



Board of Directors Meeting Minutes
Monday, January 12, 2004, 6:00 P.M.
Edgewood Campus

BOARD MEMBERS PRESENT:

Phillip Accardi
Glen Elsener (Faculty Rep)
Kenneth Paul

Laural Bishop
Richard Fowler
Carol Rich (Vice Chair)

Deborah Jo Durr
Richard Jordan (Chair)

BOARD MEMBERS ABSENT:

Scott Draud

OTHERS PRESENT:

GCTC Faculty/Staff:

Marinell Brown, Early Childhood Development
Rob Deger, Professor and Highland Heights Campus Administrator
G. Edward Hughes, President/CEO
Dorsey Jones, Executive Vice President
Mae Keszei, Director, Public Relations
Jack Lundy, Professor and Edgewood Campus Administrator
Sharon Poore, Executive Administrative Assistant & Recording Secretary
Chris Russell, Vice President, Administrative & Business Affairs
Carole Reed-Mahoney, Dean of Academic Affairs
Chuck Stebbins, Vice President, Institutional Research, Planning & Effectiveness
Angie Taylor, Vice President, Business & Industry Services

I. CALL TO ORDER

Chairman Jordan called the meeting to order at 6:00 p.m. at the Edgewood Campus. The record will reflect that a quorum was present. Chairman Jordan thanked Chris Russell for catering this evening's dinner.

II. APPROVAL OF THE MINUTES OF THE OCTOBER 20, 2003 MEETING

The minutes of the previous Board of Director's meeting of October 20, 2003 were approved as distributed.

III. OFFICER REPORTS

- a. **Chairman's Report** – Chairman Jordan thanked Dr. Lundy for hosting the Board of Director's meeting at the Edgewood Campus. Dr. Lundy gave a brief update of the clean-up/redecorating progress at the Edgewood Campus.
 - Board Committee Assignments – Chairman Jordan briefly discussed and reviewed the Board committee assignments established at its last meeting. Dr. Hughes identified staff liaisons for each committee, and each will serve as staff to the committees. In the Board packet, you will find a list of the committees and a brief description of the committee assignments (copy is attached to the permanent minutes). Chairman Jordan stated that the Board's role is not management, but to oversee issues. He urged the committees to plan a meeting and be prepared to bring any recommendations for action at the March 8th meeting.
- b. **President's Report** – Dr. Hughes called attention to the new formatting of the President's Report (as well as all other college-generated reports). From this point forward, all reports will have headings that reflect Gateway's eight strategic priorities.

Dr. Hughes reported on the following topics of interest (copy of report is attached to the permanent minutes):

- **Developing Partnerships** – A new partnership between Gateway and PBSI (Positive Business Solutions, Inc.) will occur on January 21, 2004. A ribbon cutting ceremony will be held at the Edgewood Campus beginning at 9 a.m. PBSI has developed computer systems for the management of medical offices and will provide software, hardware, and all upgrades necessary to equip a 24-computer station center. They will provide an annual \$1,000 scholarship as well. The agreement is for three years and is renewable. Gateway currently teaches medical coding and various medical office technology courses, and students will be trained by using the best office system software in the business.

