



Community & Technical College

Board of Directors Meeting Minutes

Monday, September 19, 2005, 6:00 P.M.

Chamber of Commerce

NOR COM Room

BOARD MEMBERS PRESENT:

Phillip Accardi (Staff Rep)

Deborah Jo Durr

Teresa Fredwest (Student Rep)

Carol Rich (Vice Chair)

Laural Bishop

Glen Elsener (Faculty Rep)

Rick Jordan (Chair)

Scott Draud

Richard Fowler

Kenneth Paul (Secretary)

BOARD MEMBERS ABSENT:

All members were present.

OTHERS PRESENT:

GCTC Faculty/Staff:

Ms. Laura Cook, Vice President, Resource Development & External Affairs

Dr. Michelle Deeley, Assistant Professor, Communications

Dr. Rob Deger, Highland Heights Campus Administrator

Dr. Ed Hughes, President/CEO

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

I. CALL TO ORDER

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

II. APPROVAL OF THE MINUTES OF THE MAY 23, 2005 MEETING

The minutes of the previous Board of Director's meeting of May 23, 2005 were approved as distributed.

III. OFFICER REPORTS

a. Chairman's Report

- Chairman Jordan extended thanks to Richard Fowler and the Evaluation Committee for their involvement in the President's evaluation process. Dr. Hughes has provided Chairman Jordan with a response to the Board's request to reduce some of his external commitments by 20%, as well as the reduction in 19 hours/month of those commitments.
- Chairman Jordan also expressed thanks to Gateway's faculty and staff members that were involved in the opening of the new Student Advising Center. Ms. Carole Reed-Mahoney and Dr. Dale Myers were leaders in the Advising Center effort.
- Chairman Jordan asked Dr. Hughes to introduce new members of the Gateway family:
 - Ms. Ingrid Washington, Dean of Students – Ms. Washington gave brief comments on the new Student Advising Center. The Advising Center was opened this summer and met with and advised 380 students.
 - Ms. Debbie Sumpter – new Senior Administrative Assistant in the President's office.
 - Ms. Laura Cook – new Vice President for Resource Development and External Affairs.
 - Ms. Margaret Thomson – new Director of Public Relations.
 - Dr. Jack Lundy has assumed a new position in the President's office to assist in the SACS Accreditation/Candidacy process.
- Chairman Jordan gave a report on the Executive Committee Meeting. The focus of the meeting was to review the eleven project items from the Board of Director's Retreat in February. Chairman Jordan also reported that all items were being reviewed by the respective Board committees. The following items were reported:
 - A succession plan for the President and the Board of Directors has been drafted and will be discussed at a later date.

- Dr. Hughes had prepared a report to the Board that included that nine of the ten member's terms end on June 30, 2007; according to statutes, each member will serve until replaced.
- Ms. Thomson will be developing a plan to market the college and will share the plan at a later Board meeting.
- Chairman Jordan referred other projects to the respective Committee Chairs for review during their committee reports.

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

- Council on Occupational Education Accreditation Report – Dr. Hughes called on Dr. Michelle Deeley (Assistant Professor of Communication and Chair of the COE Accreditation Committee) to share information regarding the COE reaffirmation process (a copy of the presentation is attached to the permanent minutes).
 - Enrollment for fall semester is projected at 2% over fall semester 2004. The enrollment of freshman and sophomore students (1,840) has increased by 20% over last year. More students will be registered for bi-term courses. By November 1, 2005, Gateway will have a total of 2,677 students enrolled in courses.
 - The KCTCS Board of Regents is expected to approve a new associate degree in Integrative Manufacturing in November. Dr. Angie Taylor gave a brief overview of the new degree program. This program is a career pathway driven by local employers to have more training that the employer's need to have more prepared and productive workers. Mr. Tony Clarke, Ms. Rebecca Moening, and Mr. Alan Hall have led the effort. (A flow chart showing the program is attached to the permanent minutes). In addition, Ms. Dale Meyer and Mr. Tony Clarke have submitted a National Science Foundation grant application which would aid in the further development of the Manufacturing Career Pathways.
- Dr. Taylor also discussed additional degrees being developed. An apprenticeship program will be developed for carpentry and plumbing; an automotive technology AAS degree is also being pursued. Mr. Phil Accardi spoke about a training course for security officers, with the idea of the course being bilingual for the Latino community. Also, Ms. Rebecca Moening and Mr. Accardi have been meeting with police chiefs in the Northern Kentucky area researching the possibility of offering an AAS in Criminal Justice (with four options: criminal justice, law enforcement, corrections, and security and loss prevention).
 - Dr. Taylor reported that Gateway received approval from KCTCS to submit a grant for a pilot for the workplace Spanish program proposal; eight industries are currently involved in taking workplace Spanish. Dr. Taylor thanked Mr. Glen Elsener for working with the Strengthening Economic Development S.O.A.R. team for advisory groups.

