KCTCS does not discriminate based on race, color, religion, national origin, sex, disability, or age in its programs and activities. The Director of Employment, Affirmative Action and Equal Opportunity has been designated to handle inquiries regarding non-discrimination policies and may be reached at Kentucky Community and Technical College System 300 North Main Street, Versailles, Kentucky 40383. Telephone 859/256-3100.
Facilities Management and Sustainability Status Report

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Facilities Management and Sustainability Status Report

Introduction

The Facilities Management and Sustainability Status Report is provided as a vehicle to update the KCTCS Board of Regents on current capital construction and major renovation projects as well as other initiatives the KCTCS Office of Facilities Management oversees. The report is organized in the following sections:

- **Capital Projects**
  In this section, a brief summary of current capital construction and major renovation projects is provided along with an overview of the capital construction process that each project must follow. The report also includes a description of the major cost elements common to most construction projects.

- **Facilities Management**
  Information about the KCTCS Environmental Health and Safety initiative is provided behind the Facilities Management Tab. KCTCS Environmental Health and Safety’s goal is to facilitate achievement of the *KCTCS Mission* and *Vision* by promoting a safe and healthful environment for faculty, staff, students and visitors. In achieving the goal, the staff guide KCTCS initiatives to ensure access to facilities that are safe, clean, healthy learning and work environments free of hazardous and toxic waste as well as motor fleets that are safe and efficient. Environmental Health and Safety staff provide guidance and leadership to achieve regulatory compliance, promoting a culture of safety and environmental stewardship.

- **Sustainability Initiatives**
  Consistent with the *KCTCS Vision* to be the nation’s premier community and technical college system, KCTCS is becoming a leader in practices, educational and workforce training opportunities, and community leadership related to sustainable development. The KCTCS sustainability definition and focus along highlights of KCTCS Green+ Sustainability Initiatives are provided in this section.

- **Facilities Utilization**
  In order to ensure KCTCS meets the challenges of rising enrollment during a period of limited construction, it must ensure that all space available to KCTCS has maximum utilization. The purpose of the Facilities Utilization Section is to measure how productively KCTCS colleges are using their instructional space. In particular, this update contains information that demonstrates how well the institutions are using their classrooms and class laboratories.
In the 2014-16 biennium, KCTCS has one state-funded capital construction project: a $24 million, 75,000 gross square foot Advanced Manufacturing Facility at Bluegrass Community and Technical College’s Georgetown location.

During the 2014 Regular Session of the Kentucky General Assembly, the KCTCS BuildSmart Initiative was approved, with the goal of building a skilled, educated workforce. The KCTCS BuildSmart Initiative authorizes funding for the top capital project at each KCTCS college, as requested by the president of each college. The total scope of the KCTCS BuildSmart public-private partnership initiative is $194 million for the 16 capital projects. Agency bonds will be issued to pay for 75 percent of the total project scope (i.e., $145.5 million in agency bonds). The remaining 25 percent ($48.5 million) will be matched from private and other funds raised by the KCTCS colleges.

A listing of the state funded and BuildSmart funded projects is provided in Capital Projects Summary table on the following page. The table provides general information about each projects, including location, biennium the project was funded, total scope, architects, project status, bid date, and estimated completion date. More detailed information for each project follows on pages 7 – 24. The general process for capital construction projects and the cost elements for capital projects is on pages 5 and 6, respectively.
# Kentucky Community & Technical College System

**June 12, 2015**

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Capital Construction Process

The Kentucky Community and Technical College System's capital projects are administered through the Finance and Administration Cabinet's Department for Facilities Management. Therefore, all projects follow the policies and procedures established by the Finance Cabinet in accordance with Kentucky Revised Statutes. The construction process consists of a series of phases, each of which builds on what was created in the preceding phase. The result of this phased process is a well-thought-out and well-designed project that will meet the needs of the user and will be in budget. The phases of each project are:

1. **Site Selection:** Site selection can be made prior to program development or simultaneously with the programming exercise. Site selection is a critical exercise, one that can greatly impact the design of the facility and the construction budget. Factors influencing a site selection include:
   - Number of acres required for new facility
   - Acreage needed for expansion
   - Purchase price
   - Availability of utilities
   - Visibility
   - Accessibility to student base

2. **Schematic Design/Programming (Phase A):** The first step is program development. Working with college representatives the facility project managers define space needs by program and determine room data requirements. Once the program is developed and a site is selected, the consultant develops a schematic design of the facility based on the site characteristics and the program. This phase requires the most involvement by the college. The college will participate in projects meetings and walk-throughs and provide additional information as needed. The Schematic Design phase generally takes from two to four months to complete, and includes the following information:
   - Site development concepts
   - Flow diagrams and space relationships
   - Single-line drawings of floor plans and elevations
   - A project budget and preliminary construction cost estimate
   - Outline specifications for the structure, materials and systems

3. **Design Development (Phase B):** In this phase, the consultant builds on the work completed in Phase A and begins the detailed design work and associated research. Phase B generally takes from three to six months to complete and includes:
   - More detailed drawings and specifications
   - Fully developed exterior elevations
   - Space refinements
   - Building details
   - More detailed construction cost estimate

4. **Construction Documents (Phase C):** In this phase, the consultant team develops the final plans and specifications used to bid and construct the new building. Typically, this phase will take three to four months to complete and includes:
   - Construction details
   - Complete specifications
   - Detailed plans
   - Room finish schedules
   - Final construction estimate

5. **Construction (Phase D):** Depending upon the size of the project, the construction will take from 12 to 24 months to complete. Monthly progress meetings are held during the construction phase and, generally, there is a resident construction inspector on the construction site who is hired by the consultant to oversee the project for KCTCS and the Finance and Administration Cabinet.
Capital Project Cost Elements

Each capital project is comprised of a number of cost elements which, when combined, establish the total scope of the construction project. Those elements are:

1. **Design and Administrative Costs:** Includes the consultant fees, surveying, testing, and inspection costs. It also includes duplicating costs for plans and specifications and the resident inspector's salary. Most of these costs are determined using fee schedules and formulas developed by the Finance and Administration Cabinet.

2. **Construction Costs:** Includes building construction and site-development costs. Often these two costs are combined into a single cost per square foot, which is multiplied by the gross square footage of the project to derive the estimated construction cost. The cost per square foot is based on experience with similar projects and anticipated cost increases.

3. **Equipment and Furnishings:** Includes all equipment and furnishings needed to make the building functional upon completion. It usually is determined by developing equipment lists and associated costs for the various program areas in the new facility and totaling the lists.

4. **Land / Right-of-Way:** Includes the cost of acquiring a suitable site, access to a suitable site, and utility easements across adjacent property. It also includes all legal and administrative costs associated with these acquisitions.

5. **Information Technology Infrastructure:** Includes the costs associated with creating all communications pathways to and within the new facility. All voice, data, and video communications infrastructure are included in this cost.
Capital Project Descriptive Summary

**PROJECT:** Construct Advanced Manufacturing Facility

**LOCATION:** Bluegrass CTC Georgetown Campus, Georgetown

**ARCHITECT:** Omni Architects

**GROSS SQUARE FOOTAGE:** 80,000

**NET SQUARE FOOTAGE:** 64,000

**SITE SIZE:** 20 Acres

**BUDGET INFORMATION:**

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**PROJECTED PROJECT SCHEDULE:**

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<td>Construction Complete</td>
<td>October 2016</td>
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**PROGRAMS AND SERVICES:**

Multiple certificate and degree options, including traditional academic associate degree programs, will be offered at the center, providing needed support to Kentucky’s manufacturing sector. The center provides opportunity for additional training capacity in automotive manufacturing technology and to supplement the high demand programs at the BCTC Leestown Campus in Lexington. BCTC will partner with Scott County Schools to offer education in multiple career pathways that revolve around manufacturing. Anticipated programming at the center includes Automation Systems, Assembly Systems, Manufacturing Systems/Lean Manufacturing, and Industrial and Manufacturing Engineering Technology.

**PROJECT STATUS:**

Bids were opened on March 19, 2015. Low bid of $15.982 million was submitted by Messer Construction of Louisville. A construction contract has been issued and construction is underway. A groundbreaking ceremony was held on April 13, 2015. Total spent to date is $363,056.
**PROJECT:** Renovate Main Building,  
College Drive Campus

**LOCATION:** Ashland CTC  
College Drive Campus, Ashland

**ARCHITECT:** alt32 Architecture

**GROSS SQUARE FOOTAGE:** 150,000

**NET SQUARE FOOTAGE:** 100,000

**BUDGET INFORMATION:**
- Land Acquisition: 0
- Site Survey/Prep: 0
- Project Design & Other Administrative Expenses: 800,000
- Construction Cost Estimate: 7,821,359
- Equipment & Furniture Estimate: 0
- Project Contingencies: 1,378,641

**Total Project Cost:** $10,000,000

**PROJECTED PROJECT SCHEDULE:**
- Schematic Design (Phase A) Completion: March 2015
- Design Development (Phase B) Completion: July 2015
- Construction Documents (Phase C) Completion: December 2015
- Construction Start Date: March 2016
- Construction Complete: September 2017

**PROGRAMS AND SERVICES:**
The Ashland Community and Technical College, Main Building was originally constructed in 1967 and consists of approximately 150,000 gross square feet. This facility is primarily used for education. The square footage breaks down as follows: Classroom Space - 13,500 square feet, Laboratory Space – 15,500 square feet, Offices/Conference – 27,000 square feet, Special Use Space – 3,000 square feet, General Use – 16,000 square feet, Support Facilities – 5,000 square feet, and Un-assignable Space – 53,000 square feet. This project will replace existing infrastructure in the building.

**PROJECT STATUS:**
Project is in Phase B design. Total spent to date is $566,929.
BuildSmart Project Descriptive Summary

**PROJECT:** Design and Planning, Expansion of Pikeville Campus

**LOCATION:** Big Sandy CTC
Pikeville Campus, Pikeville

**ARCHITECT:** Ross Tarrant

**GROSS SQUARE FOOTAGE:** TBD

**NET SQUARE FOOTAGE:** TBD

**BUDGET INFORMATION:**

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**PROGRAMS AND SERVICES:**
This project will be planning and designing the expansion of the Pikeville Campus. The design will be for an approximately 60,000 gsf facility. This facility will provide additional growth opportunity for allied health and technical programs identified as needed in the Big Sandy Community and Technical College service area. Programs may include the need for classrooms, computer labs, technology labs, auditorium, book store and technical related program areas.

**PROJECT STATUS:**
The project is currently in Phase A design. Design will be complete through Phase B. Funding and authorization is being requested in the 2016 budget session for construction dollars with a total project budget to equal $30,000,000. Invoicing for Phase A services has not been submitted.
BuildSmart Project Descriptive Summary

**PROJECT:** Newtown Campus Expansion

**LOCATION:** Bluegrass CTC  
Newtown Campus, Lexington

**ARCHITECT:** Omni Architects

**GROSS SQUARE FOOTAGE:** 65,000

**NET SQUARE FOOTAGE:** 43,000

**BUDGET INFORMATION:**

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**PROJECTED PROJECT SCHEDULE:**

- Schematic Design (Phase A) Completion: April 2015
- Design Development (Phase B) Completion: September 2015
- Construction Documents (Phase C) Completion: February 2016
- Construction Start Date: April 2016
- Construction Complete: September 2017

**PROGRAMS AND SERVICES:**

This project is to complete Phase II of the master plan by constructing an approximate additional 65,000 square foot facility on the Newtown Campus of Bluegrass Community and Technical College that will house science classrooms, labs, faculty/staff offices, administrative offices and other student support spaces. This facility is needed in order to begin transferring programs from the Cooper Campus on University of Kentucky's campus to the new Newtown Campus now being developed on the site of the old Eastern State Hospital. This project may also include the renovation of the historic Laundry buildings which will remain on the campus. Additional site development will be required for parking, streets and walks.

