

**BOARD OF DIRECTORS MEETING**  
Conference Room – College Drive Campus  
December 15, 2011  
Minutes

**MEMBERS PRESENT:** Toni Armstrong, Ashley Barada, John Clark, Carl Edwards, Dr. Mary Cat Flath, Ann Perkins, Marganna Phelps, Kathy Riley, Ramona Salyer, John Stewart, Chair

**ALSO PRESENT:** Greg Adkins, Karen Blevins, Larry Ferguson, Steve Flouhouse, Janie Kitchen, Willie McCullough, John McGlone, Pam Miller, Louise Shytle

**MEMBERS ABSENT:** No members were absent.

**CALL TO ORDER**

John Stewart, Chair, called the meeting to order at 12:05 p.m. in the Conference Room of the College Drive Campus.

**APPROVAL OF MINUTES**

The minutes of the September 22, 2011 minutes were reviewed and no corrections were noted. All were in favor of accepting the minutes as written.

**NOMINATING COMMITTEE FOR OFFICERS**

John Stewart, Chair, informed the Board that Ann Perkins has graciously agreed to chair the nominating committee for the election of Board officers. She will be contacting members to serve on the committee and the Board will elect officers at the January 26, 2012 meeting.

**PROPOSED MEETING DATES SPRING 2012**

Chair John Stewart referred to the handout informing members of proposed meeting dates for 2012. He noted that we face budget challenges and other important issues so we plan to meet a little more than usual. He asked members if they had any problems with the dates set and asked members to place the dates on their calendars.

**UNITED WAY REPORT**

Dr. Larry Ferguson reported that the ACTC United Way Campaign for faculty and staff was very successful. The campaign co-chairs, Nikki Bryant and Karen Rodehaver, did a great job with a budget of only \$100. He congratulated both for the hugely successful campaign. He noted that both were unable to attend today's meeting, Nikki being out of the country and Karen having a family emergency. ACTC's goal was set at \$12,000 and the amount reached was \$12,791. This was a 22% increase over last year's campaign. A report was distributed to all present explaining the campaign in more detail.

**APPLE STEM EARLY COLLEGE HIGH SCHOOL REPORT**

Dr. Greg Adkins gave an update on progress being made. The lab construction work is underway and the furniture is onsite and under lock and key. By next spring the facility will be complete. Dr. Adkins noted the work of the Implementation Team of which Dr. Janie Kitchen, Dr. Keith Brammell, Ms. Marganna Phelps and Ms. Sarah Diamond Burroway are members. The team has developed a draft document stating the vision, mission, and probable questions and answers regarding the school. The draft statement was distributed at the meeting and will also

be sent to board members electronically. Any questions or comments can be made to Dr. Adkins or Dr. Kitchen between now and the January meeting where we hope to adopt the document which would be available to the public. Dr. Janie Kitchen then discussed the draft and noted that the school will have a huge impact not only on the students involved but also on the future of the entire tri-state area. Our STEM school will soon have a web based presence. She noted that ADA will be the basis of funding with tuition for college the responsibility of parents within the KCTCS funding already in place. Dr. Adkins informed members that there are two models from the KDE regarding the ADA and we must eventually choose one of those two choices. The KDE informs us to bring them a plan and they can grant waivers, etc. needed. Dr. Adkins noted that being able to "see it" is very important to those excited about it, those with questions about it, and those few naysayers. We will continue to raise the visibility of this option for students. Parents and students must be brought to the table to clearly emphasize to school officials what they want. We will heavily market the STEM information showing success in other areas of the country. Dr. Adkins stated that he will personally be visiting area superintendents in January to inform them of our intention to "ramp up". He will discuss dual enrollment, dual credit, and the STEM site with the superintendents.

