

# Board of Directors Meeting

Elizabethtown Community and Technical College  
ECTC Leitchfield Campus  
Friday, February 14, 2020  
9:30 a.m. CST

## Attendees

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Board Members	Attended
Mr. Paul Witten, Vice Chair	Yes
Dr. Steven Sargeant	Yes
Ms. Kim Huston	Yes
Mr. Stan Routt	Yes
Mr. Mike Phillips	Yes
Mr. Del Chambers	No
Mr. Howard Williams	Yes
Mr. Bryce Messenger, Student Rep.	No
Ms. Carla Hornback, Faculty Rep.	Yes
Ms. Judy Akers, Staff Rep.	Yes

Ex-Officio	Attended
Dr. Juston C. Pate, President/CEO	Yes

Guests	Attended
Ms. Emily Allen, Recorder	Yes

## Call to Order

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Vice Chair Paul Witten called the regular board meeting to order at 9:22 a.m. CST.

## Discussion

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### Welcome, Introductions, and Announcements

- Vice Chair Witten welcomed everyone to the ECTC Leitchfield campus and welcomed all new board members to the board.

### Approval of Minutes

- **MOTION:** Dr. Steven Sargeant made the motion to approve the November 1, 2019 minutes as presented and Ms. Judy Akers seconded the motion.
- **VOTE:** The minutes were approved by unanimous consent.

### Old Business

#### Coding Academy Update

- The coding academy has been created in an effort to fill a workforce void within the contractors who serve the coding needs of Ft. Knox.
- The first coding academy cohort has begun a 17-week program. At the end of the 17-week course, students will take the required licensing exam.
- The first cohort consists of 30 students, including high school students from various regions within our service region, as well as adults.
- Students who successfully complete the exam at the end of the course will be eligible for an entry-level position at Ft. Knox with a salary of \$60,000.

- Classes are being taught at the ECTC main campus.

## New Business

### Faculty and Staff Satisfaction Rates/Retention Rates

- Requested information regarding faculty and staff satisfaction and retention rates is covered during the Human Resources report later in the meeting. (Please see below for Ms. Whitney Taylor's Human Resources report.)

## Reports

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### Provost/CAO Report:

Mr. Darrin Powell, Interim Provost/CAO, presented the Provost/CAO report:

- We are currently applying for the ability to offer a Medical Lab Tech program.
- We are currently in the process of working with WKU and Murray State University to develop an agriculture partnership that will provide students with transfer options. Our goal is to have a partner within our University Center in order to offer a 4-year agriculture degree.
- ECTC will move their office on Ft. Knox from building 1174 to building 65.
- Our dual credit process continues to improve with participating school districts. We are working hard to streamline the admissions process. The majority of our dual credit students come to ECTC or take their dual credit courses at their high school. A small number of students take dual credit courses in the evening. ECTC delivered 5,120 dual credit fall credit hours.
- Our Springfield and Leitchfield enrollment numbers are up from last spring.

### Chief Finance and Facilities Officer Report:

Mr. Brent Holsclaw shared his report with the Board members:

#### Facilities

- One of the more challenging aspects of ECTC is our aging infrastructure.
- We are currently working with an architect to develop a 5-year master plan.
- A handout was distributed to board members indicating recent, current, and future renovations at ECTC. Recently, the Academic Technical Building received new flooring and paint in most areas. The Occupational Technical building and the James S. Owen building have also received upgrades and minor renovations.
- The coding academy lab is currently under renovation and is housed in the Regional Postsecondary Center 142/143.
- Our current Maintenance and Operations work order system typically responds to work orders within 8 days; facilities' new goal is to have a response time of 6 days or less.

#### Finance

- ECTC's fiscal year 2020 budget was \$27 million and to date, we have collected \$24 million. We have \$11.8 million remaining in our budget. This amount has not been expended.
- Our FY 2021 budget is currently being developed. Currently, division chairs, directors, and supervisors are preparing a list of budget needs for FY 2021. This list will be sent to cabinet for review and ranked in order of importance. During March-April, cabinet will revise the final priority order of requests as necessary following reviews by the College Council, division chairs, directors, and supervisors. Dr. Pate and the business office will then develop a college budget within the KCTCS budget development guidelines. During the May 2020 board meeting, the board will vote on the proposed budget, which will then be sent to the Board of Regents for final approval.

