



Board of Directors Annual Meeting Minutes

*Monday, November 20, 2006, 6:00 P.M.
Gateway Community & Technical College
Boone Campus*

BOARD MEMBERS PRESENT:

Philip Accardi (Staff Rep)	Laural Bishop	Scott Draud
Deborah Jo Durr	Glen Elsener (Faculty Rep)	Richard Fowler
Rick Jordan (Chair)	Ken Paul (Secretary)	Sean Reynolds (Student Rep)
Carol Rich (Vice Chair)		

BOARD MEMBERS ABSENT:

All Board Members were present.

OTHERS PRESENT:

GCTC Faculty/Staff:

Ms. Marinell Brown, Division Chair, Education, Arts & Physical Sciences
Dr. Rob Deger, Highland Heights Campus Administrator & History Professor
Dr. Kandi Deitemeyer, Provost
Ms. Patricia Goodman, Dean, Institutional Research, Planning, and Effectiveness
Dr. Ed Hughes, President/CEO
Ms. Sharon Poore, Executive Assistant & Recording Secretary to the Board of Directors
Mr. Doug Roberts, Interim Vice President, Business Affairs
Dr. Angie Taylor, Vice President & Provost, School of Technical Careers
Ms. Margaret Thomson, Director of Public Relations

I. CALL TO ORDER

Chairman Jordan called the meeting to order at 6 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 18, 2006 MEETING

The minutes of the previous Board of Director's meeting were approved as distributed.

III. OFFICER REPORTS

A. Chairman's Report

- Executive Committee Report – Chairman Jordan began his report by stating this is the Board's fifth year together, and that this is the Board's annual meeting. No Executive Committee meetings have been held. Chairman Jordan thanked all Board committees for their work throughout the past year.
- Ms. Carol Rich reported on the evaluation forms from the September 18, 2006 meeting. Eight evaluations were submitted to Ms. Rich (a copy of the report is attached to the permanent minutes). One comment addressed was the idea of a timed Board meeting agenda. After discussion, Board members present concluded that a timed idea agenda concept would not work for the current Board.
- Board of Directors Appointment Process – Chairman Jordan reported that, by statute, terms of all Board members (except the faculty, staff, and student representative) expire June 30, 2007 and that legislative action is required to change this provision. Board members wishing to be reappointed by the Governor should contact Edwin Orange in Frankfort. Mr. Jordan requested all Board members appointed by the Governor to apply for reappointment. Dr. Hughes indicated that the nomination forms will be sent via email to the Board members.

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

- **SACS Update** – Drs. Hughes and Deitemeyer will be attending the Southern Association of Colleges and Schools annual meeting on December 8 – 12, 2006 at which time it is expected that the Commission will notify the college of a decision to send a visiting team in spring 2007. Dr. Hughes will notify the Board accordingly.

- **Enrollment Report – Fall Semester** – Dr. Hughes introduced Ms. Patricia Goodman, the new Dean of Institutional Research, Planning, and Effectiveness. Ms. Goodman will also serve as the college's COE/SACS accreditation liaison. Dr. Hughes asked Ms. Goodman to present an analysis of Gateway's current fall enrollment (a copy of the report is attached to the permanent minutes). She reported the following:
 - As of November 1, enrollment is 3,185 students, up 8% from 2,952 a year ago
 - Notable trends show an increase in female students of 16%, and combined freshman and sophomore enrollment from 1,767 to 2,285
 - Full-time enrollment is up 14.6%
 - The ULC is also seeing an increase in enrollment, up 22% over last year

- **Construction Project Update** – Dr. Hughes gave an update on the Edgewood Campus Allied Health Sciences Center project. Hemmer Construction is on site and the construction project has begun; they are hopeful that the project will be completed ahead of schedule. The college's IT department will have a webcam set up on the college's internet that will allow individuals to follow the construction progress.

- **Student Success** – Elizabeth Combs, a GCTC student, was chosen as the recipient of the Kentucky Association of Cooperative Education and Career Employment (KACECE) Mary Bacon Award for the Outstanding Community and Technical College Co-op/Intern Student for 2006-07. Elizabeth was honored for this achievement at an awards luncheon on November 2. Elizabeth was a co-op student at Proctor and Gamble.

- **National Technical Education Honor Society** induction ceremony will be held on November 30, 2006 at 4 p.m. This is the largest class that has been invited to join the society.

- **Business and Industry Services** – Dr. Hughes asked Dr. Angie Taylor to deliver the report:
 - Through Research and Development, five career pathway projects are underway in manufacturing, business, IT, carpentry, and plumbing;
 - 38 Citigroup employees and 36 Thomson Learning employees are currently enrolled in the Operations Management Certificate;
 - An Accounting specialist Certificate is currently being piloted at IRS, with 35 employees enrolled; total new students through the Business Career Pathway is 109;
 - 83 Citigroup employees were enrolled as new students for this semester, all all-time high enrollment; and
 - Gateway nominated Citigroup for the P-16 Council's Contribution to Collaboration Award in which they won.

