

MINUTES

Hopkinsville Community College Board of Directors Of the Kentucky Community and Technical College System January 19, 2012

Board Members Present:

Mr. Philip Back	Ms. Melissa Stevenson
Ms. Jackie Jones	Mrs. Bettie Wallace
Mr. Gary Logan	Mr. Ted Wilson
Mr. John Rittenhouse	

Board Members Absent:

Ms. Naomi Borders
Mr. Justin Gilkey
Ms. Charlotte Morrow

Guests Present:

Hopkinsville Community College

Dr. James Selbe	Dr. Kristin Wilson
Dr. Lance Angell	Dr. Randal Wilson
Mrs. Beverly Atwood	Ms. Alissa Young
Ms. Yvette Eastham	Ms. Rena Young
Ms. Alisha Lee	Ms. Cheryle Dymek
Dr. Jason Warren	

The Hopkinsville Community College Board of Directors convened in regular session on Thursday, January 19, 2012, at 4:00 p.m. (CST) in room 103 in the Administration Building at Hopkinsville Community College.

Chair Bettie Wallace called the meeting to order.

Introduction of Dr. Kristin Wilson, Chief Academic Affairs Officer

Dr. James Selbe introduced Dr. Kristin Wilson, new Chief Academic Officer at Hopkinsville Community College. Dr. Wilson previously served as a member of the Higher Education faculty at the University of Louisville.

Approval of November 17, 2011 Minutes

MOTION: Ms. Jackie Jones moved that the minutes of the November 17, 2011 meeting be approved as presented. Mr. Philip Back seconded the motion.

VOTE: The motion passed unanimously.

Enrollment Report

Dr. Selbe reviewed enrollment data to date. He noted that military deployments and the opening of Nashville State Community College in Clarksville, TN, could impact enrollment in the future. Dr. Jason Warren, Chief Student Services Officer, reported that a major change in Federal financial aid regulations regarding Satisfactory Academic Progress (SAP) caused a significant increase in students not eligible for financial aid, and there could still be an estimated 90-100

additional drops. Dr. Selbe noted that previously HCC averaged about 100 SAP appeals; the number to date for spring 2012 is 359. Dr. Selbe explained SAP guidelines and the appeals process.

In response to a question about the time frame for receiving tuition funds from the Federal government, Chief Business Officer Beverly Atwood reported that KCTCS draws down the funds four times a year. There was discussion of VA benefit requirements, which include attendance and completion.

Finance Report

Dr. Selbe reviewed the financial report of income status as of January 19, 2012. He noted concerns about the summer income estimates because new Pell rules could impact summer enrollment. Pell funds will not be available for summer terms.

Hopkinsville Community College Update

Dr. Selbe reported on college events and issues.

Upcoming Events

- Business After Hours sponsored by Workforce Solutions, today in HCC Auditorium Gallery
- Regional Education Summit, January 28, 2012, at HCC
- Super Sunday, February 12, 2012

SACS

The SACS report has been received. The college is looking at reorganizing divisions to get all AA/AS and all AAS programs aligned.

Planning Meeting

At the planning meeting held on December 15, 2011, college leadership reviewed data and determined three areas needing attention: improve student advising, improve and increase access to developmental education for reading, and a program for professional development. Over the years, the college has identified areas that need improvement and has made significant gains in those areas, for example, online classes and improvements in the Fort Campbell operation. Next year emphasis will be on advising, professional development (which fits with the focus on a center for excellence), and reading.

Capital Projects

Capital projects completed:

- Auditorium project
- Administration and Academic parking lot resurfacing
- New Veterans office and new Admissions office added to the Admissions/Records area
- Upgrades to the call center
- Upgrades to the Cashiers area
- New seating in the lobby area of the Academic Building
- New furnishings and art in Technology Center conference room 126
- Renovation of Business Affairs offices and Human Resources
- Five diseased pin oaks removed and replacement willow oaks planted

Capital projects in progress:

- Stone entrance, upgrade signage and new entrance drive to campus at North Drive
- Solar panels on Academic Building partial roof
- Renovation of new facility on North Main Street for Agriculture Program
- Phase I of new entrance to Round Table Park

Cost for completed and in progress capital projects is estimated at \$1.2 million.

Clock Tower

Dr. Selbe would like to give some consideration to naming the clock tower in honor of Dr. Thomas L. Riley, the first president of Hopkinsville Community College. He will look into the process for doing so.

State Budget for Education

Dr. Selbe reviewed information regarding the Governor's budget proposal, which contained no capital projects. However, he will continue to work for a new allied health and science facility. He noted that it is still a long way from knowing what the state budget will be.

