



Community & Technical College

**Board of Directors Meeting Minutes**

*Monday, March 21, 2005, 6:00 P.M.*

*Chamber of Commerce Nor-Com Room*

**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

**OTHERS PRESENT:**

***GCTC Faculty/Staff:***

Ms. Paula Daly, Team Leader – Investing in Employees S.O.A.R. Team  
 Mr. Kevin Donohoo, Co-Team Leader – Celebrating Excellence S.O.A.R. Team  
 Mr. John Hanlon, Co-Team Leader – Investing in Employees S.O.A.R. Team  
 Dr. Ed Hughes, President/CEO  
 Mr. Dorsey Jones, Executive Vice President  
 Ms. Mae Keszei, Director of Public Relations & Team Leader, Celebrating Excellence  
 Dr. Jack Lundy, Professor and Edgewood Campus Administrator  
 Dr. Dale Myers, Vice President Academic & Student Affairs, College Provost  
 Mr. Mike Riley,  
 Mr. Chris Russell, Vice President, Administrative & Business Affairs  
 Dr. Angie Taylor, Vice President, Business & Industry Services, College Provost

## **I. CALL TO ORDER**

Chairman Jordan called the meeting to order at 6 p.m. at the Northern Kentucky Chamber of Commerce NOR COM Room. The record will reflect that a quorum was present.

## **II. APPROVAL OF THE MINUTES OF THE JANUARY 24, 2005 MEETING**

The minutes of the previous Board of Director's meeting of January 24, 2005 were approved as distributed.

## **III. OFFICER REPORTS**

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

- Chairman Jordan thanked all Board members for participating in the Board of Directors Retreat on Saturday, February 19, 2005.
- Chairman Jordan also thanked everyone for working with the General Assembly during the recently completed session.

### **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 members of the Gateway faculty and staff that were in attendance at the meeting.
- Dr. Hughes called attention to a partnership formed with Citigroup called "Holmes High School Future Focus" that is designed to help students prepare for work. Dr. Hughes asked Dr. Angie Taylor discuss the program. A group of students from Holmes High School are progressing through a series of assessments and classes designed to support their entry into employment.
- A new Leadership Certificate Program at Gateway has been approved by the KCTCS Board of Regents; also the Associate of Applied Science in Massage Therapy will be considered for approval in the next few months.
- The Boone Campus is at about 75% completion; completion date is anticipated for July 2005 and scheduled classes are anticipated for spring 2006.
- Paula Kuhnen, Assistant Professor of Nursing, and Cindy Sproehle, Coordinator of the Assessment Center, have been named Gateway's 2005 New Horizons Award recipients.
- The college received a silver medal award at the KCTCS Marketing Competition. The overall marketing effort was judged to be the second best in the competition. The marketing program is headed by Ms. Mae Keszei. Dr. Hughes introduced Ms. Keszei.

- Christine A. Buckner, a student at Gateway, was elected as the technical student representative to the KCTCS Board of Regents. Christine replaces another Gateway student, Andy Donelan, in July.
- Five Gateway students from the Visual Communications Arts program won prestigious “ADDY” awards at the annual regional American Advertising Federation on February 19<sup>th</sup> in Cincinnati. There were four competitions for students at which Gateway won three of the awards. Toni Bloom heads the program at Gateway.
- Gateway Cosmetology instructor, Tammy Rouse, passed her certification exam and is now a licensed esthetician instructor (skin care professional).
- The KCTCS Board of Regents has approved the following compensation plan for Gateway employees for 2005-06: 1) a tuition increase of \$6 per credit hour; and 2) a compensation package for employees – 4% increase for employees in the KCTCS personnel system, 3% increase for employees in the state personnel system, and a \$500 non-recurring bonus for employees that receive the highest evaluation rating.
- Dr. Hughes asked Dr. Myers to comment on the Advising Center. A team has been working on a design of the Advising Center to streamline and centralize the admissions and transcribing aspects of student records. It is hoped that the center will be operational by the summer term. Also, on-line registration is in the testing phase, with hopes of being operational by fall 2005.
- Dr. Hughes distributed a “draft” copy of how the \$15.3 capital funding might be distributed for the Allied Health Sciences Center and the Center for Manufacturing Competitiveness at the Boone Campus (copy is attached to the permanent minutes). It is anticipated that the Allied Health Center will be operation by 2007. Operational dollars for the Boone Campus depends on the allocation dollars from KCTCS.
- The college received a follow-up letter from the SACS consultant with suggestions for improvement of the application for candidacy. The college is responding to the suggestions and will submit its final update by May 2, 2005. If the application is successful, a SACS candidacy visiting team will make a visit in early fall.
- Dr. Hughes shared with those present a developing partnership with The Brighton Center called Recovery Kentucky. Those Board members present discussed their concerns and the need for more detailed information regarding having this facility located on the Boone Campus site.

