MINUTES
Owensboro Community and Technical College
Board of Directors Meeting
July 16, 2009

BOARD MEMBERS PRESENT: Mr. Paul Altimier (via Skype), Mr. Todd Anderson, Mr. Jeff Carpenter, Mr. Allen Eskridge, Ms. Betty Taylor, Ms. Linda Taylor, Mr. Steve Walker and Mr. Jim Wathen

BOARD MEMBERS ABSENT: Mr. George Henderson, Ms. Robin Mercer

CALL TO ORDER
OCTC Board of Directors Chair Allen Eskridge called to order the meeting of the Owensboro Community and Technical College Board of Directors at 5:11 p.m. (CST), July 16, 2009. The meeting was held in the Administration Boardroom, Main Campus.

APPROVAL OF MINUTES
MOTION: Mr. Carpenter moved that the minutes of the March 19, 2009, OCTC Board of Directors meeting be approved. Mr. Anderson seconded the motion.

VOTE: The minutes were approved by unanimous consent.

MOTION: Mr. Altimier moved that the minutes of the May 12, 2009, OCTC Board of Directors meeting be approved. Mr. Anderson seconded the motion.

VOTE: The minutes were approved by unanimous consent.

MOTION: Mr. Anderson moved that the minutes of the June 23, 2009, OCTC Board of Directors meeting be approved. Ms. Betty Taylor seconded the motion.

VOTE: The minutes were approved by unanimous consent.

ADVANCEMENT REPORT
Mr. Larry Miller, Vice President of Institutional Advancement, announced the Foundation has planned to increase the goal for the annual campaign by 15%. Barry Embry was elected as the new OCTC Foundation Chair. The Vice Chair position is vacant at this time.
ARTICULATION AGREEMENT UPDATES
Dr. Scott Williams, Vice President of Academic Affairs, reported OCTC has four new articulation agreements. The following three agreements have been signed with the University of Evansville: Bachelor's Degree in Applied Exercise Science, a Bachelor's Degree in Pre-professional Exercise Science, and a Bachelor's Degree in Business Administration. The fourth agreement, Bachelor of Science in Biology, has been signed with Western Kentucky University.

2009-2010 BUDGET
The 2009-2010 budget that had been approved by the Board has been sent to the System Office. Sarah Price, Vice President of Business Affairs, distributed the “2009-2010 Approved Budget vs. Budget Book Display” and reviewed each budget section. There was a $30,400 reduction in both the recurring and non-recurring funds.

President Larry Durrence commented that each college and the KCTCS System Office, took a cut in budgets in order to make that reduction.

A question was asked regarding OCTC’s procedures for internal controls over expenditures to guard against improper use of procards (credit card). Sarah Price explained the daily/monthly limits of the procard, KCTCS procedures and financial limits on the use of the procard, the internal review and approval required, reviews by KCTCS and the actions taken if violations with the procard did happen.

KCTCS conducted an internal audit in November of July 2007 – August 2008 which reviewed procard transactions for the period.

Mr. Carpenter asked about the space WKU-O will be vacating at the end of the year and the revenue that will be lost when WKU-O vacates. Sarah Price said the budget factored in the loss of revenue after December 2009. OCTC is having discussions on the best utilization for vacated space.

CERTIFICATE PROGRAM IN BROADCASTING
OCTC is offering a new certificate program in Broadcasting. This program will use our existing television station and faculty member on staff. Western Kentucky University will accept those credits if one of our graduates transfers and is accepted into their program.

DISLOCATED WORKER TRAINING UPDATE
Ms. Cindy Fiorella, Vice President of the Center for Community and Economic Development, gave an overview of the Dislocated Worker Training program. This initiative, Training Headquarters/Quick Jobs, was designed and launched in partnership with the Greater Owensboro Economic Development Corporation, the Green River Area Development District, and The Learning Community. Areas of the program include: welding, electrical, mechanical, phlebotomy, CNA, medical coding,
pharmacy technician, A+ certification and Net+ certification. The Quick Jobs program will provide those affected by the slowdown in economy with opportunities to learn or upgrade a new skill. Interested individuals need to be approved to enter this program.

Ms. Fiorella announced the Center for Community and Economic Development has served over 2,500 through the Dislocated Workers Program, assessments and services since April 2009.

**ENROLLMENT TREND UPDATE**
Mr. Kevin Beardmore, Vice President of Student Affairs, distributed a history of OCTC beginning with the Fall 2002 semester along with a breakdown of the enrollment demographics. OCTC could reach an enrollment of 3900 students if the trend stays the same. Seventy to eighty percent of OCTC’s students are receiving financial aid.

**KCTCS PUBLIC ADVOCACY CAMPAIGN**
Larry Miller announced KCTCS will have an Advocacy Campaign beginning later this Fall. The purpose of this campaign is to educate our political leaders and the public on the importance of KCTCS to the Commonwealth. Its major goal is to increase the funding for KCTCS from the limited state fiscal resources that are available. More information will be available at a later time.

**UPDATE ON STRATEGIC PLAN**
Kevin Beardmore distributed the approved 2010-16 KCTCS Values, Vision Mission, and Goals. This will be a guide for OCTC to develop our strategic plan and goals in conjunction with the System’s initiatives. Dr. Durrence asked the Board to review date proposed for the retreat to work on OCTC’s Strategic Plan: October 2, 2009. The Board is invited and encouraged to attend all or part of the retreat.

**PRESIDENT’S REPORT**
Dr. Durrence presented the following:

- He has started touring the campuses and has been very impressed with the quality of OCTC faculty and staff and believes OCTC is a great asset to the community.
- Has begun meeting with community leaders and is impressed with the commitment these leaders have to the College. They recognize its value.
- He encouraged all to read New York Times’ July edition that includes an article on community colleges. He feels that most people do not recognize the strength of community colleges. Thirty to forty percent of university graduates are community college students.
- OCTC hosted a professional development session for area high school teachers this summer. It was a success and we are receiving good feedback
from the attendees. For some of the attendees, it was the first time on campus.
- OCTC is currently reviewing three different design formats for our new website. Conversation will begin in August.

OLD BUSINESS
Chair Eskridge asked the status of posting expenditures online as requested during the July 2008 Board meeting. This process is being investigated.

ANNOUNCEMENTS
The following announcements were made:
- Chair Eskridge introduced OCTC's Student Government President, Steven Walker.
- The 2009 President's Gala is scheduled for October 17.
- The 2009 Board of Director meeting dates are: September 17 and November 19 (Annual Meeting).
- Linda Taylor distributed the updated figures for the "Power of One" Annual Campaign, Season of Sharing and the welding raffle that benefits the "David Nuckols' Memorial Welding Scholarship.

ADJOURNMENT
MOTION: Mr. Carpenter moved that the meeting adjourn. Mr. Anderson seconded the motion.

VOTE: The motion was approved unanimously, and the meeting adjourned at 6:25 p.m. (CST).

Approved:

Dr. Larry DuPrence, Ph.D.
President (Interim)

Mr. Allen Eskridge
Chair