

Our Mission and Vision

BCTC Mission

Bluegrass Community and Technical College (BCTC) is transforming the Bluegrass Region—one student at a time, one employer at a time, one community at a time.

With students at the heart of our mission, BCTC sustains strong partnerships to provide a skilled workforce, prepare students to transfer for baccalaureate degrees, support economic vitality, and improve quality of life. We are committed to fostering excellence in teaching and learning with comprehensive and responsive programs and services, at campuses and centers across the region, and through distance learning.

BCTC provides general education and transfer programs, career and technical programs, transitional education and literacy skills development, workforce training, and continuing education. We strive to create intellectual and physical environments that promote diversity and inclusion, cultural and global awareness, critical thinking, civic responsibility, professional competence, and sustainability.

BCTC is a public college and member of the Kentucky Community and Technical College System awarding associate degrees, diplomas, and certificates.

- Endorsed by BCTC's Board of Directors - June 1, 2011
- KCTCS Board of Regents Approval - September 16, 2011

BCTC's Goals Focus On

- Student Access and Success
- Teaching and Learning
- Economic Development
- Community Outreach
- Diversity and Global Awareness
- Technology and Communication
- Assessment and Evaluation
- Student and Customer Service

BCTC Vision

Bluegrass Community and Technical college aspires to teaching and learning excellence, student success, and creative solutions for educational, economic, and community challenges.

BCTC Values

As an organization that **serves** and learns, made up of students, faculty, and staff, and supported by boards, councils, and advisors, BCTC is guided by these core values:

Building Respect

- Authenticity - We act with integrity and uphold our commitments.
- Inclusion - We empower students, faculty, and staff to **create** an inclusive culture through open access, shared experience, and mutual respect.

Communicating

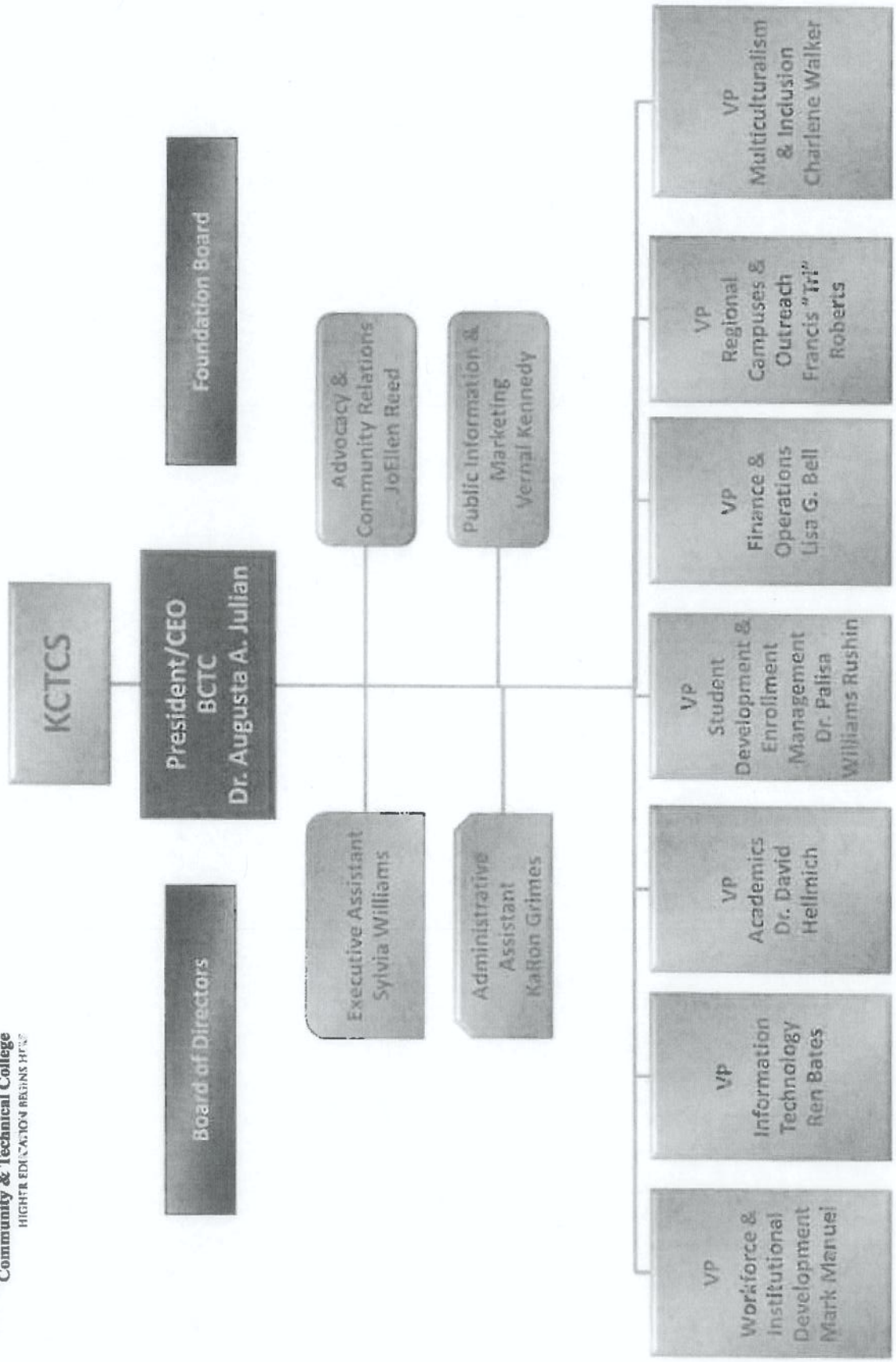
- Meaningful Interaction - We value considerate and productive communication, empowered listening, and diversity of thought and expression.
- Focus on Learning - We support lifelong learning through teaching and service that nurture emotional and intellectual growth to foster meaningful lives.