- **Investing in Employees / Celebrating Excellence** – The college is supporting faculty and staff members who have been selected to present workshops and/or papers at national conferences in their fields of expertise. These types of presentations/workshops are leading edge and are of value for other individuals to learn and will help deliver the message of who/what Gateway is all about.
- **Strengthening Regional Economic Development/Celebrating Excellence** – Gateway has been notified that it is one of ten finalists for the prestigious Bell Weather Award from the Future Conference in Orlando, Florida in February. Dr. Angie Taylor and Ms. Carole Reed-Mahoney and two employees of Citigroup will make the presentation about the Gateway/Citi partnership. During the conference, one of the ten participants will be selected as the overall winner of the award. Being among the ten finalists is an award in itself.
- **Fall Enrollment** – total fall enrollment is 2,937 students (copy of enrollment report is attached in the President’s Report). Of special interest, 40% of Gateway’s students are over the age of 25, we continue to draw most of our students from Boone, Kenton, and Campbell counties, trend shows that we are beginning to draw greater numbers from Grant and Pendleton counties, 7% of our students come from Ohio, growth in enrollment is from Kentucky residents, Gateway honors a reciprocal agreement (in-state rates plus 20%) between the closer counties in Ohio and Indiana.
- **New Programs / Faculty** – New Programs - Ms. Carole Reed-Mahoney reported that at the December 18th KCTCS Board of Regents Meeting three new associate degree programs were approved, 1) Industrial and Engineering Technology; 2) Teacher Education; and 3) Nursing. All three are planned for implementation in the fall semester. In addition, COE approval is needed, as well as approval from the Kentucky Board of Nursing for the Nursing Program. New Faculty/Staff – Dr. David Cain has been hired as the new full-time chemistry/physics professor, and Ms. Angie Kiger has been hired as a full-time nursing instructor. One additional nursing instructor, as well as a full-time math instructor are additional faculty members needed. An additional four nursing instructors will be hired in the future to support the RN degree program.

Dr. Hughes gave a brief explanation of the Associate Degree in Nursing Program. KCTCS Board of Regents has the authority to allow and approve Gateway to offer this degree. Once approved by the Kentucky Board of Nursing, graduates of the program will be eligible to sit for the licensing exam. Once approved by the Kentucky Board of Nursing, Gateway will establish a selective admissions process. Currently, there is a list of over 275 individuals who have indicated an interest. Gateway will only be able to admit 30 – 35 students, which is heavily regulated by the KBN requirements that states that we cannot have more than one faculty

member supervising 10 students in a clinical setting. The process will be a fair process for all applicants and will take into affect their preparation and their demonstrated ability to meet the rigorous requirements of the program. There will be a faculty committee that will recommend to Dr. Hughes those applicants for the program. It is unfortunate that Gateway's resources are limited and does now allow for more than 35 students at this time. Space is also an issue at the Edgewood Campus. The college will research securing portable classrooms that will be located at the campus. The Edgewood campus is in desperate need of a second facility for these purposes.

- **Budget Cuts** – recently announced budget cuts of 2.5% by the Governor will cost Gateway approximately \$103,000. This was included in Gateway's budget reserve in anticipation of the cuts. There is a proposal by the Fletcher administration that would include in the budget cut tuition, fees, and other restricted funds that colleges and universities have. This has never been proposed before and if passed, would mean an additional \$62,000 for Gateway. If these budget cuts occur, Gateway may need to cut programs or cap size in order to just meet the budget needs. Dr. Hughes encouraged Board members to contact their local legislators regarding the cuts in higher education. Also, Dr. Hughes added that during a legislative session, all budget cuts instituted by the Governor must be approved by the General Assembly.

Chairman Jordan encouraged members to attend/speak at the local Northern Kentucky Caucus Meetings.

- **Boone Campus Update** – the Boone Campus construction has been delayed. Anticipated opening date is March 2005. Weather has been a factor, and most roadwork will be delayed until this April. None of the funding for the campus is at risk.

IV. UNFINISHED BUSINESS

- a. **Park Hills Center Update** – Mr. Dorsey Jones reported that on October 28, 2003, the GCTC Foundation closed on the Park Hills Center property, with financing done by Fifth Third Bank and the Bank of Kentucky. The insurance and the building and boiler will be handled by Gross Insurance Agency in Ft. Thomas. The leasing opportunity has been signed for Gateway to occupy the facility.

Mr. Chris Russell reported that the center is being renovated by Century Construction and anticipate all phases of the renovation being completed by February 1st. Classes (possibly general education, core courses for nursing, science, BIS, etc.) will begin in six to eight weeks following the purchase of furniture and needed supplies. The connector road between the Park Hills Center and the Covington Campus is being planned. An

agreement has been drawn up with Children's, Inc. to continue to occupy some space at the Park Hills Center.

