



Board of Directors Meeting Minutes

Monday, September 17, 2007, 6:00 P.M.
Gateway Community & Technical College
Edgewood Campus

BOARD MEMBERS PRESENT:

Laural Bishop	Deborah Jo Durr (Parliamentarian)	Rick Jordan (Chair)
Richard Fowler	Jennifer Holt (Student Representative)	Ken Paul (Secretary)
Carol Rich (Vice Chair)	Cindy Sproehnle (Staff Representative)	Dee Wright (Faculty Representative)

BOARD MEMBERS ABSENT:

Scott Draud

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. Kandi Deitemeyer, College Provost
Dr. Ed Hughes, President/CEO
Judge Gary Moore, Boone County Judge Executive
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

I. CALL TO ORDER

Chairman Jordan called the meeting to order at 6 p.m. at the Gateway Community and Technical College Edgewood Campus. The record will reflect that a quorum was present. The media has been notified of the meeting.

II. APPROVAL OF MINUTES OF THE MAY 21, 2007, BOARD MEETING

The minutes of the May 21, 2007, Board meeting were approved as distributed.

III. SWEARING IN OF NEW BOARD MEMBERS – Chairman Jordan welcomed and introduced the three new members of the Board: Jennifer Holt, student representative; Cindy Sproehle, staff representative; and Dee Wright, faculty representative. Each new member introduced themselves.

Boone County Judge Executive Gary Moore administered the Oath of Office to the new Board members. Judge Moore also thanked Gateway for what the college does for the Northern Kentucky community.

IV. OFFICER REPORTS

A. Chairman's Report

- **Executive Committee Report** – no report.

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 introduced Dr. Doty Latuszek, the new Dean of Academic Affairs and Associate Provost.
 - Dr. Deitemeyer noted several new faculty members have been hired, including:
 - Charles Warburton, Developmental Math Instructor;
 - Stephanie Winter, Developmental Writing Instructor;
 - Tim Chesser, from part-time to full-time Criminal Justice Instructor, who has built the program to 80 students in a short time and who will also assist with campus safety;
 - Barbara Rice, Business and Accounting Instructor;
 - Lance Nelson, Massage Therapy Instructor and Program Coordinator;
 - Aprille Martin, Administrative Support at Covington;
 - Colleen Hennegan, Administrative Support at Highland Heights.
 - Dr. Deitemeyer reported that 243 students are enrolled and engaged at the Holmes High School Extension Campus. A 12-week session is planned at Holmes during the spring semester.
 - Dr. Deitemeyer reported the college expects the final report from the Kentucky Board of Nursing this week. Donna Combs from Hazard CTC

has worked throughout the summer to review the nursing curriculum. The search is ongoing for an Associate Provost for Nursing.

- **Business and Industry Services Report** – Dr. Hughes asked Dr. Angie Taylor to address the Board with her report (a copy of the report is attached to the permanent minutes).
 - Dr. Taylor applauded the Business and Industry Services team for earning \$943,000 in Kentucky WINS grants last year. Gateway applied for more WINS grants last year than any other Kentucky college. She also distributed a list of companies currently served by WINS funding.
 - Dr. Taylor recounted the public course offerings this fall and noted that 29 Citi employees completed the Operations Management certificate program.
 - Gateway faculty met with Area Technology Center staff in a successful bridge-building effort to recruit more ATC students to Gateway.
 - Dr. Taylor noted the Assessment Center has been approved as a GED test site for Northern Kentucky. She also noted the success of the AHEC Health Career Fair and the new Career Development Center's on-line placement service: College Central Network.

- **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 reviewed the process for the Fulfilling the Promise Capital Campaign. She noted 100% participation from the Gateway faculty and staff. Gateway is only the second KCTCS college to achieve 100% participation. A campaign video and case for support are currently being developed.
 - The Gateway Foundation, as part of the campaign, has received a \$100,000 gift from the Charles Schell Foundation to fund interest-free scholarships/loans for Gateway students.
 - Gateway Foundation's Annual Fund Committee is researching the possibility of staging a gala in the spring of 2008 for further fundraising possibilities.
 - Ms. Cook reported also that the KCTCS Gala is Nov. 17. Gateway will honor Mike Teal, benefactor of the Judy Carol Cornett Scholarship, and the Charles E. Schell Foundation as benefactors of the year.

- **Fall Enrollment Report** – In the absence of Ms. Patricia Goodman, Mr. Steve Popple gave the enrollment report (a copy is attached to the permanent minutes).
 - Mr. Popple reported that the fall enrollment does not become official until November, following the CPE reporting completed by the KCTCS System office.
 - o Though the preliminary headcount for fall 2007 is 578 below the final count for fall 2006, full-time equivalent (FTE) for fall 2007 is already

above fall 2006 FTE by 87.22 points. To be above the FTE at this point is a tremendous accomplishment.