**PROJECT STATUS:**

This project is currently in Phase B development. Total spent to date is $30,826.
BuildSmart Project Descriptive Summary

PROJECT: Renovate Owen Classroom Building

LOCATION: Elizabethtown CTC
Main Campus, Elizabethtown

ARCHITECT: Godsey Associates

GROSS SQUARE FOOTAGE: 35,000

NET SQUARE FOOTAGE: 23,500

BUDGET INFORMATION:

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Total Project Cost $1,000,000

PROJECTED PROJECT SCHEDULE:

- Schematic Design (Phase A) Completion: October 2015
- Design Development (Phase B) Completion: November 2015
- Construction Documents (Phase C) Completion: December 2015
- Construction Start Date: February 2016
- Construction Complete: September 2016

PROGRAMS AND SERVICES:
Renovation will include floor covering and painting of the building. This 35,000 sq. ft. building is the original building built in 1964 and still has concrete flooring in all of the classrooms and hallways.

PROJECT STATUS:
Study performed on building. Key issues identified by consultants and team. Total spent to the date is $28,255.
BuildSmart Project Descriptive Summary

**PROJECT:** Construct Urban Campus

**LOCATION:** Gateway CTC
Urban Campus, Covington

**ARCHITECT:** EOP Architects

**GROSS SQUARE FOOTAGE:** N/A

**NET SQUARE FOOTAGE:** N/A

**BUDGET INFORMATION:**

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**Total Project Cost** $15,000,000

**PROJECTED PROJECT SCHEDULE:**

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**PROGRAMS AND SERVICES:**
The overall project encompasses land acquisition, facilities design, construction and renovation. Programs currently located at the existing campus on Amsterdam Road in Covington and the Park Hills Center will be evaluated to determine the appropriateness and feasibility of moving to the Urban Core. It is envisioned that the programs and services initially planned for the new Urban Campus will include the following:

- Transfer programs to senior institutions
- Business, Information Technology, Graphics Arts
- Criminal Justice, Human Services, Cosmetology
- Pre-engineering/Mechatronics, energy technology
- Pre-allied Health, pre-nursing, certified Nurse Aid training
- Full range of adult education and student services
- Dual credit programs for urban school districts
- Specialized workforce training for urban businesses
- Automotive

**PROJECT STATUS:**
Currently in Phase A design. Total spent to date is $2,704,681 for property acquisition.
BuildSmart Project Descriptive Summary

**PROJECT:** Design & Planning - Construct Community Intergenerational Center

**LOCATION:** Hazard CTC
Lees Campus, Jackson

**ARCHITECT:** Myers Jolly

**GROSS SQUARE FOOTAGE:** 28,500

**NET SQUARE FOOTAGE:** TBD

**BUDGET INFORMATION:**

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**Total Project Cost**

$2,000,000

**PROJECTED PROJECT SCHEDULE:**

- Schematic Design (Phase A) Completion: December 2014
- Design Development (Phase B) Completion: April 2015
- Construction Documents (Phase C) Completion: N/A
- Construction Start Date: N/A
- Construction Complete: N/A

**PROGRAMS AND SERVICES:**
The Intergenerational Center is a proposed 28,500 gsf building on the Lees Campus of Hazard Community and Technical College. The center will include classrooms, offices, conference room, one stop student services area, student lounge, bookstore, and a community / large multipurpose room center. Classrooms, with space for use by local school districts for dual credit course offerings. There will be space for ARC and smart classrooms. This new structure would greatly improve accessibility and the instructional and student support programs for the students at the campus.

**PROJECT STATUS:**
This project is finished with Phase B design. Funding and authorization is being requested in the 2016 budget session for construction dollars with a total project budget to equal $10,700,000. Total spent to date is $89,775.
BuildSmart Project Descriptive Summary

**PROJECT:** Renovate Campus Wide Facilities

**LOCATION:** Henderson CC
Main Campus, Henderson

**ARCHITECT:** Murphy Graves Trimble

**GROSS SQUARE FOOTAGE:** N/A

**NET SQUARE FOOTAGE:** N/A

**BUDGET INFORMATION:**

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**Total Project Cost** $5,000,000

**PROJECTED PROJECT SCHEDULE:**

- Schematic Design (Phase A) Completion: July 2015
- Design Development (Phase B) Completion: August 2015
- Construction Documents (Phase C) Completion: September 2015
- Construction Start Date: February 2016
- Construction Complete: August 2017

**PROGRAMS AND SERVICES:**

This project includes the renovations in five buildings on the Henderson Campus. The buildings are in need of upgrades and renovations to bring them into the 21st century. Renovations will include HVAC upgrades in the Administration Building, new elevators in two buildings, and a new façade will be constructed to create a more appealing entrance to the Administration Building.

**PROJECT STATUS:**

HVAC work has begun. Meetings have occurred to determine priorities and needs of the college. Currently in Phase A design. Total spent to date is $608,958 for HVAC work.
BuildSmart Project Descriptive Summary

**PROJECT:** Construct Agriculture Health & Career Technology Center, Phase I

**LOCATION:** Hopkinsville CC
Main Campus, Hopkinsville

**ARCHITECT:** Hafer Associates

**GROSS SQUARE FOOTAGE:** 51,000

**NET SQUARE FOOTAGE:** 35,000

**BUDGET INFORMATION:**

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**PROJECTED PROJECT SCHEDULE:**

- Schematic Design (Phase A) Completion: July 2015
- Design Development (Phase B) Completion: November 2015
- Construction Documents (Phase C) Completion: February 2016
- Construction Start Date: April 2016
- Construction Complete: August 2017

**PROGRAMS AND SERVICES:**

This project will provide additional growth opportunity for new allied health programs identified as needed in the HCC service area. New programs will include Clinical Lab Technical, Radiology/Sonography Technician and Physical Therapy Assistant. This facility will also include classrooms, computer labs, technology labs and flexible career related teaching areas for programs such as agriculture programs.

**PROJECT STATUS:**

This project is currently in Phase A design. Total spent to date is $24,875.
BuildSmart Project Descriptive Summary

**PROJECT:** Construct Carrollton Campus, Phase I

**LOCATION:** Jefferson CTC
Carrollton Campus, Carrollton

**ARCHITECT:** EOP Architects

**GROSS SQUARE FOOTAGE:** 48,095

**NET SQUARE FOOTAGE:** 33,600

**SITE SIZE:** 30 Acres

**BUDGET INFORMATION:**

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**PROJECTED PROJECT SCHEDULE:**

- Schematic Design (Phase A) Completion: March 2015
- Design Development (Phase B) Completion: May 2015
- Construction Documents (Phase C) Completion: July 2015
- Construction Start Date: November 2015
- Construction Complete: June 2017

**PROGRAMS AND SERVICES:**
The new campus will expand on the community and technical college programming currently offered at a leased facility in downtown Carrollton, provide testing and assessment services, and will provide technical training and business and industry training facilities to expand postsecondary education opportunities in the region.

**PROJECT STATUS:**
The project is currently in Phase B design. Invoice for Phase A services in process.
BuildSmart Project Descriptive Summary

**PROJECT:** Construct Postsecondary Education Center

**LOCATION:** Madisonville CC
Main Campus, Madisonville

**ARCHITECT:** Myers Jolly Architects

**GROSS SQUARE FOOTAGE:** 68,000

**NET SQUARE FOOTAGE:** TBD

**BUDGET INFORMATION:**

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<td>Construction Complete</td>
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</table>

**PROGRAMS AND SERVICES:**

This project will construct an approximately 68,000 gsf facility on the main campus of Madisonville Community College. The Center will provide classroom and office space for use by Murray State University and Madisonville Community College. The Center will allow the citizens of Madisonville and surrounding areas the opportunity to pursue a bachelors or graduate degree in an increased number of programs without leaving the area and enable students to pursue the initial two years of college through the Madisonville Community College and then transfer to Murray State University to complete their college education all on the same campus.

**PROJECT STATUS:**

This project is currently in Phase B design. Invoice for Phase A services in process.
BuildSmart Project Descriptive Summary

**PROJECT:** Construct MCTC/MoSU Postsecondary Center of Excellence, Phase I

**LOCATION:** Maysville CTC Rowan Campus, Morehead

**ARCHITECT:** Omni Architects

**GROSS SQUARE FOOTAGE:** 90,000

**NET SQUARE FOOTAGE:** TBD

**SITE SIZE:** 41.11 acres

**BUDGET INFORMATION:**
- Land Acquisition: $500,000
- Site Survey/Prep: $150,000
- Project Design & Other Administrative Expenses: $2,900,000
- Construction Cost Estimate: $20,250,000
- Equipment & Furniture Estimate: $1,700,000
- Project Contingencies: $2,500,000

**Total Project Cost** = $28,000,000

**PROJECTED PROJECT SCHEDULE:**
- Schematic Design (Phase A) Completion: June 2015
- Design Development (Phase B) Completion: September 2015
- Construction Documents (Phase C) Completion: April 2016
- Construction Start Date: June 2016
- Construction Complete: November 2017

**PROGRAMS AND SERVICES:**
This project is to construct Phase I of a new campus replacing Mayville’s Rowan Campus located in Morehead Kentucky. The first phase of the new campus will be an approximately 90,000 gsf structure which will house a Postsecondary Center of Excellence in Advanced Manufacturing program to be developed along with Morehead State University (MSU) to serve the region. KCTCS, MoSU and MCTC realize that the full development of the campus will require phasing over several biennia. The existing Rowan Campus was built in 1984 and has approximately 63,000 gsf of floor area which the college has outgrown and there is no room for expansion. The new campus will provide much needed space to expand their existing program offerings and also provide space to add new programs to meet the area’s industry needs. The new facility will also support students and staff with onsite food service and student lounge area, bookstore services, science labs, Workforce Development and provide a much needed updated IT infrastructure.

**PROJECT STATUS:**
This project is currently in Phase A design. Total spent to date is $509,782.
BuildSmart Project Descriptive Summary

PROJECT: Construct Advanced Technology Center Phase II

LOCATION: Owensboro CTC
Main Campus, Owensboro

ARCHITECT: Ross Tarrant

GROSS SQUARE FOOTAGE: 45,500

NET SQUARE FOOTAGE: TBD

BUDGET INFORMATION:

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Total Project Cost $12,000,000

PROJECTED PROJECT SCHEDULE:

- Schematic Design (Phase A) Completion: June 2015
- Design Development (Phase B) Completion: August 2015
- Construction Documents (Phase C) Completion: October 2015
- Construction Start Date: April 2016
- Construction Complete: August 2017

PROGRAMS AND SERVICES:
This project will construct an approximate 45,500 gsf second phase to the Owensboro Advanced Technology Center. Phase I was completed in 2007. Phase II will serve as an integrated lab and teaching facility for the HVAC, Building Controls, Electrical and Welding programs. This phase will allow for relocation of programs to the Main Campus and open valuable space at the Downtown and Southeastern Campus locations for program expansion.

PROJECT STATUS:
This project is currently in Phase A design. Total spent to date is $130,617.
BuildSmart Project Descriptive Summary

PROJECT: Planning and Design Arts and Humanities Building

LOCATION: Somerset CC
North Campus, Somerset

ARCHITECT: Clotfelter-Samokar

GROSS SQUARE FOOTAGE: 74,000

NET SQUARE FOOTAGE: TBD

SITE SIZE: TBD

BUDGET INFORMATION:

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Total Project Cost $2,000,000

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</table>

PROGRAMS AND SERVICES:
This project provides for the construction of a 74,000 gsf Arts and Humanities Building. This project will house the Art, Music, Theater and Culinary Arts programs. This facility will include a full Performing Arts Theater / Auditorium, Workshops, Seminar and Conference Space, an Art Gallery, Public Exhibition area, some classrooms, faculty offices and an administrative support area. It would also house the Culinary Arts program, including kitchen and dining area, perhaps with a separate entrance. This project would include parking, vehicular access and site development.

