



## Board of Directors Meeting Minutes

***Monday, March 19, 2007, 6:00 P.M.  
Gateway Community & Technical College  
Boone Campus***

---

---

### BOARD MEMBERS PRESENT:

Philip Accardi (Staff Rep)	Laural Bishop	Deborah Jo Durr (Parliamentarian)
Glen Elsener (Faculty Rep)	Richard Fowler	Rick Jordan (Chair)
Ken Paul (Secretary)	Sean Reynolds (Student Rep)	Carol Rich (Vice Chair)

### BOARD MEMBERS ABSENT:

Scott Draud

---

---

### OTHERS PRESENT:

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

Ms. Brenda Campbell, Team Leader, Developing Partnerships S.O.A.R. Team  
Ms. Laura Cook, Vice President, Resource Development & External Affairs  
Dr. Rob Deger, Highland Heights Campus Administrator & History Professor  
Ms. Patricia Goodman, Dean, Institutional Research, Planning, and Effectiveness  
Dr. Ed Hughes, President/CEO  
Ms. Sharon Poore, Executive Assistant & Recording Secretary to the Board of Directors  
Mr. Doug Roberts, Interim Vice President, Business Affairs  
Ms. Kim Schraffenberger, Division Chair, Business & Management Services  
Dr. Angie Taylor, Vice President, Business & Industry Services  
Ms. Margaret Thomson, Director of Public Relations  
Ms. Ingrid Washington, Dean of Students  
Mr. Dee Wright, Co-Team Leader, Developing Partnerships S.O.A.R. Team

---

---

## **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 MINUTES OF THE JANUARY 29, 2007, and FEBRUARY 15, 2007, MEETINGS**

The minutes of the January 29, 2007 regular Board meeting, and the February 15, 2007 special Board 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 January 29, 2007 meeting. Eight evaluations were submitted to Ms. Rich (a copy of the report is attached to the permanent minutes). Members present were unanimous in deciding that the meeting evaluations were no longer needed.

**Executive Committee Report** – Chairman Jordan reviewed Board committee assignments as follows:

- Bylaws Committee – Deborah Jo Durr, Chair; members – Sean Reynolds, Phil Accardi, and Laura Cook (staff liaison)
- Budget/Summary Review – Ken Paul, Chair; members – Scott Draud, Glen Elsener, Doug Roberts (staff liaison)
- Performance Evaluation of the President – Richard Fowler, Chair; members – Laural Bishop, Carol Rich, Sharon Poore (staff liaison)
- Executive Committee – R. Richard Jordan, Chair; members – Carol Rich, Vice Chair; Ken Paul, Secretary; Deborah Jo Durr, Parliamentarian

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

- **COE – Council on Occupational Education** – The Council at its February meeting formally reaffirmed the college's accreditation. The college has been scheduled for a reaffirmation visit for 2011.

- **SACS Update** – The SACS visiting team gave the college a very strong review and an overall good report during their visit March 6-8. The library and learning resources areas were found to be a concern for the team.

The college has submitted a progress report to correct errors of fact. The team's report will now go to a different committee of the Commission for review and recommendation to the full Commission in June. A final decision on the college's application for candidacy will be determined by the full Commission at its June meeting. Once admitted to candidacy, the college will conduct an extensive self-study, receive an accreditation visiting committee, and be judged for accreditation within a 24-month time frame. Dr. Hughes thanked Ms. Patricia Goodman for her help and expertise in organizing the planning process, meeting, and materials for the SACS visit.

- The Public Relations Department, headed by Margaret Thomson, received three awards at the annual KCTCS Marketing Awards ceremony. The college received Honorable Mention in the overall Marketing Award, a Silver Medallion for Printed Publications program brochures, and a Gold Medallion in Special Events for the Boone Campus grand opening.
- 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 each March. This year, Gateway student, Bill Fox's poster was selected as the Lane's End commemorative poster. The posters will be used as the theme for the stakes race and limited posters will be signed by Bill Fox, race sponsors, Turfway Park, and Maker's Mark. All proceeds from the posters will be given to the college for use in the VC program or scholarships for students in the program.
- Gateway is the primary sponsor of the new ICN6 show "**Leading Businesses, Leading Communities**". As the sponsor, the college's name is used in over 500 monthly advertising spots on ICN6. In addition, 110 TANK buses have advertising with the college's name prominently displayed.
- Dr. Hughes asked Ms. Patricia Goodman to deliver the spring enrollment report. The preliminary and unofficial spring headcount enrollment as of March 16 was 2,448, as compared to 2,384 over the previous spring. The FTE (full-time equivalent) of 1,281.03 compared to 1,079.8 last year yielded an 18% increase which means that more students are taking more credit hours. Additionally, in 2006, 100% of Gateway students participated in a Student Exit Survey. Ms. Goodman shared highlights of the survey (a copy of the survey and highlights are attached to the permanent minutes) with those present.

