatre along with all of the other Art organizations in Boyd County were invited to the initial meetings to start what has now become, ARTS BOYD COUNTY (ABC). The new organization has bylaws that are being enacted and also created a new entity called simply the ABC Theatre Guild. There are 5 local organizations that are a part of the Guild. As the inaugural year we are presenting in February, LOVE LETTERS at ACTC and will begin Shakespeare in the Park in June with A MIDSUMMER NIGHTS DREAM. There will be an outside guest director to oversee the summer production. Ed will be the scenic and lighting designer for both productions.
- Professor Tucker, assisted by student Megan Estep and Library Technician Susan Thompson, have prepared an exhibit of early 20<sup>th</sup> century coal mining artifacts from his extensive collection of tools. It was hard, dirty, and dangerous work. The collection is now on display in the CDC library.
- The Applied Process Technologies Program received a fully instrumented Distillation Column over the summer and it is in the process of being commissioned. This \$175.000 piece of lab equipment will be a great asset to the students when it comes to real-life experience on unit operations.
- Math Professor Kay Thompson received certification on Credit Union volunteer management and Board of Director membership. To a Credit Union Board member, a series of programs must be completed and tests taken. Kay completed the six tests this summer and received

certification to remain as a Volunteer Achievement Program for Financial Literacy volunteer for the Board, and to serve on the Board of Directors for Greenup Count Federal Credit Union.

- Dr. Mary Cat Flath is now a small business owner with "Mary Cat's Cuisine" and she published her 2<sup>nd</sup> cookbook, MCC with Family and Friends, Volume II: Fall on August 1. The cookbook is dedicated to two courageous women and breast cancer survivors, her mother-in-law, Marilyn Flath and a student and friend, Tiffany Francis. Proceeds benefit Our Lady of Bellefonte Hospital's Foundation, Women's Health Fund. Both spiral bound cookbooks and eCookbooks are available on her website, www.marycatcuisine.com.
- Proceeds of "Mary Cat's Cuisine WINTER" cookbook were donated to the I Believe Foundation on June 10<sup>th</sup>. Mary Cat delivered a \$2000.00 check on that day.
- Mary Cat is also near completion of an ongoing "work for hire" project with McGraw-Hill Publishers. They first published her "Extended Lecture Outline" to accompany John Hole's, Human Anatomy and Physiology Textbook for the 8<sup>th</sup> edition back in 1999. Since that time Mary Cat has continued to work closely with McGraw-Hill to both review each subsequent text edition and revise her 500 page outline accordingly. The text is going into its 13<sup>th</sup> edition on January 1, 2012, and all online supplements will go live at <a href="http://www.mhhe.com/shier13">http://www.mhhe.com/shier13</a>, on that date, as well.
- Mary Cat and her Anatomy & Physiology students are working on several community service
  projects this fall including American Cancer Society "Making Strides Against Breast Cancer", Big
  Brothers Big Sisters, local pediatric units for Halloween through KANS, Red Cross Bloodmobiles,
  ACTC Theatre productions, Art Shows and Special Presentations.

## **President's Report**

Dr. Greg Adkins, President, gave the following report:

We had a smooth start to the new academic year.

Team members will be presenting to you a project initiated by Dr. McCall. You will hear some of our concerns and challenges involved.

On October 2 several will be traveling to Indianapolis for a STEM conference put on by the League for Innovation which is a community college initiative. Our implementation team is tasked with developing, with our partners, all the specifics of how this initiative will work.

As we emphasize health to our students and employees thru the Tobacco-Free initiative we also see financial health as important. We are currently offering Financial Peace University by Dave Ramsey for free to our students.

The Board of Regents has approved the purchase of additional property at TDC. The purchase must be approved by the Legislature but the funding is available and in place. We will then own the street out front and we will be able to gate the property off. There are nine parcels of land. The vision is to grow switchgrass, have a Homeland security installation and a childcare center.

### **Transformation Initiative Reports**

The following strategies are to be incorporated:

**Karen Blevins-Financial Aid**-Transparent and Standardized Financial Aid Processes Establish unified standards at the 16 KCTCS colleges based on industry-wide best practices. This standard will provide a consistent, equitable and seamless means of implementing financial aid for both the students and colleges.

Establish uniform policies, procedures and training to allow for an efficient and effective method for delivering critical touch point processes that provide ease and access to the students and colleges. Integrate financial aid and scholarships/grants to create a seamless process of awarding and disbursing aid. An innovation marketing approach will enhance student access, awareness and navigation of financial aid resources.