- There are several variables to be considered when developing the budget and they include state appropriations, dual credit tuition, tuition, and enrollment.

### Chief Student Affairs Report:

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

- Currently, our enrollment is holding steady. We are slightly higher in numbers than we were this time last spring.
- ECTC students will be receiving over \$1 million in Work Ready Scholarship funds.
- ECTC has approximately 100 work-study students this year.
- 478 students receive veteran educational benefits at this time.
- 166 students have registered for disability services; this number has doubled over the last 2-3 years.
- 309 degrees, 27 diplomas, and 1,262 certificates were awarded during the fall 2019 semester.
- GED Plus is a program in which Skills U and KCTCS partner to allow students to earn a tuition-free college certificate as they work toward their GED. We are working to continue to grow this program. The majority of the students in this program are in technical courses.
- Our last basketball game is Saturday, February 15, at 2:00 p.m. at TK Stone middle school.

### Dean of Institutional Advancement Report:

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

- ECTC is working hard to promote the Work Ready Kentucky Scholarship. Currently, ECTC has the highest number of students taking advantage of the Work Ready Kentucky Scholarship within the KCTCS system.
- The average student loan debt of a KCTCS student is less than \$5,000.
- The Institutional Advancement office has focused on emphasizing stewardship, donor relations, communication plans, increasing the number of donors, and increasing the average gift.
- Alumni engagement has become a high priority for the Institutional Advancement office. An alumni screening tool has been developed which provides information about each donor which will allow ECTC to maintain contact in the future.
- ECTC's 2019 annual report has been published and will be distributed via email and mail within the next two weeks.
- The Institutional Advancement office will host its first 2020 Vision Breakfast on March 19. Attendees will hear a preview of the college's priorities for 2020 and beyond. The breakfast is open to everyone in our service region, retirees, donors, faculty, staff, etc. Campus tours will be given at the end of the breakfast.
- Earlier this week WDRB aired a story covering our coding academy, and as a result, we have received several phone calls from individuals interested in gaining more information.
- Quick Fact wallet-sized cards were distributed to board members.

### Director of Human Resources Report:

Ms. Whitney Taylor shared her report with the Board members:

- ECTC has 511 employees consisting of 263 full-time employees and 248 part-time employees, which includes work-study, temporary hires, and adjunct faculty.
- 41 positions were filled in FY 18-19; 14 of these positions were new positions.
- 33 positions have been filled from July 1, 2019 to February 2020; 12 of these were new positions.
- Our oldest employee is 84 and our youngest employee is 22.

- 60% of our employees are female; our dominant generation is generation X followed by baby boomers; 23% of our employees are over the age of 60; we have a 4% turnover rate; 48% of our faculty have tenure; and 29% of our employees meet the Rule of 75.
- Our adjunct faculty is responsible for approximately 40% of our instruction.

## President's Report

Dr. Juston Pate shared the President's report and the Chief Finance and Facilities report with the board:

- Dr. Pate encouraged board members to advocate for the following legislative items when speaking with our service region's legislators:
  - Advocate for ECTC receiving one-half tuition from dual credit instead of the current one-third rate;
  - Fully fund the performance based funding model;
  - Advocate for ECTC to receive asset preservation funds. Currently, the only way for ECTC to renovate or build new buildings is to use private funds. If we were to receive asset preservation funding, our facilities would greatly benefit.
- With V Core coming in to Ft. Knox, ECTC has the potential to serve many more students and families. However, we will not receive any additional state appropriations to assist us in serving this new population; we will instead reallocate internal funds.
- During the May board meeting, the board will vote on the proposed budget, officer elections will be held, and the board will complete Dr. Pate's evaluations.
- We are currently working on the completion of our SACS monitoring reports and expect no issues with our accreditation.

## Meeting Adjournment

A motion was made by Mr. Howard Williams and seconded by Mr. Stan Routt to adjourn the meeting, motion carried.

The meeting adjourned at 11:44 a.m. CST.

## Next Board Meeting

The May 8, 2020, board meeting will be held at the ECTC main campus in the James S. Owen Building, room 112.

Minutes respectfully submitted by,



Emily Alfen  
Recorder



Steven Sargeant  
Secretary