



Community & Technical College

**Board of Directors Meeting Minutes**  
**Monday, September 20, 2004, 6:00 P.M.**  
**Chamber of Commerce Nor-Com Room**  
**Covington, KY**

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**BOARD MEMBERS PRESENT:**

Phillip Accardi (Staff Rep)  
Deborah Jo Durr  
Richard Jordan (Chair)

Laural Bishop  
Glen Elsener (Faculty Rep)  
Carol Rich (Vice Chair)

Scott Draud  
Richard Fowler

**BOARD MEMBERS ABSENT:**

Kenneth Paul (Secretary)

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**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  
Mr. Jerry Mahan  
Ms. Terry Mayo  
Ms. Tanzi Merritt, Associate Director of Library and Information Services  
Dr. Dale Myers, Vice President Academic & Student Affairs, College Provost  
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. Hugh Stocks, Director of Library and Information Services  
Dr. Angie Taylor, Vice President, Business & Industry Services, College Provost

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## **I. CALL TO ORDER**

Chairman Jordan called the meeting to order at 6:00 p.m. at the Chamber of Commerce Nor Com Room. The record reflects a quorum was present.

## **II. APPROVAL OF THE MINUTES OF THE June 7, 2004 SPECIAL MEETING**

The minutes of the previous Board of Director's special meeting of June 7, 2004 were approved as distributed.

## **III. OFFICER REPORTS**

### **a. Chairman's Report – Chairman Jordan.**

- Chairman Jordan commended the Evaluation Committee for the outstanding job they did during the Performance Evaluation of the President.

### **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 introduced Dr. Hugh Stocks, Gateway's Director of Library and Information Services. Dr. Stocks introduced Ms. Tanzi Merritt, Gateway's new Associate Director of Library and Information Services.
- Dr. Hughes presented a display of finishes for Phase I of the Boone Campus (carpets, tiles, furnishings, etc.). The building is over 50% complete, with a projected finishing date between April – May 2005.
- Gateway will represent it's response to the SACS letter by October 15, 2004. SACS will review the response and be in contact regarding if they recommend a visiting team in Spring 2005.
- The Urban Learning Center, under the direction of Meg Winchell, received the Unity Award for organizations from the Northern Kentucky Area Development District.
- The Gateway Foundation Board is in the process of considering the expansion of it's membership. This is in anticipation of the Gateway capital campaign. If anyone has nominations to be considered for Foundation membership, please contact Dr. Hughes or Chairman Jordan.
- Through the efforts of Marinell Brown and Children's, Inc., a partnership was formed whereby Gateway will provide articulated credit for students who receive training in Montessori education.

- Dr. Angie Taylor and Dr. Hughes will be meeting with Randy Rademacher, President of Comair, to finalize the Memorandum of Agreement between Gateway and Comair. After 2½ years of development, Gateway will begin the Aviation Mechanic's Program in January. It is anticipated that the college will receive a jet engine from GE for use in demonstrations for the program.
- Mae Keszei, Director of Public Relations, is coordinating a regional National Conference of Marketing and Public Relations conference in Northern Kentucky to be held October 4 – 6, 2004 at the Marriott in Covington. Dr. Hughes commended Mae for all her efforts in coordinating this event.
- Dr. Angie Taylor gave a brief report on the School of Technical Careers and how it was formed. The School of Technical Careers was created by combining Business and Industry Services and Industrial Maintenance, Transportation, and Information Technology (copy is attached to the permanent minutes). Also, attached is a listing of companies that Gateway is partnering with for employee training purposes.
- Dr. Hughes introduced Dr. Dale Myers, newly hired Vice President for Academic and Student Affairs and College Provost. Dr. Myers is currently working on Gateways student success model from the time a student is recruited until the time they graduate (copy of the functional chart is attached to the permanent minutes).

Dr. Myers discussed the functions of each area of the recruitment and completion functional chart. Along with the realigning of the functional areas, Michael Krause of the KCTCS office will act in a consulting basis working with Dr. Myers to conduct focus groups to develop the new functional process and timeline.

Chairman Jordan stated that it is critical to walk the first-year students completely through the process so that they get started on the right foot in the college environment.

- KCTCS Combined Faculty Senate – Marinell Brown, Chair of the KCTCS Faculty Senate, discussed briefly the KCTCS combined Faculty Senate (a copy of the description is attached to the permanent minutes). Each of the 16 college districts has a voice on the senate committee. The senate committee is authorized by the KCTCS Board of Regents. The primary goal of the Faculty Senate is to determine academic policy, curriculum, and the rights of students.

