



**Board of Directors Meeting Minutes**  
**Thursday, October 25, 6:30 p.m.**  
**Center for Advanced Manufacturing – Convening Center, B123**  
**500 Technology Way, Florence, KY 41042**

**Board Members Present:**

Ms. Sarah Bryant  
Mr. Sam Collier  
Mr. Erik Hermes  
Mr. Ken Paul  
Mr. David Schoenling  
Mr. Charles L. Session, Jr.  
Dr. Julie Smith-Morrow

**Board Members Absent:**

Mr. Jeff Groob  
Ms. Ivy Velez

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

Dr. Amber Decker, Vice President, Development  
Ms. Jane Frantz, Executive Assistant, President's Office  
Dr. Fernando Figueroa, President/CEO  
Ms. Christi Godman, Associate Vice President, Workforce Solutions  
Ms. Shelby Krentz, Director of Early College Opportunities  
Mr. Patrick Lamping, Assistant Director, Marketing and Communications  
Ms. Erica Marye, Assistant Director, Marketing and Communications  
Mr. Doug Penix, Associate Vice President for Academic Services  
Mr. Stephen Poppo, Director of Knowledge Management  
Mr. Josh Risch, Information Technology Coordinator  
Ms. Peg Russell, Director of Adult Education  
Dr. Teri VonHandorf, Vice President, Academic Affairs  
Mr. Andre Washington, Associate Vice President, Enrollment  
Ms. Ingrid Washington, Vice President, Student Development  
Ms. Phyllis Yeager, Director of Human Resources  
Mr. Jamie Younger, Vice President, Administrative & Business Affairs

**Guests:**

Ms. Krizia Archaga  
Ms. Jheri Burch  
Ms. Debbie Cannatella  
Ms. Ashley Centers  
Ms. Meghan Glynn  
Mr. Tim Hanner  
Dr. Michael McCall

Mr. Michael Monks

Mr. Joe Shields

I. CALL TO ORDER/PLEDGE OF ALLEGIANCE/MOMENT OF SILENCE/ROLL CALL

Chair Paul, called the meeting to order at 6:30 p.m. The board recited the Pledge of Allegiance and observed a moment of silence. Roll call was taken. The record will reflect that a quorum was present.

II. APPROVAL OF MINUTES

Chair Paul called for a motion to approve the minutes from the September 13 meeting. Upon motion by Mr. Collier, and seconded by Ms. Bryant, the minutes of September 13, 2018, Board of Directors meeting were approved as presented and distributed.

III. OVERVIEW – DEAN’S LIST STUDENTS

Dr. VonHandorf introduced three students from among over 800 who were honored at the Dean’s List Celebration last night (October 24, 2018). Students Ashley Centers, Jheri Burch, and Krizia Archaga shared their Gateway stories of success.

IV. NOMINATING COMMITTEE

A. Annual Report

Dr. Smith-Morrow spoke about the process for nominating and electing board officers. She referred to the report in the packet. She reviewed the slate of officers that was presented at the September 13, 2018, board meeting – Chair, Dr. Julie Smith-Morrow; Vice Chair, Mr. Erik Hermes; and Secretary, Mr. Charles L. Session, Jr.

B. Election of Officers

Chair Paul asked for nominations from the floor. There were no additional nominations. He asked for a motion to approve the slate of officers as presented. Mr. Collier made a motion to approve the slate of officers. Ms. Bryant seconded the motion. The slate of officers was passed with all voting in favor.

Dr. Figueroa presented an engraved award to Mr. Paul in order to commemorate and thank him for his service as the Gateway Board Chair.

V. CHAIRPERSON’S REPORT

As the new chair, Dr. Smith-Morrow shared her reasons for serving on the board of directors and her goals for the board. Education changed her life as a non-traditional student, and she is always supportive of public education. The board responsibilities are defined by KCTCS, and Chair Smith-Morrow would like to continue to collaboratively work together with the board committees, President Figueroa, businesses, elected officials, and community organizations to move Gateway forward.

The Executive Committee will meet and have committee assignments by the December meeting. The goal is to stay focused in the board meetings, with a lot of work done in the committees. The board will continue to look at key data and metrics so that the board will understand the data and be able to explain that to the community and advocate for Gateway.

