



## Board of Directors Annual Meeting Minutes

*Monday, November 14, 2005, 6:15 P.M.  
Gateway Community & Technical College  
Boone Campus*

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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)	Rick Jordan (Chair)	Kenneth Paul (Secretary)
Carol Rich (Vice Chair)		

### BOARD MEMBERS ABSENT:

All members were present.

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### OTHERS PRESENT:

#### ***GCTC Faculty/Staff:***

Ms. Marinell Brown, Division Chair, Education, Arts & Physical Sciences  
Ms. Laura Cook, Vice President, Resource Development & External Affairs  
Dr. Rob Deger, Highland Heights Campus Administrator  
Mr. Lee Flischel, Chair, Gateway CTC Foundation  
Ms. Joann Fredwest, Team Leader, Celebrating Excellence S.O.A.R. Team  
Dr. Ed Hughes, President/CEO  
Dr. Jack Lundy, Special Assistant to the President  
Dr. Dale Myers, VP & Provost, Academic & Student Affairs  
Ms. Sharon Poore, Executive Assistant & Recording Secretary to the Board of Directors  
Mr. Chris Russell, Vice President, Administrative & Business Affairs  
Dr. Chuck Stebbins, Vice President, Institutional Research, Planning, & Effectiveness  
Ms. Debbie Sumpter, Senior Administrative Assistant, President's Office  
Dr. Angie Taylor, Vice President, Business & Industry Services, College Provost  
Ms. Margaret Thomson, Director of Public Relations  
Ms. Ingrid Washington, Dean of Student Affairs

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## I. CALL TO ORDER

Chairman Jordan called the meeting to order at 6:15 p.m. at the Gateway Community and Technical College Boone Campus. The record will reflect that a quorum was present.

## II. APPROVAL OF THE MINUTES OF THE SEPTEMBER 19, 2005 MEETING

The minutes of the previous Board of Director's meeting of September 19, 2005 were approved with the following correction: Meeting Evaluation Form – Mr. Accardi voted against the motion. The correction will be made to the permanent minutes.

## III. OFFICER REPORTS

### a. Chairman's Report

- Chairman Jordan began his report by stating this is the Board's fourth year together and the first meeting held at the new Boone Campus.
- **Gateway Foundation Update** – Chairman Jordan introduced Mr. Lee Flischel, Chairman of the Gateway Community and Technical College Foundation. Mr. Flischel gave a brief update on Foundation activities (a copy of the report is attached to the permanent minutes). Topics of discussion: 1) Foundation membership; 2) purchase of the Park Hills Center; 3) scholarships; 4) the debut of Gateway's new community newsletter in January; and 5) preparation for the capital campaign to raise \$10 million; feasibility study will be conducted soon.
- **Executive Committee Annual Report** – Chairman Jordan gave an update on the Executive Committee (a copy of the report is attached to the permanent minutes). Topics of discussion related to the Board's Project Task List developed at the February 19, 2005 Board Retreat - the top deal makers/deal breakers, reappointment of the Board of Director members, President/CEO Succession Plan, marketing and brand image for the college, risk assessment, Board member engagement, etc.

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

- **SACS Update** – Dr. Hughes called on Dr. Lundy to give a brief report on the status of Gateway's SACS application for candidacy status which was submitted on November 1, 2005. A copy of the SACS application and supporting documents was displayed and available for each Board member's review.
- **COE (Council on Occupational Education) Update** – Dr. Hughes called on Dr. Stebbins to give a brief report on the COE update process.
  - Dr. Michelle Deeley is leading the COE reaccreditation process
  - A structured self-study will be conducted prior to the site visit

- A COE site visit is scheduled for April 11 – 14, 2006
  - Drs. Hughes and Stebbins will be attending the COE Annual Convention in Kansas on November 17 – 19
- **Enrollment Report** – Dr. Hughes called on Dr. Dale Myers to give Gateway’s latest enrollment report (a copy of the enrollment report is attached to the permanent minutes). Dr. Myers reported on the following: 1) the college will no longer use a one-day registration process; 2) a “right start” pilot program was conducted for the fall semester which consisted of the implementation of the Advising Center; 3) the addition of a second bi-term, eight-week series of classes for those students that were not able to enroll in the beginning of the fall semester allowing 126 new students to enroll; and, 4) online registration is available for the spring 2006 semester and thus far, 684 registrations have occurred for the spring semester.