#### IV. SPECIAL ORDERS

- a. Election of Officers – Article 4.2 – Deborah Jo Durr read article 4.2, Election of Officers. Chair Jordan stated that the Board will elect three Nominating committee members. Volunteers were Deborah Jo Durr, Glen Elsener, and Laural Bishop. Deborah Jo Durr will serve as Chair.

Upon motion by Carol Rich and seconded by Richard Fowler the Nominating Committee will be as follows: Deborah Jo Durr, Chair, Glen Elsener, and Laural Bishop will serve as the Nominating Committee. Motion passed unanimously.

The election of officers will take place at the fall annual meeting to be held on November 8, 2004.

- b. Schedule of Regular Meetings – Article 5.1 – Deborah Jo Durr read article 5.1, Schedule of Regular Meetings. The schedule of the 2004-05 Board of Director's meetings was discussed at the previous Board meeting.

Deborah Jo Durr stated that every committee chair needs to make both written and verbal reports at the Fall Annual Meeting of their respective committee's activities during the past year.

#### V. STANDING COMMITTEE REPORTS

- a. **Bylaws/Rules** – no additional reports.
- b. **Budget/Summary Review** – no report.
- c. **Executive Committee** – no report.
- d. **Performance Evaluation of the President** – Richard Fowler reported that the Performance Evaluation of the President was held on August 24, 2004 with Richard Jordan, Richard Fowler, Carol Rich, and Phil Accardi to meet with Dr. Hughes to discuss the report that had been compiled for his previous year's performance. Also, the KCTCS job description was reviewed. The committee will be designing their own performance appraisal tool for next year. Dr. Hughes has agreed to submit his goals for the coming year and will present them at the next Board meeting.

#### VI. UNFINISHED BUSINESS – there was no unfinished business to report.

## VII. NEW BUSINESS

- a. **Developing Partnerships S.O.A.R. Team Report** – Jackie Freeman, Team Leader, and Jerry Mahan, Team Co-Leader, and Dorsey Jones, PLT Liaison gave a report on their team’s progress (a copy of the team’s purpose and objectives is attached to the permanent minutes).
- Team charter has been developed
  - Team objectives have been developed
  - A partnership survey will be conducted prior to reaching a decision on partnerships in which to concentrate efforts; will educate each other in partnership development and programs
  - Excellent communication and problem solving tool for the college
  - Team activities and recommendations will be posted on the Intranet
  - Team is comprised of a myriad of faculty and staff from all campuses/programs

Several Board members commented on the need for feedback on S.O.A.R. recommendations. Dr. Hughes indicated that a formal response system was implemented and all activities are recorded and posted on the Gateway Intranet.

- b. **Title III** – Dr. Hughes introduced Dr. Jack Lundy, Associate Professor of English and Edgewood Campus Director. Dr. Lundy was a principal author of the Title III grant (the grant received 300 points of a possible 300 points which was a great accomplishment). Ms. Dale Meyer, GCTC Grant Writer, was a co-author.

Dr. Lundy discussed the grant and the development process (a copy of the presentation is attached to the permanent minutes).

- c. **HRSA Nursing Report** – Dr. Hughes introduced Terry Mayo, Coordinator of Nursing, to discuss the HRSA Nursing Report. The grant is for \$738,000 for three years. Terry Mayo and Ms. Dale Meyer were authors of the grant. The funding will establish the Gateway to Nursing Program to increase the enrollment and retention of disadvantaged and ethnic minority students in Gateway’s ADN Program by providing pre-entry preparation activities for high school and adult students and retention activities for disadvantaged and ethnic minority students enrolled in the ADN Program.
- d. **Campus Expansion** – Dr. Hughes addressed the campus expansion plans as follows:
- The college needs a long-term master plan for the entire college. This could possibly be part of the college’s capital campaign.
  - The Edgewood Campus expansion is on hold due to a lack of a state budget. It is a top priority for new facilities.

- The Covington Campus is the 2<sup>nd</sup> oldest in KCTCS, is land locked, and hard to get to; it has a high value as real estate for private developers.
- The Park Hills Center is rapidly filling.
- The college is looking at potential sites for an urban campus in Covington; the ULC was created to assist urban core students; the President is working with the Mayor of Covington to identify potential sites in the Covington area.

**VIII. ANNOUNCEMENTS**

- a. **Future Meetings** – The Budget Committee will meet on October 25, 2004; the KCTCS Benefactor’s Gala will be held on October 30, 2004 in Lexington, and the Board’s Annual Meeting will be held on November 8, 2004.

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

Prepared by Sharon Poore, Recording Secretary.

Approved:

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Secretary to the Board

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Date