



## **Board of Directors Meeting Minutes**

***Monday, September 18, 2006, 6:00 P.M.  
Gateway Community & Technical College  
Boone Campus***

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### **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.

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### **OTHERS PRESENT:**

#### ***GCTC Faculty/Staff:***

Ms. Marinell Brown, Division Chair, Education, Arts & Physical Sciences  
Ms. Laura Cook, VP, Resource Development & External Affairs  
Dr. Rob Deger, Highland Heights Campus Administrator & History Professor  
Dr. Kandi Deitemeyer, Provost  
Ms. Sonnie Fee, Co-Chair, Investing in Employees S.O.A.R. Team  
Dr. Ed Hughes, President/CEO  
Ms. RuthAnne Kolumba, PLT Staff Representative & Student Affairs  
Ms. Sharon Poore, Executive Assistant & Recording Secretary to the Board of Directors  
Mr. Sean Reynolds, 2006-07 Student Representative to the Board of Directors  
Mr. Doug Roberts, Interim Vice President, Business Affairs  
Ms. Kim Schraffenberger, PLT Faculty Representative & Division Chair, Business & IT  
Dr. Chuck Stebbins, Vice President, Institutional Research, Planning & Effectiveness  
Ms. Debbie Sumpter, Administrative Assistant, President's Office  
Dr. Angie Taylor, Vice President & Provost, School of Technical Careers  
Ms. Margaret Thomson, Director of Public Relations  
Ms. Teri Von Handorf, Chair, Investing in Employees S.O.A.R. Team  
Ms. Ingrid Washington, Dean of Student Affairs

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## **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 JULY 17, 2006 MEETING**

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

## **III. OFFICER REPORTS**

### **A. Chairman's Report**

- Chairman Jordan welcomed incoming Board Member Sean Reynolds. Sean will serve as SGA student representative to the Board for the upcoming year. Sean is a second semester nursing student at Gateway.
- Chairman Jordan called on Ms. Carol Rich to report on the evaluation forms from the July 17, 2006 meeting. Six evaluations were submitted to Ms. Rich (a copy of the report 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):

- Dr. Hughes introduced the Investing in Employees S.O.A.R. team for their report. The team is lead by Ms. Teri Von Handorf and co-chaired by Ms. Sonnie Fee. Dr. Rob Deger is the PLT-Liaison.

Ms. Teri Handorf reviewed the following:

- Team Purpose – to make recommendations that help retain, develop, and support a diverse and effective faculty/staff, and that promotes an exemplary working and learning environment.
- Team Objectives – 1) enhance and enrich GCTC's workplace environment to make it an even better place to work, and 2) provide activities and information that promotes physical and mental health.
- Past Accomplishments – 1) partnered with AHEC to provide a comprehensive health fair for all GCTC employees, 2) initiated the development of the new Employee Orientation Program and Handbook, and 3) initiated the development of the L.E.A.D. program (Leadership Enrichment and Development).
- Team's Current Projects – 1) currently partnering with Liberty Mutual to provide a series of workshops and services to employees, 2) comprising a comprehensive list of community volunteer opportunities for

employees, and 3) constructing a Code of Service Excellence (what things will set Gateway apart from all other colleges).

