



Community & Technical College

Board of Directors Meeting Minutes

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

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)	Ken Paul (Secretary)
Carol Rich (Vice Chair)		

OTHERS PRESENT:

GCTC Faculty/Staff:

Mr. Ric Bowen, Team Leader, Capacity Building S.O.A.R. Team
Ms. Marinell Brown, Division Chair, Education, Arts & Physical Sciences
Ms. Laura Cook, Vice President, Resource Development & External Affairs
Dr. Rob Deger, PLT Liaison, Capacity Building S.O.A.R. Team
Dr. Ed Hughes, President/CEO
Dr. Dale Myers, VP & Provost, Academic & Student Affairs
Ms. Sharon Poore, Executive Assistant & Recording Secretary to the Board of Directors
Ms. Melissa Sears, Co-Team Leader, Capacity Building S.O.A.R. Team
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 6:00 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 JANUARY 30, 2006 MEETING

The minutes of the previous Board of Director's meeting of January 30, 2006 were approved as distributed.

III. OFFICER REPORTS

A. Chairman's Report

- **Executive Committee Report** – Chairman Jordan called on Ms. Carol Rich to report on the evaluation forms from the previous meeting. Seven evaluations were submitted to Ms. Rich, with favorable comments.
- **Board Retreat Project Task List** – Chairman Jordan reviewed the list of deal makers/deal breakers (a copy of the updated task list is attached to the permanent minutes).

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

- **Academic and Student Affairs**
 - Dr. Hughes asked Dr. Dale Myers, College Provost, to report on the academic and student affairs areas of the college. Dr. Myers reviewed with those present the Program Review Criteria, the program review cycle, and what is needed in order to review all GCTC offered programs (a copy of the criteria is attached to the permanent minutes).
 - Dr. Hughes asked Dr. Angie Taylor, Vice President, Business and Industry Services, to give a brief review of the happenings in her area:
 - Manufacturing Career Pathway - the proposal has been submitted to Dr. Hughes for his approval. A Manufacturing Marketplace and Open House will be held on March 22, 2006 beginning at 5:30 p.m. at the Boone Campus.
 - Associate of Applied Science degree in Manufacturing Engineering Technology – is now available (copy is attached to the permanent minutes), which will allow students to gain the skills and knowledge required to work as an engineering technician in an advanced manufacturing environment.
 - Security Seminar Lunch Series for Businesses – copy of the workshop series is attached to the permanent minutes.

- **SACS/COE Update** – Dr. Hughes gave the following updates:
 - **COE** – Dr. Linda Barrow, assigned as Gateway’s COE chairperson, visited Gateway on March 1 and 2. Dr. Barrow certified that Gateway is ready for the COE Visiting Team on April 10 – 13, 2006. The team will consist of nine members to assist in Gateway’s reaffirmation process. The evening social to welcome the team will be held on Monday, April 10, 2006 beginning at 5:30 p.m. at the Boone Campus. All Board members are encouraged to attend. Also, Board members can expect telephone contact from the visiting team. It is anticipated that the visiting team will provide Gateway with a status report on April 13, 2006 before their departure.
 - **SACS** – no new information to report.
- **Celebrating Employees**
 - Laura Cook, Vice President for Resource Development and External Affairs, has been named one of the Top 10 in the region for advertising, marketing, and public relations by the Women’s Business Cincinnati publication.
 - Two Gateway students from the Visual Communications Arts Program received awards at the annual ADDY Awards. Rick Neltner won the National Judges Best of Show, the Local Judges Best of Show, and a silver ADDY for package design. JoDee Wilson received a silver ADDY for her package design. Toni Bloom is the instructor for the VCA program.
- **Edgewood Campus Expansion** – Phase B conceptual design will be completed on April 4, 2006. The expansion is on track. Bids are anticipated in mid-July and hiring of a contractor anticipated in August. The project is expected to be completed in approximately 15 months.
- **Legislative Update** – Dr. Hughes briefly reviewed the budget issues for Senate Budget Version for Gateway (copy of presentation is attached to the permanent minutes). Dr. Hughes expressed thanks to the Northern Kentucky Legislative Caucus for their strong support of Gateway’s projects.
- **12th Street Project** – Dr. Hughes presented a proposed site plan for the 12th Street Project (a copy of the site plan is attached to the permanent minutes). The college is working with St. Elizabeth Medical Center and Healthpoint Family Medical to develop a 12-acre site adjacent to I-75/71 and 12th Street in Covington for its Urban Campus.