Executive Session

MOTION: Mr. Rittenhouse moved that the Board go into Executive Session pursuant to KRS 61.810(1)(f) Individual Personnel Matters. The motion was seconded by Mr. Logan.

VOTE: The motion passed unanimously and the Board went into Executive Session at 4:55 p.m.

The HCC Board of Directors returned to regular session at 5:13 p.m. Ms. Wallace announced that no action had been taken in Executive Session.

Adjournment

The meeting adjourned at 5:14 p.m.

March 15, 2012

Date Approved by
Board of Directors

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Bettie Wallace, Chair
Hopkinsville Community College Board of
Directors

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Gary Logan, Secretary
Hopkinsville Community College Board of
Directors

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James E. Selbe Ed.D.
President/CEO, Hopkinsville Community College

MINUTES

Hopkinsville Community College Board of Directors
Of the Kentucky Community and Technical College System
March 15, 2012

Board Members Present:

Mr. Philip Back	Mr. John Rittenhouse
Ms. Naomi Borders	Ms. Melissa Stevenson
Ms. Jackie Jones	Mrs. Bettie Wallace
Mr. Gary Logan	Mr. Ted Wilson

Board Members Absent:

Mr. Justin Gilkey
Ms. Charlotte Morrow

Guests Present:

Hopkinsville Community College

Dr. James Selbe	Dr. Kristin Wilson
Dr. Lance Angell	Dr. Randal Wilson
Mrs. Beverly Atwood	Ms. Alissa Young
Ms. Yvette Eastham	Ms. Rena Young
Mr. Jerry Gilliam	Ms. Cheryle Dymek
Ms. Alisha Lee	Ms. Lena Wann
Dr. Jason Warren	

The Hopkinsville Community College Board of Directors convened in regular session on Thursday, March 15, 2012, at 4:00 p.m. (CST) in the second floor lobby in the Administration Building at Hopkinsville Community College. The meeting was moved from the published location of conference room 103 in the Administration Building due to a power outage.

Chair Bettie Wallace called the meeting to order.

Approval of January 19, 2012 Minutes

MOTION: Mr. Gary Logan moved that the minutes of the January 19, 2012 meeting be approved as presented. Ms. Naomi Borders seconded the motion.

VOTE: The motion passed unanimously.

Agriculture Awards

Chair Bettie Wallace commended the college on receiving the Distinguished Service Award at the Salute to Agriculture event on Tuesday, March 13. She also congratulated Mr. Jerry Gilliam, who received the 2012 Friend of Agriculture Award.

Enrollment Report

Dr. James Selbe reported that headcount enrollment to date is 3,923, which is 7.7% above one year ago. He noted that this number reflects a slight decrease on the Hopkinsville campus and a 25.2% increase at Fort Campbell, and he explained that the Hopkinsville number includes high

school student enrollment related to the Rotary Scholars Program. Dr. Selbe attributed the enrollment changes to the improving economy and redeployment of troops and growth at Fort Campbell. He noted that FTE (full-time equivalent) is currently up 4.7% over last year.

Finance Report

Dr. Selbe reviewed the income status report, cautioning that the figures stated were estimates and that spring enrollment and drops were still in progress. It is estimated that revenue will exceed the budgeted amount. Dr. Selbe explained that there were several non-recurring uses to which the revenue beyond budget would need to be applied, including funds for summer adjunct, student unpaid accounts, additional bandwidth for the Fort Campbell campus, and to cover a projected income shortfall from Workforce Solutions. There was discussion of return on Title IV funds. Dr. Selbe reported that the \$2.4 million Workforce grant will end this month, and there is less funding available through the West Kentucky Workforce Investment Board.

Dr. Selbe reported on costs to purchase and renovate the building acquired to house the Agriculture Technology Program. Renovations will include additional parking, roofing, offices, a computer lab, and resizing the garage doors. Twenty-one companies attended the pre-bid meeting, and the bid opening is scheduled for March 29 in Frankfort. July 15, 2012, is the projected completion date for the renovation project. Dr. Selbe noted that the college has been contacted about providing agriculture training, and college representatives will visit Parkland College to look at their agriculture programs.

College improvement projects planned and in progress include the following:

- A new entrance to the college on North Drive
- Solar panel installation on the Academic Building roof
- Renovation plans for Round Table Park
- New carpeting in Room 210 in the Technology Center (completed)
- Veterans Center and offices in what is currently the ITV room in the Technology Center

There was discussion of drop/add projections. Chief Financial Affairs Officer Beverly Atwood explained that projections are based upon a historical percentage range for drop/add.

Hopkinsville Community College Update

Dr. Selbe reported on college events and issues.

