

**Elizabethtown Community and Technical College  
ECTC Springfield Campus  
Board of Directors Meeting  
Friday, November 9, 2018  
9:30 a.m. EST**

**Board Members Present:**

Mr. Tim Gossett, Chair  
Mr. Paul Witten, Vice Chair  
Mr. Steve Bratcher, Secretary  
Dr. Steven Sargeant  
Ms. Carla Hornback, Faculty Representative  
Ms. Judy Akers, Staff Representative

**Ex-Officio:**

Dr. Juston C. Pate, President/CEO

**Guests:**

Ms. Emily Allen, Secretary to the Board

**Board Members Absent:**

Mr. Bob Claycomb  
Mr. Brent Osterlink, Student Representative

***CALL TO ORDER***

Chair Gossett called the regular board meeting to order at 9:47 a.m.

***WELCOME,  
INTRODUCTIONS AND  
ANNOUNCEMENTS***

Chair Gossett welcomed everyone to the ECTC Springfield campus.

***APPROVAL OF MINUTES  
September 21, 2018***

**MOTION:** Mr. Paul Witten made the motion to approve the September 21, 2018, minutes as presented and Dr. Steven Sargeant seconded the motion.

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

***OLD BUSINESS:***

There was no old business to discuss.

***NEW BUSINESS:***

***University Center  
Naming Procedure***

Ms. Megan Stith distributed a resolution and biographical information on Dr. Robert and Rita Robbins. Dr. Robert and Rita Robbins donated more than 25% of the funds needed to renovate the University Center; therefore, the college has the opportunity to name the University Center after Dr. Robert and Rita Robbins. A motion was made by Mr. Steve Bratcher to name the University Center after Dr. Robert and Rita Robbins, the motion was seconded by Mr. Paul Witten and approved unanimously.

***15 to Finish Scholarship***

To date, approximately 175 students have applied for the 15 to Finish Scholarship. If 30% of these students pass their current classes and re-enroll for an additional 15 hours the next semester, the minimal amount needed to cover this scholarship will be \$25,000 for Spring 2019 to cover the Fall 2018 recipients.

The board has decided to take on the 15 to Finish Scholarship as a group project in order to raise enough funds to endow this scholarship. Megan Stith will work with board members and supply each with pledge cards, fact sheets,

and power point presentations to present to the community. Each board member will let Ms. Stith know in what capacity they would like to help. The goal of the board is to raise \$250,000 by December 2019. This money will be used to endow the 15 to Finish Scholarship. The board will assess where the group stands with fundraising during each subsequent board meeting.

**SACS Update**

Dr. Juston Pate gave the board an update on our 10 year SACS visit. In total, twelve recommendations were made and ECTC has five months to respond with documentation. The twelve recommendations include:

- Three recommendations relate to the Quality Enhancement Plan (QEP).
- Three recommendations relate to the Institutional Research and Evaluation processes.
- Three recommendations relate to finance.
- Two recommendations relate to staff.
- One recommendation relates to the evaluation of part-time instruction.

There were no recommendations made relating to academic or student affairs.

**REPORTS:  
INTERIM PROVOST/CAO  
REPORT**

Mr. Darrin Powell shared the Provost/CAO Report:

- ECTC's retention rate from fall to spring is typically around 54%, this year our retention rate goal is 64%. ECTC is strongly focused on advance registration, weekly notices encouraging advance registration of students are being sent to faculty, and advising lists are being distributed to faculty. Additionally, we are analyzing courses with low success rates. If we meet our goal of 64% retention from fall to spring, ECTC would gain approximately \$430,000 in additional tuition revenue.
- The Sonography and Agriculture programs begin with students in Spring 2019.
- Agreements with partnering universities are currently being drafted for the University Center.
- KAMP – This project is moving forward, several videos have been created and several more are in process.

Question – How is the college keeping up with advancements in advanced manufacturing?

Response – ECTC is updating labs, equipment, and content. An automation, instrumentation track will be added in the Electrical Technology program. ECTC is looking to incorporate apprenticeships (half class work, half field work) in the near future.

**CHIEF FINANCE AND  
FACILITIES OFFICER  
REPORT**

Mr. Brent Holsclaw shared the Chief Finance and Facilities Officer's Report:  
Finance

- To date ECTC has \$8,320,362 in revenue.
- The revenue that is generated is housed in state general funds, not

locally.

- Annual Financial Reports (AFR) are received each year, they are generated by a third party CPA. ECTC's AFR indicates that we have a net increase of \$1,216,000 compared to this time last year.

#### **Facilities**

- Parking lots D, F, G, and H have been completed.
- Energy Savings Project: two new natural gas boilers have been installed in the LRC building.
- The signage project has been awarded to a contractor and will begin in December 2018.

#### ***DEAN OF STUDENT AFFAIRS REPORT***

Dr. Dale Buckles shared the Dean of Student Affairs Report:

- A headcount enrollment document was distributed to board members which compares all 16 KCTCS colleges with regard to FTE, headcount by age, assessed and waived tuition, student credit hours, and headcount enrollment.
- ECTC is partnering with several organizations to improve student life and opportunities:
  - ECTC has partnered with the Central Kentucky Community Foundation (CKCF) to create a new scholarship process. There will now be one central location for students to apply for all scholarships.
  - ECTC has partnered with Hardin County Schools to provide daycare services for students.
  - ECTC has partnered with Communicare to provide mental health services and suicide prevention training.
  - ECTC has partnered with Silverleaf to provide Green Dot training for faculty and staff.
  - Franklin Covey training, the Four Dimensions of Excellence, has been provided to the Cabinet and will be provided to an additional 40 faculty and staff by the end of December 2018. This training helps with executing plans that are currently in place.

#### ***DEAN OF INSTITUTIONAL ADVANCEMENT REPORT***

Ms. Megan Stith shared her report with the Board members:

- University Center – A fundraising committee is being formed and will be co-chaired by Kenny Rambo with Heartland Communications Consultants.
- Major donors, \$1 million donation or more, will be recognized on a President's Circle donor wall that will be located outside the President's office.
- ECTC is working to secure funding to purchase a mobile training unit.
- Grants are being prepared to help fund restructuring efforts within our Workforce Solutions program.
- Working to secure funding for a greenhouse for the agriculture program and culinary program on campus.

**PRESIDENT'S REPORT**

Dr. Juston Pate shared the President's report with the board:

- ECTC is moving from being reactive to proactive, we are making intentional efforts to increase retention, increase enrollment, and provide resources for our students in college upgrades.
- The ECTC Foundation, which did not have 501c3 status, has been dissolved. The process of establishing a Foundation, which will have 501c3 status, is being discussed.


**ADJOURNMENT**

Ms. Carla Hornback made a motion to adjourn the meeting and Mr. Steve Bratcher seconded. Motion carried. The meeting adjourned at 11:46 a.m. EST.

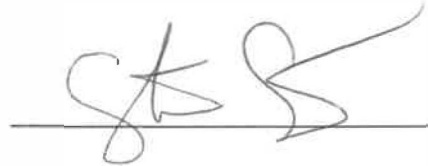
**NEXT MEETING**

The next board meeting is scheduled for Friday, February 8, 2019, at the ECTC Leitchfield campus.

Minutes respectfully submitted by,



Emily Allen  
Recorder



Secretary