## **REPORTS**

### **Student Report – Ashley Barada:**

No report

### **Staff Report – Kathy Riley:**

Kim Minnehan, Advancement, reports:

- On Wednesday, Nov 23<sup>rd</sup>, Karen Coburn, Diana Opell and she volunteered to serve Thanksgiving Dinner at the Community Kitchen.
- On Sunday, November 27<sup>th</sup>, Stephanie Minnehan and Kim volunteered a three hour shift at Big Brothers Big Sisters Tree Sales at the Ashland Tennis Center. Kim will also serve as "lot manager" (through Dec 23) doing shift changes (making sure the next shift is trained and has adequate change and making deposits from the prior shift sales).

Kim Boggs, Workforce Transitions Coordinator, reports:

- She and Karen Coburn just returned from the LERN Conference. This is a Lifelong Learning/ Workforce Conference where they both gained valuable training.
- Kim volunteered and helped with the Ashland Alliance Annual Christmas Parade. Although the weather was raining while getting everyone lined up (2 hours), the rain stopped about 5 minutes before the parade started and held off to provide participants with a fun family evening.
- Kim is also working with the American Association of University Women in developing a Space Camp for Jr. and Senior high school girls. This camp will be held in the Summer of 2012.
- Kim's new position as the Workforce Transitions Coordinator is going well, and the transition of CWED financial duties is going smooth.
- Kim also just recently graduated from the Ashland Alliance 2011 Community Leadership Development Program.

Janice Jenkins, Office Assistant for Social Sciences, Business, Technology & Education, reports:

- Molly Webb, Mary Lou Forman, Cris McDavid and she sold Christmas Trees for the Big Brothers/Big Sisters.
- Ella Smith and Cheryl Parsons decorated Technology Drive Campus with trees, garland and bows for Christmas.

Karen Coburn, Lifelong Learning, reports:

- Lifelong Learning and the ACTC Theatre will hold auditions for our 19th year of the Children's Theatre class on January 3 and 4. The play is Cinderella.
- Karen will be going through ReadRight tutor training beginning in January. I'm very excited to become part of that team.

Gayle Fritz, PR and Marketing, reports:

- Here's a student success story that shows how much ACTC can contribute to student success. ACTC Philippine-born Annie Mabley Mayo came to the United States at the age of 30 unable to read, write or speak English. She went to the Adult Education Center for English as a Second Language and college preparation classes. She enrolled in ACTC and received a scholarship to help with expenses. She earned a Practical Nursing Diploma at ACTC in 2009. Last month she earned her associate's degree in nursing from Ohio University Southern and was named the class's Outstanding Student. She plans to go on for a Bachelor's degree. And her journey started at the Adult Education Center, where she also learned the citizenship skills which helped her become an American citizen.

Sarah Diamond-Burroway, Grants Director, reports:

- In a mid-year review for grants, it was noted that ACTC has been awarded \$2.4 thus far for FY12. For FY11, the sum was \$1.5 million in grants/ contracts awarded. Efforts continue to secure grants to support the early college high school project, workforce development efforts and other objectives.
- Staff Council has been busy with two fall community service projects. Non-perishable foods were collected for the USDA Pantry at Ashland's Centenary Methodist Church. Diapers and wipes were also collected for Two Hearts Pregnancy Care Center. Planning will begin in January for the 2012 Staff Conference.
- When she's not developing proposals or working on grants administration, Grants Director Sarah Diamond Burroway continues her 'hobby' in community theatre. Sarah performed in the original play, "Albert's Hall" last month on the stage at Hillside. The play was written by ACC alum Jason McAllister-- and the cast boasted several members who are also ACC grads and former ACC Theatre members.
- Sarah is performing this week in the Paramount Players production of "It's a Wonderful Life" and has performed in three mystery dinner theatre improv shows for Murder & Merriment Theatre of Huntington this fall, with another "Silent Night, Deadly Night" scheduled next month at Heritage Station. She's also been invited to audition in January for a dramatic production by Curtains Up Players of Huntington.