Reorganization Dr. Selbe explained that there has been discussion of college reorganization for some time, however, action was delayed due to personnel changes in the Chief Academic Affairs Officer position and the timing of the SACS review. In January 2012 a task force was appointed, headed by Chief Academic Officer Dr. Kristin Wilson, to recommend an organizational structure that would better align with student learning objectives based on the type of program in which students were enrolled—Transfer or Technical. The college had divisions with a mixture of Career/Technical and General Education program faculty. Following his review of the proposal, Dr. Selbe notified the campus of his approval.

Another organizational change will include moving responsibility for financial aid from Student Services to Business Affairs, a structure currently used in several other colleges. Student Affairs will still have a role in the financial aid process and will work closely with Business Affairs.

Budget Planning Dr. Selbe discussed the current status of the state budget process. He noted that KCTCS will have a significant cut in funds (6.4%) and increased fixed costs, including employee health insurance and utility costs. The college has requested funding for one Fellows Program faculty position (half salary for two years). The college has also submitted an application for state TVA settlement funds to install a geothermal heating/cooling system for the HCC Library.

The Council on Postsecondary Education has not yet announced parameters for tuition increases. Also, it has been recommended that the KCTCS Board of Regents eliminate the tuition rate differential previously offered to returning students, as it was not found to be effective in increasing retention.

When finalized budget information is available, a May meeting date for the HCC Board of Directors will be set for budget discussion and approval.

Transformation Update Foundations of Excellence (Transfer)
Alissa Young reported on Foundations of Excellence Transformation strategy efforts at HCC. The current phase is a self-study, utilizing surveys and interviews, to understand how the college treats transfer bound students. There are nine dimension committees, and the committee chairs are currently analyzing data and writing reports. The goal is to produce an improvement plan and to implement the improvement plan next year.

Developmental Education

Developmental education encompasses Math, Reading, and Writing. During the first year, Math developmental education is being addressed. College faculty reviewed and implemented a lab-based delivery model. Students work in a lab, work at their own pace, and test when ready. Faculty also incorporate components from information learned at a developmental education seminar. Next year the reading or writing component will be addressed.

Dr. Kristin Wilson noted that it looks like the first semester of the pilot was successful. Mr. Ted Wilson reported that in May, faculty will look at the data and make improvements. He explained that the first two developmental Math courses were made into seven learning modules with mastery learning strategies. Mastery means that the student scores at least 80% on the unit test. Students must score 75% on the comprehensive final exam to show mastery of all modules. This method allows students to progress ahead. An MP (Making Progress) grade was instituted which allows students having to retake the course to pick up where they left off rather than starting over.

BlackBoard Student Services

KCTCS is contracting with BlackBoard Student Services to provide 24/7/365 outsourcing of information. After much discussion statewide, Phase 1 will be implemented to handle financial aid questions. HCC would like be in the first phase because of the unique nature of financial aid questions from Fort Campbell.

Dr. Jason Warren noted that one of the potential benefits will be the opportunity for outbound calls to students who listed HCC on their FAFSA, but did not complete the rest of the enrollment process. Use of this outsourcing resource will cut the wait time on student calls for information and increase the quality of student interaction.

***Upcoming
Events***

Dr. Selbe invited members to attend the 101st Airborne Division Band concert at 7:30 p.m. on Saturday, March 17, in the HCC Auditorium. The concert is free and open to the public.

In response to a question from a Board member, there was discussion of the possibility of creation of a basketball team at Hopkinsville Community College to provide students with an opportunity to participate in sports. There was discussion of the program at another college and of what would be needed to have a team (funding, location, etc.). Dr. Selbe indicated that the college receives inquiries about student sports teams from time to time, and may consider looking at the possibility at some point in the future if resources become available.

Ms. Wallace noted that information regarding Board evaluation of the college president will be sent to members upon receipt from KCTCS so that members may review discussion guidelines prior to the next Board meeting. Summary information will be due to KCTCS by May 30, 2012.

Adjournment

The meeting adjourned at 5:25p.m.