Transforming

- Innovation - We embrace challenges using new, creative, and flexible ideas and actions that **seek** improvements and support educational excellence.
- Responsiveness - We assess needs, create partnerships, and take initiative to support the economic and cultural development of the communities we serve.

Creating Community

- Positive Environment - We embrace joy and celebration in our learning and working environment.
- Collaboration - We cooperate toward common goals, striving to **create** positive results by being helpful, courteous, and kind.





Kentucky Council on Postsecondary Education

Steven L. Beshear
Governor

Kentucky Adult Education
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Robert L. King
President

Reecie D. Stagnolia
Vice President

October 3, 2013

Dr. Augusta Julian
Bluegrass Community and Technical College
470 Cooper Drive
Lexington, KY 40506

RE: FY 2012-13 Kentucky Adult Education Program Performance

Dear Dr. Julian:

Congratulations! Based on fiscal year 2012-13 enrollment and academic performance, the counties listed below are either in an Excellence or Proficient category. As a result, the programs are eligible for performance funding which will be added to the current year contract.

Programs earning performance funding must be in the Excellence or Proficient category in enrollment and academic performance. To learn more about the Performance and Accountability model and the three different categories of performance (Excellence, Proficient, and Needs Improvement) please refer to the FY 2012-13 policy manual (pages 33-35) <http://www.kyae.ky.gov/policy/>.

The chart below highlights program performance and the performance funding that each of the counties will receive. Please review all performance measures listed. If your program did not meet the county enrollment, academic performance, or GED® goals then please discuss with your program director opportunities for reaching and/or exceeding the goals.

FY 2012-13	County Name	Category	Enrollment			Academic Performance		GED			Performance Funding
			Goal	Actual	% of Goal	Goal	Actual	Goal	Actual	% of Goal	Amount
	Boyle	Proficient	303	199	65.7%	54%	49.7%	60	29	48.3%	\$ 5,070
	Fayette	Proficient	2404	1565	65.1%	54%	50.2%	476	290	60.9%	\$ 40,280

Strategic Plan 2010-2016

Strategic Initiative 1: Promote excellence in teaching and learning.

Goal 1.1 - Promote and support responsive and flexible quality instruction.