Alison Goble, Recruitment Specialist, reports:

- Allison recently graduated from Leadership Tri-State, a leadership program consisting of eight monthly sessions dedicated to developing leaders in our community. (mid-November)

Joan Flanery, Adult Education, reports:

- Adult Education staff donated a turkey to the Boyd Community Kitchen for Thanksgiving.
- 1) A new partnership and piloting initiative among TENCO WIA, local One Stop Center and Adult Education. Participating Adult Education Programs (approx ten programs) were chosen by KYAE Associate, Gayle Box.
- CATS (Career Advising and Transition Services Program) is an online comprehensive guidance program with a 9-step learning guide that provides a standardized method for career advising. Paired with the KY Postsecondary and Career Planning System, powered

by Kuder online, the CATS program teaches individuals about their career interests and skills, postsecondary options (e.g. majors, entrance requirements, financial aid), the world of work(e.g. resume writing, interviewing, job searches, etc.)

- The Adult Learning Center will be offering CATS in a structured small class setting as well as individually in conjunction with the One Stop Center teaching mini workshops at the Adult Learning Center. CATS offerings will begin in January as a pilot through June '12.
- 2) At the invitation of Annie Mayo, a previous AE and ACTC student and graduate, Joan Flanery attended Annie's RN nursing pinning ceremony at Ohio University's Southern Campus in December. Annie was chosen as Most Outstanding student in the class and gave a most touching speech. The Ironton Tribune has since done a story on Annie which I will forward following this message. As the article indicates she plans to continue college to achieve a Nurse Practitioner Degree!
- (You may want to use the newspaper article as a handout in that Annie is "the most motivated" and hardworking student I have seen in my years in education. Obviously OU was impressed by her as well. Such students are a rarity!!).
- 3) A new math online component as a result of AE receiving a Pilot Transitional grant is a Carnegie Math Program online available free of charge. The program is specifically for higher level math students to work on college prep or for college students who find themselves in need further math remediation.

Frank Salisbury, Advancement, reports:

- ACTC is conducting our Family (employee) Campaign for our Foundation.
- Another is that our Foundation assets increased from **\$4.56 million** in September 2010 to **\$6.175 million** in September 2011, an increase of over **\$1.6 million in one year.**

#### **Faculty Report – Dr. Mary Cat Flath:**

- Humanities Professor Mary Shortridge was featured in "Cancer Control Partners" September 2011 Newsletter – see distribution.
- Dr. Linda Hunt, Mathematics professor, defended her Ph.D. dissertation on November 18th. PREDICTORS OF STUDENT OUTCOMES IN DEVELOPMENTAL MATH AT A PUBLIC COMMUNITY AND TECHNICAL COLLEGE. Congratulations, Lin!!
- Amy J. Poteet, Professor and Humanities Division Chair was accepted into the UK Ed.D. cohort program, which begins in January 2012.
- Professor Ed Figgins reported that ACTC Theatre has presented two very successful productions this fall. CHICAGO, which is currently on Broadway and in another national tour, was presented in October to rave reviews. The excellent production garnered standing ovations each performance; a sure sign that the area audiences were enthralled with the show.
- December saw the 18th annual presentation of A CHRISTMAS CAROL directed again this year by Dan Mahan, Associate Professor of History who also did an excellent job again portraying the role of "Scrooge". Several area schools once again sent students to watch the 3 matinees. Participants in the production included ACTC Theatre students, area elementary, middle school and high school students and many talented members of the community. The success of the show certainly insured that "Carol" will again be on next season.
- ACTC Theatre this past summer began informational meetings with the Boyd County Cooperative Extension Program. The University of Kentucky Colleges of Agriculture and

Fine Arts have seen fit to add a new Extension Agent for the Fine Arts in Boyd County. Molly Maynard a Morehead State University graduate in Theatre and Music and a Boyd County native has been in the position going on her second year. She is also an ACTC Theatre participant having just played "Velma Kelly" in CHICAGO. ACTC Theatre is a member of the five Boyd County theatres in the Theatre Guild of ArtsBoydCounty. This spring semester we will host a Theatre Guild production of LOVE LETTERS in February and be a participant this June in a Shakespeare in the Park presentation of A MIDSUMMER NIGHTS DREAM. Edward Figgins, ACTC Director of Theatre will design the scenery and lights and ACTC Costumer, Paula Krepsik will be the costume designer.

