



Community & Technical College

## Board of Directors Meeting Minutes

*Monday, January 30, 2006, 6:00 P.M.  
Gateway Community & Technical College  
Boone Campus*

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### BOARD MEMBERS PRESENT:

Phillip Accardi (Staff Rep)	Laural Bishop	Scott Draud
Glen Elsener (Faculty Rep)	Richard Fowler	Teresa Fredwest (Student Rep)
Rick Jordan (Chair)	Carol Rich (Vice Chair)	

### BOARD MEMBERS ABSENT:

Deborah Jo Durr                      Kenneth Paul (Secretary)

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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. Michelle Deeley,  
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  
Dr. Angie Taylor, Vice President, Business & Industry Services, College Provost  
Ms. Margaret Thomson, Director of Public Relations  
Mr. Eric Turner, Increasing Access S.O.A.R. Team Leader  
Ms. Ingrid Washington, Dean of Student Affairs

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## I. CALL TO ORDER

Chairman Jordan called the meeting to order at 6:00 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 NOVEMBER 14, 2005 MEETING

The minutes of the previous Board of Director's meeting of November 14, 2005 were approved as distributed.

## III. OFFICER REPORTS

### a. Chairman's Report

- **Executive Committee Report** – Chairman Jordan asked Vice Chair Carol Rich to report on the comments from the meeting evaluations from the previous meeting (a copy of the evaluation report is attached to the permanent minutes). After discussion, those present made suggestions to lessen the number of copies of the recent news releases and have available at each meeting.
- **Task List** – Chairman Jordan reported that the Board Task List would be reviewed at the next Board of Directors meeting.

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

- Hurricane Katrina – Richardson Family - The college community collected over \$2,500 in cash donations as well as a van full of personal items for the Richardson family whose home was destroyed during the recent hurricane. Ms. Richardson is a financial aid coordinator at Mississippi Gulf Coast Community College. Ms. Amy Monson and her husband, Dick delivered the personal items on December 27, 2005 to the family.
- A new class of registered nurses was admitted to the January term. New classes for RN's will be made available in the fall and spring of each year. This was made possible by an additional financial commitment from St. Elizabeth Medical Center of \$150,000; total financial commitment over five years will be \$5 million. The first RN class will graduate this May.
- Dr. Hughes asked Dr. Taylor to speak about the request for Gateway to be a major partner in a program to train heavy equipment operators for the highway construction industry. GCTC will partner with the Workforce Investment Board, the Kentucky Department of Transportation, and Brighton Center to offer the 15-week training to individuals beginning February 27 at the Park Hills Center. This is a replication of a project begun at Elizabethtown CTC.

- Gateway and NKU business department faculty have been meeting to discuss the transfer of GCTC business classes. As a result of these meetings, three basic business and accounting classes offered at GCTC will be accepted directly into the NKU business degree option. More discussions are planned that would provide additional transfer classes.
- Dr. Hughes asked Dr. Dale Myers to give a report on spring enrollment – (a copy of the enrollment report is attached to the permanent minutes).
  - Spring enrollment as of January 20, 2006 was 1,768, with an 18.4% increase over spring 2005.
  - Student credit hours generated by the enrollment also increased from 13,096 in 2005 to 16,136 in 2006, with an increase of 23%.
  - Average student load is 9.1 credit hours over the previous year of 8.8.

Rick Jordan asked Tess Fredwest for student reaction regarding the new enrollment processes. Ms. Fredwest stated that overall student reaction was positive; however, she noted that high risk students seem to do better with face-to-face contact.

- **Campus Renderings** – Dr. Hughes presented renderings for the Phase II of the Boone Campus, as well as the addition to the Edgewood Campus.
  - The RFP for Phase II, Boone Campus will be submitted for the 144,000 sq. ft. facility, costing \$36.6 million. \$26.5 million has been included in the Governor's budget. Manufacturers in the area have encouraged the Governor to strongly support this facility due to the creation of jobs and economic impact it will have on our local economy over the next 10 years.
  - The Edgewood Campus expansion Phase A design is complete; Phase B detailed schematics with current technology will be completed over the next 45 days. Gateway is working with St. Elizabeth Medical Center to develop an entrance opposite their main entrance off Thomas More Parkway; goal for construction to begin is August 2006, with an anticipated occupancy for spring 2008.
- **COE Update** – Dr. Hughes asked Dr. Michelle Deeley to give an update on the COE self-study process (a copy of the presentation is attached to the permanent minutes).
  - The COE steering committee is currently on track for the COE visiting team; working document is posted on the intranet, and the self-study book is complete.
  - The self-study visiting Chair, Dr. Linda Barrow, will be on site on March 1 & 2, 2006 to read the report and confirm that Gateway is on track and ready for the COE Visiting Team in April.
  - An opening night social will be held on April 11, 2006, 7 p.m. at the Boone Campus. All members of the Board of Director are encouraged to attend. Invitations will be sent in early March. Board members should

