OWENSBORO COMMUNITY AND TECHNICAL COLLEGE
BOARD OF DIRECTORS MEETING
Thursday, March 10, 2016

BOARD MEMBERS PRESENT: Mr. Mike Baker, Mr. Jeff Carpenter, Mr. George Henderson Jr., Mr. Marty Higdon, Ms. Pat Jones, Mr. Billy Quisenberry, and Mr. Matt Robbins

BOARD MEMBERS ABSENT: Ms. Bernice Ayer and Dr. Bill Chandler

CALL TO ORDER
Chair Jeff Carpenter called the meeting of the Owensboro Community and Technical College Board of Directors to order at 4:30 p.m. (CST), March 10, 2016. The meeting was held in the Administration Building, Main Campus.

APPROVAL OF MINUTES
Motion: A motion was made by Mr. Matt Robbins to approve the January 14, 2016 OCTC Board of Directors’ meeting. Mr. Bill Quisenberry seconded the motion.

Vote: The minutes from the January 14, 2016 OCTC Board of Directors’ meeting were approved by unanimous consent.

NEW BUSINESS

Quarterly Budget Report
Ms. Sarah Price provided the 2nd Quarter Variance Report for fiscal year 2016.

Revenue
Tuition and Charges- 85.76% has been received. The percentage of revenue received is consistent with the OCTC enrollment for Fall 2015 and Summer 2015. Fall headcount is down 4.3% from Fall 2015. Additionally, the net SEEK budget was incorporated in the Tuition and Charges budget. The first allocation of SEEK revenue was received in the second quarter for $340,158. This allocation is larger than the first allocation of FY 2015.

Noncredit Tuition- 28.67% has been received. This category is below second quarter parameters but compared to the second quarter of FY 2015, there is a 95% increase in revenue received. Noncredit tuition is received from business and industry training and community education where course credit is not granted.

Sales and Services- 60.63% has been received. This category has surpassed the second quarter parameters. Facilities rentals, utility rebates and bookstore commissions helped to increase the revenue in this category.
Other Sources- 0.27% has been received. The College received the allocation for the fall Workforce Development Scholarship from KCTCS. Also, the College budgets fund balance in this category.

Budget Reserve- 0.00% has been received. This item represents the budgeted reserve.

**Expenses**
Instruction- 44.24% has been expended. Expenses in this category are slightly below the second quarter parameter. An unfilled vacant position and changes in personnel allocations were part of this reduction in expenses. Also, part of the College Fund Balance is budgeted in this category.

Public Service- 42.39% has been expended. Expenses in this category are slightly below the second quarter parameter. An unfilled vacant position and changes in personnel allocations were part of this reduction of expenses.

Operations and Maintenance- Expenses in this category are slightly below the second quarter parameter. An unfilled vacant position and changes in personnel allocations were part of the reduction of expenses.

**Reschedule—May 2016 Board of Directors’ Meeting**
Dr. Scott Williams proposed the regularly scheduled May 12 meeting be moved to an earlier day to ensure 2016-17 budget information will be received and to allow adequate time for the Board to review prior to the Board’s approval. After discussion, the Board of Directors’ meeting will be scheduled for Thursday, May 5 at 4:30 p.m.

**PRESIDENT’S REPORT**

Dr. Scott Williams provided the following report:
- Dr. Williams wanted to express his appreciation and gratitude to Dr. Bill Chandler service to the Owensboro Board of Directors. Dr. Chandler has submitted his letter of resignation; however, his term on the Board will expire in July. Currently, there are two vacancies on the Board. The established Nominating Commission will make recommendations to the Governor who will then appoint new members to the Board of Directors.
- Dr. Williams was invited to serve as a SACSCOC Committee Chair and attended a training workshop the first of March.
- OCTC held its first annual Parent Night at Apollo High School on March 2. Over 115 high schools students and parents attended the event. Dr. Williams expressed his gratitude to faculty and staff as all of OCTC programs were represented during this event. OCTC will attend a similar event at Daviess County High School on March 15.
• The Industry Innovation Center's groundbreaking was held March 4 and was very well attended. Secretary Heiner attended, as well as toured the Advanced Technology Center. The Secretary was very impressed with our facility.
• As part of our Advocacy Campaign, OCTC Showcase was February 18, 2016.
• Dr. Williams congratulated Mr. Bill Quisenberry on the birth of his granddaughter.
• Nathaniel Krampe and Matt Burton competed in the annual Dave Nuckols Welding Competition. Mr. Burton earned first place as an individual welder and second place in the written exam category. Mr. Krampe earned second place as an individual welder.
• Phi Theta Kappa earned the following awards at the state competition: first place for college project, first place for the honors and action project, as well as earning Chapter of the Year.
• Ms. Lacey Parham was selected as Phi Theta Kappa's Gold Team Member for the Academic All Stars.
• Mt. Calvery Baptist Church hosted 2016 Super Sunday February 28.
• Dr. Williams highlighted OCTC Alumni. Mr. Jonathan Blandford attended Discover College and is currently completing his degree at the Philadelphia College of Osteopathic Medicine. Ms. Holly Phillips graduated from OCTC with an Associate in Arts and completed her Bachelor and Master's degree. She is a teacher at Burns Middle School.
• An invitation to the following upcoming events was extended: The GG Talbot 5K Road Race-April 9; OCTC's Spring Fling-April 19 and 20; the unveiling of the NEH donor wall-April 21; the Spring 2016 Common Reading author, Garth Stein's visit-April 21; and OCTC Graduation-May 10.
• Dr. Williams shared an enrollment overview from Fall 2005-Fall 2015 to assist in understanding the next biennium in higher education and noted how important a strong enrollment is in relation to the budget. He noted in the year 2000, state appropriations made up 45% of our budget. In 2016, only 16% of the budget is from state appropriations.
• OCTC is currently developing a Strategic Enrollment Management Plan which will set goals enhancing our ability to reach traditional, non-traditional students and workforce. We need to ensure a strong message is sent making our community members/potential students aware of OCTC's quality and affordable education.
• He noted and explained the decline in nursing pending major was, in part, due to the decreased demand for nurses in the area.
• Chair Carpenter and Dr. Williams reported under the new healthcare act, it will be advantageous for agencies to require nurses to have their BSN. OCTC can possibly explore the potential to award a bachelor degree in nursing in the future.

ADJOURNMENT
The meeting adjourned at 6:00 p.m.
Approved:

Scott Williams, Ph.D.
President

Mr. Jeff B. Carpenter
Chair