PROJECT STATUS:
This project is in Phase A design. Programming meetings have occurred with the college and instructors on space and program requirements for the building. Subsurface investigation will be undertaken in order to avoid problems later in the design process. Funding and authorization is being requested in the 2016 budget session for construction dollars with a total project budget to equal $27,300,000. Invoice has not been submitted for Phase A services.
BuildSmart Project Descriptive Summary

PROJECT: Construct Instructional Complex

LOCATION: Southcentral Kentucky CTC Main Campus, Bowling Green

ARCHITECT: Stengel Hill Architecture

GROSS SQUARE FOOTAGE: 76,000

NET SQUARE FOOTAGE: TBD

BUDGET INFORMATION:

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PROJECTED PROJECT SCHEDULE:

- Schematic Design (Phase A) Completion: May 2015
- Design Development (Phase B) Completion: August 2015
- Construction Documents (Phase C) Completion: December 2015
- Construction Start Date: April 2016
- Construction Complete: January 2018

PROGRAMS AND SERVICES:

This project is an approximately 76,000 gsf facility to house the Instructional Classroom Complex. The new structure(s) will support various formal and informal learning and student engagement environments. The formal instructional areas will consist of both flexible multi-purpose classrooms and science labs. The informal instructional areas will create more progressive open and collaborative space environments that include library capacity, open computing space, and student tutoring; these types of spaces are often referred to as learning commons.

Part of the intent with the additional space is to create a focal point for the main campus and a center for community engagement. As part of the main focal point, it would be beneficial for the space to also contain the College’s Welcome Center. The Welcome Center would serve as the hub for student recruiting and community engagement.

PROJECT STATUS:

The project is currently in Phase A design. Invoice has not been submitted for Phase A services.
BuildSmart Project Descriptive Summary

**PROJECT:** Construct Educational Alliance Center

**LOCATION:** Southeast KY CTC
Middlesboro Campus, Middlesboro

**ARCHITECT:** Clotfelter – Samokar

**GROSS SQUARE FOOTAGE:** 36,500

**NET SQUARE FOOTAGE:** 25,600

**BUDGET INFORMATION:**

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**PROJECTED PROJECT SCHEDULE:**

- Schematic Design (Phase A) Completion: April 2015
- Design Development (Phase B) Completion: July 2015
- Construction Documents (Phase C) Completion: December 2015
- Construction Start Date: April 2016
- Construction Complete: August 2017

**PROGRAMS AND SERVICES:**

This project will construct an approximate 36,500 gsf facility. This instructional facility will serve Bell, Harlan, and Knox counties by providing a comprehensive mix of education, training, and economic development services in conjunction with technical certificates, diplomas, and degree programs of KCTCS. Two-year postsecondary programs will be delivered by Southeast KY CTC as a KCTCS institution, and through partnerships with EKU, LMU, UK, and UPike.

The existing Nursing Program currently located at the Pineville campus of Southeast Kentucky Community and Technical College will be re-located to the Education Alliance Center at the Middlesboro Campus. This building space will include primarily instructional space for wet laboratories, Nursing patient simulation equipment and beds, aviation simulator equipment, communication and broadcasting studio, and multi-purpose classroom space. The college in partnership with Eastern KY University will develop and implement an Aviation program. Space will be designated for a student learning and career center. Auditorium space will be included for large group instruction which will accommodate 300 seats, with the possibility for future expansion. A minimal amount of instructional support and office space will be included.

**PROJECT STATUS:**
The project is currently in Phase B design. Total spent to date is $99,999.
BuildSmart Project Descriptive Summary

**PROJECT:** Construct 2D Arts School, Phase I

**LOCATION:** West KY CTC
Paducah School of Arts & Design,
Paducah

**ARCHITECT:** Ross Tarrant Architects

**GROSS SQUARE FOOTAGE:** 33,725

**NET SQUARE FOOTAGE:** 22,600

**BUDGET INFORMATION:**

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**Total Project Cost** $10,000,000

**PROJECTED PROJECT SCHEDULE:**

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**PROGRAMS AND SERVICES:**

Phase I is the construction of a 33,725 gsf facility to complete the art school offerings. The facility will house classroom, studio, office, and gallery space. Academic courses, as well as master workshops will be conducted in drawing, painting, digital photography and graphic design.

**PROJECT STATUS:**
The project is currently in construction. Total spent to date is $2,692,826.
KCTCS Facilities Management

Environmental Health and Safety (EHS) Initiative

Environmental Health and Safety (EHS) Policy Update
In November 2014, the Kentucky Community and Technical College System revised KCTCS Administrative Policy and Procedure 3.3.6 – Kentucky Community and Technical College Environmental Health and Safety Policy, formally establishing the KCTCS Division of Environmental Health and Safety (DEHS). The policy (attached) provides the structure for building and enhancing environmental health and safety (EHS) throughout KCTCS, including creating an EHS Working Group. With membership from each KCTCS college and the System Office, the EHS Working Group will develop and implement EHS programs and procedures. The final policy was distributed to KCTCS colleges January 2015.

EHS Site Assessments
The KCTCS DEHS completed assessments for all 16 colleges and their respective campuses. A full copy of the executive summary report is included in the separately bound document titled, “2015 Environmental Health and Safety Assessment Summary Report.” The summary report document highlights:

- Assessment processes, corrective and other actions to date, and next steps.
- Types and most common potential violations found.
- OSHA penalty violation definitions and potential fines.
- Policy, program, and training needs.
- EHS best practices.
- Continuous improvements guidance.

Similar to the systemwide executive summary report, college-specific summaries along with campus reports that note corrective actions taken by the college are being presented to each college president.

Through the assessment process, staff identified more than 4,100 potential common compliance violation findings across the System that could result in fines exceeding $27 million. Most of the potential violations were minor and repeated. Other potential violations identified could result in injury and significant fines from governing agencies, such as the Occupational Safety and Health Administration (OSHA), if left uncorrected. Already, the colleges are taking appropriate corrective actions to ensure compliance, safer work and learning environments, and reduced risk and liability.
To maintain compliance, the focus going forward will remain site specific audit program implementation. The programs include an audit of the categories identified through the assessment process, an evaluation of the site’s compliance status, and a reporting mechanism designed to ensure that leaders are informed of any EHS-related issues. As a result of the process, KCTCS will:

- Ensure compliance with EHS-related standards and regulations.
- Implement training and awareness programs.
- Establish a consistent assessment approach.
- Identify areas of risk and implement specific training and engineering changes where feasible.
- Update policies and procedures.

The Office of Audit Services has added an EHS section to their Internal Control Questionnaire. They will provide a continuous monitoring of compliance during their audit process at each college.

**Training and Safety Conference**  
An online training portal has been developed specifically for KCTCS employees to access required safety training on demand. Currently, DEHS staff are making enhancements to the online training system. One enhancement is the identification of safety training requirements for KCTCS employees based on job duties. Another enhancement will allow managers and supervisors to monitor training compliance. In addition to the online training, onsite training also is available upon request. Examples of trainings that DEHS has conducted at several colleges include annual maintenance and operations safety training, lab safety training, forklift and operator certification training.

The 2015 KCTCS Safety Conference will be held at the KCTCS System Office July 28-29, 2015. Participants will be offered a wide range of safety and security training topics to enhance and build a safe, healthful work and learning environment on KCTCS campuses. OSHA 10 Certification series training will be provided with training on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces. The program also provides information regarding workers’ rights, employer responsibilities, and how to file a complaint.
KCTCS Sustainability Definition and Focus

Consistent with the KCTCS Vision to be the nation’s premier community and technical college system, KCTCS is becoming a leader in practices, educational and workforce training opportunities, and community leadership related to sustainable development or sustainability. The most commonly accepted definition of sustainable development is found in the 1987 United Nations’ Our Common Future: Report of the World Commission on Environment and Development (also known as the Brundtland Report):

**Sustainable development is development that meets the needs of the present without compromising the ability of future generations to meet their own needs.**

Sustainability is more than “being green.” Multifaceted, sustainability touches every area of an organization, including postsecondary institutions. Sustainable development supports the collaborative culture upon which KCTCS is built. Much of sustainability is based upon innovation, proactivity, and continuous quality improvement (CQI) concepts, especially gaining efficiencies without compromising quality effectiveness, all of which are key components of KCTCS success and culture. At KCTCS, sustainable development is about partnerships, collaborations, communities, responsible stewardship, and thinking creatively to balance social, economic, and environmental resources to transform the KCTCS community and the communities it serves with an eye toward future generations.

Facilitating cultural change to enhance the well-being of people, sustainability includes improving efficiencies and effectiveness in a socially equitable manner. Implementing sustainable practices demonstrates responsible stewardship of social, economic, and environmental resources. An all-encompassing initiative to achieve the KCTCS Mission and Vision to transform the lives and communities of Kentuckians and equipping them with the knowledge and tools needed to live and work in a global, knowledge-based economy, KCTCS sustainability focus is on being “Green+.”

**Social Criteria:**
- Socially desirable (equitable)
- Psychologically nurturing
- Culturally acceptable

**Environmental Criteria**
- Environmentally robust
- Generationally sensitive
- Capable of continuous learning

**Economic Criteria**
- Economically sustainable
- Technologically feasible
- Operationally viable

**KCTCS Sustainability Vision**

Consistent with the *KCTCS Vision* to be the nation’s premier community and technical college system, be a leader in practices, educational and workforce training opportunities, and community engagement related to sustainable development or sustainability.

**KCTCS Sustainability Aim**

Demonstrate responsible stewardship and facilitate cultural change to:

- Enhance the well-being of people and KCTCS in a socially equitable manner.
- Focus on being Green Plus by balancing the social, environmental, and economic criteria (see diagram on preceding page) of the sustainability triple bottom line.
- Obtain sustainable communities inside, across, and outside of KCTCS.

**KCTCS Sustainability Strategy**

- Promote sustainable communities inside and outside of KCTCS, using an all-encompassing, no-silo approach, through adoption of sustainable development goals for each KCTCS focus area.
- Communicate KCTCS commitment to sustainability through adoption of sustainability performance metrics that facilitate benchmarking with peer institutions in other states and that are found in national, higher education sustainability assessments, including (but not limited to) the American Association for Sustainability in Higher Education’s (AASHE) Sustainability Tracking, Assessment and Rating System™ (STARS). In addition to (not a substitution for) the AASHE STARS metrics (as updated), other assessment metrics also may be used to communicate sustainable development achievements.

**Sustainability Objectives**

- Facilitate cultural change to balance the social, environmental, and economic criteria of the sustainability triple bottom line across KCTCS.
- Enhance the efficiency and effectiveness of KCTCS, its partnerships, and collaborations to spur sustainable economic development and a green economy.
- Embrace and practice social justice across KCTCS.
- Make KCTCS a model of sustainability in the Commonwealth, focusing on efficiency and effectiveness opportunities.
- Protect Kentucky’s natural resources and environment, providing ‘green’ leadership to preserve and enhance Kentucky’s unique ecosystem, including tracking the KCTCS carbon footprint and greenhouse gas emissions (including emissions from electricity, heating, commuting, and air travel).
- Establish energy management strategies to stabilize and reduce long-term energy costs.
- Provide leadership, service, and support to build upon the sustainable foundation already in place across KCTCS.
- Benchmark sustainability progress using nationally recognized sustainability measures for higher education.
The KCTCS Green + Sustainability Initiative moves KCTCS toward sustainability by including specific focus area initiatives related to KCTCS sustainability priorities, the Association for the Advancement of Sustainability in Higher Education’s (AASHE) Sustainability Tracking Assessment and Rating System™ (STARS), and the American Association of Community Colleges’ (AACC) Green Mission Statement. KCTCS-specific focus areas include:

- Administration.
- Outreach and Service.
- Curriculum/Workforce Development.
- American Association of Community Colleges (AACC) Green Mission.
- Student Opportunities.
- Faculty and Staff Development.
- Operations.