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

- Dr. Hughes reminded everyone present that Ms. Von Handorf and Mr. Tony Clarke will be representing Gateway at the KCTCS President's Leadership Seminar.
- **SACS Update** – Dr. Hughes reported that the college submitted the application for candidacy to the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) on August 31. The college is anticipating a response from SACS in the next three to four weeks from the Candidate Review Committee, with an anticipated site visit in the spring 2007. Dr. Hughes thanked Ms. Liz Wipple (a graduate of Gateway) for her help in producing the documents for the application.
- **COE Response** – Gateway is still awaiting a response from COE.
- The college hosted the highest ranking government official in its history on September 8. The Honorable Carlos Gutierrez, Secretary of Commerce in President Bush's administration, joined Congressman Geoff Davis at a briefing about Northern Kentucky at Gateway's Boone Campus. Secretary Gutierrez was very complimentary and engaged with Gateway's Career Pathway's model for manufacturing. The Secretary is a strong supporter of community and technical colleges.
- The preliminary fall enrollment as of September 13 is 2,263, for an increase of 23% over last year at this time. Final headcount totals are projected to be 3,332 (including dual credit, apprenticeships, and others).
- **Student Advising Center** – Dr. Hughes asked Ms. Ingrid Washington, Dean of Student Affairs, to report on the student advising center activities:
  - Ms. Shelby Krentz has been hired as Director of the Advising Center
  - 1,733 students were scheduled for appointments in the Advising Center; of the 1,733, 807 were new students to Gateway, with 744 being returning students.
  - 2,142 telephone calls were logged in the Advising Center (May 16 through September 18).
  - 157 students were add/dropped in five days
  - A classroom is currently being renovated to expand the Advising Center.
  - Enrollment at the Urban Learning Center has increased by 28 to 156 students.
- Dr. Hughes introduced Doug Roberts, a KCTCS staff member, who is serving as Interim Vice President for Business Affairs, replacing Chris Russell who has left the college.

- Dr. Hughes introduced and thanked Ms. Margaret Thomson for her excellent contact and communication with the Kentucky Post, Enquirer, and Community Press. The college has enjoyed a tremendous increase in the number of news articles due to Margaret's efforts. Ms. Thomson reported the following:
  - Ms. Thomson stated that 16 college program brochures have been completed, with 10 currently in the print shop to be produced.
  - A new KCTCS system-wide marketing campaign has been launched; new tag line will be "Higher Education Begins Here" (marketing materials were distributed to those present).
  
- **Construction Projects** – Dr. Hughes reported on the following construction projects currently underway:
  - Groundbreaking ceremonies for the Edgewood Campus expansion are tentatively scheduled for October 6 at 10 a.m. (depending on Governor Fletcher's schedule). The contractor for the project will be Hemmer Industries.
  - Boone Campus Center for Advanced Manufacturing Competitiveness – the college is in design phase meetings with the architect (Omni). The implementation of the campus master plan is currently in progress to develop a long-range plan for the Boone Campus. Discussions will be held over the next three months.
  - Mr. Ken Paul suggested that signage be developed for the Boone Campus that would be visible from Interstate 71/75. Dr. Hughes indicated that signage is part of the Campus Master Plan.
  
- **Capital Campaign Update** – Dr. Hughes asked Ms. Laura Cook to report on the upcoming Capital Campaign. Ms. Cook reported the following:
  - Dr. Pend Armistead, President of the Clements Group, and Ray Clements, Chairman of the Board and founder of The Clements Group, provided a two-day campaign workshop for Gateway and Elizabethtown Colleges in preparation for capital campaigns at each college. Laura Cook, Vice President for Resource Development and External Affairs, Debbie Sumpter, Staff Assistant, and Dr. Hughes attended the workshop.
  - A list of 3,900 prospect names has been developed for the campaign.
  - The case for support has been established, but no goal has been established. The first step will be an internal campaign, followed by the external campaign.
  
- Ms. Laura Cook also reported that plans are underway for a student alumni association. Car decals have been developed for graduates to display on their vehicles; 80 alumni applications have been received thus far. Ms. Cook thanked the Developing Partnerships S.O.A.R. team for their project leadership in the alumni association development.