- Objective 1.1.1 - Develop new programs that focus on the future needs of the Bluegrass region.
- Objective 1.1.2 - Evolve existing programs to retain focus on the future needs of the Bluegrass region.
- Objective 1.1.3 - Increase student success in transitional studies.
- Objective 1.1.4 - Support innovations in flexible instructional delivery.

Goal 1.2 - Enhance support for excellence and innovation in teaching and learning.

- Objective 1.2.1 - Pursue standards of instructional excellence.
- Objective 1.2.2 - Support highly skilled and effective faculty and staff in support of academic excellence.

Goal 1.3 - Provide integrated academic resources for student support and engagement.

- Objective 1.3.1 - Expand **access** to integrated learning resources and academic support at all sites.
- Objective 1.3.2 - Promote student engagement in the learning process.

Strategic Initiative 2: Increase student access and success.

Goal 2.1 - Develop enrollment strategies, systems, and processes to enhance student access.

- Objective 2.1.1 - Enhance recruiting, assessment, admissions, and enrollment processes to **increase access**.
- Objective 2.1.2 - Improve student customer services to ensure appropriate and adequate student services at convenient hours and sites.
- Objective 2.1.3 - Develop, implement, and evaluate strategies from the Enrollment Management Plan.

Goal 2.2 - Improve college services to support retention for all students.

- Objective 2.2.1 - Focus on continuing student support by implementing, evaluating, and updating the Retention Plan.

- Objective 2.2.2 - Improve financial aid and scholarship support services.
- Objective 2.2.3 - Provide a rich co-curricular learning environment.
- Objective 2.2.4 - Expand advising services through implementation of strategies from the report of the Advising Committee.

Goal 2.3 - Maintain and strengthen services to students transferring to other institutions.

- Objective 2.3.1 - Enhance Transfer Center services.
- Objective 2.3.2 - Develop and implement strategies to increase transfer rates of under-represented students.

Strategic Initiative 3: Cultivate an inclusive learning community.

Goal 3.1 - Recruit, retain, and support highly qualified and committed faculty and staff.

- Objective 3.1.1 - Improve recruiting, hiring, and orientation processes.
- Objective 3.1.2 - Provide additional and enhanced professional and leadership development opportunities.

Goal 3.2 - Strive to enhance diversity and inclusion within student, faculty, and staff populations.

- Objective 3.2.1 - Create more awareness of and sensitivity to diversity in BCTC community.
- Objective 3.2.2 - Enhance college services and activities to address needs of multicultural students.

Goal 3.3 - Develop strategies to create a culture and structure consistent with college values.

- Objective 3.3.1 - Provide for collegewide interaction, communication, and involvement of faculty, staff, and students.
- Objective 3.3.2 - Develop and implement procedural and staffing efficiencies.

Strategic Initiative 4: Enhance strategies for economic, workforce, and community development.

Goal 4.1 - Provide educational opportunities to meet current needs and emerging trends in economic and workforce development.

- Objective 4.1.1 - **Increase** and improve business support and outreach to new and emerging sectors.
- Objective 4.1.2 - Support workforce development needs.

Goal 4.2 - Actively engage in community outreach and development.

- Objective 4.2.1 - Develop strategic partnerships for enhanced **advocacy, services,** and support in communities.
- Objective 4.2.2 - Increase resource development efforts.
- Objective 4.2.3 - Expand arts and cultural opportunities for campus and community outreach.

Goal 4.3 - Enhance the awareness and knowledge about BCTC in the region.

- Objective 4.3.1 - Develop and implement an integrated marketing plan.
- Objective 4.3.2 - Maintain traditional marketing strategies while expanding to use emerging technology tools.

Strategic Initiative 5: Build resources for an effective and sustainable college.

Goal 5.1 - Ensure efficient and effective college budget development and management.

- Objective 5.1.1 - Use annual budget development and allocations **processes** that focus on needs and involve broad participation.
- Objective 5.1.2 - Adhere to sound business and administrative practices to ensure budget oversight and support adequate resources.

Goal 5.2 - Plan and maintain facilities and infrastructure for effective, safe, and sustainable campuses.

