



Board of Directors Meeting Minutes

Monday, January 28, 2008
5:45 Board of Director's Orientation
Board of Directors Meeting – 6 p.m.
Gateway Community & Technical College
Boone Campus

BOARD MEMBERS PRESENT:

Katheryn Cook
Richard Fowler
Ken Paul (Secretary)

Brent Cooper
Martha Johnson
Cindy Sproehnle (Staff
Representative)

Scott Draud
Rick Jordan (Chair)
Dee Wright (Faculty
Representative)

BOARD MEMBERS ABSENT:

Jennifer Holt

OTHERS PRESENT:

GCTC Faculty/Staff:

Mr. Mike Baker, Vice President, Business Affairs
Ms. Marinell Brown, Interim Associate Dean of Academic Affairs
Ms. Brenda Campbell, Boone Campus Representative
Ms. Laura Cook, Vice President, Resource Development & External Affairs
Ms. Gwen Davis-White, Faculty Representative
Dr. Rob Deger, Highland Heights Campus Administrator & Professor
Dr. Kandi Deitemeyer, College Provost
Mr. Nathan Jeffries, Boone IT Specialist
Ms. Patricia Goodman, Dean, Institutional Research, Planning, & Effectiveness
Dr. Ed Hughes, President/CEO
Ms. RuthAnne Kolumba, Enrollment Generalist, Chair of Student Ambassador Program
The Honorable Joy Moore, Kentucky Court of Appeals
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 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 NOVEMBER 12, 2007, BOARD MEETING

The minutes of the November 12, 2007, Board meeting were approved as distributed.

III. OATH OF OFFICE – NEW BOARD MEMBERS

SWEARING IN OF NEW BOARD MEMBERS – Chairman Jordan welcomed and introduced the three new members of the Board: Ms. Katheryn Cook, Mr. Brent Cooper, and Ms. Martha Johnson. Each new member introduced themselves and provided a brief bio.

Kentucky Court of Appeals Judge Joy 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** – Chair Jordan noted a vacancy on the Board for Vice Chair. Chair Jordan opened the floor for nominations for the vacancy. Richard Fowler nominated Ms. Martha Johnson. With no additional nominations being made, the nomination was seconded by Dee Wright and passed unanimously.
- **Standing Committee Vacancies** – Chair Jordan stated there were several vacancies on Board Standing Committees. The following appointments were made (a copy of the updated Standing Committees is attached to the permanent minutes):
 - **Performance Evaluation of the President** – Ms. Katheryn Cook will fill the vacancy.
 - **Bylaws/Rules** – Mr. Brent Cooper will fill the vacancy and will serve as Chair of the committee.
 - **Executive Committee** – Ms. Martha Johnson will serve on the Executive Committee as Vice Chair.
- **Review of 2008 Board Meeting Dates** – Chair Jordan reported to the Board there is concern with Board meetings being held on Monday's. The suggestion was made to change the meetings to Thursday's. After discussion by members present, it was agreed to hold future Board meetings on Thursday's. The schedule will be revised and submitted to all members.

B. President's Report – Dr. Hughes began his report by asking for the Provost report:

- **Provost Report** – Dr. Kandi Deitemeyer delivered the Provost report:
 - Dr. Deitemeyer introduced Ms. Ingrid Washington, Dean of Student Affairs, and Ms. Marinell Brown, Interim Associate Dean of Academic Affairs.
 - Dr. Deitemeyer noted that several new faculty members have been hired, including:
 - o Rock Neelly – Full-time English professor
 - o Dr. Susan Santos – Full-time Psychology professor
 - o Pam Overton and Tammy Smith – Full-time Nursing instructors
 - o Dr. Gail Wise – Associate Provost of Allied Health
 - Dr. Deitemeyer reported that spring registration headcount as of January 24 is 250 above a year ago.
 - More diverse options of class starts at the eight-, ten-, and twelve-week levels will be offered.
 - The 2008 fall schedule is currently in draft form that reflects a 20% growth in all class offerings.
 - Dr. Deitemeyer added that a draft of the Student Affairs Operational Model will be presented to Dr. Hughes on February 7.

- **Enrollment** – Dr. Hughes added the following comments regarding enrollment:
 - Freshman and Sophomore enrollment continues to increase at 15% each semester; revenue continues to meet or exceed requirements.
 - Sophomore retention rates almost doubled from 500 in fall 2007 to 1,000 during the 2008 fall semester.
 - Gateway's agreement with the four area technical centers for students receiving college credits while in high school also adds to enrollment; tuition is not charged for these students.

- **Business and Industry Services Mid-Year 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 reviewed service numbers, individual license renewals, the progress of the Citi and Cengage Operational Management Certificate programs, the importance of LEAN Manufacturing Champions coordinated by Sam Matsumoto, and the success of the Assessment Center, directed by Cindy Sproehnle. Dr. Taylor also noted Gateway has training contracts for over \$800,000 under KY WINS. She also noted the success of the LEAD internal training program.