KCTCS Green+ Sustainability Highlights

For the June 12, 2015, KCTCS Board of Regents update, KCTCS Colleges were asked to provide a general sustainability update for the of November 1, 2014 to April 30, 2015 (anticipated). The colleges’ updates follow.

Ashland Community and Technical College
Sustainability Survey
To garner input related to the college’s sustainability initiative, the Ashland Community and Technical Colleges sustainability team surveyed the college’s 291 full and part time employees. The survey results were compiled into an 11-page document that details sustainability practices in which the college is engaged. Some specific items include:

- Distributing the President’s Annual Report electronically.
- Paperless Financial Aid Office practices, with students utilizing an electronic check in management system (last year the FA office spent almost $600 for copy paper alone compared to $89.71 this year).
- Adding a Human Ecology and Conservation Biology offering as a course focusing on sustainability practices.
- Turning off lights as rooms are exited.
- Increasing technical program engagement in alternative energy in a variety of ways.
- Utilizing electronic notes on Blackboard instead of copying paper notes.
- Retrofitting, on an ongoing basis, light fixtures to LED lighting.
- Proctoring tests and quizzes electronically instead of via paper.
- Incorporating sustainability into the curriculum, such as a web design course that has a final project requiring students to build a 5-page website focusing on sustainability practices.
Over the past 24 months, Ashland Community and Technical College’s sustainability initiative has grown. Employee education about sustainability has resulted in both increased employee engagement in sustainability and increased support of the concept of sustainability. Sustainability planning is already underway for the 2015-16 academic year.

**Arbor Day Initiative – Student Opportunities**
Fifteen Ashland Community and Technical College students and employees helped with Ashland’s Arbor Day Tree Seedling Giveaway on April 25, 2015. The annual event is sponsored by the City of Ashland and the Kentucky Division of Forestry in conjunction with the Ashland Tree Board. The City of Ashland has been recognized by the National Arbor Foundation as a Tree City for the past 20 years. For 2015, the giveaway focused on trees that are appropriate for an urban setting, including dogwoods, redbuds, pecan, and black cherry. In total, 4,400 seedlings in 12 varieties were distributed to the community.

**Earth Day Focus – Grayson Lake Cleanup Annual**
More than 40 Ashland CTC employees, students and their family members participated in the April 25, 2015, spring cleaning of Grayson Lake State Park. The group joined about 20 boy scouts and members of the US Army Corps of Engineers to spread rubber mulch in the playground areas near the marina. They also picked up a considerable amount of garbage and debris around the marina and dam area that had accumulated during recent high water levels. The bi-annual cleanup is organized by the Corps of Engineers.

The community service project started several years ago with funding from and American Association of Community Colleges grant to promote service learning. Although the grant funds that started the project have ended, the project continues because of its benefit both to the participants and to the community. Faculty organizers believe the initiative is an important way to educate students not only on the normal subject matters but also on what it means to be good stewards of their communities and the earth. By nature, the initiative requires students to look at the full picture of how sustainable practices help the immediate areas where one lives and works as well as the larger regions beyond their physical localities.

**Big Sandy Community and Technical College**

**National Science Foundation Grant**
Big Sandy Community and Technical College is partnering on a National Science Foundation grant coordinated by the University of Kentucky Center for Applied Energy Research. The grant is entitled “Powering the Kentucky Bioeconomy.” Big Sandy’s efforts include an outreach program that has been named Appalachian BOLD (Bioeconomy-Outreach-Leadership-Development), which includes multiple summer 2015 science camps geared toward middle school students. Camp topics include DNA extraction from plants, learning the basics of biomolecules, and production of biofuels from algae and plants. The grant includes funding to hire Floyd County Early College Academy students to assist with the camp activities. Appalachian BOLD provides a pathway for young students to explore STEM (Science, Technology, Engineering and Math) careers, especially careers related to alternative energy that could be developed in Kentucky.
Earth Day Initiative – Garden Party
The Big Sandy Community and Technical College hosted a Garden Party at its Community Garden located on the college’s Prestonsburg Campus. Held April 22, 2015, in conjunction with Earth Day, the Garden Party brought awareness to the college’s sustainability initiative and promoted the vast benefits of growing your own food. For example, during the Garden Party visitors toured the Community Garden, participated in gardening and sustainability demonstrations, and obtained information on gardening and sustainability efforts. At peak growing season, the community garden will have beans, tomatoes, peppers, kale, spinach, broccoli, peas, carrots, onions, corn, kohlrabi, cucumbers and a variety of herbs. The garden does not use soil enhancers or pesticides.

Established in 2012, the Big Sandy Community and Technical College community garden is maintained by a group of employees on the Prestonsburg Campus. The garden was created through the support of Grow Appalachia, a program at Berea College. Grow Appalachia seeks to solve pervasive food insecurity issues by restoring the relationship between people and land. In that regard, the college’s community garden has donated tons of fresh produce to the Fishes and Loaves food pantry at the St. James Episcopal Church. Last year alone, more than 2,000 pounds of produce was picked from the garden.

Bluegrass Community and Technical College
Tree Campus USA Awarded
Bluegrass Community and Technical College was honored with 2014 Tree Campus USA® recognition by the Arbor Day Foundation for its commitment to effective urban forest management. Tree Campus USA is a national program created in 2008 by the Arbor Day Foundation and sponsored by Toyota to honor colleges and universities for effective campus forest management and for engaging staff and students in conservation goals. Bluegrass Community and Technical College achieved the title by meeting Tree Campus USA’s five standards, which include maintaining a tree advisory committee, a campus tree-care plan, dedicated annual expenditures for its campus tree program, an Arbor Day observance, and student service-learning project.

The Arbor Day Foundation and Toyota have helped campuses throughout the country plant thousands of trees, and Tree Campus USA colleges and universities invested more than $29 million in campus forest management last year. More information about the program is available at arborday.org/TreeCampusUSA. The Arbor Day Foundation is a million member nonprofit conservation and education organization with the mission to inspire people to plant, nurture, and celebrate trees. More information is available at arborday.org.

Newtown Classroom Building LEED Plaque Ceremony
Governor Steve Beshear and US Congressman Andy Barr presented the Leadership in Energy and Environmental Design (LEED) Gold status award to Dr. Augusta A. Julian, President of Bluegrass Community and Technical College, at the 75th anniversary and Newtown Campus dedication ceremony September 4, 2014. LEED is a certification program focused primarily on new building projects and based upon a points system. Gold status is the second highest certification and difficult to obtain. Some features of the Newtown Classroom Building that
helped earn LEED Gold Certification are: motion detection controlled lights and HVAC in almost all spaces, programmable space occupancy settings, ambient light sensors on lights near windows (10 percent energy savings in these areas), heat recovery chiller for temperate days; avoids operation of main chiller and boilers, ventilation calculation based on monitored CO2 levels, lower duct static pressure design (2.4 percent energy savings), 92 percent efficient domestic hot water heater, sun shades on key windows, spray foam on exterior to control infiltration, high performance windows (.6 percent energy savings), and R30 cool roof design. The Newtown Classroom Building is one of only six Gold certified buildings in Lexington, and the first LEED certified building in the Kentucky Community and Technical College System.

Workshops, Collaborations, and Partnerships
In November 2014, Bluegrass Community and Technical College, partnered with the American Association of Community Colleges Sustainability Education Economic Development (SEED) Center, Amereesco, the KCTCS Green+ Sustainability Initiative, and the University of Kentucky to host, “The Campus as a Living Laboratory: Using the Built Environment to Revitalize College Education.” The event included working together to achieve common sustainability goals, integrating living lab work into the curriculum, the power of industry partnerships, and sustainability student projects. Bluegrass Community and Technical College also hosted the 6th annual “Go Green Save Green Workshop,” in March 2015, which included discussions on energy efficiency grants, green infrastructure water quality, waste reduction composting, sustainable development and green jobs. In a fundraising partnership with Alltech, Bluegrass Community and Technical College students will sell Alltech’s brand coffee with profits going to benefit student organizations, the BuildSmart Campaign, and two primary schools and economic development projects in Haiti as part of Alltech’s 501c3 Sustainable Haiti Project.

Earth Day Focus: “Water is Life - Keep it Clean”
Bluegrass Community and Technical College Danville Campus hosted an Earth Day event April 25, 2015, focusing upon water. Children’s activities, music, workshops, exhibits, artwork, and a 26K bike ride were part of the festivities. In addition to support from Bluegrass CTC, the event was funded in part by a grant from the U.S. Environmental Protection Agency, Bluegrass GreenSource, Danville-Boyle County Community Education, Boyle County Government, and Clarks Run Environmental Education Corporation.

Elizabethtown Community and Technical College
LEAF –STEM Lecture Series
On January 26 and 27, 2015 ECTC hosted renowned author, science historian and philosopher Laura Snyder, as a part of its LEAF-STEM series of lectures. Laura Snyder combines science, philosophy and history to entertain, educate and inspire her audiences with a unique perspective on the impact of science on every aspect of society and culture. Snyder conducted special sessions for ECTC and area high school students, as well as offering a free, open to the public lecture on Tuesday evening. The LEAF-STEM series began last year as a way to encourage students to explore careers in the STEM fields. Over the two day event she spoke to a combined total of approximately 500 listeners which included high-school students, middle-school students, our own students, as well as our faculty and staff and members of the general public.
The presentations were well received and video recordings of the Tuesday evening lecture are available for future use.

**Earth Day Focus – Second Annual EarthCare Collaborative Fair**
The Second Annual Elizabethtown CTC and Hardin County EarthCare Collaborative Earth Fair titled, “Earth Fest 2015: Sustaining Our Earth, Our Home” took place April 16-18, 2015. The collaborative fair began April 16, 2015, in the Elizabethtown CTC Regional Postsecondary Education Center on the college’s Main Campus. The fair included exhibitors and college programs, (for example, physics and biology), presenting sustainability-related class and individual student projects and information. Businesses and nonprofits showcased earth friendly products and services. Two nonprofit exhibitors included the Garden Club of Elizabethtown and the Kentucky Nature Conservancy. Other events at the college included a tree planting ceremony; the film, *Bag It: Is your Life too Plastic*; and a panel discussion about Kentucky Sustainability Initiatives. The panel featured Mike Hensley, The Nature Conservancy and Green River Project Director; Tim Darst, Louisville Sustainability Council Board of Directors; and Greg Lee, Fort Knox Energy Star Program. On April 17, the group “One More Generation” visited area schools to share information about sustainability and taking care of the earth. The fair concluded April 18, 2015, with the Elizabethtown CTC Earth Day 5K Walk/Run and a community event at First Presbyterian Church in Elizabethtown that featured family-friendly booths, music, and children’s activities having a sustainable theme.

**Gateway Community and Technical College**

**Healthy Place to Work and Learn Initiatives**
The Healthy Place to Work and Learn Team maintains a weekly “Wellness Wednesday” online posting for students and employees. Each week during the academic year, information and inspiration about eating healthy, exercising, maintaining or improving physical and mental wellness, etc. is posted, along with links that provide additional information. Feedback indicates that this has been well-received by the campus community.

Two examples of special outreach include participation in Gateway Community and Technical College’s annual “Trunk or Treat” event and a free health information fair (Full Steam Ahead to a Healthier Tomorrow). The first initiative is sponsored by Gateway Community and Technical College’s Student Success and Engagement Department and is geared toward the children of students and employees. The Healthy Place to Work and Learn Team gave out brightly colored children’s toothbrushes and awarded prizes for best costumes. The second initiative, the health information fair, was held at the Gateway Community and Technical College Urban Campus. Organized by 230 of the college’s nursing students, along with local professionals, over 100 Gateway Community and Technical College students and community members of all ages attended the health fair. The health fair provided an opportunity for the college’s students to interact with the public and show their dedication and enthusiasm.

