



## Board of Directors Meeting Minutes

***Monday, January 29, 2007, 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
Glen Elsener (Faculty Rep)	Richard Fowler	Rick Jordan (Chair)
Ken Paul (Secretary)	Sean Reynolds (Student Rep)	Carol Rich (Vice Chair)

### **BOARD MEMBERS ABSENT:**

Deborah Jo Durr (Parliamentarian)

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### **OTHERS PRESENT:**

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

Ms. Laura Cook, Vice President, Resource Development & External Affairs  
Dr. Rob Deger, Highland Heights Campus Administrator & History Professor  
Dr. Kandi Deitemeyer, Provost  
Ms. Patricia Goodman, Dean, Institutional Research, Planning, and Effectiveness  
Ms. Ressie Hall, Co-Team Leader, Maximizing Student Success S.O.A.R. Team  
Dr. Ed Hughes, President/CEO  
Ms. Sharon Poore, Executive Assistant & Recording Secretary to the Board of Directors  
Ms. Sarah Ransom, Team Leader, Maximizing Student Success S.O.A.R. Team  
Mr. Doug Roberts, Interim Vice President, Business Affairs  
Ms. Kim Schraffenberger, Division Chair, Business & Information Technologies  
Dr. Angie Taylor, Vice President & Provost, School of Technical Careers  
Ms. Margaret Thomson, Director of Public Relations  
Ms. Ingrid Washington, Dean of Students

#### ***Media Representative:***

Mr. Kevin Eigelbach, *Kentucky Post*

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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.

Chairman Jordan welcomed Mr. Kevin Eigelbach, a reporter from the *Kentucky Post*, to the meeting.

## II. APPROVAL OF MINUTES OF THE NOVEMBER 20, 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 asked Ms. Carol Rich to report on the evaluation forms that were submitted from the November 20, 2006 meeting. Eight evaluations were submitted to Ms. Rich (a copy of the report is attached to the permanent minutes).
- Executive Committee Report – Chairman Jordan began his report with the **Deal Makers/Deal Breakers** project task list that was developed at the Board Retreat. Deal makers consist of: 1) Foundation success; 2) recruitment of a large number of volunteers for the Foundation; and 3) the addition of securing a site for the Gateway Urban Campus. Deal breakers consist of: 1) accreditation delay due to improper funding; and 2) proper funding not available for the 300% increase in student growth in the last five years. A copy of the report will be forwarded to all Board members.

**Retreat Progress and Follow Up** – Chairman Jordan reviewed the progress of the items from the Board's last retreat. 1) Board succession plan for those members whose terms expire later this year; 2) deal makers/deal breakers; 3) measurement of Board roles and responsibilities; 4) formation of a Bylaws Committee; 5) marketing and brand image on hold to be consistent with KCTCS; 6) Evaluation of the President; 7) risk assessment; 8) conflict; and 9) engagement of 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** – The revised and updated application and materials will be sent to the Commission on February 2. The SACS five-member team will visit Gateway on March 6 – 8 to review the college's application materials. Supporting documents will be on CD and the GCTC website.

- **COE Update** – The follow-up report to the Council on Occupational Education was submitted in November and will be acted on by the Council at its February 9, 2007 meeting. The college continues to be accredited by COE.
- **Spring 2007 Enrollment** – The preliminary and unofficial spring headcount as of January 26 was 2,202, as compared to 1,819, or a 21% increase over the previous spring. The Urban Learning Center is also seeing an increase in enrollment of 9% over last year at this time.
- **Construction Update** – The college has completed the programming phase for the **Center for Manufacturing Competitiveness** and the schematic design is underway. The design entails the development of detailed plans and blueprints in preparation for construction bids.

**Edgewood Campus Update** – Dr. Hughes presented pictures of the construction progress at the Edgewood Campus (copies are attached to the permanent minutes). The project is currently on schedule for completion.