May 10, 2012

Date Approved by
Board of Directors

SIGNED COPY ON FILE

Bettie Wallace, Chair
Hopkinsville Community College Board of
Directors

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Gary Logan, Secretary
Hopkinsville Community College Board of
Directors

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James E. Selbe Ed.D.
President/CEO, Hopkinsville Community College

MINUTES
Hopkinsville Community College Board of Directors
Of the Kentucky Community and Technical College System
May 10, 2012

Board Members Present:

Mr. Philip Back	Mr. John Rittenhouse
Ms. Jackie Jones	Ms. Melissa Stevenson
Mr. Gary Logan	Mrs. Bettie Wallace
Ms. Charlotte Morrow	

Board Members Absent:

Ms. Naomi Borders
Mr. Justin Gilkey
Mr. Ted Wilson

Guests Present:

Hopkinsville Community College

Dr. James Selbe	Dr. Kristin Wilson
Mrs. Beverly Atwood	Ms. Alissa Young
Mr. Jerry Gilliam	Ms. Rena Young
Ms. Alisha Lee	Ms. Cheryle Dymek
Dr. Jason Warren	

Other

Ben Joubert, Kentucky New Era
Alan Watts, WKDZ Radio

The Hopkinsville Community College Board of Directors convened in regular session on Thursday, May 10, 2012, at 4:00 p.m. (CDT) in conference room 103 in the Administration Building.

Chair Bettie Wallace called the meeting to order.

Approval of March 15, 2012 Minutes

MOTION: Ms. Jackie Jones moved that the minutes of the March 15, 2012 meeting be approved as presented. Mr. Gary Logan seconded the motion.

VOTE: The motion passed unanimously.

President's Report

Dr. James Selbe requested that the President's Report be moved ahead of the Budget Request Approval on the agenda. Board members agreed to the change. Dr. Selbe reported on college issues and events.

***Current Year
Budget Status***

Dr. Selbe reviewed the current year budget status and income estimate. He noted that current summer revenue could change as there may still be some enrollments purged and some added. He reviewed the Fall 2011 and Spring

2012 revenue and reported that the college anticipates that final revenue will be above that estimated for the fiscal year.

Enrollment

Dr. Selbe reviewed final enrollment statistics for Spring 2012 and reported that total enrollment was up 7.5% with total FTE up 4%. He noted that the spring numbers were very strong.

Summer 2012 enrollment to date is down compared to last year. Hopkinsville usually has about twice the enrollment as that at Fort Campbell; however, Hopkinsville and Fort Campbell numbers are about the same. There was discussion of possible reasons for the changes.

Fall 2012 preliminary headcount enrollment numbers are down, but FTE is still positive. The college is watching the trends for fall enrollment.

Commencement

235 students participated in Commencement on May 4. The college awarded 655 associate degrees, 842 certificates, and 47 diplomas, for a total of 1,544 credentials. Elizabeth McCoy was the commencement speaker, and Mr. John Rittenhouse spoke on behalf of the Board of Directors.

2012-2013 Budget Request Approval

Dr. Selbe presented the proposed Hopkinsville Community College 2012-2013 budget request to the Board. He explained that there have been nine budget cuts in 8 years, with the largest—6.4 percent—this year. This is a net recurring reduction of 4.55 percent after KCTCS reserves are applied. Dr. Selbe explained that colleges are required by the KCTCS Board of Regents to keep a one percent reserve in addition to the mandated reserve. Colleges asked to use the additional one percent reserve this year to apply to the budget cut. There is also a recommendation to increase tuition to \$140 per credit hour; this would be a \$5/credit hour (4%) increase. A single tuition rate, rather than tiered rates for returning and new students, was also recommended. KCTCs calculated revenue on a three-year rolling average of paid credit hours, but the college will set expenditures at half-way between the KCTCS estimate and the HCC estimate in case enrollment is lower than expected. The college can free up the funds if the higher estimate is true. Dr. Selbe reviewed the budget line by line and discussed factors affecting the budget, including energy savings, adjunct costs, possible employee salary increases, promotion increases, increased recharges, delinquent student accounts, increased waivers for the Rotary Scholars program, and changes in bookstore commissions.

MOTION: Mr. Philip Back moved that the Board approve the submission of the Hopkinsville Community College budget request, as presented, to KCTCS. Ms. Melissa Stevenson seconded the motion.

VOTE: The motion passed unanimously.

Executive Session

MOTION: Mr. Rittenhouse moved that the Hopkinsville Community College Board of Directors go into Executive Session pursuant to KRS 61.810(1)(f) – Individual Personnel Matters to discuss evaluation of the college president. The motion was seconded by Mr. Logan.

VOTE: The motion was approved unanimously. The Board went into Executive Session at 4:58 p.m. (CDT).

Open Session

The Board of Directors reconvened in Open Session at 5:10 p.m. (CDT).

Chair Wallace announced that the Board discussed a specific personnel matter and that there was no action to bring before the Board as a result of the executive session.

Adjournment

The meeting adjourned at 5:11 p.m. (CDT).