- Ms. Laura Cook stated that she has been selected as the recipient of the 2006 Donor2 Scholarship to be applied toward the cost of her attendance at the Council on Resource Development's Annual Conference in Washington, DC on November 1 – 4.
- Dr. Hughes invited Dr. Angie Taylor to report on the Leadership, Enrichment and Development Program (LEAD).
  - The program will begin September 25 – 26 at Bracken Ridge and will continue for eight months.
  - Nine participants have been selected by an external panel of reviewers to be in the class of 2006.
  - The LEAD Program was modeled from Leadership Northern Kentucky and Leadership Kentucky. The Investing in Employees S.O.A.R. team provided the framework for the program. Ms. Rebecca Moening, Associate Dean of Academic Affairs, is providing staff support and leadership for the program.
- Dr. Taylor reported Gateway was awarded its second Career Pathways Project for \$260,000 on August 16. The project will be for the business programs.
- **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):
  - Dr. Deitemeyer noted that a second leadership program, led by Professor Marinell Brown, is designed to give division/department chairs, budget center directors, and other key mid-managers specific skills that will aid them in completion of their responsibilities. Professor Marinell Brown is leading this effort.
- **Dr. Chuck Stebbins Retirement** – Dr. Stebbins thanked everyone for their guidance and support during his tenure at Gateway. Dr. Stebbins will retire on September 30. Mr. Jordan expressed his thanks to Dr. Stebbins for his assistance in the President's Search Committee and wished him well in his retirement.
- **Recover Kentucky Project/Brighton Center Update** – Dr. Hughes reported on the progress of the project:
  - Brighton Center Properties has been awarded the Recover Kentucky Center for Women project and will begin construction in the spring.
  - An application is being prepared by the Brighton Center (deadline is October); an RFP has been developed for the day care center and the residential component, which will be called "Scholar House".

**IV. SPECIAL ORDERS** – Election of Nominating Committee – Article 4.2 – Parliamentary Durr read Article 4.2, Election of Nominating Committee. Chairman Jordan opened nominations from the floor. Nominations were: Mrs. Deborah Jo Durr, Mr. Richard Fowler, and Mr. Scott Draud. Upon motion by Mr. Fowler and seconded by Mrs. Durr, the motion carried. Chairman Jordan asked the Nominating Committee to present its slate of officers at the Board’s Annual Meeting in November.

**V. STANDING COMMITTEE REPORTS** – Chairman Jordan opened the floor for standing committee reports. He also reminded all committees that both oral and written reports are due at the next Board’s fall meeting in November.

- **Bylaws/Rules Committee** – Parliamentary Durr reported on the following activities by the committee:
  - The committee has been working on a suggested Board of Director’s Handbook. The handbook will include Board responsibilities, Board member responsibilities, list of committees, annual meeting information, instructions for annual reports, attendance policy for Board members, conflict of interest, updated Bylaws, open meeting laws, closed sessions rules, and rules for special meetings.
  - A draft of the handbook will be made available at the fall annual meeting in November.
- **Budget/Summary Review** – Secretary Paul reported that the Budget/Summary Review Committee has not met due to the transition of the Vice President of Business Administration.
- **Performance Evaluation of the President** – Mr. Fowler gave the following report:
  - The possibility of the evaluation form being done via computer is still in progress.

#### **VI. UNFINISHED BUSINESS**

- **Report of Student Affairs’ Surveys** – Dr. Hughes reported on requested follow-up information regarding the types of surveys that students complete. These reports give the college information about student satisfaction. At Dr. Hughes’ request, Ms. Ingrid Washington, Dean of Student Affairs, reported further on these surveys (a copy of the report is attached to the permanent minutes):
  - Mr. Sean Reynolds suggested the possibility of providing the surveys both electronically and via U.S. mail for better response purposes in order to make survey information beneficial.
  - The survey results will be published no later than January 2007.

#### **VII. NEW BUSINESS**

- **Themes for 2006-07** – Dr. Hughes presented Gateway’s themes for 2006 (a copy of the presentation is attached to the permanent minutes).

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

- **Next Board Meeting** – Chairman Jordan stated that there is a meeting conflict for the next Board meeting. The Board will be polled and another date will be announced.

**IX. ADJOURNMENT** – Chairman Jordan adjourned the meeting at 8:05 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

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Secretary to the Board

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Date