



## Board of Directors Annual Meeting Minutes

**Monday, November 12, 2007, 6:00 P.M.**  
**Gateway Community & Technical College**  
**Boone Campus**

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### BOARD MEMBERS PRESENT:

Laural Bishop	Scott Draud	Jennifer Holt (Student Rep.)
Rich Jordan (Chair)	Ken Paul (Secretary)	Carol Rich (Vice Chair)
Cindy Sproehnle (Staff Representative)	Dee Wright (Faculty Representative)	

### BOARD MEMBERS ABSENT:

Richard Fowler

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### OTHERS PRESENT:

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

Mr. Mike Baker, Vice President, Business Affairs  
Dr. Tony Clarke, Division Chair, Manufacturing & Trades Technologies & Asst. Professor  
Ms. Laura Cook, Vice President, Resource Development & External Affairs  
Dr. Rob Deger, Highland Heights Campus Administrator & Professor  
Dr. Kandi Deitemeyer, College Provost  
Ms. Kami Dressman, Gateway Student Ambassador  
Ms. Patricia Goodman, Dean, Institutional Research, Planning, & Effectiveness  
Dr. Ed Hughes, President/CEO  
Ms. RuthAnne Kolumba, Enrollment Generalist, Chair of Student Ambassador Program  
Ms. Georgia McBroom, Gateway Student Ambassador  
Mr. Steve Popple, Coordinator of Institutional Research  
Ms. Sharon Poore, Executive Assistant & Recording Secretary to the Board of Directors  
Dr. Angie Taylor, Vice President, Business & Industry Services  
Ms. Margaret Thomson, Director of Public Relations  
Ms. Ingrid Washington, Dean of Students  
Ms. Phyllis Yeager, Director of Human Resources

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## I. CALL TO ORDER

Chairman Jordan called the annual 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. The media has been notified of the meeting.

## II. APPROVAL OF MINUTES OF THE SEPTEMBER 16, 2007, BOARD MEETING

The minutes of the September 16, 2007, Board meeting were approved as distributed.

## III. OFFICER REPORTS

### A. Chairman's Report

- **Executive Committee Report** – Chair Jordan reported that the Executive Committee met in January 2007 at which time the Board's Deal Makers/Deal Breakers were evaluated. The list was updated and a full update was reported at the January 29, 2007, Board meeting.
- Mr. Jordan stated that Board members whose terms expire in November would continue to serve until reappointed or replaced by the Governor through the normal appointment process.

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

- **Provost Report** – Dr. Hughes called on Dr. Kandi Deitemeyer for the Provost Report:
  - Dr. Deitemeyer recognized RuthAnne Kolumba, Steve Popple, and Student Ambassadors Kami Dressman and Georgia McBroom, all of whom attended the meeting. Student Ambassadors serve as tour guides and assist wherever needed with college activities. The Student Ambassador program embodies the principles of the Entrepreneurial-Learning College by engaging students with facilitators in a different type of learning opportunity.
  - Dr. Deitemeyer recapped recent faculty/staff hires, including Dr. Gail Wise, new Associate Provost for Nursing and Allied Health; and Dr. Susan Santos, new Psychology instructor who will join Gateway January 2.
  - Dr. Deitemeyer noted 752 students enrolled online for the second semester in the first five days of availability. This is an increase of 100 students over last year when both the printed and online schedules were available simultaneously.
  - Gateway has been granted a chapter of Phi Theta Kappa, the community college version of Phi Beta Kappa.
  - Dr. Deitemeyer also noted that Dr. Gerald Lord from SACS visited Gateway for an update on the accreditation process. Focus will be

concentrated in three areas: faculty credentials, library services, and learning outcomes.

- **Business and Industry Services Report** – Dr. Hughes asked Dr. Angie Taylor to address the Board with her report on Business and Industry Services (a copy of the report is attached to the permanent minutes).
  - Dr. Taylor, Vice President of Business and Industry Services, introduced Cindy Sproehnle, Board member and Director of the Assessment Center. Ms. Sproehnle announced that Gateway has been awarded the contract to perform GED testing for Kenton County.
  
- **Gateway Foundation and Major Gifts Campaign Report** – Dr. Hughes invited Ms. Laura Cook to report on recent activities of the Gateway Foundation (a copy of the report is attached to the permanent minutes).
  - Ms. Cook, Vice President of Resource Development and External Affairs, announced two recipients of the Gateway Benefactor of the Year Award: Mike Teal, founder of the Judy Carol Cornett Memorial Scholarship for medication aides, and Tim Rawe, president of Fifth Third Bank, Northern Kentucky, which administers the Charles E. Schell Foundation. The recipients will be honored at the KCTCS gala on November 17.
  - Ms. Cook announced that another donor had agreed to establish a new annual scholarship valued at \$2,500 per year.
  - Ms. Cook also noted the progress of the capital campaign and the New Year's Eve gala co-sponsored by the Gateway Foundation and Turfway Park to raise money for scholarships. The first Gateway Foundation scholarship will be awarded soon.
  
