



Community & Technical College

Board of Directors Meeting Minutes
Monday, May 17, 2004, 6:15 P.M.
Park Hills Center
Covington, KY

BOARD MEMBERS PRESENT:

Phillip Accardi (Staff Rep)
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:

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

I. CALL TO ORDER

Chairman Jordan called the meeting to order at 6:15 p.m. at the Park Hills Center. The record will reflect that a quorum was present. Chairman Jordan thanked Chris Russell for catering the evening's dinner and Sharon Poore for taking care of the meeting arrangements.

II. APPROVAL OF THE MINUTES OF THE MARCH 8, 2004 MEETING

The minutes of the previous Board of Director's meeting of March 8, 2004 were approved as distributed.

III. OFFICER REPORTS

a. Chairman's Report – Chairman Jordan.

- Chairman Jordan reminded everyone of Commencement Exercises to be held Thursday, May 20th at the Northern Kentucky Convention Center at 7 p.m. Participant line up will begin at 6:15 p.m. Dr. Michael B. McCall, President of KCTCS will be the commencement speaker. Senator Jim Callahan will be presented with an Associate Degree in Humane Letters.
- Chairman Jordan thanked everyone for revising his or her schedules in moving the Board meeting from May 10th to tonight.
- Chairman Jordan reported that Dr. Hughes was the recipient of two awards this past week: 1) the A. D. Albright Award – Outstanding Administrator, and 2) the 2003 United Way New Century Community Service Award.

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

- Dr. Hughes announced that Glen Elsener (Faculty Rep) and Phil Accardi (Staff Rep) were each re-elected by their peers to serve an additional three-year term on the Board of Directors. In addition, Marinell Brown has been re-elected as Chairperson to the GCTC Faculty Council, and Andy Donelan has been elected as the Technical College representative to the KCTCS Board of Regents for a one-year term beginning July 1st. The Student Representative to the Board election will be held this fall. Dr. Hughes asked the Board members present if Andy Donelan could attend the Board meetings until that election is held. Members present agreed to have Dr. Hughes ask Andy to attend the Board meetings.

- Dr. Hughes reported that the S.O.A. R. process has been implemented. Approximately four of the eight teams have completed their charters, are participating in team development, and are developing their scope of work. Phil Accardi is Gateway's resident consultant on team development and is assisting the teams in their development processes.
- **Boone Campus Update** – Phase I is moving slowly. A new sub-contractor for steel has been secured and is anticipated that the steel will be on-site around the first of June. The issue of exterior skin has been resolved. Estimated completion date is late April or early May 2005.
- **Legislative Results** – Dr. Hughes has been a part of Northern Kentucky leaders who have been visiting David Williams, Jody Richards, and Governor Fletcher. There are hopes that after the primary election, activities will begin to pass a budget.
- **St. Elizabeth Partnership** – The college will be interviewing three individuals for faculty positions at Gateway next week, which is the majority of the \$250,000 per year given by St. Elizabeth. This week, the college will be finalizing those students that will be admitted to the new nursing program (40 students initially). The actual nursing classes will begin with the fall semester.
- **Tuition Increase** – The KCTCS Board of Regents approved a tuition increase of 16.5%. This will increase the current \$79/credit hour to \$89/credit hour; however, the KCTCS Board decided on an additional \$3 increase (\$1 will go to a pool of funds that will be used system-wide to help bring staff whose salaries are below minimum market rates to mid-range of the market. \$2 of the increase will be held centrally as a contingency reserve in anticipation of a state budget cut). This will bring tuition to \$92/credit hour. Tuition hearings were held at all KCTCS colleges prior to the Board meeting to solicit input.

