



Board of Directors Meeting Minutes
Monday, March 8, 6:15 P.M.
Chamber of Commerce NOR COM Room

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)
Tammy Roseberry
(Student Rep)

BOARD MEMBERS ABSENT:

Scott Draud

OTHERS PRESENT:

GCTC Faculty/Staff:

Paul Brinkman, Dean of Student Services
Marinell Brown, Early Childhood Development
Rob Deger, Professor and Highland Heights Campus Administrator
G. Edward Hughes, President/CEO
Dorsey Jones, Executive Vice President
Jack Lundy, Professor and Edgewood Campus Administrator
Terry Mayo, Coordinator, Nursing Program, Edgewood Campus
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

I. CALL TO ORDER

Chairman Jordan called the meeting to order at 6:15 p.m. at the Northern Kentucky Chamber of Commerce NOR COM Room. The record will reflect that a quorum was present. Chairman Jordan thanked Chris Russell for catering the evening's dinner.

II. APPROVAL OF THE MINUTES OF THE JANUARY 12, 2004 MEETING

The minutes of the previous Board of Director's meeting of January 12, 2004 were approved with the following correction: under the Chairman's Report – committee assignments – attachment to the permanent minutes – the Board of Director's Committee Assignments – the Nominating Committee is not a Standing Committee and should be completely removed from the attachment to the permanent minutes.

III. OFFICER REPORTS

a. Chairman's Report – Chairman Jordan.

- Chairman Jordan presented Tammy Roseberry with an appreciation plaque for her dedicated service to the Board of Directors and also for serving as the President of the Gateway Student Government Association.
- Chairman Jordan reported that Dr. Hughes, Mr. Wade Halsey, Chairman of the GCTC Foundation, and he took a trip to Frankfort on February 19, 2004. One purpose of the meeting was to discuss five-year goals for KCTCS and to discuss the financial state of KCTCS and legislative agenda. The group attended the KCTCS Foundation gathering at the Governor's Mansion and met briefly with the Governor. Also in attendance were Representatives Draud and Marcotte. More details of this meeting will be posted on the KCTCS website in the near future. Dr. Hughes presented Chairman Jordan with a framed photograph of Governor Fletcher.

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

Priority – Developing Partnerships

- Dr. Hughes called attention to the press clippings in the Board packets. He thanked Mae Keszei for her hard work in obtaining all the recent publicity for the college in the past three months.

- Partnership with St. Elizabeth Medical Center – Dr. Hughes stated that the college is hopeful that an announcement will be made soon regarding the partnership with St. Elizabeth that will provide funding for four nursing faculty members, some operating funds for the new nursing program, and priority use of their facilities for clinical practice sites. This will be a five-year commitment of considerable dollars and will be the largest single gift in the college's history.
- Dr. Hughes stated that Gateway has been given the opportunity to expand our presence at the Chamber Center on the 2nd floor at no cost to the college for the remainder of this fiscal year. The office will be shared with the Governor's Northern KY liaison, John Stanton, and his assistant, Tara Johnson. The GCTC Human Resources department will relocate to this office from the Covington Campus.

Investing in Employees / Celebrating Excellence

- Dr. Hughes reported that Marinell Brown, Tom Collins, Ronald Haysbert, Kim Turner, Paula Daly, and Michelle Deeley attended and presented at the League for Innovation Conference in San Francisco.
- Dr. Hughes also reported that the following Gateway employees have been notified that they will present at the KCTCS New Horizons Conference in May: Carolyn Ballinger, Gordon Clark, Jackie Freeman, Colleen Kane, Carol Sayre, Angie Taylor, Mike Tucker, Carol Bethel, Gwen Davis, Amy Monson, Hugh Stocks, Kim Turner, and Dr. Hughes.
- The college has been informed that Mike King, instructor in the adult education program, has been selected as the National Teach of the Year for the COABE (Council on Adult Basic Education). Mike will receive his award at the national convention later this spring.

These conferences/conventions allow Gateway faculty and staff to get together with the larger two-year colleges in the nation.

Building Capacity

- Gateway employees are now occupying a portion of the Park Hills Center. The North Central Area Health Education Center (AHEC) has relocated to the center and as the remaining furniture arrives, other personnel will be relocated to the center.

Maximizing Student Success

- Officials of Gateway, NKU, and TMC attended a meeting on March 3rd hosted by the Northern Kentucky Council of Partners. The meeting consisted of 115 individuals from across the region that included

principals and superintendents to learn more about what the colleges and employers expect of students entering their institutions. Emphasis was placed on the need to admit students that were prepared in math, English, communication, and reading. Gateway expects to see between 400 to 500 students in the need of remediation in order for them to be prepared to enter area institutions. NKU is changing some of their admission guidelines that will not allow students to enter their institution unless they are prepared in math, English, communication, and reading. The same type of preparation is required to enter Gateway.