Audit for fiscal year 2011 has been completed and there were no findings for ACTC. ACTC was mentioned for our student loan default rate. The 2008 rate is 19.6% but the 2009 rate has dropped to 18.6%. Karen presented each Board member with a Financial Aid packet of information and briefly explained some of the items discussed therein.

Larry Ferguson-Transfer B-Increase Transfer Rates through Partnerships with 4-year Institutions Utilize a comprehensive approach to developing partnerships and agreements with four-year institutions by creating pathways for students completing associate degrees to transfer to baccalaureate degree programs

He stated that KCTCS will fund for 3 years a position called a Workforce Transition Coordinator to work with this initiative. After the 3 years he assumes ACTC will have to absorb the costs for that employee. One of the largest challenges lies in the fact that the majority of our Workforce students already has higher educations but is unemployed in those fields.

**Steve Flouhouse-Dual Credit**-Align Career Pathways with State Regulations and National Best Practices Develop a consistent, statewide program of dual credit using the NACEP standards as a framework. This program would include rigorous college coursework, taught by SACS credentialed faculty, and assessed the same as courses at the respective KCTCS colleges. Programs should be targeted to university transfer and high-wage, high-demand careers that require postsecondary education as in entry point with intrusive advising and accurate communication with students, parents, and partner institutions.

**Steve Flouhouse-Transfer A**-Support Integrated Student Transfer Based on National Best practices Develop a holistic/integrated approach to transfer by developing coherent structures and integrated processes in the design and delivery of instructional and student services at the 16 KCTCS colleges utilizing the Foundations of Excellence Transfer Focus.

Janie Kitchen-Curriculum Review-A-High-Wage/High-Demand Careers for the 21<sup>st</sup> Century Create a technical program development and review process supported by research, development and analysis. The purpose of this strategy is to support the 16 colleges in the development of programs leading to high-wage/high-demand careers.

Janie Kitchen-Curriculum Review-B-Streamline Curriculum Development Utilizing Technology-Driven Enhanced Processes

Create a standardized, rapid-response curriculum and program approval development process. The process will support streamlined curriculum development for the 16 colleges.

Willie McCullough-Student Services-Tailor On Demand Services to Student Needs

KCTCS will develop a comprehensive outsourced student services delivery model that provides a seamless, scalable, virtual 24/7/365 student services call center help desk for all students at the 16 colleges. This model will supplement, not supplant, the colleges' existing services.

A comprehensive knowledgebase and framework will provide students with many self-service functions to include: admissions, academic advising, financial aid, registration, recruitment, student financials, tutorial services, retention, and technology support/identity management. These services will be provided a tiered and blended approach with local college personnel addressing escalated inquiries and advising needs.

This model allows for inbound and outbound student communications at key touch points delivered via multiple modalities: texting, email, IM, live chat, phone and portal tickets.

Willie also informed the Board that Fall enrollment looks to be about the same as last year. New student enrollment is up. Our retention rate is not as high as we would like and we are working on that issue.

**Louise Shytle-Job Placement & Career Development**-Comprehensive Career Development Throughout the Student Lifecycle

Provide comprehensive career development and job placement services at each KCTCS college to engage students in their educational pursuit from pre-enrollment to post-graduation. The services will provide assistance to students, faculty, staff, and alumni in designing their career goals, providing assistance with employment opportunities, and providing assistance with external work experiences. This strategy will include:

- Standardized career assessment
- Comprehensive counseling and career services
- Experiential Learning experiences
- Network of career information and online services
- Career pathways advising
- Sponsorship and coordination with external partners to promote job fairs and college career events

Dr. Adkins ended the information reports by noting that there is a considerable amount of additional stress upon the faculty and staff as a result of the system's Transformation Initiative and the President's Leadership Team is trying very hard to keep the stress level down.

# **BOARD CHAIR COMMENTS**

John Stewart thanked the Board for their attendance and noted the importance of the meeting. He stated that the Foundation's emphasis this year will return to scholarship development. He noted the work being done on the Child Care Center, hoping to occupy the building by April 2012. The Foundation received a large donation by Guy Spriggs. The KCTCS Gala will be held on November 19<sup>th</sup> in

Lexington. ACTC will honor Bob Mahar and Guy Spriggs. The scholarship reception will be held September 29 at 6:00 p.m. at the Technology Drive Campus.

## **ADJOURNMENT**

John Stewart, Chair, adjourned the meeting at 2:15 p.m.

Respectfully submitted, Pam Miller, Recorder Administrative Assistant Office of the President