IV. STANDING COMMITTEES

- a. **Bylaws/Rules** – Parliamentarian Durr reported that the Bylaws/Rules Committee had no business to report.
- b. **Budget** – Budget Committee Chair, Ken Paul, moved the adoption of the 2004-2005 budget. After lengthy discussion, the motion to accept the 2004 – 2005 Budget Recommendation (copy attached to the permanent minutes) was rescinded. Concerns of Board members were they would like to review the proposed budget prior to the Board meeting for approval. For future meetings, the Budget Committee will meet each March to gather all information, make decisions, and have all materials prepared to be mailed

to Board members three weeks prior to the May meeting. At future late May or early June Board of Directors meetings, the budget recommendation will be presented for approval. Dr. Hughes reviewed the expenditure budget with members present. Points of discussion:

- Expenditure budget that is submitted to KCTCS that is made up of revenue estimates from two sources: state appropriations and tuition (this is the operational budget for the college).
- This budget does not include any grant dollars or financial aid (these are outside of the operating budget for the college).
- This is the way the budget is reported in the audit for SACS.
- Grant administrative add ons are held centrally at the system office.
- The system colleges are currently in the process of negotiating with the system office to receive part of the administrative overhead.
- Dr. Hughes will discuss the Board's concern regarding administrative overhead to the system office. Board members feel that Gateway should be able to keep this administrative overhead.
- This is a very conservative spending plan; Total 2005 expenditure budget = \$8,776,650 which is \$213,000 less than last year's budget.
- The additional pages are the FY2005 Improvement Objectives with which the college will concentrate focus on the first 10 objectives.
- Note on enrollment – Gateway's enrollment keeps increasing, but what is not increasing is the credit hours each student is taking; as the college grows into a more liberal arts/transfer institution, we will see more students taking less numbers of courses, which means less revenue; the college needs cash paying FTE (full-time students taking 12 credit hours or more).
- Chris Russell will distribute the additional budget breakdown sheets to the Board members prior to the June 7th called meeting.

Secretary Paul and the Budget Committee recommends to the Board of Directors: 1) that quarterly meetings be held to review the budget to keep all members apprised of current budget issues; 2) that the college president will submit the proposed annual operating budget to the Budget Committee of the Board two to three weeks prior to the Board meeting at which time the Board will vote on the proposal; 3) would like to see a history of revenue expenditures; 4) if a financial or budget issue is of a confidential matter, the Budget Committee would submit directly to the Chairman.

Secretary Paul made a motion that the above process be accepted. Motion was approved by those present.

- c. Executive** – Chairman Jordan - no business to report.
- d. Performance Evaluation of the President** – Richard Fowler reported:
 - Six out of eight evaluations have been returned
 - Once the results are tabulated, the spreadsheet will be forwarded to Chairman Jordan

- Results will be reported at the June 7th Board meeting
- One recommendation was that the measurements are confusing; Board suggested that a new evaluation instrument be developed

V. UNFINISHED BUSINESS

- a. There was no unfinished business to report.

VI. NEW BUSINESS

- a. Focused Discussion - SACS Accreditation – Dr. Stebbins gave an update on the SACS accreditation process (copy of presentation is attached to the permanent minutes):
 - Gateway’s application was submitted to SACS for review on August 15, 2003
 - Staff at SACS reviewed and responded to Gateway on March 22, 2004
 - SACS is requesting follow up on six of twelve core requirements – Institutional Effectiveness, two-year degree programs, faculty requirements, library resources, student development and learning support, and financial resources
 - Target date for completion of follow up is August 1, 2004
 - If SACS responds within a reasonable timeframe, Gateway may have a SACS visiting team in late fall

VI. ANNOUNCEMENTS

- a. **Next Meeting** – There will be a called Board of Directors meeting to be held on Monday, June 7th at 6:00 p.m. at the Chamber of Commerce NOR COM Room. The July 12, 2004 meeting will not be held.
- b. **Commencement** – Chairman Jordan reminded everyone present about commencement exercises on Thursday, May 20th at the Northern Kentucky Convention Center.

VII. ADJOURNMENT – Chairman Jordan adjourned the meeting at 7:50 p.m.

Prepared by Sharon Poore, Recording Secretary.

Approved:

Secretary to the Board

Date