

**Elizabethtown Community and Technical College
ECTC Main Campus
Board of Directors Meeting
Friday, May 11, 2018
12:00 p.m. EST**

Board Members Present:

Mr. Tim Gossett, Chair
Mr. Bob Claycomb, Secretary
Dr. Steven Sargeant
Mr. Steve Bratcher
Mr. Paul Witten
Ms. Carla Hornback, Faculty Representative
Ms. Judy Akers, Staff Representative
Ms. Alissa Avramis, Student Representative

Ex-Officio:

Dr. Juston C. Pate, President/CEO

Guests:

Ms. Emily Allen, Recorder

Board Members Absent:

Ms. Dorothy Johnson

CALL TO ORDER

Chair Gossett called the regular board meeting to order at 12:00 p.m. EST.

***WELCOME,
INTRODUCTIONS AND
ANNOUNCEMENTS***

Chair Gossett welcomed everyone to the ECTC main campus and commended Dr. Pate and the ECTC faculty and staff for a wonderful Commencement ceremony Monday evening, May 7, at Central Hardin High School.

***APPROVAL OF MINUTES
February 16, 2018***

MOTION: Ms. Carla Hornback made the motion to approve the February 16, 2018, minutes as presented and Mr. Paul Witten seconded the motion.

VOTE: The minutes were approved by unanimous consent.

OLD BUSINESS:

There was no old business to discuss.

Election of Officers

Mr. Paul Witten made the motion to nominate Mr. Tim Gossett as Chair and Mr. Bob Claycomb seconded the motion. Motion carried.
Mr. Bob Claycomb made the motion to nominate Mr. Paul Witten as Vice Chair and Dr. Steven Sargeant seconded the motion. Motion carried.
Ms. Carla Hornback made the motion to nominate Mr. Steve Bratcher as Secretary and Mr. Paul Witten seconded the motion. Motion carried.
Emily Allen was appointed as the assistant secretary to the Board of Directors.

***Bylaws, Code of Ethics,
and Self-Evaluation***

Mr. Steve Bratcher made a motion to accept the KCTCS model Bylaws as ECTC's Board of Directors Bylaws and Dr. Steven Sargeant seconded the motion. Motion carried.
Dr. Steven Sargeant made a motion to accept the KCTCS model Code of Ethics as ECTC's Board of Directors Code of Ethics and Mr. Bob Claycomb seconded the motion. Motion carried.
Mr. Paul Witten made a motion to accept the model Self-Evaluation as the

ECTC's Board of Directors Self-Evaluation and Mr. Steve Bratcher seconded the motion. Motion carried. The board members will review the newly accepted self-evaluation at the September Board of Directors meeting.

Budget Approval

Mr. Ken Walker reviewed the budget development process created this past spring. Dr. Juston Pate presented the board with the proposed budget for the 2019 fiscal year (see attached).

ECTC's funding comes from state appropriations and tuition revenue. ECTC received a 6.25% cut in state appropriations. Unexpectedly, KCTCS received \$6.9 million in performance funding. With the 6.25% cut and the money received from performance funding, ECTC received \$220,000 in additional state appropriations. The budget for FY19 was developed on the assumption that ECTC will see a 3% enrollment increase. Additionally, tuition will increase approximately \$7/credit hour. With this proposed budget, ECTC intends to hire 10-18 positions, each division will see an increase in operating budgets, and \$200,000 will be allocated for safety and security on the main, Leitchfield and Springfield campuses.

Mr. Paul Witten made a motion to accept the proposed fiscal year 2019 budget and Mr. Bob Claycomb seconded the motion. Motion carried.

September 2018 Board of Director Meeting Date

Due to the Board of Regents meeting that will be held on ECTC's main campus September 12-14, the ECTC Board of Directors September meeting will now be held September 21, 2018 at 9:30 a.m. at the ECTC main campus.

All future Board meetings will be held at 9:30 a.m. on the second Friday of February, May, September, and November.

REPORTS:

PROVOST/CAO REPORT

Dr. Tiffany Evans presented the Provost's report. Copies of the written report were distributed to the board members (see attachment):

- New Program Updates:
 - Several new programs launched in the fall of 2017, i.e. Health Sciences Tech, AMTEC, Robotics, and Advanced Manufacturing.
 - Additionally, several new programs will launch in the fall of 2018, i.e. Agriculture, CDL, Paramedic, Sonography (fall 2019), Hospitality, and ROTC.
- Several academic initiatives are underway and they include the addition of May semester classes where a student can earn a 3 credit hour course in a 4 week format, and the Smarter Summer program will continue for a third year. The Smarter Summer program targets students not attending ECTC as their home school, with high-demand transfer courses.
- ECTC received \$1,113,135 in gifts and scholarships during the 2017-2018 academic year.
- We are currently working with a private citizen to establish an

endowed scholarship in the amount of \$1,000 and we are working with a local business owner and entrepreneur to procure a CDL lot, truck, and trailer.

***INTERIM CHIEF
FINANCIAL OFFICER
REPORT***

The fiscal year 2019 budget was reviewed and voted upon earlier in the meeting, there was no additional financial business to discuss.

***DEAN OF STUDENT
AFFAIRS REPORT***

Dr. Dale Buckles shared his report with the Board members:

- Dr. Dale Buckles stated the Commencement ceremony held Monday, May 7, was a well-attended event, 202 students walked across the stage, making this the second largest attended commencement ceremony held for ECTC.
- 3,304 credentials awarded this year, 958 of those were degrees and diplomas.
- Dr. Buckles distributed the daily enrollment report created by Ernie Weaver. The report shows our enrollment is up compared to the same time last year. More importantly, our freshman and FTE enrollment numbers are up.

***INTERIM CHIEF
OPERATIONS OFFICER
REPORT & PRESIDENT'S
REPORT***

Dr. Juston Pate shared the Chief Operations Officer and the President's report with the board:

- Energy Savings and Performance Contract – Interior lighting is mostly complete at the main campus with the exception of the JSO building and some parking lot lights, the project is 100% complete at the Springfield and Leitchfield campuses. The OTB 300 chiller has been installed, the rooftop unit on the science building is in the process of being replaced, as well as the JSO ceiling and lighting.
- The science building will receive a new roof at no cost to the college.
- James S. Owen Renovations – construction has started on the renovation of the remaining classrooms and hallways. All classrooms will receive new paint, vinyl tile flooring, and technology upgrades. Two of the classrooms will be “innovative” classrooms.
- Signage Project – New exterior, and eventually interior, signage is being developed to provide better directions for students and visitors on campus. Once the new logo has been finalized and distributed to all campuses this project will move forward.
- Springfield Welding Lab – Murphy Graves Architects has been hired to develop a concept plan to design a welding lab in a section of the current Industrial Machine shop.
- University Center – Ross Tarrant Architects has been selected to draw up design services for the renovation of the Student Center, we hope to have a rendering by the end of May.
- A Dean of Advancement will hopefully begin July 1, 2018.

***OTHER DISCUSSION:
PRESIDENT/CEO
EVALUATION***

The board members present discussed Dr. Pate's evaluation and chair Gossett will present a summary to Dr. Jay Box.

ADJOURNMENT

Mr. Bob Claycomb made a motion to adjourn the meeting and Mr. Paul Witten seconded. Motion carried. The meeting adjourned at 2:15 p.m. EST.

NEXT MEETING

The next board meeting is scheduled for Friday, September 21, 2018, at the ECTC campus.

Minutes respectfully submitted by,



Emily Allen
Recorder



Steve Bratcher
Secretary