- Objective 5.2.1 - Design and build or upgrade facilities based on Campus Master Plans and identified community needs.
- Objective 5.2.2 - Enhance security and safety planning, training, and facilities upgrades to support safe campuses.
- Objective 5.2.3 - Support maintenance and operational strategies to provide high quality learning environments.

- Objective 5.2.4 - Support excellent and up-to-date learning and administrative technology resources.

Goal 5.3 - Enhance strategic and annual planning and institutional effectiveness assessment.

- Objective 5.3.1 - Annually review and analyze Strategic Plan progress including KCTCS Performance Indicators.
- Objective 5.3.2 - Strengthen collection and analysis of data used for planning and decisions to support quality improvement.

Kentucky Adult Education, Council on Postsecondary Education
FY13 Core Services Budget Worksheet
July 1, 2012 to June 30, 2013

County <u>Fayette - Rewards</u>	Complete all fields in this section	E-mail <u>david.sturgill@kctcs.edu</u>	
Contact <u>David Sturgill</u>		Telephone <u>859-246-6896</u>	
Prog Name <u>BCTC Adult Education</u>		Date Submitted <u>10/16/13</u>	
PROGRAM BUDGET		CORE SERVICES KYAE	% of Total Contract
<u>Administrative Personnel</u>	Salary & Fringe (auto transfer fm Personnel wksht)	\$0	Administrative Costs 0.0%
<u>Other Administrative Costs</u>			
Travel			
Office Supplies			
Office Furniture			
Other (List)			
	Subtotal Other Administrative Costs	\$0	
	Total Administrative Costs	\$0	
<u>Operational Costs</u>			Operational Costs 4.2%
Rent	Central KY Career Center	\$1,703	
Utilities			
Other (List)			
	Total Operational Costs	\$1,703	
<u>Instructional Personnel</u>	Salary & Fringe (auto transfer fm Personnel wksht)	\$2,000	Instructional Costs 95.8%
<u>Other Instructional Costs</u>			
Travel			
Materials/Supplies		\$4,577	
Classroom Furniture		\$17,000	
Instructional Technology/Equipment	Computers	\$15,000	
(List item and quantity)			
Student Celebrations	GED/ESL Graduations		
Other (List)			
	Subtotal Other Instructional Costs	\$36,577	
	Total Instructional Costs	\$38,577	
Administrative, Operational, Instructional -- GRAND TOTAL		\$40,280	



Kentucky Community and Technical College System
300 North Main Street, Versailles, KY 40383

College:	SYSTEMS OFFICE - FACILITIES MANAGEMENT		
College Contact:	CHRIS BRUMETT	College Contact Email:	CHRIS.BRUMETT@KCTCS.EDU
College Contact Ph:	(859) 256-3224	College Contact Fax:	(859) 256-3118

SUBSTITUTE W-9 FORM

To avoid Internal Revenue Service (IRS) mandated backup withholding KCTCS is required to obtain your Taxpayer Identification Number (TIN) for reporting income paid to you or your organization. KCTCS uses a Substitute W-9 Form to obtain certification of your TIN and retains this information in its secure payee/vendor database. This form may be completed online and then printed for signature. Tab to fields and populate with your information. New Vendors must complete the entire form. Existing Vendor's may the complete shaded area of form. New and updated forms must be signed and dated.

New Vendor (complete entire form) **Changes to existing vendor (shaded area only)**

Federal Tax ID #: (Required) _____ TIN/EIN SSN

Legal Name used for purposes of IRS reporting

Business Name (if different from name used for purposes of IRS reporting)

Does your business accept credit cards? Yes No If yes, Visa MC Other: _____

Type of Business (Required):

- | | | |
|---------------------------------------------------------|-----------------------------------------------------------------|------------------------------------------------------------------|
| <input type="checkbox"/> Corporation | <input type="checkbox"/> Government Entity | <input type="checkbox"/> Foreign Nonresident Individual |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Foreign Entity (other than individual) | <input type="checkbox"/> Limited Liability Company |
| <input type="checkbox"/> Non Profit/501(c) Entity | <input type="checkbox"/> US Agent of Foreign Person/Entity | <input type="checkbox"/> Individual/Sole Proprietor (US Citizen) |
| <input type="checkbox"/> Exempt from backup withholding | | |
| <input type="checkbox"/> Other (Please Explain): _____ | | |

