



Community & Technical College

Board of Directors Meeting Minutes
Monday, November 15, 2004, 6:00 P.M.
Chamber of Commerce Nor-Com Room
Covington, KY

BOARD MEMBERS PRESENT:

Phillip Accardi (Staff Rep)
Glen Elsener (Faculty Rep)
Richard Jordan (Chair)
Carol Rich (Vice Chair)

Laural Bishop
Richard Fowler
Kenneth Paul (Secretary)

Deborah Jo Durr

BOARD MEMBERS ABSENT:

Scott Draud

OTHERS PRESENT:

GCTC Faculty/Staff:

Ms. Marinell Brown, Early Childhood Development
Ms. Jackie Freeman
Dr. Ed Hughes, President/CEO
Mr. Dorsey Jones, Executive Vice President
Ms. Mae Keszei, Director of Public Relations
Dr. Jack Lundy, Professor and Edgewood Campus Administrator
Ms. Terry Mayo
Ms. Tanzi Merritt, Associate Director of Library and Information Services
Dr. Dale Myers, Vice President Academic & Student Affairs, College Provost
Mr. Chris Russell, Vice President, Administrative & Business Affairs
Mr. Tony Spiller, Instructor
Dr. Chuck Stebbins, Vice President, Institutional Research, Planning & Effectiveness
Dr. Hugh Stocks, Director of Library and Information Services
Dr. Angie Taylor, Vice President, Business & Industry Services, College Provost
Mr. Mike Tucker, Instructor

I. CALL TO ORDER

Chairman Jordan called the meeting to order at 6 p.m. at the Chamber of Commerce Nor Com Room. The record reflects a quorum was present.

II. APPROVAL OF THE MINUTES OF THE November 15, 2004

The minutes of the previous Board of Director's meeting of November 15, 2004 were approved as distributed.

III. OFFICER REPORTS

a. Chairman's Report – Chairman Jordan.

- Chairman Jordan commended the Gateway Board of Directors existence and serving together for three years.

b. President's Report – Dr. Hughes gave the following report to those present (a copy of the report is attached to the permanent minutes):

- The College website is being redesigned by GCTC team led by Eric Turner and will be launched in the coming weeks.
- Plans are to increase RN program by 100 students during the next academic year with continued partnerships with St. Elizabeth Medical Center and St. Luke Hospital.
- Phase I of the Boone Campus is 55 percent complete with occupancy anticipated in June, 2005. The College is seeking \$500,000 in operational funding to run the Boone Campus.
- The College received an anonymous gift of \$500,000 to be used for scholarship endowments and if needed, Boone Campus equipment.
- The college submitted its response to SACS in October and is awaiting a reply from SACS. The GCTC Foundation is looking to increase its membership. Board members were asked to contact Dr. Hughes or Chairman Jordan if they have suggestions.
- Chris Russell, Vice President of Administrative Services and Business Affairs, reported on a master plan that is being considered for the college. The company being considered, Harley Ellis, specializes in planning, architecture, engineering interiors, landscape architecture and construction services. Harley Ellis brings national expertise in this field. The master plan will focus on the needs of the college and plan for the facilities needs and growth. Next meeting planned for December 9, 2004.

- Dr. Hughes reported that the Northern Kentucky Chamber of Commerce has identified its priorities for federal construction project funds in Boone, Campbell and Kenton counties, with funding for the Brent Spence Bridge topping the list and funding for Gateway's two projects immediately following the bridge project. During the Chamber's annual visit to Washington, D.C., Feb. 2 and Feb. 3, business and community leaders will meet with members of Congress to stress the support behind the priority projects. The Chamber's top two priorities for 2005 are:
 - \$750 million to replace the Brent Spence Bridge and its approaches.
 - \$45 million for Gateway Community and Technical College's Center for Manufacturing Competitiveness and Regional First Responder/ Health Services/ Emergency Services Training and Education Center.

c. S.O.A.R. Team Reports

Maximizing Student Success S.O.A.R. Team presentation by Mike Tucker, Dr. Valerie Wheat, and Dr. Dale Myers - recommendations from this team:

- To provide funds for an employee from GCTC to complete the Kansas State University online Graduate Certificate Program in Academic Advising so that individual can serve in the capacity of "advising expert" to train other advisers for the college
- Plan for a One-Stop Student Success Center be implemented for Fall, 2005

Capacity Building S.O.A.R. Team presentation by Tony Spiller, Ric Bowen and Dr. Rob Deger - recommendations from this team:

- Secure the financial resources and find funding for the implementation of the technology plan with the creation of an annual budget to accommodate growth and revisions as needed.
- The recommendation for the development of an Academic Plan was brought up when the team was discussing the 5-year objectives for the Capacity Building Team. In order for the team to develop a projected scope of how Gateway Community and Technical College will grow in structure and resources, it is imperative that the Capacity Building team know what Academic areas are going to be expanding, growing, and developing new programs.

IV. SPECIAL ORDERS

- a. Election of Officers – Parliamentarian Durr read the Nominating Committee procedures and recommended the slate of officers for election:
 - Richard Jordan (Chair)
 - Carol Rich (Vice Chair)
 - Kenneth Paul (Secretary)

The motion passed.

V. STANDING COMMITTEE REPORTS

The Standing Committee Chairs provided oral and written reports as follows (a copy of each report is attached to the permanent minutes):

- a. **Bylaws/Rules** – Bylaw review submitted by Deborah Jo Durr. Recommended an annual review of the bylaws by the Bylaw Committee. This recommendation was based in part to the newness of the institution. The Board unanimously adopted this recommendation.
- b. **Budget/Summary Review – Finance Committee Report**
Kenneth Paul reported that the Finance Committee will meet quarterly to review the college's budget status. The college budget will be provided to the committee two to three weeks prior to the Board meeting at which time the total Board will vote on the proposal. The Finance Committee will be provided with history of revenue/expense expenditures. If a financial or budget matter is of a confidential nature, the Finance Committee would submit directly to the Chairman of the Board. Summary of the meeting was that we need to continue watching our expenses while supporting the college's president and staff in seeking funding from the state.
- c. **Executive Committee** – Chairman Jordan distributed his report.
- d. **Performance Evaluation of the President** – Richard Fowler reported that the Performance Evaluation and role description of the President is mandated by the state. He distributed Dr. Hughes' improvement plan/goals for the coming year. The next steps to be accepted as outlined in the attached report. The Board unanimously adopted this recommendation.

VI. UNFINISHED BUSINESS

- a. **Academic & Student Affairs Update** – Dr. Dale Myers, College Provost, reported on Academic and Student Services reorganization. An analysis still being conducted with Dr. Krause from KCTCS, but progress is being made in the meantime. Registrar and Enrollment Management now directly reporting to Dr. Myers as of November 1, 2004.

- b. **Student Government** – representative for the Board of Director elections will take place in the next few weeks. A new student representative anticipated for the next Board Meeting.
- c. **School of Technical Careers** - Dr. Angie Taylor reported:
 - The college is offering a new array of services to the Hispanic/Latino community, including workplace Spanish.
 - A vision team assembled to assess needs for career planning and placement for Gateway.
 - New testing taking place through the Assessment Center for law students and automotive technicians. More than 300 people coming on campus to test in these two areas.
 - Mazak Inc. has agreed to offer two scholarships annually of \$2,000 each.

VII. NEW BUSINESS

- a. **Board Retreat Concept** - Chairman Jordan

The Board agreed to set aside a Saturday in January or February to review their progress over the last three years and set goals and funding strategies for the next three years. A date is yet to be decided, but the retreat will include a facilitator and possibly college staff as needed when the agenda is determined.

VIII. CLOSED SESSION

Deborah Jo Durr moved the Board into a closed session following KRS 61.810 (1) (f), "Discussions or hearings which might lead to the appointment, discipline, or dismissal of an individual employee, member, or student without restricting that employee's, member's or student's right to a public hearing if requested." The motion was approved.

The open Board meeting was resumed by Chairman Jordan, who reported that no action was taken in the closed session.

IX. ADJOURNMENT – Chairman Jordan adjourned the meeting at 8 p.m.

Prepared by Mae Keszei, Acting Recording Secretary.

Approved:

Secretary to the Board

Date