Richard Fowler asked about those students being poorly prepared for college. Dr. Myers stated that about 47% of students need at least one developmental/remedial class (usually math). Those students taking remedial courses have a 50% or better success rate in their program.

Carol Rich asked if data is available that would indicate those students beginning college directly after high school versus those entering college five or more years later. Dr. Chuck Stebbins will do the research and prepare a report.

**Enrollment Trends** – Dr. Hughes distributed copies of the latest enrollment trends covering the last five years (a copy of the report is attached to the permanent minutes). Dr. Hughes called attention to the increase in Gateway’s enrollment over the last five years and the reduction of tuition waivers. The waivers occur due to state and system agreements for dual enrollment and apprenticeship programs. Trends show growth and increases in part-time students with more students adding to the college’s bottom line, as well as an increase in pass-through dollars for federal and state financial aid. Also, trends are showing a more diverse student population over the past five years. Gateway’s enrollment in technical education programs and liberal arts courses are increasing. Gateway is at an all time high in enrollment for the fall 2005 semester.

- **Student Government Association** – Dr. Hughes asked Ms. Ingrid Washington, Dean of Student Affairs, to report on the formation of Gateway’s Student Government Association. Ms. Washington reported the following:
  - The process has begun to reactivate the SGA, with meetings being held this week. Thus far, 20 students have responded.
  - SGA Bylaws have been created and approved by the President’s Leadership Team.
  - A Student Volunteerism Committee and a Campus Activities Board will be incorporated within the SGA.

- Elections for SGA officers will be held in the spring.
- **Hurricane Katrina Efforts** – Dr. Hughes reported that Gateway’s Advertising Club has adopted its counterpart at Mississippi Gulf Coast Community College and has raised funds to support 10 students there. In addition, Gateway has adopted a family from the college that literally lost everything. Ms. Tess Fredwest provided the Board with additional information.
- **Integrated Manufacturing Program** – Dr. Hughes asked Dr. Angie Taylor to give a brief report on the new Integrated Manufacturing Program.
  - Dr. Taylor reported that the Manufacturing Career Pathways continues to have exciting results. Dr. Taylor, Barb Stewart (WIB), and David Miller wrote a grant that awarded the Northern Kentucky Area Development District for the WIB \$500,000 over two years. Gateway was a partner in the implementation of the grant.
  - Tony Clarke presented three new degrees to the Workforce Investment Board.
  - The Expanding Horizons Grant is going very well with Newport and Simon-Kenton High Schools (grades 8 – 12).
  - Latino Community Center.
- **Celebrating Excellence S.O.A.R. Team Report** – A presentation was made by Ms. Joann Fredwest, Team Leader (a copy of the presentation is attached to the permanent minutes). A major accomplishment for the team was the awarding of the first Spirit of Excellence Awards on October 28, 2005 to Ms. Clara Fister, faculty representative, and to Ms. Jenni Hammons, staff representative. Ms. Pat Dault is the team’s Co-Leader, and Ms. Sharon Poore serves as the PLT Liaison.
- **Strengthening Regional Economic Development** – In the absence of the Team Leader, Ms. Paula Kuhnen, Mr. Glen Elsener, Co-Team Leader gave the presentation (a copy of the presentation is attached to the permanent minutes). Mr. Elsener reported that the team has been charged with supporting the COE reaffirmation process. Additionally, the team has been establishing specific procedures to organize and standardize Advisory Committee activities.

#### IV. SPECIAL ORDERS

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

Chairman Jordan asked for nominations from the floor. No additional recommendations for officers were made and the nominations closed. Ms. Durr made a motion to accept the recommended slate of officers; motion was seconded by Richard Fowler. Motion passed unanimously.