- be prepared to receive calls from the Visiting Team and make themselves available for any questions from the team.
- Chairman Jordan asked how this process compares with SACS accreditation. Dr. Deeley indicated that the processes are similar in nature.
  - Dr. Hughes thanked Dr. Deeley, Dr. Stebbins, and Dr. Lundy for leading Gateway's team efforts in the preparation for the COE Visiting Team and SACS Candidacy Application.
- **SACS Update** – No additional news to report.
  - **Marketing Plan Update** – Dr. Hughes introduced Ms. Margaret Thomson and asked her to give a report on Gateway's marketing progress to date (a status report of all program brochures is attached to the permanent minutes).
    - All program brochures will be completed and printed within the next 60 to 90 days.
    - The President's office currently has three graphic arts interns from the VCA program assisting with marketing materials.
    - Ms. Toni Bloom, VCA instructor, designed the template for all program brochures, and Mr. Henry Bang, Printing Technology instructor, will be printing the brochures in-house.
  - **Urban Campus Update** – Dr. Hughes reported that dialogue is continuing with the City of Covington to locate an urban campus in Covington and a potential partner.
  - **Increasing Access S.O.A.R. Team Report** – A presentation was made by Mr. Eric Turner, Team Leader. Mr. Andrew Washington is the team's Co-Leader, and Dr. Jack Lundy serves as the PLT Liaison.
    - The team has subdivided into four sub-groups
      - Data – Steve Popple – data collection and demographics
      - Student Transportation Resources – Andre Washington
      - Right Start – Eric Turner – student and employee orientations
      - Health Related – Dr. Jack Lundy – high profile programs

Chairman Jordan thanked the team for their hard work and enthusiasm.

**IV. STANDING COMMITTEE REPORTS** – The Standing Committee Chairs provided oral reports as follows:

- **Bylaws Committee Annual Report** – No report was given due to the absence of Deborah Jo Durr, Parliamentarian.

- **Budget/Summary Report** – The Finance Committee met on January 9, 2006. Chris Russell is currently working on the financial statements. The report will be mailed to Board members if interested.
- **Performance Evaluation of the President** – Richard Fowler distributed a timeline for the President’s Leadership Team Evaluations (a copy of the timeline is attached to the permanent minutes). Packets will be sent to each Board member on March 17, 2006. The Board’s review must be completed by the end of April or the first of May and submitted to Dr. McCall at the KCTCS office by the end of May.

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

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

**VI. NEW BUSINESS**

- A. Major Gifts Campaign** – Ms. Laura Cook reported on the progress of the campaign, procedures, and schedule for implementing the feasibility study interviews (a copy of the presentation is attached to the permanent minutes).
- The case for support/outline is currently in the writing stage.
  - A timeline has been established.
  - Feasibility study is scheduled to begin in April 2006.
  - Ms. Cook thanked her support staff consisting of Ms. Margaret Thomson, and Ms. Dale Meyer for their help with the process.

**B. Scott Winegartner Scholarship Benefit** – Ms. Laura Cook announced that a scholarship benefit in memory of Scott Winegartner will be held on Tuesday, February 21, 2006 from 5 – 9 p.m. at Dickman’s Sports Café in Ft. Wright, KY. Scott had been pursuing a nursing career at Gateway when he tragically died in a car accident last fall. Scott’s father, Gary Weingartner, is establishing a scholarship fund in Scott’s name at Gateway. Donation forms were distributed to those present.

**C. Legislative Agenda Tasks** – Rick Robinson, Gateway Foundation member, is leading a group to target key members of the legislature regarding the current legislative session. Dr. Hughes reported that Board members might receive periodic requests for them to contact key legislators to deliver key messages regarding legislative issues that affect Gateway. Dr. Hughes will be making periodic trips to Frankfort, as well as attending the Chamber sponsored Washington, D.C. Fly-In on February 8 – 9, 2006.

**VII. ANNOUNCEMENTS** – Chairman Jordan gave the following announcements:

- **Monday, March 20, 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.

**VIII. ADJOURNMENT** – Chairman Jordan adjourned the meeting at 7:35 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

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Secretary to the Board

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Date