

Executive Summary

*Gateway Community and Technical College
Board of Directors Meeting – September 18, 2006
Boone Campus, Florence, Kentucky*

Meeting Highlights:

Chairman's Report

Chairman Rick Jordan welcomed the new student representative, Sean Reynolds, to the board. Carol Rich reported on the evaluations of the July meeting, which were favorable.

President's Report

Dr. Hughes introduced Teri Vonhandorf and Sonnie Fee, leader and co-leader respectively, of the Investing in Employees S.O.A.R. team. Teri and Sonnie briefed the board on the team's mission and objectives and introduced Dr. Rob Deger, the team's PLT liaison.

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 reported on the following activities and issues:

COE/SACS

As previously reported, the college's final report to COE was submitted in May following the COE visiting team's report. The college is still waiting for the final COE response. The college submitted the application for SACS candidacy on August 31, along with a crate of supporting documents. SACS will review the materials and provide comments to the college. An expedited staff review that will allow the Candidate Review Committee time to make a recommendation to the SACS Commission on Colleges in December has been requested by the College. At that time, the Commission will decide whether to send a visiting team to Gateway in the spring.

Secretary Gutierrez Visit

The college hosted the highest-ranking government official in its history in September when The Honorable Carlos Gutierrez, U.S. Secretary of Commerce, joined Congressman Geoff Davis and other community and business leaders at a briefing about Northern Kentucky at the Boone Campus. The College's presentation focused on the Manufacturing Careers Pathway model. Secretary Gutierrez was very complimentary of our efforts in the careers pathway, workforce development and training areas. Dr. Angie Taylor reported to the Board that Gateway has received a grant to develop a second careers pathway, this time involving business and IT programs.

Increasing Access

The preliminary fall headcount enrollment at September 13 was 2,262 students, a 23.6 percent increase from the approximately 1,830 students enrolled at the same time last year. These totals do not include dual credit, business and industry training, or apprenticeship students. The College anticipates enrolling 650 dual credit students, 420 business, apprenticeship, and other students before the November 1 deadline. Final headcount totals are projected to be 3,332 students, a 12.8 percent increase from last year's total of 2,952. Enrollment at the Urban Learning Center has increased by 28 to 156 students.

Dr. Hughes noted that the college has enjoyed an increased number of articles in the Kentucky Post, Enquirer, and Community Press during the last quarter thanks to the efforts of **Margaret Thomson**. In addition, nearly all of the college's program brochures have been completed.

Strengthening Regional Economic Development

The design process has begun on the \$28.6 million Center for Advanced Manufacturing Competitiveness. A group of employees has been meeting with the architectural firm, Omni (Lexington). The space plan will be completed by October 15. The 100,000 square-foot facility should be completed by spring 2009. Work also is progressing on a long-term Campus Master Plan to govern future growth and allocate space at the Boone Campus.

Developing Partnerships

The college is one of a large group of colleges, businesses, and agencies that have agreed to join forces in a regional program, called STRIVE, to prepare students – from pre-school through college – for careers or college. Seven Gateway faculty and staff members serve on STRIVE teams.

Capacity Building

Hemmer Industries has been hired as the contractor for the Allied Health Sciences Center at the Edgewood Campus. Hemmer's bid of \$11.4 million was accepted. Groundbreaking is scheduled for October 6 at 10 a.m. (but has since been changed to October 19 to accommodate schedules of high-level guests). The new building should be completed by April 2008; renovation of the existing facility should be finished by December 2008.

Securing Financial Resources

Laura Cook reported to the board on the activities of the GCTC Foundation and the upcoming capital campaign. 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.

Mr. Clements will visit Gateway September 25-26 to help complete detailed plans that include a specific weekly and monthly timeline. A database of approximately 3,900 potential donors has been built, and the case for support is being refined. The campaign will begin internally and then extend to external donors. A new alumni association will help recruit alumni as donors.

Student Success

Shelby Krentz has appointed full-time to the position of Director of the Academic Advising Center. A renovation of existing space at the Covington Campus for the Advising Center and the Registrar's Office is underway and should be completed within the month.

Ingrid Washington reported that 1,733 students had scheduled appointments at the Advising Center prior to the fall semester, and 1,552 students were advised, including 808 new students and 744 returning students. The Center also fielded 2,142 phone calls.

Celebrating Excellence

Laura Cook, Vice President for Resource Development and External Affairs, has been selected as the recipient of the **2006 Donor2 Scholarship**, to be applied toward the cost of her attendance at Council on Resource Development's Annual Conference in Washington, DC, November 1-4.

Investing in Employees

Additional staff is being hired in several key areas to alleviate increased workloads. The following positions are being advertised currently: utility worker for Covington Campus, accounts payable for Business Office, Instructor of Nursing, College Registrar, Librarian, and Director of Institutional Research, Planning and Effectiveness (replacing Dr. Stebbins who is retiring in September). Additional funding is being sought to add several office assistants in Financial Aid, Admissions, and faculty support. Additional faculty positions in general education, nursing, business, and technical programs are part of the college's plan for recurring funding. A search committee for the position of Registrar has been formed.

The LEAD (Leadership, Enrichment and Development) Program will begin September 25-26 and continue for eight months. The program is an outgrowth of the S.O.A.R. process. The class of 2006-07 includes nine employees selected by an external panel. **Rebecca Moening**, Associate Dean of Academic Affairs, is providing staff support and leadership for LEAD.

A second leadership-training program designed to unite managers will be launched in October. The program will be 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 under **Dr. Deitemeyer's** leadership.

At Dr. Hughes' request, Dr. Deitemeyer reported on academic initiatives:

The Academic Leadership Team is working with Dr. Deitemeyer to develop department chairs, whose roles will involve communications and other basic department responsibilities. The team is examining a variety of processes, including developing a two-year academic calendar, faculty teaching schedules (number of hours a faculty member should teach), a textbook adoption policy, a program review process, and a long-term visioning plan. The end goal is to determine how to manage growth – the growth that has already occurred and will continue to occur.

Dr. Hughes announced Dr. Charles Stebbins' retirement and noted how much he will be missed. Dr. Stebbins said his tenure at Gateway has been exciting from the first day and continues to be exciting and that Gateway has tremendous opportunities for the future.

Special Orders

After Dr. Hughes' report, the board elected a nominating committee in preparation for the election of officers at the annual meeting. Debra Jo Durr, Rev. Richard Fowler, and Scott Draud were elected to serve on the committee.

Standing Committee Reports

Debra Jo Durr, board parliamentarian, reported that a handbook for board members is nearly complete. There was no budget report due to the recent personnel change.

Unfinished Business

Ingrid Washington distributed the results of student surveys administered last spring. The results are yet to be analyzed. When that is complete, action plans can be formulated to address areas of opportunity.

New Business

Dr. Hughes presented the theme for the year, previously presented at the August collegewide meeting, as "S.A.C.S." While this implies accreditation, it also stands for Student Success, Accountability, Collegiality-Collaboration and Service Excellence.

Chairman Jordan announced the current date of the November board meeting as November 6, but noted the date may change. Board members will be notified in writing. The meeting adjourned.