- Chairman Jordan expressed his thanks to Mr. Clarke for his work and input in the above projects.
- Dr. Hughes continued with his President's report in recognizing Ms. Marinell Brown for being reelected as Chair of the KCTCS faculty senate; also, Dr. Valerie Wheat participated in the KCTCS President's Leadership week long seminar, which is one of the best leadership development programs in the country.
- A final walk through for the Boone Campus has been scheduled for October 5; furniture and equipment is currently being delivered. The Business and Industry Services faculty and staff anticipate moving to the campus in late October or early November.
- The Recover Kentucky Program continues; between now and June 2006, Gateway will be working with Brighten Properties to transfer properties; there is no cost to the college for the transfer of property.
- Gateway is still committed in seeking a location for the urban campus in Covington. A meeting was held with the new Covington City Manager.
- The college is embarking on a "Right Start" theme for the year that will focus on providing services, classes, and activities for students. It is designed to have every student begin his/her Gateway experience ready to begin the right classes on time and with minimal barriers to overcome. Under the leadership of Ingrid Washington, Dean of Students, a team will look into a variety of issues and activities.

IV. SPECIAL ORDERS

- a. Election of Officers – Article 4.2 – Ms. Deborah Jo Durr read article 4.2, Election of Officers. Chairman Jordan stated that the Board will elect three Nominating Committee members. Mr. Scott Draud, Ms. Deborah Jo Durr, and Rev. Richard Fowler were nominated.

Upon motion by Mr. Glen Elsener and seconded by Mr. Phil Accardi, the Nominating Committee will consist of Scott Draud, Deborah Jo Durr, and Richard Fowler. Motion passed unanimously.

- b. Schedule of Regular Meetings – the schedule for the 2006 Board of Director's meetings will be reviewed at the next Board meeting to be held on Monday, November 14, 2006 (a copy of the proposed 2006 Board Meeting dates is attached to the permanent minutes for information purposes).

V. STANDING COMMITTEE REPORTS

- a. **Bylaws/Rules** – Parliamentarian Deborah Jo Durr reported that the committee had met regarding the student member of the Board (report is attached to the permanent minutes). Ms. Durr requested the members to review and be prepared to vote on the suggested amendment at the November meeting.

- Ms. Durr presented a meeting evaluation form and suggested that a card be developed to be used at the conclusion of each Board meeting. The purpose of the evaluation form is to evaluate the content and process of each Board meeting that will promote openness and trust between Board members to speak openly (a copy of the proposed form is attached to the permanent minutes). A motion was made by Ms. Durr to make this form available at each Board meeting. Motion passed unanimously. The evaluation form will be made available at each meeting for each member to complete and forward to Vice Chair Carol Rich for review and reporting purposes.
 - Additional areas that the Bylaws/Reviews Committee will be addressing in future meetings:
 - o Define roles and responsibilities for all Board members
 - o Define committees of the Board members
 - o Will write an attendance policy
 - o Clarify annual meeting requirements and committee reports
 - o Conflict Resolution
 - o Open Meetings and Executive Sessions
 - o Create protocol for items to be addressed by the Board
 - o The Bylaws/Reviews Committee will be developing a Board handbook that will include all the above items, as well as the Succession Plan.
- b. Budget/Summary Review** – Committee Chair Ken Paul reported on the Budget Committee Review meeting (a copy of the report is attached to the permanent minutes). Mr. Paul made a motion to accept the Budget Committee Meeting 1st Quarter Report. Motion passed unanimously.
- Mr. Paul asked Dr. Hughes to report on the Stafford student loan issue. Dr. Hughes explained that the issue was a series of human and computer issues which created late issuance of some student loan checks. There were three colleges in the KCTCS system affected including Gateway. As a precaution, all Gateway students have been notified that their checks may be delayed. Dr. Hughes praised the college’s one person financial aid office for its work to resolve the problem.
- c. Performance Evaluation of the President** – Rev. Richard Fowler reported that the committee met with President Hughes on July 26, 2005 to review his evaluation. The final report was then submitted to President McCall on July 29, 2005. Rev. Fowler thanked the committee for their assistance in the process and stated that the new model is excellent and reflects the role from KCTCS and allows all members of the Board to participate and keep their focus on the purpose of the process.

VI. UNFINISHED BUSINESS – Chairman Jordan reported there was no unfinished business to report at tonight’s meeting.

VII. NEW BUSINESS

- a. Dr. Hughes presented a 30-minute PowerPoint presentation that he will give to the KCTCS Board of Regents in Becoming a Comprehensive Community and Technical College on September 23, 2005 (a copy of the presentation is attached to the permanent minutes). Dr. Hughes thanked Chuck Stebbins and Sharon Poore for their efforts in preparing the presentation.

VIII. ANNOUNCEMENTS – Chairman Jordan gave the following announcements:

- a. The November Board meeting will be the Board’s Annual Meeting at which time oral and written committee reports will be given. The November meeting has been changed from November 7 to November 14, 2005 and will be held at the Boone Campus.
- b. There will be a combined GCTC Board of Director’s and GCTC Foundation meeting scheduled in the near future.

IX. ADJOURNMENT – Chairman Jordan adjourned the meeting at 8:20 p.m.

Prepared by Sharon Poore, Recording Secretary.

Approved:

Secretary to the Board

Date