- b. SACS Update** – Dr. Stebbins reported that the application was submitted to SACS in August 2003. At that time, Gateway was seventh on the list to be reviewed. Drs. Hughes and Stebbins attended the SACS Annual Meeting in December and learned that the college is now third on the list. It is anticipated a visiting committee will be here in the spring, however, it could be as late as the fall of this year. The progress of the library is crucial to SACS accreditation. Gateway has signed agreements with the NKU and Thomas More libraries for Gateway students to use their facilities. Also, the required general education faculty members have been hired. These are crucial areas that SACS will be focusing attention during the review process.
- c. Listening and Learning Focus Groups** – Dr. Stebbins discussed the scheduling of the Listening and Learning Focus Group meetings (copy is attached to the permanent minutes). These are meetings that have been scheduled to date, with others being scheduled in the near future.
- d. Gateway Video** – Dr. Hughes and Ms. Mae Keszei showed the revised video to those present. Board members were in agreement that the video is much improved and presents Gateway well. This video is being shown to the Listening and Learning Focus Groups as a way of relating Gateway's mission and vision.

V. NEW BUSINESS

- a. S.O.A.R. Process** – Dr. Hughes presented to the Board the S.O.A.R. presentation to communicate the process and plans for implementation over the next three to five years (copy of presentation is attached to the permanent minutes).
 - Purpose is to provide a framework for the implementation that meets and incorporates Gateway's mission and value statements; to provide infrastructure for existing processes already in place; to expand the responsibility for the implementation of the strategic plan throughout the institution
 - Eight priority teams will be used around the President's Leadership Team; the PLT will be the core team that recommendations and responses are presented to for prioritization and assignment; teams will help identify and prioritize the issues annually and begin to put action plans into place (i.e., cost, responsibility, outcome expected)
 - These teams will form a partnership with the PLT
 - Teams will be organized as follows: a PLT member assigned as a liaison, a team leader, and a co-team leader. Teams will be expected to report their activity and recommendations monthly to the PLT; team leaders will report their activity/recommendation to the

entire college community at one of the college-wide meetings; teams will periodically report to the Board of Directors

- The responsibility of the PLT will be to review recommendations and either accept them for implementation, or may reject for questions/clarification
- The S.O.A.R. process will be implemented with team assignments by January 20th; the first team planning meeting will be held on February 13th, as well as meetings in April and May; Phil Accardi will train teams regarding the development of a team charter, team statement of purpose, team building techniques, and productive team meetings.

b. Other

- Honorary Degree – Dr. Hughes explained the honorary degree process. A KCTCS college can request approval of the Board of Regents and Dr. McCall to award an honorary degree to someone in our community. Dr. Hughes would like to recommend to the Gateway Board of Directors that Jim Callahan (who is retiring from the General Assembly after 20+ years; also sponsored House Bill 1 that created GCTC) be recommended to the KCTCS Board of Regents that Gateway be authorized to present Jim with an honorary degree at commencement exercises on May 20, 2004.

Upon motion by Deborah Jo Durr and seconded by Ken Paul, the Board of Directors accepted and passed the recommendation.

- Deborah Jo Durr reported that the Bylaws Committee has met and will be forwarding to everyone a copy of the revised Bylaws to be voted on at the March 8, 2004 meeting.
- Phil Accardi inquired about the student representative vacancy on the Board created by Tammy Roseberry who graduated this past semester. There will be a student government election process held this spring in order to fill that vacancy.

VI. ANNOUNCEMENTS

- a. Next Meeting** – the next Board of Directors meeting will be held on Monday, March 8th at 6:00 p.m. at the Chamber of Commerce NOR COM room.

VII. ADJOURNMENT – Chairman Jordan adjourned the meeting at 7:45 p.m.

Prepared by Sharon Poore, Recording Secretary.

Approved:

Secretary to the Board

Date