- B. Schedule of Regular Meetings – Article 5.1 – Parliamentarian Durr read article 5.1, Schedule of Regular Meetings. The schedule of the 2005-06 Board of Director’s Meetings was discussed at the previous Board meeting (a copy of the suggested meetings is attached to the permanent minutes). The schedule of meetings for 2006 stands as presented.

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):

- **Bylaws Committee Annual Report** – Report was given by Ms. Deborah Jo Durr that included: 1) creating an amendment for Article III Section 4. Student Member; 2) a meeting evaluation form was developed and approved to be used at the desire of each Board member at the conclusion of each Board meeting; and, 3) topics are being reviewed for inclusion in a Board Members Handbook.

**Article III, Section 4** – Ms. Deborah Jo Durr read the old and new guidelines for student members of the Board of Directors. The new guideline was read as follows: “The Student member shall be chosen by the student government association (SGA). He/she must be a full-time student who maintains permanent residency in the Commonwealth of Kentucky. The student member shall serve for a one (1) year term which shall begin on September 2 and end on August 31 of each year. Should the student government association for any reason neglect to elect a student member within sixty (60) days of term commencement or vacancy, the Chair of the Board of Directors shall ask the Dean of Students for three names of candidates. The Chair will then interview and appoint the student member to serve the remainder of that term.” (A copy of the new guideline is attached to the permanent minutes). The Board of Directors voted unanimously to adopt the change in Article III, Section 4.

- **Budget/Summary Report** – Secretary Ken Paul reported that the Budget Committee had met four times this year to review the overall financial position of the college.
- **Performance Evaluation of the President** – Richard Fowler presented the Performance Evaluation Committee Report and expressed his appreciation to the committee for its work on the new evaluation form and the processes involved.

Chairman Jordan thanked each committee member for their hard work and dedication on the Standing Committees.

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

## VII. NEW BUSINESS

- A. Legislative Agenda for GCTC/KCTCS – Dr. Hughes distributed a copy of the Council on Postsecondary Education General Fund Capital Project Priorities Recommendations for 2006-08 (a copy is attached to the permanent minutes).

Gateway has three legislative agenda items: 1) A KCTCS special initiative that would generate about \$2 million of recurring funds to the college; 2) funds for construction bonds for the Center for Advanced Manufacturing Competitiveness (Phase II, Boone Campus); and, 3) the funding of an urban campus.

On December 12, 2006, Dr. Hughes and Dr. Michael McCall will host the Northern Kentucky legislative caucus at the new Boone Campus. Both Drs. McCall and Hughes will make presentations to caucus members. In order for Gateway to grow, our state appropriation needs to increase. Ms. Deborah Jo Durr suggested that Dr. Hughes send talking points to the Board members prior to the December 12 legislative event.

- B. Other – Ms. Deborah Jo Durr thanked Chairman Jordan for his hard work and service to Gateway's Board of Directors over the past year.

## VIII. ANNOUNCEMENTS – Chairman Jordan gave the following announcements:

- **December 12, 2005 – 8 a.m.** – Northern Kentucky Legislative Meeting with Dr. Michael McCall, KCTCS President, and area legislators  
**10 a.m.** – Boone Campus Dedication & Grand Opening
- **Monday, January 9, 2006** – Board Budget Committee Meeting
- **Monday, January 30, 2006** – Board of Directors Meeting
- **Tuesday, April 11, 2006** – Council on Occupational Education (COE) Opening Social – Boone Campus – Board member attendance is requested
- **Tuesday, April 11 – 14, 2006** – Council on Occupational Education Site Visit – all campuses
- **Thursday, May 18, 2006** – GCTC Commencement Exercises – Northern Kentucky Convention Center.

## IX. ADJOURNMENT – Chairman Jordan adjourned the meeting at 8:45 p.m.

Prepared by Sharon Poore, Recording Secretary.

Approved:

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Secretary to the Board

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Date