**Boone Campus Master Plan** – The final draft of the master plan for the Boone Campus is being completed. The plan will show four additional buildings – student center classroom building, classroom administration building, a construction technology building, and transportation technology building. The priority on those buildings is as follows: 1) student center classroom; 2) construction technology, 3) transportation; and 4) classroom administration. The total estimated cost of the building is \$96 million.

- **Interactive Digital Center (IDC)** – Dr. Taylor reported that the college has begun the implementation of the KCTCS Interactive Digital Center that will utilize the latest in three-dimensional technologies. The center will focus on two areas: 1) it will be a demonstration site for the development of a multi-dimensional software program for business and industries desiring simulations, and 2) it will become a site for the development and use of multi-dimensional technology for teaching and learning, including web-learning and training. Gateway faculty members are currently being trained by EON Reality to become software developers across the State for the Interactive Digital Center.
- **CEO Dialog** – System President, Dr. McCall, and Dr. Hughes hosted 21 industry CEOs and senior executives for a “CEO Dialog” on January 18 at the Boone Campus. The 90-minute discussion was one of 17 sessions being conducted in each of the KCTCS college regions across the State. The goal of the dialogs is to better understand the needs of business and industry for the future workforce in Kentucky and how KCTCS and its colleges can best partner with business and industry to resolve the issues. A state-wide summit is planned in the summer of 2007, co-sponsored by KCTCS and the Kentucky State Chamber of Commerce.

- **GCTC Foundation Activities** – Dr. Hughes asked Ms. Laura Cook, Vice President for Resource Development and External Affairs and Executive Director of the Gateway Foundation, to report on Foundation activities:
  - A new Foundation-sponsored website has been created from which you can send flowers, plants, and gift baskets. Every time someone sends flowers or gifts via the flowerpetals.com website, the Gateway Foundation will receive 12% of the sale. Additionally, users also have the option of making an additional donation to the college at “checkout.”
  - The Gateway Alumni Association will hold its first meeting on February 22 at the Edgewood Campus beginning at 6:30 p.m.
  - A Night of Excellence will be held on May 10 at the Carnegie to acknowledge outstanding students, faculty, and staff who excel.
- **Strategic Needs Analysis (SNA)** – Dr. Hughes reported that the college has completed the SNA process that prioritizes the identified needs of departments and units of the college. The SNA process is used to allocate resources and identify gaps in funding where grants and private funding cannot be used to support needs. Twenty-six projects were received from faculty and staff totaling over \$53 million.
- **College Provost Report** – Dr. Kandi Deitemeyer, Provost, provided a report on academic and student affairs.

Dr. Deitemeyer noted that restructuring has taken place in order to better realign the academic areas of the college. Dr. Deitemeyer stressed the realignment would focus more on opportunity and for the college to become more entrepreneurial. The academic organization now consists of: Transportation Technologies (Mr. Sam Collier, Division Chair); Manufacturing & Trades Technologies (Dr. Tony Clarke, Division Chair); Business & Information Technology (Ms. Kim Schraffenberger, Division Chair); Allied Health & Life Sciences (Dr. Valerie Wheat, Division Chair); Nursing (Ms. Terry Mayo, Division Chair); Education Arts, Humanities & Physical Sciences (Ms. Marinell Brown, Division Chair); and Foundation Studies & Learning Resources (Ms. Peg Russell, Division Chair). In addition, Ms. Rebecca Moening has been named Interim Dean of Academic Affairs, and Ms. Marinell Brown has been named Interim Associate Dean of Academic Affairs.

- **“The Entrepreneurial College Conference”** – Dr. Deitemeyer reported that a group of 10 Gateway employees will be attending the conference on February 7 – 9 in Charlotte, NC. The conference is for entrepreneurial CEOs, administrators, department chairs, and faculty who want to enhance the opportunities for their students and improve their college’s impact on regional economic development.
- **The Kentucky Plan** – Dr. Hughes reported that the college has met its four mandated goals for the Kentucky Plan, which is part of the college’s

diversity program. The college has exceeded its goals for enrolling African-American students and employing African-Americans in executive, faculty, and professional staff positions. The Cultural Diversity Team at Gateway is headed by Dr. Rob Deger and Ms. Rebecca Moening.