**Earth Day Focus – Clean Up, Green Up, and Learn**
Gateway Community and Technical College hosted “Clean Up, Green Up & Learn,” a community event focused on shredding, recycling, and learning, on April 18, 2015, at the Boone County Campus. Gateway students and employees displayed projects and local companies
provided free on-site paper shredding, responsible recycling of household electronics, and informational tables about how “going green” is easy, fun and beneficial for everyone. The event was open to students, employees, and the community.

On April 25, 2015, Gateway students and employees joined other local residents and participated in the “Great American Cleanup,” which is Covington, Kentucky’s largest all-volunteer cleanup event. Nearly 1,000 volunteers participated, cleaning over 25 sites around the city. For this year, Gateway Community and Technical College teamed-up with Latonia Elementary School to complete the renovation of the school’s gardens and greenhouse.

Hazard Community and Technical College
Sustainability Mission Statement
Hazard Community and Technical College (HCTC) local sustainability statement was adopted from the American Association of Community College’s Green Mission Statement: “HCTC, by transforming its curricula, workforce collaboration, and campus operations, will generate the skills, values, and behaviors that will prepare society and students in a thriving green and sustainable economy.”

Sustainability Initiatives
Hazard Community and Technical College sustainability completed initiatives:
- Purchased a new hybrid vehicle used for fleet service that uses batteries as the primary fuel source and gasoline as a secondary source, thus reducing the need for fossil fuels.
- Constructed a full scale house within the project of a Smart Energy Training Center that will be used for instructional labs and classrooms which will aid in teaching hands-on HVAC, electrical, plumbing, general carpentry classes, and automated controls systems. Students will receive instruction in a fully equipped lab designed to have removable features to provide repeatable training, including the use of solar panels.
- Installed LED lighting and high efficient heating units in the Smart Energy Training Center space during the center’s construction. The LED lights help lower energy usage and costs.
- Planted native trees on each Hazard Community and Technical College campus as part of the college’s Earth Day focus.
- Installed new planters, allowing student groups the opportunity to have their own garden space.
- Donated surplus filing cabinets to local schools, fire departments, and businesses to prevent landfill disposal.

Henderson Community College
Outreach and Service
Henderson Community College demonstrates a continued commitment to sustainability with initiatives in several focus areas. As part of its commitment to Outreach and Service, Henderson Community College hosted a “Disruptive Technologies Conference,” building a partnership between the information technology and business programs and local high school students. The Henderson Community College Writing Center partnered with Henderson County Public Library to provide a writing consultant at the library, helping community members with personal writing
projects, school work, and resume writing. Another community outreach and service initiative involves Henderson Community College’s dental hygiene program. Through the Smiles and Salutes initiative, the dental hygiene program offers veterans free dental services.

_Curriculum/Workforce Development, Faculty and Staff Development, AACC Green Mission_
Supporting the focus area Curriculum/Workforce Development, first year dental hygiene students participated in service learning by presenting an education program for the Smart Girls class at Cliff Hagan Boys and Girls Club. Fostering Faculty and Staff Development, several staff members recently attended the conference, Catch and Retain, at Elizabethtown Community and Technical College. Focusing on the AACC Green Mission, a member of the Henderson Community College faculty and a member of the Henderson Community College mid-management attended an American Association of Community College’s Sustainability Education and Economic Development (SEED) Center Living Lab Workshop held at Bluegrass Community and Technical College and the University of Kentucky in November 2014.

_Student Opportunities_
Two Student Opportunities for sustainability include Campus for a Cause and Pride. Organized by nursing students, Campus for a Cause sponsored a 5K run/walk that raised awareness of Ebola and benefited Partners in Health. Pride is a newly formed student organization with the purpose of creating a safe, positive, and educational environment for Lesbian, Gay, Bisexual, Transgender, Queer, and Asexual (LGBTQA) students, their peers, faculty, and staff through friendly, inclusive meetings and educational community outreach. The student group is open to all HCC students, regardless of their identity within the LGBTQA community.

_Operations_
With a focus on Operations, a new HVAC unit was installed in the Administration building. The unit is more cost-effective and energy-efficient. Features of the new unit include occupancy sensors, a variable frequency drive supply fan, and an energy-efficient, vari-green electrically commutated fan motor.

_Hopkinsville Community College_
_Campus as Living Lab Initiative and Other Professional Development_
Hopkinsville Community College is incorporating “Campus as a Living Lab” concepts into the curriculum and operations. The initiative aims to infuse learning with sustainability and give students hands-on, real-time experiential learning opportunities. Already, the college has introduced a teaching method that uses campus grounds as a living lab for instruction in any discipline.

During fall 2015, a college faculty attended a national workshop related to using the campus as a living lab. The workshop was coordinated by the American Association of Community Colleges Sustainability Education Economic Development (SEED) Center. Following the workshop, the faculty attending the workshop presented a professional development session at Hopkinsville CC on using the campus as a living lab. The PD session also shared information about incorporating sustainability principles into instruction. Additional presentations on the topic are scheduled for fall 2015.
In fall 2015, Hopkinsville CC faculty also participated in other sustainability-related professional development and service opportunities. One example of sustainability-related service at the national-level is faculty participation as a proposal reviewer for the 2015 Association for the Advancement of Sustainability in Higher Education (AASHE) conference. One example is participation in Kentucky’s Campus Community Partnership for Sustainability Conference titled, “Sustainability Roadshow.” The conference was hosted by Western Kentucky University and featured sustainability leader and author Mitchell Thomashaw, whose most recent book is *The Nine Elements of a Sustainable Campus.* Mr. Thomashaw also is the former president of Unity College.

**Student Green Club – Student Opportunities**
Hopkinsville Community College is establishing a Student Green Club. The club will officially launch in the fall semester 2015. Student members will be engaged in sustainability projects, and will be invited to work with faculty and staff to assist with new initiatives as members of the college sustainability committee.

**Heritage Orchard: Kentucky Heirloom Apple Tree Restoration Project – Tree Campus USA**
Scheduled to begin fall 2015, the initiative encompasses multiple KCTCS sustainability focus areas, including Outreach and Service, Curriculum and Workforce Development, Student Opportunities, and Operations. The initiative will assist Hopkinsville CC in meeting its sustainability goals by highlighting campus commitment to environmental conservation and by making sustainable ideas an intrinsic component of education.

Hopkinsville Community College is establishing a *Heritage Orchard* as a cultural/horticultural restoration initiative, focusing on endangered Kentucky heirloom apple tree varieties. The apple, and apple tree growing are deeply rooted in the region’s history and culture. Nationally, 94 percent of the genetically unique American apple varieties are on the verge of extinction, having given way to a small number of commercial varieties. Hopkinsville CC’s college-sponsored restoration plot would serve as a significant contribution to the recovery of regional apple diversity by bringing visibility to the near extinction of the region’s unique apple variety. The initiative also would play an important role in restoring the cultural heritage of the Kentucky Apple and preserve its historical place in local culture and economy.

In addition, to complementing the local agricultural community and the restoration and preservation of local cultural and historical heritage, the proposed campus tree space is intended to serve as an educational resource, facilitating implementation of service learning and *Campus as a Living Lab* instructional methodologies. In addition, the initiative will be used for community education, community outreach, and local school partnerships. As part of the initiative, Hopkinsville CC will seek the Tree Campus USA designation from the Arbor Day Foundation. *Tree Campus USA* awards national recognition to colleges and universities who have committed to engaging the campus community in environmental stewardship.
Jefferson Community and Technical College

Silver Rating – Sustainability Tracking Assessment Rating System (STARS)

Jefferson Community and Technical College’s students, faculty, and staff continue to champion sustainability despite Mother Nature’s best efforts to keep us snowed in or under water. Jefferson Community and Technical College entered 2015 by receiving a Silver rating on the Association for the Advancement of Sustainability in Higher Education (AASHE) STARS rating system. The sustainability team is assessing the college’s STARS report for opportunities that will further the college’s sustainability achievements.

Sustainability Program Degree Pathway

Jefferson Community and Technical College continues exploring opportunities to enhance the college’s sustainability initiative and student opportunities. One, for example, is a sustainability program degree pathway. Jefferson approved the two-year sustainability program and will begin offering sustainability classes in the fall of 2015. In addition, the college’s sustainability team is creating educational workshops to engage students and staff and evaluating additional campus/community garden opportunities.

RecycleMania National Competition

Jefferson Community and Technical College participated in the eight-week RecycleMania tournament, competing against 460 other colleges and universities in the annual competition that leverages campus spirit to increase recycling and waste reduction on campuses across the U.S. and Canada. Jefferson completed the competition ranked second in Kentucky and sixteenth nationally, being barely edged out of the first statewide and fifteenth nationally by the University of Louisville. Jefferson’s cumulative greenhouse gas reductions was 152 Metric Tons of CO2 Equivalent, which is comparable to taking 30 cars off the road or the energy consumption of 13 households.

Administration and Staff Development

At the end of January, Jefferson Community and Technical College hired a part-time sustainability assistant to help coordinate and carry out campus sustainability initiatives. In March 2015, Jefferson staff presented “Culture Change through Training and Professional Development for Sustainability” at the Smart and Sustainable Campuses Conference in Baltimore, Maryland, highlighting Jefferson’s continued involvement in the Partnership for a Green City.

Outreach and Service

On March 29, 2015, the college sponsored and hosted the Louisville Share Fest. The Share Fest provided attendees the opportunity to attend various workshops. Some of the workshops offered during the Share Fest include re-skilling workshops, seed swaps, gardening demonstrations, and a bicycle fix-it station.

Jefferson Community and Technical College hosted an Energy Summit on April 10, 2015, as part of the Partnership for a Green City. The summit was led by the Kentucky Pollution Prevention Center (KPPC), housed in the University of Louisville’s Speed School of Engineering, and Jefferson County Public Schools. At the summit, facility managers and other interested parties at Jefferson Community and Technical College gained a better understanding of energy bills, the rate structure used by LG&E and demand charges, and explored opportunities to reduce energy costs.
Earth Day and Other Initiatives
Jefferson Community and Technical College hosted two Earth Day initiatives. One initiative was SoBro Earth Days 2015, which included information about the Campus Garden Big Spring Thing, Litter Free Jefferson CTC campaign, composting, and the 1000 Gardens Campaign and seed bank. The second Earth Day initiative was the Earth Day Registration Blitz, which promoted the college’s new sustainability program that transfers into a bachelor’s degree at the University of Louisville.

Madisonville Community College
Medical Simulation Lab
Madisonville Community College currently has a simulation lab located on the Health Sciences Campus. MCC has received $368,000 for a project grant and partnered with Baptist Health of Madisonville to develop an updated simulation lab for all Nursing and Allied Health Programs (Respiratory Care, OTA, PTA, Lab Tech, Surgical Tech, and Nursing). Funding will be used to equip students and hospital staff in developing inter-professional learning activities in a simulation lab. Space for the Simulation Hospital Center is provided by BHM hospital, on-site in the hospital, for two mock critical care rooms, a faculty observation-control room, a nurses stations and a student debriefing room. The lab will contain state-of-the-art simulation mannequins and related biomedical care equipment so that MCC students and BHM healthcare professionals can be trained using critical care scenarios that allow them to apply their training, under duress, in mock critical care scenarios.