September 13, 2012

Date Approved by
Board of Directors

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Bettie Wallace, Chair
Hopkinsville Community College Board of
Directors

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Gary Logan, Secretary
Hopkinsville Community College Board of
Directors

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James E. Selbe Ed.D.
President/CEO, Hopkinsville Community College

2012-13 Operating Budget

Hopkinsville Community College

SOURCE OF FUNDS	UNRESTRICTED	RESTRICTED	TOTAL
Public Funds	\$14,632,500.00	\$0.00	\$14,632,500.00
Government Grants and Contracts - Federal	\$0.00	\$12,541,400.00	\$12,541,400.00
Government Grants and Contracts - State	\$0.00	\$1,093,700.00	\$1,093,700.00
Noncredit Tuition	\$376,300.00	\$0.00	\$376,300.00
Private Contracts	\$0.00	\$86,300.00	\$86,300.00
Endowment Income	\$0.00	\$64,800.00	\$64,800.00
Sales and Services	\$466,900.00	\$0.00	\$466,900.00
Other Sources	\$625,000.00	\$872,300.00	\$1,497,300.00
Budget Reserve "NR"	\$848,500.00	\$0.00	\$848,500.00
TOTAL REVENUES	\$16,949,200.00	\$14,658,500.00	\$31,607,700.00

FUNCTION OF EXPENSES	UNRESTRICTED	RESTRICTED	TOTAL
Instruction	\$8,361,300.00	\$1,202,500.00	\$9,563,800.00
Public Service	\$218,000.00	\$3,600.00	\$221,600.00
Academic Support	\$727,400.00	\$574,000.00	\$1,301,400.00
Libraries	\$481,900.00	\$0.00	\$481,900.00
Student Services	\$1,552,700.00	\$1,071,800.00	\$2,624,500.00
Institutional Support	\$2,880,600.00	\$52,100.00	\$2,932,700.00
Operation and Maintenance	\$1,540,800.00	\$0.00	\$1,540,800.00
Grants, Aid and Work Study	\$338,000.00	\$11,754,500.00	\$12,092,500.00
Budget Reserve "NR"	\$848,500.00	\$0.00	\$848,500.00
TOTAL EXPENSES	\$16,949,200.00	\$14,658,500.00	\$31,607,700.00

OBJECT OF EXPENSES	UNRESTRICTED	RESTRICTED	TOTAL
Personnel	\$12,447,300.00	\$1,730,000.00	\$14,177,300.00
Current Operating	\$3,243,100.00	\$808,500.00	\$4,051,600.00
Capital Outlay	\$72,300.00	\$485,600.00	\$557,900.00
Grants and Aid	\$338,000.00	\$11,634,400.00	\$11,972,400.00
Budget Reserve "NR"	\$848,500.00	\$0.00	\$848,500.00
TOTAL EXPENSES	\$16,949,200.00	\$14,658,500.00	\$31,607,700.00

MINUTES
Hopkinsville Community College Board of Directors
of the Kentucky Community and Technical System
September 13, 2012

Board Members Present:

Mr. Philip Back	Mr. John Rittenhouse
Heather Capwell	Ms. Melissa Stevenson
Mr. Gary Logan	Mrs. Bettie Wallace
Ms. Charlotte Morrow	Mr. Ted Wilson

Board Members Absent:

Ms. Naomi Borders
Ms. Jackie Jones

Guests Present:

Hopkinsville Community College

Dr. James Selbe	Mr. Robert Alexander
Dr. Lance Angell	Ms. Megan Ames
Mrs. Beverly Atwood	Mr. John Braun
Ms. Yvette Eastham	Ms. Judith Griffin
Ms. Allisha Lee	Mr. Scott Howard
Dr. Jason Warren	Ms. Martha Metcalfe
Dr. Kristin Wilson	Mr. Wayne Rhoades
Dr. Randal Wilson	Mr. John Pat Robertson
Ms. Alissa Young	Ms. Maria Russell
Ms. Cheryle Dymek	Ms. Sharon Stewart
Ms. Lena Wann	Ms. Dana Warfield

Other

Annie Catron, WKDZ Radio
Dennis O'Neil, Kentucky
New Era

The Hopkinsville Community College Board of Directors convened in regular session on Thursday, September 13, 2012, at 4:00 p.m. (CDT) in room 103 in the Administration Building at Hopkinsville Community College.

Chair Bettie Wallace called the meeting to order.

Introduction of New Student Board Member

Dr. Selbe introduced Ms. Heather Capwell, the student member of the Board for 2012-2013. Ms. Capwell, from Hopkinsville, Kentucky, is also the Student Government Association Vice President.

Introduction of New Faculty and Staff Employees

The following new faculty and staff members were introduced to the Board members: Robert Alexander, Megan Ames, John Braun, Judith Griffin, Scott Howard, Martha Metcalfe, Wayne

Rhoades, John Pat Robertson, Maria Russell, Sharon Stewart, and Dana Warfield. Following the introductions, the new faculty and staff members left the meeting.

