

**Elizabethtown Community and Technical College**  
**ECTC Main Campus**  
**Board of Directors Meeting**  
**Friday, September 21, 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  
Mr. Brent Osterlink, Student Representative

**Ex-Officio:**

Dr. Juston C. Pate, President/CEO

**Guests:**

Ms. Emily Allen, Secretary to the Board

**Board Members Absent:**

Mr. Bob Claycomb

**CALL TO ORDER**

Chair Gossett called the regular board meeting to order at 9:28 a.m.

**WELCOME,  
INTRODUCTIONS AND  
ANNOUNCEMENTS**

Chair Gossett welcomed everyone to the ECTC main campus.  
Judge Harry Berry swore in new board members.

**APPROVAL OF MINUTES  
May 11, 2018**

**MOTION:** Mr. Paul Witten made the motion to approve the May 11, 2018, minutes as presented and Dr. Steven Sargeant seconded the motion.

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

**OLD BUSINESS:**

Board members reviewed the self-evaluation and no additional revisions were requested.

**NEW BUSINESS:  
SACS Requirements**

On October 15-18, 2018 a team of ten people, one a VP from SACSCOC, the other nine will be colleagues from institutions similar to ours, will visit our campus for our ten year reaffirmation on-site visit. Two handouts were distributed, one a tentative agenda for the four day visit and the other a SACSCOC On-Site Visit FAQ. The SACSCOC team will meet with faculty, staff, and students during the four day visit.

**Quality Enhancement  
Plan (QEP)**

Carla Hornback, QEP Director, distributed a FAQ handout for the Quality Enhancement Plan (see attached).

Is SACSCOC the only accrediting agency?

Yes, for our region. Without SACSCOC accreditation ECTC would not have access to federal funding, financial aid, and credits earned would not transfer to other SACSCOC accredited institutions. SACSCOC accredits the institution

as a whole, not individual programs.

**REPORTS:**

**CHIEF FINANCE &  
FACILITIES REPORT**

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

- The Budget Development Process that was created in May of 2018 was used to create the FY19 budget.
- The 2018-19 budget was developed based on a 3% growth in enrollment. Despite lower than projected enrollment, we are well poised to off-set the lack of funding acquired thus far. Contingency plans are in place, expenses are being monitored, and we have not hired all positions budgeted for the 2018-19 fiscal year.

**Facilities**

- Energy Savings Performance Project – We are approximately 80% complete and are guaranteed \$300,000 in savings each year that will be placed in the general fund. The majority of the savings will come from electric use, though some will come from gas. There is approximately \$49,000 remaining in the contingency fund for this project, these funds will go towards upgrading two boilers to newer, more efficient units.
- JSO Project – Upgrades and renovations have been made to the original 1964 Administration building, now James S. Owen building. The punch list will be complete by September 28, 2018. A ribbon cutting has been scheduled for October 25, 2018 at 12:30 p.m.
- Signage Project – The new logo will be incorporated into the signage project which will include new exterior directional signage, pedestrian wayfinding kiosks, and eventually a digital marquee near the 31 bypass.
- Parking Lot Project – Work will begin later today to repair and patch several parking lots on campus.
- OTB 300 Project – The roof will be partially replaced on the OTB 300 building.

**DEAN OF  
INSTITUTIONAL  
ADVANCEMENT REPORT**

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

- Ms. Stith distributed the Institutional Advancement Scorecard: July – September 2018 (see attached).
- What is Advancement?
  - Fundraising
  - Gifts and Capital Campaign
  - Alumni Relations
  - Scholarships
  - Corporate Partnerships
  - Grant Management
- Priorities:
  - Major Gift Campaigns
  - Internal Systems

- Alumni Engagement
- University Center – Ms. Stith distributed the University Center Partners handout (see attached). This is a \$4.3 million project, nearly half of the funds needed to complete this project have been raised. University partnerships are in process, campaign materials are in production, and planning meetings are in progress.
- Ms. Stith will provide a “Wish List” to the board of items/funding needed by ECTC.
- 15 to Finish – Dr. Pate posed this scholarship as a project to the board as a whole. The 15 to Finish Scholarship awards \$500 to each student who enrolls in 15 credit hours, completes 15 hours, and re-enrolls in another 15 hours. Essentially, the last three credit hours will be paid for by this scholarship. ECTC estimates \$40-\$100K will be needed for one semester’s worth of scholarship funds for the 15 to Finish Scholarship. The board has requested a special meeting to further discuss the 15 to Finish Scholarship. Ms. Stith will provide a “tool-kit” for scholarships to board members to help open the door for various asks to assist in the funding/endowment of this scholarship.

***PRESIDENT’S REPORT,  
DEAN OF STUDENT  
AFFAIRS REPORT, AND  
INTERIM PROVOST/CAO  
REPORT***

Dr. Juston Pate shared the President’s report, Dean of Student Affairs Report, and the Interim Provost/CAO Report with the board:

**Interim Provost/CAO Report:**

- Mr. Darrin Powell is currently serving as Interim Provost/CAO while Dr. Tiffany Evans is serving as Interim President at Henderson Community College.
- New Offerings:
  - Powertrain for Construction – This will be an agriculture certificate, training students to operate large farm equipment.
  - Information Security Specialist Certificate – This certificate is in response to local organizations seeking individuals with this certificate as a job requirement.
  - Phlebotomy – We are currently in the process of obtaining approval to offer this as an option in our Health Sciences Technology degree.

**Dean of Student Affairs Report:**

- The fall 2018 Progress handout was distributed.
- Credential seeking student numbers are down 177 students from last year.
- Sophomore numbers are down due in part to our freshman numbers were down last year.
- First-time freshman and freshman numbers are up.
- Full-time number combined with credential seeking students (FTE) will give us the best indication of our revenue.
- The \$7 tuition increase will help off-set the decline in numbers.

**President's Report:**

- Workforce Solutions Audit – An external consultant was hired to complete an audit of our Workforce Solutions program and the industry needs in our service region. As a result, we will be restructuring our Workforce Solutions program to match the recommendations of the consultant. Workforce Solutions will be renamed Business and Industry Services. The top three goals of this program will be to save companies money on training, reduce turnover rates within companies, and to be the number one choice for businesses and industries when it comes to training employees. We are exploring the possibility of developing a mobile training lab that can be stationed at each company and will provide training in a more efficient and cost effective manner.
- ECTC is focused on becoming more proactive rather than reactive, this is vital to the success of our students, faculty and staff.

**CLOSED SESSION**

Ms. Judy Akers made a motion to enter into Closed Session and Dr. Steven Sargeant seconded the motion. Motion carried.

The board entered into Closed Session to discuss property acquisition.

Mr. Paul Witten made a motion to adjourn Closed Session and Mr. Brent Osterlink seconded the motion. Motion carried.

**ADJOURNMENT**

Mr. Brent Osterlink made a motion to adjourn the meeting and Dr. Steven Sargeant seconded. Motion carried. The meeting adjourned at 12:00 p.m. EST.

**NEXT MEETING**

The next board meeting is scheduled for Friday, November 9, 2018, at the ECTC Springfield campus.

Minutes respectfully submitted by,



Emily Allen  
Recorder



Steve Bratcher  
Secretary