- **Capacity Building S.O.A.R. Team Report** – A presentation was made by Mr. Ric Bowen, Team Leader, Ms. Melissa Sears Co-Team Leader, and Dr. Rob Deger PLT Liaison:
 - Mr. Ric Bowen gave a brief background of where the team has been and the challenges they have faced. Team meeting attendance has increased, they have been working on space utilization issues at Gateway, and the team charter is being reviewed and revised.
 - Ms. Melissa Sears discussed the present activities: the team has made several recommendations 1) to have all departments in the college become involved in space utilization issues, 2) a comprehensive college calendar, and 3) creation of a surplus equipment database be developed and posted on the GCTC intranet.
 - Dr. Rob Deger reviewed future roles that the team will be addressing: 1) organizational issues; 2) improvement in communication; 3) their role in leadership development; and 4) survey processes.

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

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

A. Bylaws Committee Annual Report – Ms. Deborah Jo Durr gave the following report:

- The committee has been working on a Board of Director’s Handbook that will include Board member responsibilities, committees of the Board, an attendance policy, clarified annual meeting and annual report dates, closed session/open meeting laws clarification. A draft is anticipated to be presented at the May Board meeting.

B. Budget/Summary Review - no report.

C. Performance Evaluation of the President – Rev. Richard Fowler reported that the committee will be meeting following tonight’s Board meeting. The evaluation process will be issued to the Board within the next few weeks, with anticipated completion of the evaluation process by the end of May.

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

V. UNFINISHED BUSINESS

A. Student Advising – Ms. Teresa Fredwest reported that she has been receiving comments from student regarding advising. Students feel as if they are being misadvised in class scheduling. Ms. Marinell Brown will check into the matter. The new advising center will help in this process, with advising

sheets being distributed to students. A two-year academic plan is currently in the development process. Suggestions made were to:

- Create a S.O.A.R. team consisting of students to address the advising issues; and
- Have SGA report student issues of this nature to the student representative on the Board of Directors.

Ms. Ingrid Washington reported that the SGA is currently in the process of organization and electing officers for the 2006-07 academic year.

VI. NEW BUSINESS

- A. KCTCS Tuition Increase** – Dr. Hughes reported that the KCTCS Board of Regents has approved a tuition increase of 11%, or \$109 per credit hour for in-state students.
- B. Gateway Foundation** – Ms. Deborah Jo Durr stated she would like to have an update on Foundation activities at each Board meeting. Chairman Jordan, who is an ex-officio member on the Foundation, will give a Foundation update at each Board of Director’s meeting. Dr. Hughes gave the following update:
 - The Foundation is currently in the process of developing committees (fundraising and finance); and
 - A major gifts campaign will be conducted, with the feasibility study to begin in the first two weeks of May; the Clements groups will conduct the interviews and will test a wide variety of projects (including buildings, scholarships, etc.).

VII. ANNOUNCEMENTS – Chairman Jordan gave the following announcements:

- **Monday, April 10, 2006** – Council on Occupational Education (COE) Opening Social – Boone Campus – Board member attendance is requested
- **Tuesday, April 11 – Thursday, April 13** – Council on Occupational Education Site Visit – all Gateway campuses
- **Monday, May 1, 2006** – Board Budget Committee Meeting
- **Monday, May 15, 2006** – Board of Director’s Meeting
- **Thursday, May 18, 2006** – Gateway Commencement Exercises – Northern KY Convention Center 7 p.m.

VIII. ADJOURNMENT – Chairman Jordan adjourned the meeting at 7:50 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

Secretary to the Board

Date