Research also shows that there is a compelling need to improve problem-solving skills between members of the healthcare team. This emphasis on “inter-professional collaborative practice” will be addressed in the development of the learning exercises for the simulation lab. Exercises will be designed to include healthcare professions from a variety of disciplines in reacting to “low frequency, high risk” events that often occur among BHM’s patient population. In an emergency situation, the critical care room is filled with a variety of healthcare professionals – doctors, nurses, respiratory therapists, paramedics, etc. Simulations incur 10-15 minute scenarios where participants have the ability to utilize information learned as if in real life situations. The tests are all paperless, cutting costs on supplies and materials. Mannequins are utilized instead of people, and mannequins can endure more training measures. The rooms mimic real life situations and obstacles healthcare professionals may face giving students more interactive learning. The simulation lab can be beneficial in a hospital situation, where the participants are already trained. The Simulation Center can be used to counter situations of high occurrence, meaning tantamount to error. Using the Simulation Center to correct this would save money, conserve other resources (such as, employee time, materials, medication), and it could potentially save a life.

Earth Day Initiative
Madisonville Community College’s Earth Day focus complemented the college’s new simulation lab. Themed, “A Healthier You,” Madisonville Community College hosted vendors from the college and the community at the college’s North Campus Student Center located in the John H. Gray Building. Some of the events or vendors included the Madisonville Community College Occupational Therapy Assistant program, a lifestyle coach, Hopkins County Tourism Committee, Train to Win Sports, YMCA, Your True Health, Fitness Formula, Tai Chi, etc. The event provided a variety of ways to learn how to live a better lifestyle and promote individual health.
Maysville Community and Technical College

Earth Day
Maysville Community and Technical College held an Earth Day initiative April 21st, 2015, on all of the college’s campuses for students, faculty, staff and community members. The purpose of the initiative was to clean up the campus, increase beautification, educate people on the important of native plants, and to collect electronics for recycling to prevent the carcinogenic materials in the electronics from being sent to landfills. Students ran the e-recycling drop-off station, which was open to citizens of the community as well as all individuals involved with the college.

Art Competition – Recycling Signage
Maysville Community and Technical College Sustainability Committee sponsored as a Recycling Sign Contest to promote recycling of plastic bottles and aluminum cans. A goal of the contest was the creation of an eye-catching sign encouraging students, faculty, and staff to recycle using the college’s new Coca-Cola recycling bins. The contest opened on February 17, 2015, and ended on March 27th, 2015. Prizes related to recycling and energy savings were awarded to first and second place. The first place winner’s sign was used across all campuses to promote recycling.

Farm and Family Night
Maysville Community and Technical College Workforce Solutions hosted a communitywide Farm and Family Night March 10, 2015. At the Farm and Family Night, exhibitors and educational speakers from various farms and businesses educated area farmers and community members about the importance of innovative, efficient and organic farming practices. More than 900 community members attended the event.

Students taking Conservation Biology (BIO 122) are required to complete a sustainability service learning project. Students can select from several service opportunities. Some of the service projects available to students: assisting in the community garden, volunteering time on Earth Day, working e-recycling stations, assisting with the activities of the Kentucky Fish and Wildlife Service, and helping to develop the campus’ wetland.

Staff Development
Faculty and staff at Maysville Community and Technical College presented at the American Association of Community Colleges Living Lab Workshop held November 2015. At the workshop, the Maysville representatives gave a session concerning Faculty and Facilities partnerships to foster learning by using the campus as a living learning lab. The living lab workshop was cosponsored by the Ameresco, the University of Kentucky, and the KCTCS. Maysville faculty also presented at the November 2015 Campus Community Sustainability Partnerships (CCSP) Conference at Western Kentucky University. At the CCSP conference, faculty discussed the use of sustainable service learning opportunities in the classroom setting.

Wetlands Installation
Maysville Community and Technical College built two wetlands in spring 2015. The wetlands were developed to provide a living learning lab on campus that will be used by the college faculty and K-12 schools. In addition, the wetlands will provide a wildlife habitat on campus and increase campus beautification.
Owensboro Community and Technical College

Preparing Technicians for Advanced Transportation Fuels (adapted from the Kentucky Soybean Sentinel, Winter 2014, pages 32-33)

Owensboro Community and Technical College is adding a “Preparing Technicians for Advanced Transportation Fuels” initiative to the college’s automotive, diesel and collision repair programs. Made possible in part with a $745,602 grant from the National Science Foundation, the grant funding will allow the college to continue its growth in transportation education and further include innovative technology in its curriculum for the benefit of the students, community, and industry partners. Some of the initiative project partners include the Kentucky Energy and Environment Cabinet Department for Energy Development and Independence (DEDI), Cummins, Kentucky Soybean Board, Kentucky Corn Growers Association, Kentucky Propane Gas Association, Kentucky Clean Fuels Coalition, Atmos Energy, ConsuLab, ATech, Kentucky Propane Education and Research Council (KYP ERC), Owensboro Grain, and Owensboro Community and Technical College. The partners have been involved and support the initiative with their time, energy, and expertise.

Designed to develop an advanced transportation training program for Owensboro, the Preparing Technicians for Advanced Transportation Fuels” initiative provides hands-on technician training in all of the viable advanced transportation/alternative fuel vehicle technologies. The curriculum will include conventional hybrid, plug-in electric, and all electric vehicle technologies as well as biodiesel, propane, ethanol, compressed natural gas, liquefied natural gas, and fuel-cell vehicles. Owensboro CTC staff believe the program to be the first program of its type in the country to offer all the alternative fuel options which will allow students to develop the advanced skillset needed for success in the transportation industry today.

In summer 2015, the college plans to host a Summer Academy for Advanced Transportation Fuels, which also is funded in part by a NSF grant. The academy will focus on alternative fuels and transportation technology. Open to high school aged students, the Academy is structured for young men and women to gain a broad overview of opportunities in the field and experience hands on projects to enrich their creativity. Participants will build and race a fuel cell car, make biodiesel fuel, test and tune an ethanol-powered 1965 Cobra on a Mustang Dyno, disassemble and assemble high voltage hybrid components, scan and tune a propane truck on a Mustang Dyno, learn to control a hybrid vehicle’s function through a laptop. Students will also get to meet various industry representatives, tour the Corvette and Holley plants in Bowling Green, and attend a mini car show.

Agriculture Curriculum Partnership - Students Learn Agriculture at Maple Mount

In 2014, Owensboro Community and Technical College added the Food and Farm Management track to the Production Agriculture Operations track under Agriculture Studies. Chelsea Williams is the coordinator of the Agriculture Studies program. The Agriculture Studies’ Food and Farm Management track is focused on sustainable farming and is geared toward students who are beginning farming. In fall 2014, Owensboro CTC leased three acres of land from the Ursuline Sisters of Mount Saint Joseph and, in spring 2015, 4.3 acres with two swine stalls also were leased. In October 2014, twelve students began planting and tending greens. Currently, Agriculture Studies students are raising livestock with hogs and chickens. Another skill that the students will learn is marketing of livestock and vegetables.
Somerset Community College

Curriculum/Workforce Development and Student Opportunities

To support the KCTCS Green+ Sustainability Initiative, Somerset Community College’s Student Activities Team adopted the common theme project of Sustainability, to be incorporated throughout the college for Spring (and Fall) 2015. The Student Activities Team requested faculty and staff to include information about the Green+ Initiative and the Somerset Community College Sustainability Calendar of Events in their syllabi, while incorporating sustainability-related assignments and encouraging students to attend the events. In addition to student participation, all faculty and staff, as well as members of the community, have been invited to attend these events. The common theme project initiative supports the KCTCS Sustainability Framework focus areas of Curriculum and Workforce Development, Student Opportunities, Faculty and Staff Development, and the American Association of Community Colleges (AACC) Green Mission Statement.

Somerset Community College Sustainability Calendar of Events:

- Biology Seminar Series (February/March/April 2015)
  - “Sustainable Agriculture: Food Choices, and The Community”
  - “The Howling” - focus on wolf and wolf/dog hybrid rescue/natural history of the wolf by Connie Howard, University of the Cumberlands
  - “Effects of Air Pollution”
- Soapbox Discussion Series, sponsored by Somerset Community College’s speech and debate club – “Sustainability: The Economy, Environment and Other Key Issues” (February 2015)
- Free-cycle Market (February 2015)
- Peace Craft Sale and presentation on Global Justice and Fair Trade Principles by Jennie Hoshal (March 2015)
- Presentation: “Environmental Sustainability & Stewardship Program at EKU: Student Research on a New and Sustainable Economy for Appalachia” by Dr. Alice Jones, EKU (March 2015)

Access to Careers Day

Somerset Community College hosted an annual Access to Careers Day for area high school students, the Guys Geared up for Technology, Engineering, Computers and Science Conference and the Girls Exploring Math and Science (GEMS) Conference, for area middle school students. These events took place in November 2014, and supported the AACC Green Mission by generating community collaboration to prepare and encourage young students to pursue education and career paths that will support a thriving green and sustainable economy.

Earth Day Focus

Somerset Community College /East KY Personal Responsibility in a Desirable Environment (PRIDE) hosted the tenth Annual Earth Day Celebration in April 2015. More than 1,200 community members attended the celebration, which included nearly 70 presenters from federal, state, and local government; K-20 educational institutions; business and industry; and Somerset CC students, faculty, and staff. At the Earth Day event, participants had many opportunities to
learn about sustainable practices; and the college showcased its programs. Some highlights of the Earth Day initiative include the following exhibits and presentations:

- Sustainable agriculture.
- Student research projects.
- Social justice and fair trade.
- Environmental resources.
- *smART Show*, a sustainable media art competition.

**Southcentral Kentucky Community and Technical College**

**Living Lab – Interdisciplinary Initiatives**

Southcentral Kentucky Community and Technical College is working toward establishing a living lab for the Main Campus. In addition, during the spring 2015 semester a human ecology instructor and professor from the culinary department are teaming up to plant herbs in planters. The ecology class started the seeds in the green house at the local high school and will transfer the plants to pots on the Main Campus after the last chance for a spring frost. The culinary program will teach students how to incorporate the herbs into healthy meals.

Two other initiatives include a psychology class and the electrical program. First, a psychology instructor has incorporated sustainability into the curriculum. Students are researching the psychology of recycling. After finishing the research, the students will give a presentation of their findings. The class also will collecting printer cartridges for recycling, diverting the used cartridges from the landfill. Second, students in the electricity program tested different light bulbs’ electricity pull to see which were more sustainable and used less energy.

**Operations – Living Lab Wildflower Initiative**

The Southcentral Kentucky Community and Technical College Sustainability Committee and the ecology class will plant a test area of wildflowers on the Main Campus to reduce mowing and fertilizer use. If the pilot goes well, the college will explore expanding the concept to other campuses.

**Room Utilization Study - Operations**

The College is exploring opportunities to conserve energy over the summer. In so doing, the summer schedule will be changed to enable power consumption reductions. The change will focus on the operation of only necessary facilities and a possible shift in operational hours.

**Earth Day – Outreach and Service**

The Southcentral Kentucky Community and Technical College Diversity Committee hosted an Earth Day event called GlobalFest April 21, 2015. Students from different areas came together on the Main Campus to learn and celebrate the earth and diversity of cultures. At the GlobalFest, the Sustainability Committee showed a documentary, “The Story of Stuff.” After the documentary, the Sustainability Committee discussed the need to reduce the material usage of the college.
Southeast Kentucky Community and Technical College

Tri-County 5th Grade Science Fair (Outreach and Service)

Southeast Kentucky Community and Technical College hosted a science fair for tri-county students in March and April 2015. On March 27, students from Bell and Harlan Counties competed for the chance to participate in the final competition on April 10. There were 37 competitors and 6 overall winners. Students were directed to think of a question or problem to investigate and solving it by means of scientific, engineering or computer design methods.

Southeast Kentucky Community & Technical College Natural Science and Mathematics Division’s mission for Spring 2015 is to expand educational opportunities related to Science Technology Engineering and Mathematics for all 5th grade students in the tri-county service area of Bell, Harlan and Letcher Counties by providing annual competitions that support, encourage and recognize student excellence in science and engineering research. The future mission is to build on this year’s learning experience and expand the annual competition to include all middle schools and grades 5-8. The goal is to impact educational opportunities for all middle and high school students, enhance the visibility and importance of science and engineering in Kentucky, and support, encourage and recognize student excellence in science and engineering research.

