



**Board of Directors Meeting Minutes**  
***Monday, January 24, 2005, 6:00 P.M.***  
***Chamber of Commerce Nor-Com Room***

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**BOARD MEMBERS PRESENT:**

Phillip Accardi (Staff Rep)	Laural Bishop	Scott Draud
Deborah Jo Durr	Glen Elsener (Faculty Rep)	Richard Fowler
Teresa Fredwest (Student Rep)	Kenneth Paul (Secretary)	Carol Rich (Vice Chair)

**BOARD MEMBERS ABSENT:**

Rick Jordan (Chairman)

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**OTHERS PRESENT:**

***GCTC Faculty/Staff:***

Ms. Marinell Brown, Early Childhood Development  
Dr. Ed Hughes, President/CEO  
Mr. Dorsey Jones, Executive Vice President  
Ms. Mae Keszei, Director of Public Relations  
Ms. Paula Kuhnen  
Dr. Jack Lundy, Professor and Edgewood Campus Administrator  
Dr. Dale Myers, Vice President Academic & Student Affairs, College Provost  
Mr. Steve Popple  
Mr. Chris Russell, Vice President, Administrative & Business Affairs  
Ms. Kim Schraffenberger  
Dr. Chuck Stebbins, Vice President, Institutional Research, Planning & Effectiveness  
Dr. Angie Taylor, Vice President, Business & Industry Services, College Provost

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## **I. CALL TO ORDER**

In the absence of Chairperson Rick Jordan, Vice-Chair Carol Rich 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 MEETING**

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**

- Vice-Chairperson Rich introduced Ms. Teresa Fredwest, new student representative to the Board of Directors who will serve on the Board through June 2005. Ms. Fredwest is studying Graphic Design at Gateway.
- Upon special request to address the Board, Vice-Chairperson Rich called upon Jim Lewis to address the meeting. Mr. Lewis stated that on 12/3/04, the KCTCS Board of Regents voted to seek passage of legislation that would reduce the current number of elected faculty regents from the community and technical components from six to three will risk losing the current balance and stability of the KCTCS Board of Regents and should be withdrawn from the proposed legislative agenda (a fact sheet is attached to the permanent minutes). If this occurs, Mr. Lewis voiced concern that the "technical side" of the system would not have a voice on the Board of Regents and ask the Board to take the issue under consideration.

Following discussion, Vice Chairperson Rich thanked Mr. Lewis.

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

- **Boone Campus** – The opening of the Boone Campus is anticipated for June or July 2005. \$270,000 is currently in the Governor's budget that would give Gateway enough money for opening. We are hopeful if a budget is passed during the legislative session, Gateway could get an additional \$220,000 for serving students. Construction delays have reduced the project contingency considerably. \$750,000 will be needed from private sources for additional equipment; Senator Bunning has secured \$500,000 in a federal grant through the Department of Education which can be used for equipment needs.

- Dr. Hughes will be representing Gateway at the Chamber of Commerce Washington Fly-In February 2 & 3 along with 65 community members. Meetings are scheduled with approximately 20 congressional representatives in key legislative positions that could help fund projects in our region. The Chamber has ranked two GCTC projects (\$750,000 planning grant for the Edgewood Campus “Emergency Services Center”; and a \$10 million federal portion for Phase II at the Boone Campus for the Center for Manufacturing Competitiveness) at the top of its list (behind the Brent Spence Bridge project) for federal funding.
- The American Design Drafting Association has provided three of the highest certifications to Gateway’s Computer Aided Drafting Program. John Hanlon, lead instructor, has worked very hard over the past year to make these certifications a reality.
- Former GCTC student Board representative, Tammy Roseberry, has recently been diagnosed with MS. Sharon Poore will distribute a note from Tammy’s supervisor at St. Elizabeth if anyone would like to send notes/cards of encouragement.
- The Mazak Corporation has agreed to provide Gateway with two \$2,000 scholarships per year for students pursuing a career related to manufacturing.
- Lowe’s has granted Gateway ten \$2,000 annual scholarships for five students in business/management and five in the construction trade.
- Gateway has adopted Sixth District Elementary School in Covington as a BEST partner through the Northern Kentucky Chamber. Various members of the faculty and staff have adopted classrooms as pen pals, will participate in “book talk” lunches with students, have hosted students for Halloween and Christmas celebrations, and provided a tour of the Edgewood campus. The entire college faculty and staff will visit the school on February 22<sup>nd</sup> for a student presentation.