VI. ANNUAL COMMITTEE REPORTS

A. Finance and Facilities Committee – Mr. Hermes reported that the Finance and Facilities Committee met twice for the purpose of the budget. On May 24, 2018, the budget was presented to the board and approved.

- B. Strategic Planning Development Committee – Chair Smith-Morrow reported that committee solidified the key metrics that will be reviewed and the dashboard format that will be used for measuring the progress of the strategic plan. The indicators may be refined, and they will be reported in a staggered schedule. The board will focus on a strategic plank at each board meeting.
- C. Governance Committee – Mr. Groob was not present and a report was not given.
- D. Performance Evaluation of the President Committee – Chair Smith-Morrow reported that the committee met to conduct the annual evaluation and summarize the results, which were voted on and sent to KCTCS President, Dr. Jay Box. The board will follow this process again in May, 2019.
- E. Nominating Committee – the report was presented earlier in the meeting.

#### VII. CODE OF CONDUCT/BYLAWS –

Mr. Hermes presented the proposed bylaws and code of ethics, and invited any questions about the draft. Mr. Paul added that the bylaws are based on the model from KCTCS. The section that is new to Gateway is the code of ethics. The ad-hoc committee worked with KCTCS and referenced three other college bylaws, all of which included a code of ethics.

Mr. Hermes made a motion to accept the draft bylaws and code of ethics. Mr. Session seconded the motion, and the vote was all in favor.

At a future meeting, the board members will sign the code of ethics section. The final version will be posted on the website.

#### VIII. PROPOSED 2019 MEETING SCHEDULE

Chair Smith-Morrow reviewed the meeting schedule for 2019, which leaves the meetings on Thursdays and with dates that correspond to the 2018 dates, as much as possible. The start time will be 6:30 p.m., unless noted otherwise. The Boone campus is being designated as the board meeting space for most meetings. Chair Smith-Morrow asked for a motion to approve. Mr. Paul made the motion, Mr. Schoenling seconded the motion. All voted in favor. The 2019 meeting schedule will be posted on the website. Chair Smith-Morrow noted the March 1, 2019, KCTCS Board Workshop in Versailles, and encouraged everyone to try to attend.

#### IX. PRESIDENT'S REPORT

Gateway President, Dr. Fernando Figueroa thanked Mr. Paul for leading as the board chair for two years, and thanked Dr. Smith-Morrow for continuing the work as the next chair.

Dr. Figueroa presented his three point vision for Gateway to provide access to education and training, to ensure that Gateway has relevant and engaging curriculum, and to remove barriers to education. President Figueroa asked the college to provide information on the second strategic goal, to provide opportunities for personalized learning options. Associate Vice President of Enrollment, Mr. Andre Washington focused on 2.1 – admissions and enrollment process, recruitment, and student engagement and matriculation. The presentation materials were in the board packet and placed on file.

Dr. Figueroa asked Mr. Tim Hanner, Senior Director of NaviGo College and Career Prep, to present information about a new partnership for the River Cities students that will impact the Gateway Urban Metro Campus. Mr. Hanner and Ms. Meghan Glynn spoke about the history of NaviGo, its merger with Children Inc., and the partnership opportunity for local businesses to join with River City schools and Gateway to provide for training hubs that will focus on three workforce sectors of healthcare, construction, and logistics/aviation.

Dr. Figueroa also presented highlights of his work since the previous board meeting, including meetings with Senators McDaniel and Schickel, a presentation on Gateway's Transportation Technology Center and programs to Campbell County Judge Executive Pendery and the Campbell County Fiscal Court, and a meeting with Atlas Air

and aviation executives to talk about possibilities for a new credential. NKU President Vaidya brought a strategic planning session to Gateway for participation by Gateway faculty and staff in their process. A request for information has been released for the Covington YMCA building, and the Two Rivers building is offline because of boiler issues, pending an assessment of the best uses of the building.

Dr. Figueroa stated that the college was preparing for three presentation topics for the December board meeting: Plank 3 of the strategic plan with a focus on Workforce Solutions; enrollment update; and Urban Metro Campus update with a focus on alignments to River Cities Project.

X. ADJOURNMENT

Upon motion by Mr. Session, and seconded by Mr. Hermes, Chair Smith-Morrow adjourned the meeting at 8:30 p.m.

Prepared by Ms. Jane Frantz, Recording Secretary

Approved:

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Secretary to the Board

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Date