Sustainability Integrated into Chemistry Curriculum

The reduction of chemical waste is a particular focus of chemistry faculty (Dr. Wheeler Conover) at the Cumberland and Whitesburg Campuses. Efforts have focused on:

1) Substitution of more labile reagents or smaller quantities of chemicals in labs. Chemistry experiments that call for expensive, exotic, or potentially harmful reagents or that generate large amounts of waste are constantly being revamped to substitute more labile reagents or smaller quantities of chemicals that illustrate the same principles. For instance, the concept of freezing-point depression of a non-volatile solute can be illustrated by the addition of ordinary table salt to water, measuring the difference in freezing point between plain water and salt water. This is in stark contrast to other protocols that use paradichlorobenzene (commonly used in toilet-bowl freshener) and naphthalene (mothballs), generating chlorinated organic waste that has to be disposed by waste-management companies contracted by KCTCS.

2) Student research into chemical sustainability. During the 2014-15 academic year, chemistry students were required to submit an alternative to a common household chemical and to do a cost analysis on the item to determine the efficacy. In addition, students in the funeral service chemistry course are introduced to chemicals that lessen the amounts formalin in embalming fluids and are safer, plus auxiliary chemicals such as buffers that can be bought at the grocery store at a cost far less than chemical companies. Students overwhelmingly report that the alternatives are usually much cheaper and are just as effective as the marketed chemical in question.

Sustainable Chemistry in the Home” Presentations to Faculty and Staff

In March, Southeast Kentucky CTC chemistry faculty conducted a workshop for 15 Whitesburg Campus employees, explaining how to substitute commercial washing detergent with a homemade version using only three ingredients (soap, borax, and washing soda) that costs 85 percent less per load, use vinegar for petroleum-based fabric softeners, and replace canned shaving creams with beauty bars or creams. During the presentation, faculty explained about harmful chemicals such as SLS or parabens in consumer products. In the future, faculty will present the workshops in K-12 classrooms to promote sustainability by the next generation of consumers.
**Hydroelectric Generator (Workforce Development, Student Opportunities)**
Southeast Kentucky Community and Technical College faculty and students are working to install a hydroelectric generator to power a mine fan at the Portal 31 Exhibition Coal Mine in Lynch, Kentucky. The initiative educates students about alternative energy sources. In addition, the initiative allows students to gain hands-on experience in working with hydroelectric power and provides a valuable service to the mine.

**Wetland Project (Student Opportunities)**
A Southeast Kentucky Community and Technical College faculty is working with students to create and maintain a wetland area on the Cumberland Campus. Students will be able to observe first-hand the wetland environment and how it differs from other areas of the campus. The outdoor living lab will provide valuable, experiential learning opportunities for students.

**Master Gardener Class (Workforce Development)**
In cooperation with the University of Kentucky Agricultural Extension, Southeast Kentucky Community and Technical College offered a 15 week master gardener class from October through February. Topics included all aspects of gardening, including a session on Sustainability and Pesticide. Members of the community were invited to take the course in order to better understand how to increase their yields and manage their gardens to incorporate sustainable practices that will be less harmful to the environment than traditional pest management.

**Heating and Cooling Setbacks and LED Outdoor Lighting (Operations)**
The maintenance department has recently changed to a setback method of controlling heating and cooling operation. This system ensures that less energy is used during the evenings, weekends and breaks when the buildings are not being used. Since this is a new project, we do not yet have data on potential energy savings, but expect to see reduced power demand and lower utility bills as a result of the new procedures. In addition, the maintenance department is also starting a project to transition to LED lighting in outdoor areas of the college. This project is ongoing and will lead to utility savings once all lights have been switched over.

**Earth Day Focus: Electronics Recycling Community Event and Campus Beautification Initiatives (Outreach and Service and Student Opportunities)**
Earth Day has been observed at Southeast for over 25 years. Southeast Kentucky Community and Technical College hosted an electronics recycling community event in April on the Cumberland Campus. The initiative allowed the collection and recycling of items that would otherwise have gone to the landfill. Students used the opportunity to study the chemicals/components in electronics that make electronics dangerous to the environment if not disposed of properly.

In addition, students, faculty, and staff on the Cumberland Campus of Southeast Kentucky Community and Technical College participated in celebrating Earth Day by planting flowers across the grounds. The participating students were enrolled in natural science division courses. Part of a campus beautification, the Earth Day initiative allowed students to become active participants in helping to make their campus a more attractive space. Students also learned gardening techniques that can be used at their own homes.
West Kentucky Community and Technical College

Sustainability Initiatives

Some of the sustainability initiatives that West Kentucky Community and Technical College led for the period of November 2014 through April 2015 include:

- West Kentucky Community and Technical College became a member of the international organization, Association for the Advancement of Sustainability in Higher Education (AASHE), in November 2014. The organization gives support worldwide for sustainability issues and provides information useful to the entire campus community.
- New energy efficient HVAC units were installed at a renovation completed in March 2015 for the Inland Logistics and Marine Institute, to assist in reducing energy costs and consumption. The initiative will help to sustain the environment, while providing budgetary resources for potential reallocation.
- Students volunteered, along with faculty and staff, to remove recycled paper products from campus facilities on a weekly basis to be put in special recycle dumpsters provided at no cost by the Greater Paducah Sustainability Project (GPS) Project of Paducah. The community and college partnership campaign has provided positive impact to all citizens.
- In February 2015, tobacco-free workshops were held to help students, faculty, and staff make the transition to a tobacco-free campus, which goes into effective August 1, 2015. The area of faculty and staff development will assist smokers in developing a healthier lifestyle.
- The Education Coordinator and Interpretive Naturalist from the Land Between the Lakes, Aviva Yasgur, in March presented “Animal Tall Tales – Wildlife Myths and Truths” to the entire campus community. Live animals added to the presentation about Kentucky wildlife. The faculty and staff development activity provided knowledge about our state environment.
- In November 2014, the West Kentucky Community and Technical College Cheerleading Squad participated in “Stomping Toward a Cure” in support of Breast Cancer Awareness Month. This activity provided student opportunities in the area of Service-Outreach to the Paducah community.
- In December 2014, Workforce Solutions, the Challenger Learning Center, and the Kentucky 4H SET hosted a Lego Camp as a Lego League Regional Qualifier. Students from the entire region were introduced to real-world engineering challenges through Lego-based robots. The Workforce Development focus activity provided access to a wide range of youth for furthering their career pathways.
- West Kentucky Community and Technical College is working with a new vendor that is on the KCTCS Diversity Supplier list for goods and services. Working with diverse vendors promotes diversity in the purchasing function, focusing on operations that lead to equitable access to firms.
- In April 2015, the Alpha Epsilon Beta club and Paducah Human Rights Commission sponsored a “Justice Run Against Child Abuse.” The walk and 5K run event provided funds from the proceeds to the Child Watch for the prevention and treatment of child abuse in the area. The outreach and service event showed how campus and community can partner to help prevent violence in our community.
- A “Student Conference Research Presentation” on sustainability was held in April 2015 for students to become familiar with research in this area.
- A “Watershed Watch Training and Orientation”, for community volunteers, occurred in April 2015 with the support of college faculty.
Earth Day Focus
West Kentucky Community and Technical College hosted a week-long Earth Day focus. As a part of Earth Day activities in April 2015, a speaker presented information at a seminar on fracking. The seminar was open to the public, faculty, staff and students. At the seminar, information about Earth Day, the Association for the Advancement of Sustainability in Higher Education, and collection boxes for used batteries and books were provided. Other Earth Day events included:

- West Kentucky Community and Technical College Student Groups Concert -Concept Zero, which included music, speakers, booths, and sponsors.
- Free Vehicle Pollution Check, which included a check of tires and tailpipe emissions.
- Solar and HVAC Energy Efficiency demonstrations.
- Field trip the Shawnee National Forest Bell Smith Springs.

KCTCS System Office
AACC Green Mission Statement, Faculty and Staff Development, and Curriculum/Workforce Development
On November 14, 2014, the American Association of Community College’s Sustainability Education and Economic Development (SEED) Center, Ameresco, KCTCS, and the University of Kentucky, sponsored a national “Campus as a Living Lab Workshop” for KCTCS Colleges and other community colleges across the country. The national one-day event was led by AACC SEED Center staff and national living lab leaders. The workshop was held at Bluegrass Community and Technical College’s Newtown Campus in Lexington, Kentucky and at the University of Kentucky. While at UK, toured the university’s Delta Room, the hub of the university’s energy efficiency initiatives and controls; talked with experts about incorporating experiential and living lab practices into the curriculum; enjoyed a Kentucky Proud lunch courtesy of the University of Kentucky President’s Office, and discussed pathway options for students transferring community colleges.

To be effective, living labs should be a partnership between facilities and operations and the academic areas of the college. Often taking a holistic approach, using the campus as a living lab can provide students with comprehensive projects or problem based learning opportunities. As such, the workshop was applicable to each academic and technical discipline (see booklet available at http://theseedcenter.org/Resources/SEED-Resources/SEED-Toolkits/Campus-as-a-Living-Lab) and facilities management. More than 40 KCTCS faculty and staff attended the workshop.

KCTCS System Office Community Partnership – Earth Day Film
KCTCS partnered with Bluegrass Earth (www.bluegrassearth.org), a collaboration of more than 25 community organizations and businesses, to bring attention to the 45th anniversary of Earth Day. The first event was the launch of a free environmental movies series that ran between March 25 and May 8, 2015. KCTCS sponsored one of the movies, Plastic Paradise, by TV host and filmmaker, Angela Sun. The documentary film tells the story of what happens to the thousands of tons of plastic that end up in the ocean, collecting in a central location due to natural ocean currents. Exposed to weather and sunlight, the plastic waste is broken down into smaller fragments resembling food to fish and birds. The growing toxic confetti is transforming the oceans and is also working its way up the food chain depended on by humans.
Bluegrass Earth was founded to bring together groups in Central Kentucky that have been sustainability advocates. Bluegrass Earth facilitates resource sharing across the collaboration. Bluegrass Earth partners are:

- AARP Kentucky
- Bluegrass Greensource
- Bluegrass Tomorrow
- Bluegrass Youth Sustainability Council
- Central Kentucky Audubon Society
- Downtown Lexington Corporation
- Fayette County Public Schools
- Flora Cliff
- Good Foods Coop
- Goodwill Industries of Kentucky
- John Muir Kentucky
- Kentucky Community and Technical College System
- Kentucky Environmental Foundation
- Kentucky State Government
- Lexington Farmers Market
- Lexington-Fayette Urban County Government
- Lexington Habitat for Humanity
- Lexington Public Library
- University of Kentucky College of Agriculture Food & Environment, Natural Resources and Environmental Sciences program
- University of Kentucky/Lexington Arboretum
- University of Kentucky Office of Sustainability
- Safety City
- Seedleaf
- Transylvania University
- USPS Lexington
- Venerable Trees
- WUKY

**Appalachian Heritage Staff Development Focus**

The KCTCS Office of Sustainability partnered with the KCTCS Office of Cultural Diversity and Engagement to provide System Office employees a Lunch and Learn opportunity to celebrate Appalachian Heritage. During the April 23, 2015, Chautauqua, “Lilley Cornett: A Voice for the Forest,’ David Hurt portrayed Lilley Cornett, who purchased 500 acres of land around his birthplace in Line Fork, Kentucky (southeastern Kentucky) with money he made from being in the army (circa 1918) and shoveling coal the in 1920s and 1930s. His 500 acres were lush with white oak, poplar and hemlock, many as large as six-feet in diameter. A conservationist before his time, Cornett refused to sell his valuable forest property to developers seeking to get rich from the timber. When he died in 1958, Lilley Cornett owned the entire 500 acres tract of land known today as the Lilley Cornett Woods, which his estate sold the to the state of Kentucky. The Lilley Cornett Woods, managed for education and research by Eastern Kentucky University, is the only place in Kentucky that looks as it did before the 18th century European invasion. Kentucky Chautauqua performers travel throughout the state delivering to community organizations their historically accurate dramatizations of Kentuckians who made a difference. Kentucky Chautauqua is a presentation of Kentucky Humanities Council, Inc., an independent, nonprofit affiliate of the National Endowment for the Humanities. They are partners with Kentucky’s cultural, heritage, arts and tourism agencies.
Kentucky Community and Technical College System
Space Utilization Review Spring 2015

KCTCS strives to ensure the effective and efficient use of resources, including physical infrastructure. The following Space Utilization Report provides information about the use of KCTCS instructional space, such as classroom and laboratories, at the college-level. The report also provides guidance and opportunity for development and enforcement of academic scheduling policies that outline usage guidelines for maximizing room hour usage, as well as seat fill optimums. In that regard, both the “room hour utilization” and “seat fill” percentages are included in the report. Room hour utilization is the percentage of a scheduling week that a room or group of rooms is in use, whereas the seat fill percentage is the average actual enrollment of classes scheduled in the room compared to the total number of available seats or stations in the room.

