

**OWENSBORO COMMUNITY AND TECHNICAL COLLEGE
BOARD OF DIRECTORS' MEETING
Thursday, September 13, 2018
Minutes**

BOARD MEMBERS PRESENT: Dr. Andrea Borregard, Mr. Jeff Carpenter, Ms. Joan Hayden, Mr. Marty Higdon, Ms. Kaylee Meador, Mr. Will Mounts, and Mr. Matt Robbins

BOARD MEMBERS ABSENT: Mr. Bill Quisenberry and Ms. CeCelia Robinson

Chair Carpenter introduced the newest OCTC Board member, Ms. Kaylee Meador. Ms. Meador is president of the Student Government Association and represents the OCTC student body.

CALL TO ORDER

Chair Jeff Carpenter called the meeting of the Owensboro Community and Technical College Board of Directors to order at 4:32 p.m. (CST), September 13, 2018. The meeting was held in the Administration Building, Main Campus.

PRESENTATION—TRiO Program

Ms. Becky Hodskins, director of the TRiO program, provided information on the federally funded student support services grant. This \$1.1 million award provides support services for students who meet one of the following criteria: first-generation, income-eligible, or disabled. The program provides academic advising, peer coach counseling, tutoring, workshops, transfer visits to four-year universities, and providing cultural enrichment opportunities to students. Ms. Hodskins introduced Lindsey Greer, TRiO academic advisor, and Mary Bruner, TRiO assistant, who shared experiences of transfer visits and cultural enrichment activities. Ms. Hodskins stated each of the objectives set for the 2016-17 year were met: the student persistence was 79%, surpassing the set 49%, and the number of students obtaining a 2.0 GPA was 87%, surpassing a set goal of 84%.

APPROVAL OF MINUTES

Motion: A motion was made by Mr. Will Mounts to approve the July 12, 2018, OCTC Board of Directors' meeting. Dr. Andrea Borregard seconded the motion.

Vote: The minutes from the July 12, 2018, OCTC Board of Directors' meeting were approved by unanimous consent.

NEW BUSINESS

Quarterly Budget Report

Ms. Sarah Price provided a brief review of the preliminary report for the fourth quarter of fiscal year 2018.

Revenue

Noncredit Tuition- 194.44% has been received. The percentage of revenue represents the volume of the various types of business and industry training from Workforce Solutions, such as contractor and safety training, Kentucky Society for Healthcare Engineers training, leadership, and computer training. Two major business and industry trainings significantly added to fourth quarter revenue.

Sales and Services- 144.17% has been received. This category exceeded the fourth quarter parameter. Testing for business and industry, bookstore commission, indirect cost revenue, and on-line course charges increased revenue in this category. On-line course charge revenue exceeded budget by 164%.

Other Sources- 34.21% has been received. This item represents the budgeted College fund balance, as well as some transfers from KCTCS. In December 2017, the College was awarded the Entrepreneurial Innovation Initiative of \$400,000, and the funds were transferred to OCTC's budget. There has been no change since the second quarter.

Expenses

Instruction- 88.70% has been expended. This category is below the fourth quarter parameter. The College's budgeted fund balance is in this category causing the percentage to be below the quarterly parameter.

Institutional Support- 82.88% has been expended. This category is well below the fourth quarter parameters. The student bad debt expense ended the fiscal year with a credit of \$30,046.08. Additionally, a credit of \$120,059.12 for losses from hail damage was recorded in the second quarter. These credits were a reduction of expenses for Institutional Support and dramatically affected the performance in this category.

Student Financial Aid- 142.59% has been expended. This category has exceeded the fourth quarter parameters. Expenditures reflect the dramatic increase in dual credit waivers. The dual credit rate is one-third of regular in-state tuition. An increase in dual credit students translates in an increase in waivers expense.

Capital Outlay- 20.23% has been expended. The expenditures in this category are capital equipment, including library resources. Capital leases are paid in this category, including the ESG guaranteed energy project. Note: The College's fund balance is budgeted in this category.

Grants in Aid- 142.59% has been expended. This category has exceeded the fourth quarter parameters. Expenditures reflect the dramatic increase in dual credit waivers. The dual credit rate is one-third of the regular in-state tuition. An increase in dual credit students translates in an increase in waivers expense.

REQUIRED BOARD OF DIRECTOR DOCUMENTS

The following documents were provided to the Board: *Managing Government Records*, a revised version of *Your Duty Under the Law*, and the *Code of Ethics*. Dr. Williams highlighted the revisions to the *Your Duty Under the Law*, and each Board member was given a Proof of Receipt signature page.

PRESIDENT'S REPORT

Dr. Scott Williams provided the following report:

- Enrollment is up 157 students, with a persistence rate of 79% for the Fall 2018 semester;
- The DART Foundation naming ceremony will be held on Friday, September 14.
- Over 250 people attended Pathfinder Day, the all-day orientation;
- The Welcome Back Student Fest had an attendance of over 500;
- OCTC hosted the KCTCS Foundation Board in August;
- The Emergency Medical Technician program students had an 87% first time pass rate, surpassing the state average of 73%;
- Several students utilized the Kentucky Work Ready Scholarship and the 15 to Finish Scholarship in the fall 2018 semester. More information will be provided during the November meeting;
- A second Tech X cohort has been created with over half of the students placed in industry;
- The On-Ramp initiative is moving forward;
- Congressman Guthrie and Commissioner Dimeny toured the Industry Innovation Center;
- OCTC is a finalist for the Impact 100 Grant;
- Student scholarship dollars, in the amount of \$10,000, have been received by Gene HAAS Foundation;
- Renovations to the Hancock County Center and the Downtown Campus are in progress in preparation for the Work Ready Skills instruction in January;
- A \$40,000 Alcoa grant has been received to support a mentoring program in partnership with Owensboro Public Schools;
- A grant application has been submitted to BB&T;
- An accreditation site visit for the Medical Assisting program is scheduled in October;
- The Power of One Campaign is underway; contribution statements were distributed to each Board member;
- OCTC's Early College Program enrollment has increased to over 130 students. Two of the Early College students are National Merit Semi-Finalists: Ms. Kaylee Meador and Ms. Brooklyn Knight;
- Mary Kinney was elected to the KCTCS Board of Regents;
- An invitation was extended to the Board to attend the OCTC-sponsored, Rooster Booster on October 4;

- The following personnel changes have been made: Andrew Blanco-AMTEC Instructional Designer; Savannah Roof-Healthcare Success Coach; Amanda Saam- IMT/AMT Instructor; Renae Skaggs-Pre-Employment Transition Specialist; and Dr. Andrea Borregard-Dean of Student Affairs. Dr. Williams noted these positions are grant-funded and/or have filled vacancies.
- Upcoming events: OCTC Foundation Restaurant Nights (TGI Friday's-September 25 and Beef O'Brady's-October 24), OCTC Board of Directors' Meeting-November 15; OCTC Holiday Potluck-December 7; Rooster Booster (OCTC Sponsored)-October 4; and OCTC Graduation-December 13.

OLD BUSINESS

There was no old business.

ADJOURNMENT

The meeting adjourned at 5:32 p.m.

Approved:

SIGNED COPY ON FILE

Scott Williams, Ph.D.
President

SIGNED COPY ON FILE

Mr. Jeff B. Carpenter
Chair