

**OWENSBORO COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF DIRECTORS MEETING  
Thursday, March 14, 2019**

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

**BOARD MEMBERS ABSENT:** Mr. Marty Higdon and Ms. Cecilia Robinson

**Presentation-Computer Information Technology**

Dr. Scott Williams introduced Associate Professor Cheryl Purdy and OCTC alumnus, Mr. Robert Drane. Ms. Purdy teaches courses in the CIT field, as well as assists the Daviess County Sheriff's Office with digital forensics. Ms. Purdy shared information about OCTC's Computer Information Technology program, stating the growing demand in digital forensics. Mr. Drane graduated in 2018 with his associate degree. In addition to Mr. Drane completing CIT courses and serving as a student tutor, he competed in the 2018 National Cyber League. He shared his experiences in the competition; Ms. Purdy noted he ranked 238 out of 3,324 competitors.

**CALL TO ORDER**

Chair Jeff Carpenter called the meeting of the Owensboro Community and Technical College Board of Directors to order at 4:48 p.m. (CST), March 14, 2019. The meeting was held in the Administration Board Room, Main Campus.

**APPROVAL OF MINUTES**

**MOTION:** A motion was made by Mr. Will Mounts to approve the minutes from the January 10, 2019 OCTC Board of Directors' meeting. Ms. Joan Hayden seconded the motion.

**VOTE:** The minutes were approved by unanimous consent.

**NEW BUSINESS**

**Quarterly Budget Report**

Business Affairs' Vice President Sarah Price presented the following Second Quarter Variance Report for Fiscal Year 2019:

Revenue

Tuition and Charges- 94.02% was received. The percentage of revenue is consistent with the OCTC enrollment Summer 2018, Fall 2018 and most of

Spring 2019. Additionally, the net SEEK budget was incorporated in the Tuition and Charges budget. The first allocation of SEEK revenue was not received in the second quarter.

Noncredit Tuition- 40.44% was received. This category is slightly below the second quarter parameters. Contractor safety training has been ongoing but at reduced numbers compared to last year's second quarter numbers. In addition, Workforce Solutions provided training during the start-up of Aleris' CALP line that was a one-time training. This training added to the revenue received during the second quarter of fiscal year 2018.

Sales and Services- 69.57% was received. This category has surpassed the second quarter parameters. Testing, bookstore commissions, facilities rental and on-line course charges increased the revenue received in this category.

Other Sources- 0.00% was received. This item represents the budgeted College fund balance.

Budget Reserve- 0.00% was received. This item represents the budgeted Budget Reserve category.

#### Expense Budget by Program Group (Unrestricted Expenses)

Instruction- 44.02% was expended. This category is below the second quarter parameters. This is primarily due to a portion of the College's fund balance budgeted in this category and not expended.

Student Services- 57.97% had been expended. This category is over the upper limits of the second quarter parameter. Each year, the System Recharges, including the Student Service Desk are expended in the first quarter. Since this entry was done, the results of the first two quarters are slightly skewed.

Institutional Support- 40.18% has been expended. This category reflects a budgeted item for additional KERS fringe benefits that was budgeted but was needed during the current year. Due to this item being included in the original budget and not needed, the total percentage of expenditure is below what it should be. If this item was excluded from the budget, the Institutional Support percentage would be within the second quarter parameters of 47.3%.

#### Expense Budget by Expense Group (Unrestricted Expenses)

Capital Outlay- 14.35% was expended. The expenditures in this category are capital equipment, including library resources. Half of the annual

lease payment for the ESG guaranteed energy project was paid in the first quarter. The College's fund balance is budgeted in this category.

Grants in Aid- 103.43% was expended. This category has exceeded the standard second quarter parameter. Expenditures reflect the increase in dual credit waivers.

Budget Reserve- 0.00% was expended. We are not authorized to expend the budget reserve without approval from KCTCS.

### **Review-Board of Directors' Workshop**

Dr. Andrea Borregard gave an overview of the KCTCS Board of Directors' workshop. Board members from each of the 16 community colleges were encouraged to attend this workshop to gain valuable information related to the statutory responsibilities and duties as a Board member.

Dr. Jay Box and Dr. Thomas Meredith presented on the following topics: the KCTCS Board of Regents, the challenges and solutions for community and technical colleges, the roles and responsibilities of the college board, and advocacy. Dr. Thomas Meredith stressed the importance of having wrap around services for students and the board having one voice for the college.

Dr. Williams noted that some services are in place to assist students who may have non-academic barriers such as hunger and homelessness. Faculty and staff referrals, counselors, and student success coaches serve as advocates for our students. OCTC will continue to look at initiatives to address these types of issues that hinder student success.

### **President's Report**

Dr. Williams provided the following report:

- Enrollment continues to be up—an increase in headcount of 6-7%;
- The SNAP messaging system was successful in the recent weather threat;
- Congratulated Kaylee Meador and Brooklyn Knight for the honors each received. Ms. Meador received the 2019 Coca-Cola Academic Team Bronze Scholar, as well as, a National Merit Finalist; Ms. Knight is also a National Merit Finalist and is a recipient of the 2019 PTK Guistwhite Scholar Award and the 2019 New Century Transfer Pathway Scholar Award;
- James Hall has been hired as an automation/robotics instructor and Tyler Ashton as a liaison for Workforce Solutions;
- Dr. Williams attended legislative events held in Frankfort;
- OCTC hosted/and will host the following events:

- Council on Postsecondary Education President Aaron Thompson's Listening Forum on March 4
- 2<sup>nd</sup> Annual Young Women's Empowerment Trail Blazer Dinner with featured guest, Nikki Eplion-Bryant on March 7
- Phi Theta Kappa Regional Conference—March 8 and 9
- KyPitch (formerly IdeaStateU)—March 26
- Dr. Williams hosted *Pizza with the President* for OCTC students and *Coffee and Conversations* for OCTC faculty and staff;
- The Annual Campaign will conclude in late May/early June;
- Dr. Williams reported on the Performance Based Funding Model via PowerPoint presentation, comparing years 2016-17 to 2017-18 and noted the baseline data is from 2015-16. The model measures the College in 15 metrics, broken into three components: operational support, success/completion, and student progression. Dr. Williams noted everyone plays a vital role in performance based funding and extended his gratitude for improving in 13 of the 15 metrics.

### **OLD BUSINESS**

There was no old business.

### **ANNOUNCEMENTS**

The following announcements were made:

- Chair Carpenter noted the necessity to reschedule the May Board meeting to accommodate year-end deadlines. Information with potential dates will be sent via email.
- The OCTC Board meetings for the 2019 are scheduled for May 9 (tentative) and July 11;
- Common Reading Author Nnedi Okorafor will visit campus on March 21;
- OCTC is hosting the Women in Computing Conference March 21 and 22; and
- OCTC Graduation Ceremonies are May 15 and 16.

### **ADJOURNMENT**

The meeting adjourned at 5:55 p.m.

### **Approved:**

Signature on File

Jeff B. Carpenter

Chair

Signature on File

Scott Williams, Ph.D.

President