Terminology

Following is a list of terms and definitions used throughout the spring 2015 space utilization review:

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room Count</td>
<td>Count of all rooms utilized in the term</td>
</tr>
<tr>
<td>Sections</td>
<td>A class offered for an academic course</td>
</tr>
<tr>
<td>Room Hours/Week</td>
<td>The sum of the average number of weekly hours scheduled in each room during the selected term. Note: This is a weighted formula to adjust for class length. A class that meets from 8:00 a.m. to 9:00 a.m. on MWF for the entire specified term would get counted for three room hours (one hour for each day on Monday, Wednesday, and Friday). If that same class met for only half of the specified term, it would only be counted for one and one half hours of usage. Class hours are rounded up to the next quarter hour (a class meeting from 8:00 a.m. to 9:40 a.m. would get counted as 1.75 hours).</td>
</tr>
<tr>
<td>Room Hour Utilization</td>
<td>Average percentage of the standard weekly hours used by that room. (Room hours/Standard Week)</td>
</tr>
<tr>
<td>Enrollment</td>
<td>The actual enrollment of the section</td>
</tr>
<tr>
<td>Max Enrollment</td>
<td>The academic cap of the class section</td>
</tr>
<tr>
<td>Capacity</td>
<td>Number of student seats or workstations in the room</td>
</tr>
<tr>
<td>Seat Fill</td>
<td>Average seat fill percentage comparing the average enrollment or max enrollment of classes scheduled in the room to the capacity of the room. This calculation is based on actual enrollment.</td>
</tr>
<tr>
<td>Enrollment Efficiency</td>
<td>The total section enrollments compared to the total section capacity for all sections. This measure is different from Seat Fill in that Seat Fill looks at the number of seats in the room. Enrollment Efficiency uses the section capacity as set by Academic Affairs.</td>
</tr>
</tbody>
</table>
The three primary space utilization efficiency measures are seat fill percentage, classroom usage percentage, and enrollment efficiency.

- Classroom usage percentage is the measure of how many hours of a standard week (60 hours for KCTCS) a room is used. Each hour the room is used contributes to the hours used count. This measure does not take into account the efficiency with which the room is being used.
- The seat fill percentage is a measure of how many students sign up for a class as compared to the capacity of the room in which the class is scheduled. A seat fill percentage of 85 percent is considered by Ad Astra as an achievable seat fill percentage. Some institutions nationally use enrollment cap for this measure rather than actual enrollment.
- Enrollment efficiency is the measure of how many students sign up for a class as compared to the enrollment cap for the class.

**Methodology and Sample Analysis**

Currently, external space utilization benchmarking is difficult because a comprehensive national database on higher education space utilization has yet to be developed. The U.S. Environmental Protection Agency’s “Portfolio Manager” has limited postsecondary education space information and includes only institutions self-selecting into the national database, which tracks participating entities’ energy and water efficiency. In the absence of national standardized benchmarking opportunities, KCTCS tracks space usage via Astra Schedule, a commercial scheduling software package. Astra Schedule has customizable report generation capabilities. Report data were compiled at the college-level and then combined to determine the overall KCTCS instructional space usage, including Room Hour Utilization and Seat Fill percentages.

For the spring 2015 academic term, the Astra Schedule reporting feature was used to determine space usage patterns across KCTCS. Each KCTCS campus was included in the study. The analysis included usage within a 60-hour standard scheduling week and a 25-hour primetime scheduling week as follows:

- A standard scheduling week for a postsecondary campus varies from 45 to 90 hours per week (total opportunity to schedule). The standard scheduling week for KCTCS is 60 hours based on a 12-hour day and a five-day week (8:00 a.m. to 8:00 p.m., Monday through Friday).
- A KCTCS primetime scheduling week is 25 hours (9:00 a.m. to 2:00 p.m., Monday through Friday).

To analyze KCTCS’s ability to facilitate enrollment growth, some reports include potential capacity of classrooms using the assumption that class meeting patterns can be spread evenly throughout the standard or primetime scheduling weeks.

Within each of the 60-hour standard and 25-hour primetime scheduling weeks, the target capacity is 80 percent usage instead of 100 percent. The 80 percent room utilization is
considered an effective, reasonable, and sustainable capacity because maintaining utilization beyond 80 percent is difficult. While unlikely, it is possible to utilize space beyond the 80 percent threshold with an appropriate mix of classroom space, class sizes and meeting patterns, it may be possible.

A sample room analysis where four sections were held with varying enrollment follows.

<table>
<thead>
<tr>
<th>Room</th>
<th>Section</th>
<th>Enrollment/Enroll Cap</th>
<th>Workstations/Seats</th>
<th>Classroom usage</th>
<th>Seat fill</th>
<th>Enrollment efficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Room 1</td>
<td>1</td>
<td>18/20</td>
<td>45</td>
<td>3 hours</td>
<td>40% (18/45)</td>
<td>90% (18/20)</td>
</tr>
<tr>
<td>Room 1</td>
<td>2</td>
<td>22/25</td>
<td>45</td>
<td>3 hours</td>
<td>49% (22/45)</td>
<td>88% (22/25)</td>
</tr>
<tr>
<td>Room 1</td>
<td>3</td>
<td>16/25</td>
<td>45</td>
<td>3 hours</td>
<td>35% (16/45)</td>
<td>64% (16/25)</td>
</tr>
<tr>
<td>Room 1</td>
<td>4</td>
<td>25/25</td>
<td>45</td>
<td>3 hours</td>
<td>55% (25/45)</td>
<td>100% (25/25)</td>
</tr>
</tbody>
</table>

**Results**

| Enrollment utilization: | 20% (12/60) | 45% Avg (.4, .49, .35, .55) | 85.5% Avg (.9, .88, .64,1) |

The preceding table shows the space utilization and seat fill percentages. Other measures presented in the report are means to improve either seat fill or space utilization.
The Prime Time Percentage Report is a scheduling summary that details the average weekly mix of prime time and non-prime time room usage during the analysis period. A factor that affects space planning efficiency is the mix of class sections planned during prime time (9 a.m. to 2 p.m.) and non-prime time. High utilization rates during prime time hours result in scheduling difficulties for students due to class time overlaps and compression. Graph 1 provides a comparison between the number of sections offered during prime time (9 a.m. to 2 p.m.) and the number of sections offered outside of prime time.

Graph 1: Percent of Prime Time and Non Prime Time Sections

Where Building <> "WWW" and Begin Time <> "TBA" for Class time between 7:59 a.m. and 8:30 p.m. and Where Location Ownership code = 1, 2, 3, 4, 5, or 9
Enrollment efficiency is the measure of how many students enroll in a class as compared to the enrollment cap for the class. An enrollment efficiency of 85 percent is considered an achievable rate. Graph 2 compares enrollment efficiency for spring 2014 and 2015 terms. Over the two terms enrollment efficiency ranges from 48 percent to 96 percent.

Graph 2: Enrollment Efficiency (Seat Fill %)

Sections counted where Building<>"WWW" And Building<>"TBA", and Begin Time > 7:59 a.m. and End Time < 4:30 p.m., and Where Location Ownership code = 1, 2, 3, 4, 5, or 9, AND Crse Attr <> ("TD"|"TDD"|"TDion Ownership code = 1, 2, 3, 4, 5, Crse Attr Not Like "WT")
Systemwide Enrollment Efficiency by Start Time

Graph 3 compares the relationship between enrollment capacities and section enrollments from 8:00 a.m. to 8:00 p.m. (start times are rounded to the nearest 30 min). High fill ratios may indicate the preferred class times for students.
Space Utilization by Class Type:

Three room types are included in the review, including classrooms, laboratories, and nonstandard meeting rooms. Criteria for including a room in the space utilization by class type review include:

- A credit class section is held in the room.
- The building where the room is located is owned outright by KCTCS or KCTCS has a formal lease for the space.

Rooms excluded in the space utilization by class type review are rooms:

- Used at local school districts.
- Located at local businesses and industries.
- Classified as temporary occupancy rooms.

A. Classrooms

Graph 4 and Graph 5 indicate that the room hour utilization ranges from moderately low to moderate for KCTCS colleges. The utilization is based on the average percentage of use in that room within the standard 60 hour week (8 a.m. to 8 p.m. five days per week).

Graph 4: Average Weekly Classroom Usage for Prime Time (9 AM - 2 PM)

Contact Hours are used Where Building<>"WWW" And Building<>"TBA", and Begin Time Between 7:59 a.m. and 2:00 p.m., and Where Location Ownership code = 1, 2, 3, 4, 5, or 9, and Room Type = Classroom*
Graph 5: Average Weekly Classroom Usage Based on a 60 Hour Week

Contact Hours are used Where Building<>"WWW" And Building<>"TBA", and Begin Time Between 7:59 a.m. and 8:30 p.m., and Where Location Ownership code = 1, 2, 3, 4, 5, or 9, and Room Type = Class*
B. Laboratories

Usually, general classroom space is more effectively utilized than either dedicated classroom space or single use lab space. On some campuses, space was designed to incorporate classrooms into the lab areas, making those rooms difficult to use for general scheduling purposes. Graph 6 and Graph 7 show the utilization of lab space.

Graph 6: Average Weekly Laboratory Usage for Prime Time (9 AM – 2 PM)

Contact Hours are used Where Building<>"WWW" And Building<>"TBA", and Begin Time Between 7:59 a.m. and 2:00 p.m., and Where Location Ownership code = 1, 2, 3, 4, 5, or 9, and Room Type = Classroom*
Contact Hours are used Where Building<>"WWW" And Building<>"TBA", and Begin Time Between 7:59 a.m. and 8:30 p.m., and Where Location Ownership code = 1, 2, 3, 4, 5, or 9, and Room Type = Lab*
C. Non-standard Meeting Pattern

Non-standard meeting room pattern usage occurs when a class section is scheduled at a non-standard time, creating timing overlaps in the schedule. Timing overlaps affect the students’ ability to schedule classes adjacent to non-standard times and room utilization by tying up a room for two standard class periods. Each college’s percent of sections offered on the standard meeting pattern reflects the compilation of the college’s respective campuses standard meeting patterns.

Graph 8: Percent of Sections Offered on the Standard meeting Pattern

Sections counted where Building <>"WWW" And Building <>"TBA", and Begin Time > 7:59 a.m. and End Time < 4:30 p.m., and Where Location Ownership code = 1, 2, 3, 4, 5, or 9, AND Crse Attr<>"TD" And Crse Attr<>"HSND" And Crse Attr<>"FR" And Crse Attr<>"DUAL" And Crse Attr<>"CR" And Crse Attr Not Like