

West Kentucky Community & Technical College
Board of Directors
May 31, 2016
2 p.m.

I. CALL TO ORDER – Dr. Shirley Menendez

Dr. Menendez called the meeting to order. Members of the board attending were: Tom Butler, Heather Coltharp, Steve Grinnell, Jason Jones, and Larry Kelley.

Others present were: Dr. Barbara Veazey, Bridget Canter, John Carrico, Susan Graves, Nate Slaton, Tammy Thompson, Ashley Wright and Barbara Maxey.

II. APPROVAL OF MINUTES-March 1, 2016

A motion was made by Larry Kelley to accept the minutes for March 1, 2016. Steve Grinnell seconded the motion.

III. APPROVAL OF MINUTES-April 26, 2016

A motion was made by Larry Kelley to accept the minutes for April 26, 2016. Jason Jones seconded the motion.

IV. PRESIDENT’S REPORT-Dr. Barbara Veazey

Dr. Veazey discussed the following topics:

- Dr. Charles Chrestman will begin July 1, 2016 as interim president. He served previously as interim president at Big Sandy Community & Technical College.
- The Aspen prize money from 2015 will be used to purchase software to implement career pathway, advising and job placement model for WKCTC and as a model for Kentucky Community & Technical College System. WKCTC was named to the top 150 community colleges eligible to compete for the 2017 award.
- WKCTC will participate in Achieving the Dream this year as the last year in the cohort group. Nate Slaton discussed the area WKCTC has focused on in the Achieving the Dream process. The Health Science Technology major is a meta major including all health majors. The student can earn credentials while applying for a selective admissions program.



- The Paducah School of Art and Design is fully operational with three areas remaining:
 - Fiber studio
 - Signage for PSAD
 - Pickle factory which will be secured and used for storage.

Dr. Veazey stated the Kitchens Café is open and the food is exceptional. The Café has the capability and is available for private parties. Dr. Veazey encouraged the board members to visit the Kitchens Café.

- The Community Scholarship Program will need to be watched carefully over the next year. WKCTC is in a holding pattern for soliciting funds until the state determines the path of the Work Ready Scholarship which would fund tuition at community colleges. The Community Scholarship Program has been very successful. The data shows that the main objectives of increasing graduation rates in McCracken County and increasing the number of McCracken County high school graduates who transition to postsecondary education are positive. The CSP students have tremendous support from Dr. Lisa Stephenson and the career coaches.
- Dual Credit will have an effect on enrollment at WKCTC due to the increase the student will have to pay. WKCTC will work with KCTCS and the Council on Postsecondary Education as it establishes the Dual Credit Advisory Council.
- Nate Slaton reported on enrollment. The three areas which show the most decline are Business and IT, Health Science Technology and Transfer. Marketing will be increased in these areas.

V. CHAIR'S REPORT

Dr. Menendez reported the Screening Committee for selecting a new president is on track with the timeline established.

VI. OLD BUSINESS

There was no old business.

VII. NEW BUSINESS

Susan Graves discussed the 2016-2017 budget. Significant reductions to the 2016 budget include decrease in positions and programs, reallocation of manpower, reduced travel and operating, consolidation of summer and night classes. See Appendix A. The 2016-17 budget is \$1.5 million less than the 2015-2016 budget. Steve Grinnell asked if the college has compromised its mission with the budget reduction. Dr. Veazey and all faculty/staff present agreed with the budget this thin, the answer is definitely yes. Ms. Graves asked for a motion to approve the 2016-2017 budget.

Jason Jones made the motion and Steve Grinnell seconded the motion. The motion passed.



WKCTC is an equal educational and employment opportunity institution.



Dr. Menendez discussed the option of amending the WKCTC bylaws to allow voting by video teleconferencing. **Steve Grinnell made a motion and Jason Jones seconded the motion to vote on this item at the October meeting.**

Dr. Menendez conducted the evaluation of Barbara Veazey. On Institutional Leadership/Management, Education Leadership/Internal Relations, External Relations, and College Board Relations, the board unanimously gave Dr. Veazey an exceptional rating. Dr. Menendez will send the comments and evaluation to Dr. Jay Box.

As the meeting concluded, it was stated that the West Kentucky Community and Technical College Board of Directors include in the minutes its highest regard and respect for Dr. Barbara McWaters Veazey and her work accomplished for the students and community of western Kentucky.

VIII. ADJOURNMENT

The meeting was adjourned at 4 p.m. The next regular meeting is on October 11, 2016 at 2 p.m.