- Professor Ernie Tucker, History Professor, and his sister were recently honored in a book by Bob Terrell, Have We lost our Common Sense? When Georgetown College was contemplating integration in the 1950's, "Ernie and Pat Tucker, twins . . . from Louisville, spoke in a large campus meeting in support of integration. It was an emotional meeting," Terrell said. "They supported an unpopular position . . . Pat and Ernie Tucker's words encouraged me." Author Terrell initially opposed but later supported the integration of the Georgetown campus.
- Woody Fosson, Instructor in the Applied Process Technology program recently completed a 26 hour OSHA 511-Standards for General Industry course. This course is a prerequisite for the 26 hour OSHA 501-Trainer Course for General Industry. Woody took the course last week at EKU. This will enable him to teach the OSHA class SFA-101-0301 Health and Environmental Safety for General Industry.
- The Information Technology program hopes to offer industry certifications for its students who are interested soon. This will help them gain better acceptance in the job market by adding to their credentials.
- Information Technology Assistant Professor Shawn Brown was admitted to the U of K Ed.D. Program for Educational Policy Studies & Evaluation. He begins the program in spring 2012.
- Information Technology Associate Professor David Childress recently earned a Master of Science in Information Systems (MSIS) degree from Morehead State University, December 2011.
- Laura L. Tussey, Assistant Professor of Humanities reports that her Appalachian Studies program is growing steadily. Over the past two semesters she taught courses with forty-plus students per class--the classes were so large they had to be moved to extra-large classrooms to accommodate the extra folks. The students seem to love the program. In fact she recently received an email from a student who had lost his mother to cancer. The student expressed his gratitude for her assignment of an Oral history project because his mother was who he interviewed. He now has a tape of her talking about when she was young. In the future Laura would like to sponsor an Appalachian Studies conference along the lines of OU Zanesville's Women of Appalachia conference. It would be small, with student centered submissions, and a juried art show that, again, showcases local work.
- For the past two years, Laura has served as a representative of ACTC, working with two community organization/preservation groups, the Catlettsburg Leadership Council and Catlettsburg Main Street, where she is the acting Chair of Restoration Projects. Currently, the group is trying to acquire a historic building (it is on the National Registry) that has fallen into attrition and is currently "condemned" by the city of Catlettsburg. The property is the old National Bank Building—a very beautiful example of gothic Victorian architecture and a prominent feature in Catlettsburg's Main Street city square.

A structural engineer has already assessed the building, and he seems to believe that the building is absolutely salvageable.

- Laura's interest in this project is twofold. First and foremost, she wants to preserve this part of Catlettsburg's history. If the building is leveled it will drastically alter the look and historic integrity of the town that was once a very important part of Kentucky's past. But Laura would also like to successfully save this building because of the great publicity it's acquisition and subsequent restoration could bring to ACTC, to show our communities the level of interest and investment we have in them. Laura will be working in earnest on this project in the upcoming months and throughout the summer.
- Mary Cat Flath, Professor of Biology was named chair of the OLBH BOD Quality Committee during 2011. Mary Cat's Cuisine Cookbooks continue to sell and profit local charitable organizations. The Winter Cookbook has sold just over 600 copies = \$3000 for the I Believe Foundation. The Fall Cookbook has sold about 200 copies = \$1000 for OLBH's Foundation's, Women's Health Fund. She and her students were active in the community again this fall:
- We donated \$700+ for the American Cancer Association Walk and 8 of us joined the Saturday Walk in the ParkJ b. We donated 200+ items for the Safe Harbor driveJ c. We donated 400+ items for the KANS Halloween drive which benefited local pediatric unitsJ d. We donated 12 units of blood with American Red CrossJ e. We donated 300+ non-perishable food items to the Salvation Army and South Ashland Family Resource Center (SAFRC)J f. We donated 90+ coats, gloves, and hats to SAFRCJ g. We donated 48 hours to BBBS Christmas Tree Sales ProjectJ h. We supported ACTC's theatre program with 14 of us attending showsJ i. We adopted 5 precious angels and made their Christmas specialJ Merry Christmas to all and best wishes for a prosperous 2012!

