

**OWENSBORO COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF DIRECTORS MEETING  
Thursday, November 15, 2018**

**BOARD MEMBERS PRESENT:** Dr. Andrea Borregard, Mr. Jeff Carpenter, Mr. Marty Higdon, Mr. Will Mounts, Mr. Bill Quisenberry, and Ms. CeCe Robinson

**BOARD MEMBERS ABSENT:** Ms. Joan Hayden, Ms. Kaylee Meador, and Mr. Matt Robbins

**CALL TO ORDER**

Chair Jeff Carpenter called the meeting of the Owensboro Community and Technical College Board of Directors to order at 4:31 p.m. (CST), November 15, 2018. The meeting was held in the Administration Building, Main Campus.

**PRESENTATION-Tech X Program**

Mr. Mike Rodgers presented information on the Tech X program. This fast-track curriculum focuses on the non-traditional student in the development of multi-craft skills in the areas of welding, fabrication, robotics, fork-lift training, and introductory machining. This seven to nine month program offers flexible scheduling with competency-based, project-based learning beginning the first day of the program. This initiative was developed from the \$400,000 KCTCS Entrepreneurial grant. Mr. Rodgers introduced Mr. Parrish Duncan, Tech X instructor, Ms. Katie Vincent, success coach and Tech X students, Mr. Kieran Washington and Mr. Jared Westerfield.

OCTC students, Mr. Kieran Washington and Mr. Jared Westerfield, shared their experiences with the program. Both noted experiences with this program, the knowledge and expertise provided in instruction, has given them the necessary skills and desire for career advancement.

**APPROVAL OF MINUTES**

**MOTION:** A motion was made by Mr. Will Mounts to approve the minutes from the September 13, 2018 OCTC Board of Directors' meeting. Dr. Andrea Borregard seconded the motion.

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

**NEW BUSINESS**

**Election of Board Officers**

According to the bylaws of the OCTC Board of Directors, the chair, vice-chair and secretary shall be elected by the Board members and shall serve a one-year term. Chair Carpenter asked for the elections be tabled due to term expirations of four of the current Board members. The election of officers will take place once Board appointments have been made by Governor Bevin.

### **Approval of the Strategic Needs Analysis Capital Budget Request**

Ms. Sarah Price reviewed the Strategic Needs Analysis Capital Budget Requests, listed in priority order: 1) OCTC Life Safety Project; 2) HVAC Replacement Phase I for the Main Campus; 3) Plumbing, Electrical, and Roof Replacement for the Downtown and Southeastern Campuses; 4) HVAC Replacement Phase II for the Main Campus; 5) Main Campus Renovations; and 6) HVAC Replacement Phase III for the Main Campus.

Dr. Williams noted these requests will be presented to the Kentucky State Legislature for general state funding approval. After discussion, Chair Carpenter asked for a motion to approve the Strategic Needs Analysis Capital Budget Request.

**MOTION:** A motion was made by Mr. Will Mounts, with a second by Mr. Marty Higdon, to approve the Strategic Needs Analysis Capital Budget Request.

**VOTE:** The Strategic Needs Analysis Capital Budget Request was unanimously approved.

### **Quarterly Budget Report**

Sarah Price presented the First Quarter Variance Report for Fiscal Year 2019 and highlighted the following categories:

#### **Revenue**

Tuition and Charges- 51.60% has been received. The percentage is consistent with the OCTC enrollment for Fall 2018 and Summer 2018. Additionally, the net SEEK budget was incorporated in the Tuition and Charges budget. The first allocation of SEEK revenue has not been received.

Sales and Services- 41.52% has been received. This category has surpassed the first quarter parameters. Testing and bookstore commissions, facilities rental, and on-line course charge increased the revenue in this category.

#### **Expenses**

Student Services- 34.83% has been expended. This category is over the upper limits of the first quarter parameter. Each year, the System Recharges including the Student Service Desk are expended in the first quarter.

Student Financial Aid- 63.18% has been expended. This category is over the standard first quarter parameter. Expenditures reflect the increase in dual credit waivers.

Capital Outlay- 14.18% has been expended. 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. Note: the College's fund balance is budgeted in this category.

## **OCTC Board of Director Bylaws**

The following amendment was made to Article I, Section 1.3: “The sole governing authority for all colleges of the Kentucky Community and Technical College System is the KCTCS Board of Regents.” The amended OCTC Board of Director Bylaws will be presented for approval at the January 10, 2019 meeting.

## **President’s Report**

Dr. Williams provided the following information:

- The Kentucky Legislative session will convene in January. The areas of focus of the IMPACT theme are the investment in KCTCS, guaranteed sustainability for all entities in regard to dual credit, promoting our mission, and advocating for adult students;
- Chair Carpenter and Dr. Veena Sallan will join Dr. Williams at Governor Bevin’s symposium in December;
- Enrollment for fall 2018 finished strong with an additional 158 students, an increase of 4%. This is largest growth since the recession. Dr. Williams extended his appreciation to the OCTC faculty and staff for their dedication and hard work;
- OCTC’s Financial Aid Office experienced a clean financial aid audit to include a 19.6% default rate;
- Official notification was received from the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) announcing national accreditation for the nursing program;
- OCTC’s Medical Assisting program had a successful accreditation site visit. Over 700 elements were evaluated with no recommendations, and only one suggestion;
- Work Ready Skills Renovations are progressing with completion expected in January;
- Since September, Mike Rodgers has provided 12 tours of the Industry Innovation Center to businesses and community members;
- The following staff vacancies have been filled: JoLynne Chapman, counselor; Meredith Bowers and Michelle Finch, adult education specialists; Brittany Daniels; student affairs assistant; and Ceara Thomas has assumed the manufacturing success coach position;
- Dr. Angela Ash and Dr. Ade Oredein were accepted in the 2019 Leadership Owensboro class;
- OCTC received the following funding: \$16,000 from Impact 100; \$10,000 grant from the Gene Haas Foundation; \$50,000 to complete the David Nuckols’ scholarship endowment; and a mini-grant from Owensboro Regional Health Hospital to create a psychology lab;
- OCTC has submitted a proposal for the Innovation Grant;
- Twelve Work Ready Kentucky scholarships have been awarded;
- Over 185 students have applied for the 15 to Finish Scholarship
- The Common Read with author Marsha Norman was huge success;
- Phi Theta Kappa hosted the Genetics and Ethics Conference on November 10;

- Over 100 attendees were present for the annual recognition event on November 4 honoring OCTC donors;
- OCTC will participate in the Christmas parade highlighting the Rover Teams; and
- The following upcoming events are scheduled:
  - Leadership Owensboro Education Day—November 29
  - Hanging of the Greens—November 27
  - First Lego League—December 1
  - OCTC Christmas Concert--December 3
  - Holiday Potluck and Employee Awards Ceremony—December 7
  - Work Ready Skills Renovation Open House—January 23

### **OLD BUSINESS**

There was no old business.

### **ANNOUNCEMENTS**

The following announcements were made:

- OCTC Graduation Ceremony—December 13 at 6:30 p.m.
- The OCTC Board meetings for the 2019: January 10, March 14, May 9 (tentative) and July 11.

### **ADJOURNMENT**

The meeting adjourned at 5:53 p.m.

### **Approved:**

#### **SIGNATURE ON FILE**

Scott Williams, Ph.D., President

#### **SIGNATURE ON FILE**

Mr. Jeff B. Carpenter, Chair