



**Board of Directors Meeting - Retreat  
Saturday, March 17, 2018  
Center for Advanced Manufacturing  
500 Technology Way, Florence, KY 41042  
8:30 am**

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**BOARD MEMBERS PRESENT:**

Mr. Sam Collier  
Mr. Erik Hermes  
Ms. Viviane Johnson  
Mr. Ken Paul

Mr. Charles L. Session, Jr.  
Dr. Julie Smith-Morrow

**BOARD MEMBERS ABSENT:**

Mrs. Sonja Adams  
Mr. Jeff Groob  
Mr. Daniel Ridley  
Ms. Ivy Velez

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**Gateway and KCTCS Faculty and Staff Present:**

Dr. Fernando Figueroa, President/CEO  
Ms. Jane Frantz, Executive Assistant

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**GUESTS:**

Mr. Stephen Brunson, Forcht Bank, Gateway Foundation Chair

**I. CALL TO ORDER/WELCOME**

Chair, Ken Paul, called the meeting to order at 8:50 am. The record will reflect that a quorum was present. The board recited the Pledge of Allegiance and observed a moment of silence.

**II. OVERVIEW OF THE BOARD OF DIRECTORS**

Chair Paul welcomed everyone to the retreat.

**III. GATEWAY FOUNDATION UPDATE AND 3-5 YEAR VISION**

Mr. Steve Brunson, Gateway Foundation Chair, spoke about the mission and vision of the Foundation. He provided information about his own history and connection in Northern Kentucky and to the Foundation Board. He reviewed the work of the Foundation with establishing the Urban Campus and outlined the re-focus the Foundation is now directing toward student scholarships, assistance, enrollment, and graduation. They are addressing funding, talent development, programming and campus initiatives, and branding the college.

#### **IV. PRESIDENT'S ANNUAL EVALUATION**

Dr. Julie Smith-Morrow spoke about the board's responsibility to provide a yearly evaluation of the college president to KCTCS. She presented the timeline, instructions, and the evaluation form. The committee creates a summary of the board members' anonymous responses, which is presented for a vote at the May board meeting.

#### **V. BOARD CODE OF ETHICS, SELF EVALUATION**

Chair Paul noted that Mr. Groob is the chair of the Bylaws (Governance) Committee, but since he is not present, Chair Paul will lead the discussion of the Board Code of Ethics and Board Self Evaluation.

Re: Bylaws. There is an approved set of bylaws in effect. He is reassigning the review of the bylaws to Ivy Velez. His goal is for her to present, at the April or May meeting, a new set of bylaws that take into account the recommended bylaws from KCTCS and the Gateway Board bylaws versions.

Re: Board Self Evaluation. He would like this to occur, and to be approved by the April meeting in order to be completed at the time of the President's evaluation in May. Discussion concluded that if the self evaluation of the board would help with the college SACS narrative, and if it would help identify strengths and weaknesses, it should be considered further by the President's Evaluation Committee, and presented for a vote to adopt at the April meeting.

Re: Code of Ethics. Chair Paul would like to have a separate code of ethics since the board currently has an approved set of bylaws without a code of ethics. KCTCS suggested bylaws contain a code of ethics. Ken Paul asked Chuck Session, Viviane Johnson, and Erik Hermes to create a Code of Ethics for the board to vote on at the September meeting, with an update at the May meeting. They will start with the code of ethics sample from the KCTCS workshop and the section contained in the KCTCS suggested bylaws template.

#### **VI. PRESIDENT'S 3-5 YEAR VISION**

Dr. Figueroa spoke about the focus on alignment to community needs and regional strategies for workforce development.

#### **VII. PRESIDENT'S URBAN COLLEGE UPDATE**

Dr. Figueroa spoke about the focus on tying together the River Cities schools and the Urban Metro Campus. He is developing a strong network of jobs for students through alliances with the Covington Business Council. Emerging themes are IT, logistics & transportation, and appropriate business curriculum for the River Cities.

**VIII. LEGISLATIVE AND BUDGET ISSUES IMPACTING KCTCS**

Dr. Figueroa spoke about how uncertain the state budget is. Gateway is monitoring the legislature carefully and developing scenarios for various levels of funding.

**IX. OPEN DISCUSSION**

Chair Paul stated that moving forward meeting minutes will highlight agenda items and refer to attached reports where applicable. If an individual statement is requested, it should be submitted in writing to the Chair and the President before the meeting at which the minutes are approved.

Upon motion by Dr. Julie Smith-Morrow, and seconded by Sam Collier, Chair Paul adjourned the meeting at 11:39 a.m.

Prepared by Jane Frantz, Recording Secretary

Approved:

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Mr. Charles L. Session, Jr.  
Secretary to the Board

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Date