Business Classification (Required - Select only one - Does not apply to publicly traded entities):

<input type="checkbox"/> Minority Business Enterprise/MBE (please choose one sub-classification at right): <i>Defined as a business at least 51% owned by one or more African-Americans, Hispanics, Native Americans, Asian Pacific Americans, Asian Indian Americans, and other groups as defined by Federal law.</i>	<input type="checkbox"/> Hispanic-American	<input type="checkbox"/> African-American
	<input type="checkbox"/> Asian-American	<input type="checkbox"/> American Indian
	<input type="checkbox"/> Other (explain): _____	
<input type="checkbox"/> Women-Owned Business Enterprise/WBE <i>Defined as a business at least 51% owned by one or more women.</i>	<input type="checkbox"/> Disadvantaged Business Enterprise/DBE <i>Defined as a business at least 51% owned by at least one differently-abled, socially, or economically disadvantaged individual as defined by Federal law.</i>	
<input type="checkbox"/> Veteran Owned Business/VOB <i>Defined as a business at least 51% owned and operated by a service veteran.</i>	<input type="checkbox"/> Disadvantaged Veteran Owned Business/DVOB <i>Defined as a business at least 51% owned and operated by a service veteran with a service-related disability of at least 10 percent.</i>	
<input type="checkbox"/> None of the Above	<input type="checkbox"/> Other (Explain): _____	

Certification

Under penalties of perjury, I certify that:
The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and I am a U.S. person (including a U.S. resident alien).

Sign Here	Signature of US Person	Date
Printed Name: _____		

Purchase Order		Purchase Order Information			
Preferred Method of Receiving Purchase Orders: <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Check if there is a change to your Purchase order address					
Vendor Name <small>(if different from above)</small>					
Order to Address					
City		State		Zip	
Sales Contact Name		E-mail for PO			
Sales Contact Phone		Fax for PO			
<input type="checkbox"/> Purchase Address – Change to					
Remittance		Remittance Address as it appears on your invoice <input type="checkbox"/> Check if there is a change to your remit address			
Vendor Name <small>(if different from above)</small>					
Remit to Address					
City		State		Zip	
Remit to Contact Name		E-mail			
Remit to Phone		Fax			
<input type="checkbox"/> Remit to Address – Change to					

Wherever possible we desire to replace check payments with an electronic payment (ACH - direct deposit transfer). In order to switch your payment type if already established from paper check to electronic transfer we will need your bank account information entered on this substitute W-9 form. Your email address will only be used to notify you when an electronic payment is issued, to notify you of the issuance of a purchase order, or to notify you of other official business correspondence. Your e-mail and/or banking information will not be shared or distributed outside KCTCS' Business Services Division and will be used solely for KCTCS business applications.

Direct Deposit Information (All fields are required to receive ACH electronic direct deposit payments)

Name on Bank Account:	
Bank Name (include branch name if applicable):	
Bank Routing Number (9-digit ABA #):	Bank Account Number:
Mark only one (should match information noted above): Checking: <input type="checkbox"/> Savings: <input type="checkbox"/>	
E-mail address -- Please print LEGIBLY -- Required for electronic notification of payment to your bank account.	
Mark if this is a: Establishment of a new direct deposit <input type="checkbox"/> Change of existing direct deposit <input type="checkbox"/>	
Email change only <input type="checkbox"/> New email address to where payment notification to be sent:	

I hereby authorize and request KCTCS to initiate credit entries for payment to my account. If necessary, a debit entry may be made in accordance with National Automated Clearing House Association (NACHA) rules reversing a credit entry made in error at the financial institution named. The electronic payment data remains in effect until withdrawn by written notification to KCTCS, 300 North Main Street, Versailles, KY 40383.

PRINTED NAME	Authorized Signature	Date
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