Board member discussion and comments regarding Ms. Goodman's presentation:

- More liberal arts courses are being taken
  - The advising center has had a big impact on increased enrollment
  - Counseling is key to students staying and completing their program(s) of study
  - Increase in female students is due to accessibility and the programs that are offered
  - Gateway currently does not have community volunteer counseling/mentors; resources may possibly be available
  - Concern exists about high school counselors not educating students about what is available for them at Gateway; a suggestion was made to include information about Gateway and its programs in church bulletins
- **S.O.A.R. Team Report** – Dr. Hughes introduced the Developing Partnerships team for their report. The team is led by Ms. Brenda Campbell and co-chaired by Mr. Dee Wright. Ms. Laura Cook serves as the PLT-Liaison.

Ms. Campbell, Mr. Wright, and Ms. Cook reviewed the following (a copy of the presentation is attached to the permanent minutes):

- Team Charter/Purpose
- Team Objectives
- Team Recommendations and Results
- Campus Tour Survey Results

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

- Dr. Hughes asked Ms. Laura Cook to update the Board on Gateway's Major Gift Campaign. The internal campaign for faculty and staff will be kicked off at the next all college meeting on March 30. For the external campaign, Dr. Hughes is currently in the process of conducting Executive Awareness Sessions with leading community constituents.
- Ms. Laura Cook reported the first annual Night of Excellence is currently being planned for May 9, 2007 at the Carnegie Center in Covington. The evening will salute students who have achieved significant awards at the college.
- Dr. Hughes reported that the position of Vice President for Business Affairs (currently Doug Roberts is acting as Interim VP for Business Affairs) is currently posted (a copy of the posting is attached to the permanent minutes). The goal is to fill the position by May 31 or earlier.

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

- A. Bylaws Committee** – Chair Deborah Jo Durr reported the committee met on March 19, 2007, and discussed the Open Records Laws. These will be developed and added to the Board Handbook. Ms. Durr reminded all Board committees they must adhere to these laws and must call the meeting to order, must declare a quorum, must record minutes, and minutes must be approved at the next committee meeting. The chair of each committee must sign the meeting minutes. The next Bylaws Committee will be held on May 21, 2007, at 4:45 p.m.
- B. Budget Committee** – Chair Paul reported that the next committee meeting will be held on May 7, 2007. The Top 30 Strategic Needs Analysis Capital Requests were distributed to Board members (a copy is attached to the permanent minutes).
- C. Performance Evaluation of the President** – Chair Fowler distributed a timeline and process for the President’s Leadership Team Evaluations (a copy is attached to the permanent minutes). Chair Fowler asked that forms be completed and returned to him by April 15 in order to be reviewed with Board Chair Jordan on May 21, 2007.

**V. UNFINISHED BUSINESS**

- A. Customer Service Survey Update** – Ms. Patricia Goodman reviewed the timeline for the Customer Service survey (a copy is attached to the permanent minutes). Discussions will be held with faculty, staff, and students on customer service perceptions by March 30; final revisions to instruments based on feedback by April 7; survey period for employees and students will be held April 16 – 30; and results will be presented to the Board of Directors on May 21, 2007. The survey will be administered by a third party.

**VI. NEW BUSINESS**

- A. Boone Campus & College Master Plan** – Dr. Hughes presented the final draft of the long-range campus master plan for all Gateway campus sites (a copy of the presentation is attached to the permanent minutes):
- Urban Campus will be located at 12<sup>th</sup> Street off I-71/75; anticipated completion 2009-10
  - Edgewood Campus will be dedicated to healthcare training and is in the process of a \$15.6 million expansion
  - Highland Heights Campus will be retained until all programs can be relocated to the Urban or Boone Campuses
  - The overall plan calls for the Boone Campus will be to serve 6,500 students, 1,000 vehicles per term; six major Gateway facilities will be built over a 12-year period:

- Phase II – Center for Manufacturing Competitiveness now under design at a cost of \$26.5 million, with an anticipated completion date of 2009
- Phase III – will be an 111,000 square foot Classroom/Student Center, with funding sought in 2008-10
- Phase IV – Transportation Technology Center, estimated to cost \$24 million, with funding sought in 2012-14
- Phase V – Construction Trades Center, estimated to cost \$14 million, with funding sought in 2012-14
- Phase VI – Administrative/Classroom Center, estimated to cost \$39 million, with funding sought in 2012-14
- Added parking for 350 vehicles, estimated to cost \$6.2 million, with funding sought in 2010-12
- Dr. Hughes will present a final plan at the next Board meeting for endorsement

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

- **Board Budget Committee Meeting** – Monday, May 7, 2007
- **Evening of Excellence** – Wednesday May 9, 2007
- **Nursing Pinning Ceremony** – Tuesday, May 15, 2007
- **Commencement Exercises** – Thursday, May 17, 2007
- **Next Board Meeting** – Monday, May 21, 2007
- **Bylaws Committee Meeting** – Monday, May 21, 2007; 4:45 p.m.
- **Performance Evaluation of the President Meeting** – Monday, May 21, 2007

**VIII. ADJOURNMENT** – Chairman Jordan adjourned the meeting at 8 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

\_\_\_\_\_

Secretary to the Board

\_\_\_\_\_

Date