Appendix A

WKCTC BUDGET REDUCTIONS:

1. Closed Carpentry program
2. Closed Industrial Maintenance program
3. Closed off site LPN program located in Murray, Ky saving rent, utilities, cleaning, and maintenance
4. Terminated contract with Innovations Network
5. Eliminated the following positions:
 - a. Communications Instructor
 - b. Carpentry Instructor
 - c. 2 Administrative assistants
 - d. 3 Workforce specialist
 - e. Welding instructor
 - f. 2 nursing instructors
 - g. Maintenance supervisor
 - h. Music Instructor
 - i. Janitorial staff
 - j. HR assistant
 - k. Administrator
 - l. Developmental Ed Instructor
 - m. Financial aid position
 - n. Student services position
6. Replaced the following vacancies (retirement or resignation) with lower cost personnel:
 - a. Dental
 - b. Security
 - c. Nursing
 - d. Sonography
 - e. IT
 - f. Maintenance
 - g. Student services
 - h. Academic support
7. Reduced part time faculty
8. Moved faculty and staff from 12 month to 10 month contracts
9. Did not extend grant contracts on 4 employees
10. Brought off-site Nurse Aide program back to campus saving utilities, cleaning, security, and maintenance
11. Reduced technological expenditures



12. Reduced travel expense
13. Eliminated professional development
14. Eliminated travel to System's Office
15. Doubled the size of Diesel program by adding a low cost instructional specialist
16. Reduced phone expense
17. Eliminated PATS bus system on campus
18. Negotiated a \$40,000 savings with power system
19. Reduced maintenance, cleaning, and utility expense by closing a building in the summer
20. Consolidated night classes into 3 buildings to save utilities and security personnel cost
21. Reduced operating budgets of several programs and areas
22. Reduced Maintenance and Operations operating expenses
23. Closed four computer labs

RETENTION AND RECRUITMENT STRATEGIES:

1. Achieving the Dream College- working to boost success of underrepresented students
2. Placing emphasis on Health Science Technology students to improve success rates
3. Implemented an improved enrollment management plan based on current data.
4. Paducah School of Art and Design. Working with local economic development to enhance local economy through development of Arts.
5. Inland Marine Program development- Recruiting students from the entire Mississippi River. This is a joint venture for several colleges
6. Community Scholarship Program- provides gap funding for HS students to attend college. A community effort supported by external funds.
7. Kentucky Fame
8. Expansion of Diesel Program- Doubled the size of the program by adding an instructional specialist
9. Developing property such as the Paducah School of Art and Design to bring in outside revenue
10. Expansion of Surgical Technology program. Added a night program at the request of local hospitals



2016-17 Operating Budget

West Kentucky Community and Technical College

SOURCE OF FUNDS	UNRESTRICTED	RESTRICTED	TOTAL
Tuition & Mandatory Fees	\$15,738,300.00	\$0.00	\$15,738,300.00
State Allocation	\$8,102,600.00	\$0.00	\$8,102,600.00
Government Grants and Contracts - Federal	\$0.00	\$15,872,700.00	\$15,872,700.00
Government Grants and Contracts - State	\$1,000.00	\$1,620,200.00	\$1,621,200.00
Noncredit Tuition	\$763,500.00	\$0.00	\$763,500.00
Private Funds	\$0.00	\$2,249,300.00	\$2,249,300.00
Sales/Services Educational Activity	\$1,502,900.00	\$350,000.00	\$1,852,900.00
Other Sources	\$693,700.00	\$0.00	\$693,700.00
Budget Reserve "NR"	\$715,300.00	\$0.00	\$715,300.00
TOTAL REVENUES	\$27,517,300.00	\$20,092,200.00	\$47,609,500.00

FUNCTION OF EXPENSES	UNRESTRICTED	RESTRICTED	TOTAL
Instruction	\$13,403,700.00	\$2,242,200.00	\$15,645,900.00
Public Service	\$711,100.00	\$0.00	\$711,100.00
Academic Support	\$863,500.00	\$6,000.00	\$869,500.00
Libraries	\$367,300.00	\$0.00	\$367,300.00
Student Services	\$2,728,700.00	\$1,100,000.00	\$3,828,700.00
Institutional Support	\$3,371,400.00	\$328,300.00	\$3,699,700.00
Operation and Maintenance	\$3,861,000.00	\$2,281,000.00	\$6,142,000.00
Student Financial Aid	\$1,495,300.00	\$14,134,700.00	\$15,630,000.00
Budget Reserve "NR"	\$715,300.00	\$0.00	\$715,300.00
TOTAL EXPENSES	\$27,517,300.00	\$20,092,200.00	\$47,609,500.00

OBJECT OF EXPENSES	UNRESTRICTED	RESTRICTED	TOTAL
Personnel Costs	\$19,135,000.00	\$2,608,700.00	\$21,743,700.00
Operating Expenses	\$5,659,400.00	\$1,231,600.00	\$6,891,000.00
Capital Outlay	\$123,400.00	\$186,700.00	\$310,100.00
Grants in Aid	\$1,495,300.00	\$14,134,700.00	\$15,630,000.00
Transfers	\$388,900.00	\$1,930,500.00	\$2,319,400.00
Budget Reserve "NR"	\$715,300.00	\$0.00	\$715,300.00
TOTAL EXPENSES	\$27,517,300.00	\$20,092,200.00	\$47,609,500.00