- **Lane's End Stakes Race Poster** – Dr. Hughes reported that Mr. Bill Fox, a student in the Visual Communications Program, had his poster selected from six student entries to be the inaugural Lane's End Stakes Race poster. Gateway and Turfway Park have entered into an agreement whereby students in the VC program will annually submit poster concepts for the annual race held in the spring of each year. Each year, the chosen poster will be used as the theme for the race and will reflect the entire marketing campaign associated with the race. All proceeds from the posters will be given to the college's Foundation for use in the VC program or scholarships for students in the program.
- **S.O.A.R. Team Report** – Dr. Hughes introduced the Maximizing Student Success team for their report. The team is led by Ms. Sarah Ransom and co-chaired by Ms. Ressie Hall. Ms. Ingrid Washington serves as the PLT-Liaison.

Ms. Ransom reviewed the following (a copy of the presentation is attached to the permanent minutes):

- Team membership
- Team recommendations and results
- Academic Advising Center successes
- The establishment of Tutoring services

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** – no report.

**B. Budget Committee** – Secretary Ken Paul stated that the Budget Committee met on January 8, 2007. (A copy of the report is attached to the permanent minutes). The total budget is \$17,554,500.

Mr. Doug Roberts, Interim CFO, reported that fall and spring tuition exceeds estimates; expenditures are on target; and additional staff has been added in key areas (example – Library Services).

**C. Performance Evaluation of the President** – Rev. Fowler reminded the Board members that the Board will need to do a self evaluation.

Dr. Hughes will forward the KCTCS guidelines and timeline for the evaluation of the President.

## V. UNFINISHED BUSINESS

**A. Customer Satisfaction Survey Update** – Dr. Hughes explained the survey and its purpose (a copy of the plan is attached to the permanent minutes). A third party, web-based customer satisfaction survey (internal and external) will be developed. The set of questions will be developed in February, with pilot testing of questions by March 15. The web-based survey will be open for responses April 1 – 15; results will be reviewed with PLT, ALT, and college community on April 26 – 27, with a review of the report to the Board of Directors at the May 21, 2007 meeting.

## VI. NEW BUSINESS

**A. Re-Visioning Process** – Dr. Hughes reported on the Re-visioning process at Gateway.

- The re-visioning plan will align Gateway with the KCTCS 2006-2010 strategic plan
- The process began in January to revise the Vision, Values, Mission, and Priority statements for Gateway, guided by the Institutional Effectiveness Committee
- College-wide review and finalization of Vision and Values statements will begin on February 14
- The review of the Mission statement will begin on February 14, with finalization on March 30
- College Priorities will be reviewed on March 30, with finalization and establishment of benchmarks and timelines to strategic plan on April 26 & 27
- Vision, Values, Mission, and Priorities will be reviewed by the Board of Directors on May 21
- After Board approval, all statements will be submitted to the KCTCS Board of Regents on June 14 & 15. Rev. Fowler asked how the Board could be involved during the process. Dr. Hughes stated that Board members will be invited to meetings, and email copies of materials will be forwarded as they are readied.

**B. KCTCS Board of Regents** – Dr. Hughes reported that Gateway will be hosting the KCTCS Board of Regents meeting on June 14 – 15, 2007 at the Boone Campus.

**C. Principals' Meetings** – Mr. Scott Draud requested that Gateway be the host for one of the Northern Kentucky Principals' Meetings. Dr. Hughes stated that the college would honor that request.

**VII. ANNOUNCEMENTS** – Chairman Jordan announced the following:

- **SACS Visiting Team** – March 6 – 8, 2007
- **Next Board Meeting** – Monday, March 19, 2007
- **Bylaws Committee Meeting** – Monday, March 19, 2007
- **Commencement Exercises** – Thursday, May 17, 2007

**VIII. ADJOURNMENT** – Chairman Jordan adjourned the meeting at 7:30 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

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Secretary to the Board

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Date