- Dr. Taylor thanked Mr. Glen Elsener, Board member, and the Strengthening Regional Economic Development S.O.A.R. team for organizing the Advisory Group meetings, which were a huge success
- **Business and Industry** – Dr. Hughes reported that Dr. Michael B. McCall, KCTCS President, will be meeting with business and community leaders in Northern Kentucky on January 18, 2007 that focuses on how Gateway CTC can create stronger partnerships and corporate advocacy. The idea is to put KCTCS and its 16 colleges in the forefront of workforce development. More information will be forwarded in the near future.
- **Gateway’s Strategic Needs Analysis (SNA)** – Dr. Hughes asked Mr. Doug Roberts, Interim Vice President for Business Affairs, to give an update on the SNA process. Mr. Roberts briefly described the process that is used to establish priorities for budgetary matters.
- **Provost Report** – Dr. Hughes asked Dr. Kandi Deitemeyer, Provost, to provide the Board with her report (a copy of the report is attached to the permanent minutes). Highlights included the following:
 - Gateway is working with Covington Independent Schools to offer eight classes at Holmes High School in the spring. The classes will compliment those of the ULC. The effort will be marketed to the community as a new gateway to the urban core of Covington;
 - The Criminal Justice Program will admit its second cohort of students in January in an evening program designed to meet student scheduling needs;
 - Accelerated weekend/evening programs – exploring a nail tech program for spring 2007 on a weekend rotation; Medical Coding and Reimbursement Specialist will become an accelerated evening and on-line program offering for fall 2007;
 - Ms. Charlene McGrath has been promoted to Director of Library and Information Services; a search for a new Librarian and Associate Director is underway;
 - Mr. Perry Carroll has been hired as Gateway’s Registrar to begin December 1; assistant registrar search will begin soon; and
 - New Advising Center construction will be completed in January.
- **HR Office Update** – Dr. Hughes reported that several changes will be affecting the Human Resource office – Margie Raines, HR Director, will be retiring in March 2007; Linda Munson – HR Coordinator has announced her retirement for December 2006. Searches are currently underway for these two positions.

IV. SPECIAL ORDERS

A. Nominating Committee Report – Parliamentarian Durr read Article 4, Section 2 Nominating Committee procedures and recommended the slate of officers for election as follows:

- Richard Jordan (Chair)
- Carol Rich (Vice Chair)
- Ken Paul (Secretary)

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

Chairman Jordan appointed Ms. Deborah Jo Durr as Parliamentarian and Chair of the Bylaws and Rules Committee, Mr. Ken Paul, Chair of the Budget Review Committee, and Rev. Richard Fowler, Chair of the Performance Evaluation of the President Committee.

B. Schedule of Regular Meetings – Article 5.1 – Parliamentarian Durr read article 5 Section 1, Schedule of Regular Meetings. The schedule of the proposed 2007 Board of Directors' meetings was discussed (a copy of the meeting schedule is attached to the permanent minutes). The schedule of meetings for 2007 stands as presented, with a revision to add the Bylaws Committee meeting to the meeting schedule.

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/Rules Committee** – Parliamentarian Durr reported on the following activities by the committee:
 - The committee is charged with reviewing and recommending changes to the Bylaws and Operating Rules of the Board that included: 1) Board Handbook was developed and will be presented today for adoption. The Board Handbook was adopted by the Board members present.
- **Budget/Summary Review** – Secretary Paul reported that the committee met four times in 2006. The committee reviewed the fiscal year budget for 2006-07; initial revenue budget approved by the Board was \$12,188,935 and was amended by KCTCS to \$12,352,600. He recommended that the Board annually adjust the final approved budget in September to reflect KCTCS adjustments. The report was approved.
 - Doug Roberts presented budget highlights and answered questions (his report is attached to the permanent minutes).

- **Performance Evaluation of the President** – Mr. Fowler presented the Performance Evaluation Committee Report and the process used in the President’s evaluation. Overall, the process worked very well and is expected to be used for future evaluations.

Chairman Jordan thanked each committee member for their work and dedication to the Steering Committees.

VI. UNFINISHED BUSINESS

- **Major Gifts Campaign Update** – In the absence of Ms. Laura Cook, Dr. Hughes noted the following (a copy of the report is attached to the permanent minutes):
 - The first meeting of the Campaign Management Committee has been held;
 - The first meeting of the Gateway Alumni Association will be held in February; and
 - Nursing scholarship benefactor Gary Weingartner was named Gateway’s Benefactor of the Year at the recent KCTCS President’s Gala and Benefactors Banquet on November 11.

VII. NEW BUSINESS

- **Master Campus Plan** – Dr. Hughes reported on the Boone Campus Master Plan. He noted the following:
 - The plan is a general outline of where buildings will be sited and how they will be used
 - A schematic of the Phase II building was displayed as well as a drawing of the long-range campus
 - The Phase II design phase has been an inclusive process that included faculty, staff, and members of the manufacturing industries.

VIII. EXECUTIVE SESSION

Chairman Jordan moved the Board into a closed session following KRS 61.810 (1) (f), “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.” Rev. Richard Fowler made a motion to move into Executive Session. The motion was seconded by Ms. Laural Bishop. Motion was approved unanimously.

The Board meeting was resumed by Chairman Jordan at 8:30 p.m.

IX. ANNOUNCEMENTS – Chairman Jordan gave the following announcements:

- **Board Budget Committee Meeting** – Monday, January 8, 2007.

- **Next Board Meeting** – Board of Directors Meeting scheduled for Monday, January 29, 2007.

X. ADJOURNMENT – Chairman Jordan adjourned the meeting at 8:35 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

Secretary to the Board

Date