Increasing Access

- Dr. Hughes reported that the North Central AHEC and GCTC will co-sponsor a workshop on March 10th with area school counselors regarding the preparation students will need in order to be successful in health careers. Representatives from the University of Kentucky's schools of medicine, pharmacy, dentistry, NKU, GCTC, and Cincinnati State will participate. The goal is to help students get the information needed to become successful applicants in these fields.
- Dr. Hughes called on Ms. Carole Reed-Mahoney to give an academic/student retention update. Ms. Reed-Mahoney reported that one of the projects the academic area is examining to enter into is at Ohio State University. This would allow Gateway to offer a three-hour course called Strategies for College Success. The main purpose of the course is to increase the student success rate by increasing their retention and their grade point average. The two primary objectives of the program will be to focus on motivation and learning skills. Gateway will be required to provide a computer classroom and instructor (OSU will train the instructor). This is part of a grant funded through FIPSE (Federal Improvement of Postsecondary Education), and OSU wants community colleges to partner with them on this project.

Building Capacity

- Dr. Hughes reported that the college implemented the S.O.A.R. process on February 13th at its college-wide meeting. Phil Accardi led the meeting and several priority teams have begun their work that will lead to specific activities related to the college's strategic plan.
- The Boone Campus Phase I continues to make progress, with the anticipated project completion to occur in the spring of 2005.

IV. STANDING COMMITTEES

- a. **Bylaws/Rules** – Mrs. Deborah Jo Durr moved the adoption of the amended bylaws that were previously sent to each Board member. The motion was seconded by Laural Bishop. All members present were in favor of the changes and the motion carried.
- b. **Budget** – Mr. Ken Paul stated that he and Chris Russell have set a meeting for the review of the budget.
- c. **Executive** – Chairman Jordan reported that the Executive Committee had no business to report.
- d. **Performance Evaluation of the President** – Rev. Richard Fowler reported that the committee met and set a timeline (April/May) and all members of the committee are aware of the evaluation process (see attached bullet points to the permanent minutes). Those present agreed that the current evaluation process form provided by KCTCS is a poor reporting instrument, a sentiment Dr. Hughes shared with Dr. McCall. Dr. Hughes will help the Board develop the evaluation instrument based on the improvement objectives from last year.

V. UNFINISHED BUSINESS

- a. **Honorary Degree Status** – Dr. Hughes reported that Dr. McCall has received the college's honorary degree request. An additional endorsement is being sought from the Celebrating Excellence Priority Team. The Board of Regents will act on the request in May.
- b. **SACS / COE** – Dr. Chuck Stebbins gave an update on the SACS accreditation process. Gateway's accreditation application is continuing to move through the review process, and the application is being read by the SACS staff.

VI. NEW BUSINESS

- a. **Nursing Program** – Dr. Hughes introduced Ms. Terry Mayo, Coordinator of the Nursing Program, to give a detailed discussion on the nursing program process.

Ms. Mayo distributed a copy of the steps involved for students who wish to enter the Nursing Program (a copy is attached to the permanent minutes). There will be a selective admission process for applicants, headed by a Nursing Program Admission Committee. This committee will screen the applicants for admission. Application deadline is March 15, 2004, and decisions for admittance to the program will be made by April 1, 2004. When students complete the program, they will receive their Associate

Degree and will then be allowed to complete the testing for a Registered Nurse. Dr. Hughes also added that Ms. Mayo would be searching for an additional four faculty members.

Dr. Hughes and Chairman Jordan thanked Terry for her report.

- b. Budget Process / Strategic Plan** – Chairman Jordan reminded each Board member of the following two responsibilities of the Board of Directors: (1) to approve for submission to the KCTCS President, the annual budget request for Gateway, and (2) to review and approve the Strategic Plan for Gateway.

Chairman Jordan called on Dr. Hughes and Chris Russell to give a brief update on the budget process. Mr. Russell distributed a copy of the budget update (copy of Mr. Russell's update is attached to the permanent minutes). Gateway is going through the process of looking at the improvement objectives to pull together a budget request. The process will not be completed until the May 10th Board of Director's meeting (there is a chance that a called meeting will take place, if the request is complete).

VI. ANNOUNCEMENTS

- a. Next Meeting** – the next Board of Directors meeting will be held on Monday, May 10th at 6:00 p.m. at the Park Hills Center, with committee meetings scheduled for 5:00 p.m. as called by the respective committee chairs.

VII. ADJOURNMENT

– Chairman Jordan adjourned the meeting at 7:35 p.m.

Prepared by Sharon Poore, Recording Secretary.

Approved:

Secretary to the Board

Date