Approval of May 10, 2012 Minutes

MOTION: Mr. Rittenhouse moved that the minutes of the May 10, 2012, meeting be approved as presented. Mr. Logan seconded the motion.

VOTE: The motion passed unanimously.

Election of Officers

Nominations for Chair were declared open. Bettie Wallace was nominated. There were no further nominations.

MOTION: Mr. Logan moved that nominations be closed. Ms. Stevenson seconded the motion.

VOTE: The motion passed unanimously.

MOTION: Mr. Back moved that Ms. Wallace be elected by acclamation to serve as Chair. Ms. Morrow seconded the motion.

VOTE: The motion passed unanimously.

Nominations for Vice Chair were declared open. John Rittenhouse was nominated. There were no further nominations.

MOTION: Ms. Wallace moved that nominations be closed and that Mr. Rittenhouse be elected by acclamation to serve as Vice Chair. Mr. Logan seconded the motion.

VOTE: The motion passed unanimously.

Nominations for Secretary were declared open. Mr. Gary Logan was nominated. There were no further nominations.

MOTION: Mr. Back moved that nominations be closed and that Mr. Logan be elected by acclamation to serve as Secretary. Ms. Morrow seconded the motion.

VOTE: The motion passed unanimously.

Officers for 2012-2013 are as follows:

Betty Wallace, Chair

John Rittenhouse, Vice Chair

Gary Logan, Secretary

Committee Assignment Review

Committee assignments for the year were reviewed. Ms. Heather Capwell will replace Mr. Gilkey on the Policy Committee.

Committee assignments for 2012-2013 are as follows:

Finance Committee

Bettie Wallace

John Rittenhouse

Gary Logan

Ted Wilson

Jackie Jones

Dr. James Selbe (ex officio)

Policy Committee

Bettie Wallace

Philip Back

Melissa Stevenson

Heather Capwell

Dr. James Selbe (ex officio)

Proposed Meeting Schedule

A list of proposed meeting dates was presented to Board and members were asked to notify the college president's office of any calendar conflicts. The 2012-2013 meeting dates are as follows:

Thursday, September 13, 2012 (Annual Meeting)

Thursday, November 15, 2012

Thursday, January 17, 2013 (Alternate date in case of inclement weather - January 24)

Thursday, March 21, 2013

May 2013 (date to be determined depending on KCTCS budget process)

Upcoming Mission Statement Review

Dr. Selbe explained that KCTCS Policies and Procedures required that the college Mission Statement be reviewed annually and that it be reviewed and approved by the KCTCS Board of Regents every three years. The Hopkinsville Community College Mission Statement will be reviewed by the KCTCS Board at its December 2012 meeting. A college Institutional Effectiveness Council has been appointed and this committee is addressing the Mission Statement. The Institutional Effectiveness Council is recommending that much of the language be kept as is; however, in order to address all three focus areas of the 50-year plan, they are considering adding "agricultural" to the Mission Statement (following the word "military" in the first paragraph). Since the deadline to submit the change to the KCTCS Board falls before the next HCC Board of Directors meeting, Board members discussed options for their review of any proposed changes to the college Mission Statement.

MOTION: Mr. Logan moved that the HCC Board of Directors approve the Mission Statement with the change explained today if it is the only change and, if other changes are recommended, the Bylaws be suspended and a vote by email be taken. Mr. Back seconded the motion.

VOTE: The motion passed unanimously.

KCTCS President McCall Visit to HCC

Dr. Selbe reported that KCTCS President McCall will visit Hopkinsville Community College on October 4 as part of a "listening tour" of all of the system colleges. Alissa Young is coordinating the activities for the day. Board members will be invited to attend at any of several points during the day. Alissa Young reported that a morning reception is scheduled in the HCC library, lunch

will be from 12:00 to 12:45 p.m. on the Auditorium stage, and there will be several sessions between 11:15 a.m. and 2:00 p.m.

Hopkinsville Community College Update

Enrollment

It is anticipated that enrollment will be down to about the same level as pre-recession. The entering student age went down, with the number of students entering from high school up by about 100 students.