- **Enrollment Update** – Dr. Hughes asked Ms. Patricia Goodman, Dean of Institutional Research, Planning and Effectives to reported on enrollment:
  - Ms. Goodman summarized the college's progress toward SACS accreditation. Sixty-three employees are engaged in 10 compliance teams to complete an extensive self-study. The SACS Compliance Leadership Team met with Dr. Gerald Lord, SACS liaison, on Oct. 30 to review the college's progress, which is about 25 percent complete. The compliance audit will be reviewed, and an accreditation team will visit the college Sept. 23-26, 2008. Their report will be forwarded to the full Commission for final approval in December 2008 or June 2009. The Commission can render one of three decisions: 1) approval; 2) denial; or 3) continued candidacy status.
  - Ms. Goodman also summarized enrollment for the fall semester:
    - o Enrollment by headcount is down approximately 50 students from Fall 2006
    - o Full-time equivalent enrollment is up 15% from Fall 2006
    - o Full-time enrollment is up 27.8% from Fall 2006
    - o Sophomore enrollment is up 150% from Fall 2006
    - o Freshman enrollment is down 15% from Fall 2006

- **Dr. Hughes updated the Board on the following:**
  - Dr. Hughes announced the second annual Trend Fusion will be held November 30 and extended an invitation for Board members to attend.
  - Dr. Hughes noted that future college-wide convocations are being transformed into learning symposiums and invited the Board to the November 21 symposium at which time Chair Jordan will be the guest speaker during lunch.
  
- **Construction Project Update** – In his construction update, Dr. Hughes noted:
  - The bid for the Center for Advanced Manufacturing Competitiveness should go out in mid to late November, and construction should begin in late January.
  - The Edgewood Campus addition is 95 percent complete. Edgewood employees will move from the existing facility during the holiday break. The existing facility will then be renovated, with completion anticipated in late spring.
  - The Recovery Kentucky construction near the Boone Campus is about 60% complete, with an anticipated March 2008 opening.
  
- **KCTCS Legislative Briefing** – Dr. Hughes announced that KCTCS will conduct a legislative briefing at Gateway’s Boone Campus on Dec. 17 with KCTCS President Michael B. McCall.
  
- **Urban Campus** – Funding for the Urban Campus is a major priority on Gateway’s legislative agenda. Dr. Hughes read a letter from the Northern Kentucky Chamber expressing their support of the Urban Campus project.
  
- Dr. Hughes also summarized the growth challenge facing Gateway:
  - The Council on Postsecondary Education (CPE) released its budget request, noting that community colleges are access points for four-year universities and an important part of CPE’s plan to “Double the Numbers” of college graduates in Kentucky.
  - CPE has recommended a tuition freeze at the community college level for two years and has requested a 5 percent increase in state funding to help offset the tuition freeze.
  - To fulfill its role in Vision 2015 and the “Double the Numbers” plan, Gateway should transfer 1,500 students per year to four-year colleges, from a current number of less than 100. The college will need 150 new faculty members, with a similar increase in staff, to accommodate this growth. Accomplishing this growth means the college will need to increase the budget by \$12 million to \$15 million – essentially doubling the amount now received from state funding and tuition.

#### IV. SPECIAL ORDERS

**A. Schedule of Regular Meetings** – In the absence of Parliamentarian Durr, Chair Jordan read Article 5, Section 1 Schedule of Regular Meetings. The schedule of the proposed 2008 Board of Directors' meetings was discussed (a copy of the meeting schedule is attached to the permanent minutes). The schedule of meetings for 2008 stands as presented.

**B. Election of Officers** – Chair Jordan 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. Mr. Ken Paul made a motion to accept the recommended slate of officers; motion was seconded by Mr. Dee Wright. Motion passed unanimously.

**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):

**A. Bylaws Committee** – Dr. Hughes (for resigned Parliamentarian Durr) reported on the following activities by the committee (a copy of the report is attached to the permanent minutes):

- The Bylaws Committee met in one session during the year. The committee is currently addressing the open records laws and the future committee meetings will finalize work on that issue and will review the Bylaws on an annual basis.

**B. Budget Committee** – Secretary Paul reported on the Budget Committee and discussed the following (a copy of the report is attached to the permanent minutes):

- The committee met four times during 2007. The annual report consisted of the following:
  - Mike Baker presented the 2007 year-end report and the 2008 first quarter budget.
  - It is important to note that 32% of Gateway's revenue comes from grants.

**C. Performance Evaluation of the President** – Committee Chair, Mr. Richard Fowler, reported the President's Evaluation was performed by the Board in compliance with KCTCS requirements. The final review package was shared with

KCTCS President Dr. Michael B. McCall. The Committee then shared the package with Dr. Hughes to confirm his understanding and to determine any improvement areas. There were no glaring events noted or significant shortcomings to deal with.

**VI. UNFINISHED BUSINESS**

- **Nomination Process for Board of Directors Update** – Dr. Hughes reviewed the KCTCS College Board of Directors Appointment Process (a copy of the process is attached to the permanent minutes). The Governor’s Nominating Committee for new Gateway Board members meets Nov. 27.

**VII. NEW BUSINESS**

- A. Manufacturing Program Update** – Dr. Tony Clarke, Chairman of the Manufacturing and Trade-Related Technologies Division, presented an in-depth review of the Manufacturing Careers Pathway and described how it links postsecondary education to job ladders and increased earnings. He noted that the successful model is also being applied to business and construction education (a copy of the presentation is attached to the permanent minutes).

**IX. ANNOUNCEMENTS**

Dr. Hughes addressed the Board and noted that it has been an honor and a pleasure to work with each and every member as founding Board members. Board meeting attendance and participation has been second to none. All members have been outstanding ambassadors for Gateway.

**A.** Next Budget Committee Meeting                      Monday, January 14, 2008

**B.** Next Board of Directors Meeting                      Monday, January 28, 2008

**Important Dates to Remember:**

**Saturday, November 17**

**Wednesday, November 21**

**Monday, December 17**

**Friday, May 16, 2008**

**KCTCS Benefactor’s Gala**

**Gateway College-Wide Symposium**

**KCTCS Legislative Briefing**

**Commencement**

- X. 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