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

**Strengthening Regional Economic Development S.O.A.R. Team**

presentation by Ms. Paula Kuhnen and Dr. Angie Taylor – recommendations and accomplishments from this team (report attached to the permanent minutes):

- Team’s #1 priority is to increase the regions’ awareness of GCTC by increasing a comprehensive marketing plan, complete revision of the GCTC website, telephone/voicemail with correct and easy navigation, and the marketing of current and consistent materials for distribution to students and community members

**Increasing Access S.O.A.R team**

presentation by Mr. Steve Popple, Ms. Kim Schraffengerger, and Dr. Jack Lundy - recommendations from this team (report attached to the permanent minutes):

- Team’s purpose is to identify and recommend college actions that develop, improve, and maintain dynamic educational programs and

- services that provide increased access to college programs and services to an increasingly diverse population in the region.
- Team's objectives: to identify the need for and develop new and existing programs to attract a diverse population; maximize the use of technology to increase student access to college information and services, expand the college's commitment to the Urban Learning Center; develop a full capability to provide needed training and/or educational activities and work with TANK to provide affordable public transportation to all college sites; work with area employers to identify current or anticipated workforce needs in developing new certificate, diploma, and AAS degree programs to meet identified needs; and serve as catalyst to establish a regional, world-class system of Life/Career decision-making with self-defined career path options
  - **PLT Review of S.O.A.R. Mid-Year Reports** – Dr. Hughes explained to the Board that the President's Leadership Team (PLT) had asked all S.O.A.R. teams to conduct team self analysis to review the S.O.A.R. process that is now one year old. Each team was asked four questions: 1) what should we stop doing; 2) what should we start doing; 3) what should we keep; and 4) what barriers does each team have. The PLT evaluated all responses which are listed on the attached report in the permanent minutes. Top concerns were: more training, team membership rotation, and the communication process.

#### IV. **STANDING COMMITTEE REPORTS**

- a. **Bylaws/Rules** – no report.
- Budget/Summary Review** – no report.
- b. **Executive Committee** – no report.
- c. **Performance Evaluation of the President** – no report.

#### V. **UNFINISHED BUSINESS**

- a. **School of Technical Careers** - Dr. Angie Taylor reported on two activities as follows:
  - On January 25<sup>th</sup>, the senior class at Holmes High School will be at Citigroup to hear presentations about Gateway. The goal is to introduce a new program that is a cohort format to encourage Holmes seniors to enroll at Gateway and become employed at Citi, who in turn will pay their tuition.
  - Audio Visual Technology Specialist Certificate – Pilot Certificate Program – (overview is attached to the permanent minutes) this is a certificate program designed to equip students with the skills necessary to enter the Audio Visual installation and sales fields. It is also designed to provide

the information needed to successfully attain the Certified Technology Certificate (CTS) offered by the International Communications Industries Association (InfoComm). Gateway has partnered with NOR-COM to pilot the Audio Visual Technology Specialist which begins this January. This is the first of its kind in the country.

**b. Academic & Student Affairs Reorganization** – Dr. Dale Myers provided the Board with a follow-up report on activities in his area as follows:

- Dr. Michael Krause from the system office, along with a transition team, has been working with Gateway to identify areas of improvement. As a result of the team's findings, 33 specific recommendations were made. These recommendations have been classified into four groups: 1) the admission process and retention plan; 2) the registrar's office/function; 3) the development of an advising center (career planning/placement) resources identified; and 4) the registration process. A copy of the Krause Report is attached to the permanent minutes and will be sent to the Board members.

## **VI. NEW BUSINESS**

### **a. Board Retreat – February 19, 2005**

Vice Chair Rich reminded Board members of the Board of Director's Retreat to be held on Saturday, February 19, 2005, 9 a.m. at the Metropolitan Club in Covington, KY. The morning portion of the retreat will be facilitated by Dr. Michael Glenn, Vice President, Fidelity Investments. A self-assessment survey was distributed to members for their individual input (copy is attached to the permanent minutes).

**b. Program Brochure Template** – Ms. Mae Keszei an example of the new program brochure template to all members present. This template will be used to market programs that are available at Gateway.

## **VII. CLOSED SESSION**

Vice Chair Rich moved the Board into a closed session following KRS 61.810 (1) (c), "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 Board entered into closed session.

Following the closed session, Vice Chairperson Rich called the meeting to order and noted that no action was taken by the Board during the closed session.

**VIII. ADJOURNMENT** – Vice Chairperson Rich adjourned the meeting at 8:10 p.m.

Prepared by Sharon Poore, Recording Secretary.

Approved:

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Secretary to the Board

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Date