Finance Report

Dr. Selbe reviewed a financial report comparing the revenue to date to the income estimate. It is currently estimated that there may be about a \$1.1 million revenue shortfall. A plan to offset the anticipated shortfall was reviewed. The college held funds in expenditure authority in reserve to offset the loss in revenue. The college would use those reserved funds on a recurring basis and recurring funds from bookstore commission. Two non-recurring fund sources would be funds allocated for the renovation of the Academic Affairs offices and possibly the reserve required by the KCTCS Board of Regents. Dr. Selbe has requested the use of the non-recurring reserve funds to meet the cost of the 2012-13 fiscal year shortfall, but it is not known how quickly the college would have to replenish the funds. It is hoped that enrollment and income will improve in the October term as well as Spring 2013 and Summer term. It was noted that any shortage the college has this year would be recurring, and adjustments would be made before the FY13 budget is approved.

Foundations of Excellence /Transfer

Alissa Young reported on the Foundations of Excellence (FoE) Transfer strategy. Last year, a self-study was completed of how the college treats transfer. The Philosophy Committee has sent out a transfer philosophy to faculty and staff and a vote will be taken next week. The philosophy formally articulates what the college has been doing in regard to transfer. The eight FoE committees outlined six areas of improvement. The implementation phase begins this year for three of those areas.

College Projects

- There will be a ribbon cutting and open house for the new Agricultural Technology building from 11:30 a.m. to 1:00 p.m. on September 24. Board members are invited to the open house. A scheduled board meeting may be held in the building in the future.
- The installation of solar panels on the Academic Building roof has begun, and the project is scheduled to be completed in the next week.
- The North Drive entrance project is complete.
- Work is in progress on the Round Table Literary Park entrance. The college is working with Pam Thomas, daughter of Frances Thomas, on improvements to the park. It was noted that HCC employee Pat Robertson's father, Mr. John T. Robertson, built the round table at the park.

Benefactor of the Year Awards

HCC Board Chair Bettie Wallace has been named the Hopkinsville Community College Benefactor of the Year, and Ms. Pam Thomas has

been named the HCC Foundation, Inc. Benefactor of the Year. Award recipients will be honored at the KCTCS President's Gala and Benefactors Awards Dinner on October 27 in Louisville, KY.

Adjournment

The meeting adjourned at 5:07 p.m. CDT.

November 15, 2012

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Bettie Wallace, Chair
Hopkinsville Community College Board of
Directors

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Gary Logan, Secretary
Hopkinsville Community College Board of
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James E. Selbe Ed.D.
President/CEO, Hopkinsville Community College

MINUTES
Hopkinsville Community College Board of Directors
of the Kentucky Community and Technical System
November 15, 2012

Board Members Present:

Mr. Philip Back
Ms. Naomi Borders
Heather Capwell
Ms. Jackie Jones

Mr. Gary Logan
Mr. John Rittenhouse
Ms. Melissa Stevenson
Mrs. Bettie Wallace

Board Members Absent:

Ms. Charlotte Morrow
Mr. Ted Wilson

Guests Present:

Hopkinsville Community College

Dr. James Selbe
Dr. Lance Angell
Mrs. Beverly Atwood
Ms. Yvette Eastham
Ms. Alisha Lee
Dr. Jason Warren
Dr. Kristin Wilson
Dr. Randal Wilson
Ms. Alissa Young
Ms. Rena Young
Ms. Cheryle Dymek

Other

Annie Catron, WKDZ Radio
Dennis O'Neil, Kentucky New Era

The Hopkinsville Community College Board of Directors convened in regular session on Thursday, November 15, 2012, at 4:00 p.m. (CST) in room 103 in the Administration Building at Hopkinsville Community College.

Vice Chair John Rittenhouse called the meeting to order. Chair Bettie Wallace joined the meeting and presided.

Approval of September 13, 2012 Minutes

MOTION: Mr. Logan moved that the minutes of the September 13, 2012, meeting be approved as presented. Mr. Back seconded the motion.

VOTE: The motion passed unanimously.

Distribution of Information Explaining Open Meetings and Open Records Acts

Information received by KCTCS from the Kentucky Attorney General's office regarding the Kentucky Open Meetings and Open Records Acts was distributed to the Board of Directors members.

Enrollment

Dr. Selbe reported that enrollment is about the same as last reported. Factors affecting the decline in enrollment include the reduction in WIA funds and displaced workers returning to jobs. The college also had the largest graduation in its history in May 2012. Enrollment is currently at pre-recession levels.

Finance Report

The budget report was distributed, and Dr. Selbe reported that there have been discussions on campus of how to increase revenue and decrease expenses. The challenge now is to normalize the budget to the new revenue projection. Some steps have already been taken and college leadership will work to align the budget for 2013-2014.

Dr. Selbe responded to a question about using reserve funds. He explained that the college will most likely use a portion of its fund balance for the remainder of this year. The college has the second largest fund balance in its history, so is in good shape to cover this year. However, to be cautious, the college will freeze any hiring of positions not yet advertised.