### **President's Report – Dr. Greg Adkins**

Dr. Adkins thanked the Board for their 2011 support stating that it was very encouraging. He shared information from the National Center for Education Statistics, IPED Data Feedback Report. It is a government report comparing ACTC with similar peer colleges. He noted that there was nothing negative in the report and that we were above our peer colleges in many areas.

Through KCTCS, Dr. Adkins has access to information comparing ACTC with the other 15 colleges that make up the KCTCS system. He noted that he believed the Middle College (Commonwealth College) at West KY Community & Technical College was what put them above us in the recent Aspen awarding.

### **ADMINISTRATIVE REPORTS**

#### **Karen Blevins:**

The Federal Government has new Standards of Academic Progress in place which will likely affect our financial aid students in the Spring 2012 semester.

#### **Dr. Larry Ferguson:**

Lifelong Learning

- Karen Coburn is representing the college in a community effort to provide free education to the unbanked and those with previous banking/financial literacy issues. The initiative

is entitled BankOn and is being led by April Perry at Kentucky Farmers Bank in partnership with representatives from most all of the area financial institutions.

#### Workforce Solutions

- We have administered 232 workforce certification assessments since July 1, 2011.
- We have had 1,391 individuals attend workforce solutions training since July 1, 2011.
- Jessica Lucas is in the process of marketing 46 open enrollment Workforce Solutions classes for spring 2012. Topics will include computer skills, marketing, small business, and soft skills.

#### Innovation Center and Entrepreneur Center

- In the second quarter of FY 2011-2012, the Ashland Area Innovation Center (AAIC) has worked with a nucleus of 20 clients who have invested over \$1,000,000 in private funding.
- Two of the AAIC clients, Ashland Landfill Gas and Ken Mark Lift Systems, have defined and quantified their market potential and are now pursuing production capabilities and some funding.
- The Entrepreneur Center currently working with 8 start-up clients housed in our incubator in the G.B. Johnson Building.

#### Wellness

- The ACTC Wellness Subcommittee has arranged for KDMC to conduct free health screenings February 7<sup>th</sup> on College Drive from 9am to 11am and that afternoon on Technology Drive from 1pm to 3pm.
- We are in the process of setting up health and wellness related trainings for both the community and all ACTC students and employees.

#### **Steve Flouhouse:**

He attended the SACSCOC Annual Conference. The college will be working on our fifth year interim report due to SACS in 2013.

As Director of the Title III Grant we have met or exceeded our goals set since 2009.

#### **Janie Kitchen:**

KCTCS Board of Regents has approved a Paramedic Technology Program due to begin fall 2012. It is in conjunction with the KY Fire Commission.

We also received a \$900,000 grant from the Department of Labor we call the H2P Grant. Through the grant, one position has been filled and three others are to be filled soon. The grant relates to Health Care careers and core health care courses. They will work closely with local health care providers.

#### **Willie McCullough:**

December 9 was the end of the semester and all grades have now been posted.

We may see a drop in student numbers in spring 2012 due to the new SAP measures. Over 2300 students have registered for spring.

**John McGlone:**

SuperSunday will be held on Feb 12, 2012 at Christ Temple Church. It's a KCTCS initiative targeting minorities. We will provide college fair activities and lunch.

Our department is involving high school students they make contact with for a name for our STEM website.

ACTC is a sponsor for Summer Motion. We provide technical support and the website has really grown. All graphics, brochures and the website are provided by ACTC.

**Louise Shytle:**

Dec 1 kicked off the faculty and staff internal Family Campaign. We have collected about \$4000 thus far.

She thanked the Board for their support for the Childcare Center which is making great progress.

The holiday reception is hosted annually by Dr. and Mrs. Adkins. It was very well attended at the Roberts Drive Campus this year. Following that the yearly holiday social was held at the College Drive Campus.

John Stewart adjourned the meeting at 1:20 p.m.

Respectfully submitted,  
Pam Miller, Recorder  
Administrative Assistant  
Office of the President