- The preliminary total headcount has increased 16.5%.
- Not included in the report is dual credit with area technology centers, eight-week sessions, and Business and Industry Services.

- **Boone Campus Phase II Update** - Dr. Hughes reported that the design phase is being finalized for the Center for Advanced Manufacturing Competitiveness. A call for bids for the Boone Phase II expansion could be distributed in early December; construction could begin the same month.
- **NSF Grants** – Dr. Hughes asked Dr. Tony Clarke to give his report on the National Science Foundation grant progress. Dr. Clarke reported that two NSF grants have been secured:
 - **Manufacturing Scholarships** - \$441,000 over five years (2006-11); goal is for 32 scholarship students to graduate; principal investigator is Mr. Alan Hall.
 - **Advanced Technological Education (ATE)** - \$598,000 over three years (2007-10); principal investigator is Dr. Tony Clarke; four major initiatives will be undertaken – to develop a new Integrated Manufacturing Skills/Mechatronics certificate; professional development for faculty; recruitment of students into manufacturing technology programs; and manufacturing summer camps for secondary students.
 - Criteria has been established for awarding these scholarships. Five students currently have received scholarships. Others will be awarded.
- **SGA Activities** - Dr. Hughes noted activities of the Student Government Association, including the approval of a Multi-Cultural Student Organization (MSO). A Cultural Diversity Resource Center is the first activity that is being sponsored. The Center will have its official ribbon cutting ceremony on September 19. A copy of the SGA Newsletter is attached to the permanent minutes.

V. SPECIAL ORDERS – Election of Nominating Committee – Article 4, Section 2 – Parliamentarian Durr read Article 4.2, Election of Nominating Committee. Chairman Jordan opened nominations from the floor. Nominations were: Rev. Richard Fowler, Chair; Ms. Laural Bishop; Mr. Scott Draud; and Mr. Dee Wright. Upon motion by Mrs. Durr and seconded by Ms. Rich, the motion passed unanimously.

VI. 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 fall meeting of the in November.

A. Bylaws Committee – Parliamentarian Durr reported on the following activities by the committee:

- The Bylaws Committee is currently addressing the open records issue.

B. Budget Committee – Secretary Paul reported on the Budget Committee and discussed the following:

- The committee met on Monday, September 10, 2007.
- Tuition revenue for the fall term exceeds the fall tuition estimate by 10%; a full report will be available at the fall meeting in November.
- A draft of the 2006-07 Financial Statement for the college has been prepared by the System office and will be reviewed by the college's auditors Crowe, Chizek and Company, LLC.

C. Performance Evaluation of the President – Richard Fowler stated that the Performance Evaluation of the President has been completed and a letter sent to Dr. McCall at KCTCS to that affect. All requirements were met and a full written report will be given in November.

VII. UNFINISHED BUSINESS

A. Board of Directors Appointment Process – Dr. Hughes reviewed the KCTCS College Board of Directors Appointment Process (a copy of the process is attached to the permanent minutes):

- All appointed Board members' terms end on November 15, 2007.
- Members will serve until Governor Fletcher appoints new members.
- Dr. Hughes has notified KCTCS President, Dr. McCall, of the upcoming term expirations, who has in turn notified the Governor's Office.
- Interested individuals who wish to be considered for Board vacancy must complete the Commonwealth of Kentucky Information for Community College Board of Directors form and submit it to Dr. Hughes' office.
- Dr. Hughes in turn will submit all forms to President McCall's office at KCTCS, who will submit the information to the Governor's office staff for the Board of Commissions.
- The Governor's office staff will work with the Governor's press office to issue a media advisory announcing the Nominating Commission meeting and issuing a call for interested candidates to submit their names for consideration.
- The Governor's office staff works with the Nominating Commission chair to plan the meeting. On occasion, the College President will be contacted to assist with hosting the meeting.
- After the Nominating Commission submits three names to the Governor for consideration, the Governor's press office issues a press release announcing the appointment and forwards an Executive Order to President McCall and/or the College President. Appointments will be made on a staggered basis to maintain continuity on the Board.
- President McCall issues a letter of congratulations to the appointee(s).

B. Urban Campus/Legislative Agenda – Dr. Hughes reminded the Board that the General Assembly meets in 2008 and a prime objective is to educate the Assembly on Gateway needs. The Urban Campus has received a high rating from the Northern Kentucky Consensus Committee and has moved up on the KCTCS

- X. **ADJOURNMENT** – Chairman Jordan adjourned the meeting at 7:55 p.m. at which time Board members were invited to tour the new facility at the Edgewood Campus.

Prepared by Sharon Poore, Recording Secretary

Approved:

Secretary to the Board

Date