Hopkinsville Community College Update

Todd County Training Facility

Dr. Selbe explained that Christian County partnered with Todd County to obtain the grant appropriation for the planned Todd County training facility. KCTCS will assist Hopkinsville Community College with the operating cost for the building for three years. HCC will offer dual credit technical offerings during the day. Adult Education and Workforce Training classes will be offered in the evening.

CDL Program

On November 26, HCC will start offering a four-week CDL truck driver training program in Hopkinsville at the Stadium of Champions lot. The college would also like to put the program on post and is working with Fort Campbell to get a location approved and to get VA certification for the program. Truck driver is the highest demand job in the area. The training will include hazardous material endorsement, but students will be responsible for the cost of certification. The CDL credential is a six hour certificate.

Diesel Technology Program

On December 6 and 7, Dr. Selbe will attend the KCTCS Board of Regents meeting to recommend approval of the Diesel Technology program at HCC. This program will address the shortage of workers who can work on farm machinery.

National Student Clearinghouse

HCC students can now order transcripts online 24/7 through the National Student Clearinghouse. All KCTCS colleges are moving toward using the Clearinghouse for this service.

Hopkinsville Smoking Ordinance

The City of Hopkinsville recently passed a smoke-free ordinance which will be effective January 1, 2013. HCC will have to remove the campus smoking shelters to be in compliance, so is considering going tobacco-free. Dr. Selbe reported that he met with leaders of Phi Theta Kappa and the Student Government Association and with some employee groups. Mr. Back asked whether an endorsement from the HCC Board of Directors is needed. Dr. Selbe noted that the college would like to offer smoking cessation information/programs for employees and students and that two other KCTCS schools have already gone tobacco-free.

Student Services Call Center Project

HCC joined KCTCS colleges statewide in using an outsourced call center (Blackboard Student Services) to answer student questions as of October 25, 2012. In the first week, the call center received 549 calls. The average time to answer inquiries was 27 seconds. The call center is currently being used primarily to handle financial aid and student account questions, but usage will expand to handle admissions and records information in the future. This project has been one of the easiest transitions of a major project and has already had an effect on the workload for college employees. The service provides 24/7/365 live chat availability to students, and 25% of the calls are outside of regular business hours. Call center employees have access to the necessary student records consolidated into nine screen panels. The center is located in Somerset, KY, and the majority of their employees are current or former Somerset Community College students, so they are familiar with KCTCS procedures.

Campus Sustainability

The National Wildlife Federation accepted a white paper on our campus sustainability efforts. Ms. Kristy Howell, acting as project coordinator, is monitoring and keeping data from solar panels on the roof of the Academic Building. She is working with three faculty members who are using the data in courses so that students can see the benefit of solar power in sustainability efforts.

Student Transition Center

The college held open houses on November 8 and yesterday at the Student Transition Center located in the Technology Center. The center has career placement, transfer, and veterans' services in one stop.

KCTCS President's Gala

The KCTCS Presidents Gala and Benefactors Awards Dinner was held in Louisville on October 27. Ms. Bettie Wallace and Ms. Pam Thomas were recognized as HCC Benefactors of the Year.

HCC Foundation Gala Auction

The Hopkinsville Community College Foundation, Inc. held its 6th annual Gala Auction on November 2. The Gala provides an opportunity for people who care about HCC to get together, and the event occurs the first Friday in November annually.

***HCC Board of
Directors Nominating
Commission***

The HCC Board of Directors Nominating Commission is scheduled to meet on December 11, 2012, and will send recommendations to the Governor for appointments/reappointments to the Board.

Mission Statement

At the September meeting, the Board of Directors approved in substance what will be recommended to the KCTCS Board of Regents for the college's Mission Statement.

Tobacco-free Campus

MOTION: Mr. Rittenhouse moved that the HCC Board of Directors support the college administration in the quest to change to a tobacco-free campus. Mr. Back seconded the motion.

VOTE: The motion passed unanimously.

Ms. Wallace thanked Dr. Selbe and college for the recognition received at the KCTCS President's Gala and expressed her family's appreciation. Dr. Selbe noted that, when photos are available from KCTCS, a photo and press release will be sent to local media.

Adjournment

The meeting adjourned at 4:57 p.m. CST.

January 17, 2013

Date Approved by
Board of Directors

SIGNED COPY ON FILE

Bettie Wallace, Chair
Hopkinsville Community College Board of
Directors

SIGNED COPY ON FILE

Gary Logan, Secretary
Hopkinsville Community College Board of
Directors

SIGNED COPY ON FILE

James E. Selbe Ed.D.
President/CEO, Hopkinsville Community College