Mr. Ken Paul, made a motion to call a special meeting on Monday, March 28<sup>th</sup> at 5:30 p.m. to further review the Recovery Kentucky proposal. Motion was seconded by Ms. Deborah Jo Durr.

- Dr. Hughes discussed the Student Appeals process as stated in the Student Code of Conduct (a copy is attached to the permanent minutes). Every student has the right to appeal grades or other academic issues and must follow the attached process.

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

**Celebrating Excellence S.O.A.R. Team** presentation by Ms. Mae Keszei, Team Leader, Mr. Kevin Donohoo, Co-Team Leader, and Ms. Sharon Poore, PLT Liaison – recommendations and accomplishments from this team (report attached to the permanent minutes):

- Team's recommendations include the exploration of honoring employees on a quarterly basis (May, June, September, and December). The team's major accomplishments include: recognition for Jim Callahan's Honorary Degree, Random Act of Kindness Award, United Way fundraising & basket, and being a cohesive group that works well together.

**Investing in Employees S.O.A.R. Team** presentation by Ms. Paula Daly, Team Leader, Mr. John Hanlon, Co-Team Leader, and Mr. Chris Russell, PLT Liaison – recommendations from this team (report attached to the permanent minutes):

- Team's activities and recommendations include: New Employee Handbook, GCTC Employee of the Month, a Gateway employee discount program to receive various discounts, financial management/stress management workshops, and to provide a full-time Professional Development Coordinator for Gateway faculty and staff members.

Chairman Jordan thanked and congratulated both S.O.A.R. teams for their investment and hard work spent on team efforts in making things happen at Gateway. Chairman Jordan also commended the entire S.O.A.R. process and how it has evolved over the past 18 months.

**IV. STANDING COMMITTEE REPORTS**

- Bylaws/Rules** – Parliamentarian Durr reported that the committee has been assigned several tasks as a result of the Board Retreat. The committee will report on activities at a future Board meeting.
- Budget/Summary Review** – no report.
- Executive Committee** – Chairman Jordan distributed a copy of a project list that was developed during the Board Retreat in February. Action plans were reviewed and dates assigned (a copy of the project list is attached to the permanent minutes).
- Performance Evaluation of the President** – Rev. Fowler presented the new instrument to use for the President's Evaluation for review by the Board (a copy is attached to the permanent minutes). The committee is proposing a new process to give the Board more opportunity to measure and grade the

evaluation. After discussion by those present, it was suggested that a scale of 1 to 10 be used and to combine both instruments to better fit the evaluation needs of the job description. After suggestions were made, the committee will revise the instrument for revisions and report at the special meeting of the Board on March 28, 2005. The President's evaluation by the Board is expected to be completed by mid-May.

## V. UNFINISHED BUSINESS

### a. Provost Progress Reports:

- **Academic & Students Affairs** – Dr. Dale Myers, College Provost - the following activities were reported:
  - Reorganization of student services, admissions, and registrar and how do we deliver these services to students is going well; and
  - A provost council has been established.
- **School of Technical Careers** – Dr. Angie Taylor, College Provost – the following activities were reported:
  - All entities under the School of Technical Careers are working well together with positive outcomes;
  - AHEC was recently honored an award from the Boy Scouts for their career programs at St. Elizabeth; and
  - Working on a possibly partnership with Burlington Pharmacy for the Edgewood Campus

## VI. NEW BUSINESS

### a. Student ID Cards – Mr. Chris Russell

- Identification equipment has been secured at all campuses for all faculty, staff, and students for fall semester ID implementation.

### b. Evaluation of Board Meetings – Chairman Jordan

- It was suggested at the Board Retreat in February that all Board meetings be evaluated. It was suggested that a form be prepared for future Board meeting evaluations.

### c. Next Board Meeting Date Change – Chairman Jordan

- Due to a business commitment for Chairman Jordan, the May Board of Directors meeting will be changed to Monday, May 23, 2005. An Executive Committee meeting will be held at 5:15 p.m., with a Budget

Committee meeting being held at 5:30 p.m. The meetings will be held at the Edgewood Campus.

**VIII. ADJOURNMENT** – Chairman Jordan adjourned the meeting at 8:25 p.m.

Prepared by Sharon Poore, Recording Secretary.

Approved:

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Secretary to the Board

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Date