- **Gateway Foundation and Major Gifts Campaign Report** – Dr. Hughes invited Ms. Laura Cook to report on recent activities of the Gateway Foundation.

- Turfway Partnerships:
 - o A Gateway student poster was selected as the commemorative poster for the Lane's End Stakes. The poster will be unveiled on March 7. Proceeds from the sale of the poster and the annual Call to the Post Luncheon will go to the Foundation.
 - The Community Leaders Luncheon featuring Governor Beshear was a huge success and was well attended by 190 community leaders.
 - The third annual Scott Weingartner Memorial Nursing Scholarship benefit will be held on April 27 from 2 – 6 p.m. at Dickmann's Sports Café.
 - A \$2,000 scholarship is being awarded to a female Gateway student as part of the Outstanding Women of Northern Kentucky Luncheon.
 - The Sathe Family Foundation scholarship was established in December; the scholarship will be given annually.
 - Capital Campaign update – the campaign will have four divisions with separate chairs. Bob Zapp will head the Business and Finance Division; Joe Gross will head the Healthcare Division. Other divisions include Manufacturing and Development/Construction. Lee Flischel will act as co-chair/COO of the campaign.
- **Dr. Hughes updated the Board on the following matters** (a copy of the President's Report is attached to the permanent minutes):
 - The new Edgewood Allied Health Center was opened on January 9, 2008. Special thanks go to Mr. Jack Keller, Melissa Sears, George Hall, and the M&O staff for working endless hours managing construction, installing technology, and completing the move into the new building. Renovation of the old building should be complete by May 2008.
 - Boone Phase II – Quantum Construction was awarded the construction bid for the next phase of the Boone Campus. The construction of the 103,000 sq. ft. facility will begin soon, with an aggressive completion date of December 2009.
 - The Recover Kentucky project, which will be run by Brighton Center, is 95% complete. They are currently looking for an Executive Director, with hopes of opening in late March 2008.
 - 190 community leaders attended the Gateway hosted Community Leaders Luncheon featuring Governor Beshear on January 23, 2008. Dr. Hughes met with Governor Beshear at which time he asked for his support of the Urban Campus (a 90,000 sq. ft. facility) to be located in Covington.
 - Gateway and KCTCS continues to push for projects with the area legislators.
 - On January 24, 2008, the KCTCS Board of Regents approved a \$4.00 per credit hour tuition increase beginning with the summer 2008 summer term.
 - Brent Cooper asked if there is a list of talking points that members of the Board can use while talking with area legislators. Dr. Hughes noted two talking points of importance: 1) reduce affect of long-term budget cuts – make the cuts non-recurring and spare the community and technical colleges of massive recurring budget cuts; and 2) the Gateway Foundation is supportive of the transfer of the Covington property to the ownership of

Foundation to use proceeds in developing the Urban Campus, with the remaining funds going to scholarships.

V. STANDING COMMITTEE REPORTS – The Standing Committee Chairs provided reports as follows (a copy of each report is attached to the permanent minutes):

A. Bylaws Committee – no report.

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

- The committee met on January 15, 2008 to review the current year budget.
- The budget will be reduced 3%, or \$179,400 on a non-recurring basis, and it is anticipated that the cut will become recurring for 2008-09.

Upon motion by Brent Cooper, seconded by Richard Fowler, the Finance Report was approved unanimously.

Chair Jordan noted that Gateway does a great job in securing much needed grant dollars. Ms. Dale Meyer, current Grant Coordinator for Gateway, will be retiring this year and will be replaced by Ms. Amber Decker in June 2008.

C. Performance Evaluation of the President – Committee Chair, Mr. Richard Fowler, reported the President's Evaluation process will begin at the March Board meeting. The process will be completed in May 2008.

VI. UNFINISHED BUSINESS

- There was no unfinished business to be brought before the Board.

VII. NEW BUSINESS

A. Budget Reduction 2007-08 – Dr. Hughes reviewed options for the proposed budget reduction plan (a copy is attached to the permanent minutes):

- The current proposed plan slows Gateway's ability to add people for expected growth; more faculty is needed for additional programs
- Gateway's goal is to have four endowed chairs for specific faculty in key areas
- Governor Beshear will outline the State of the Budget tomorrow evening at 7 p.m. The college will know how it will be affected after the Governor's proposal. More details will be known in three to four weeks when the line item budget is released.
- Rick Jordan added that a large issue in Vision 2015 is the workforce training and education that will be needed to serve the manufacturing sector. Gateway is a critical component in Vision 2015.
- Gateway will need to look at ways to strategically increase enrollment.

B. Update of Gateway's Strategic Plan – Dr. Hughes presented the Gateway 2007-10 Strategic Plan. Dr. Mike McCall, President of KCTCS, asked the college to update its Strategic Plan to make it more consistent with the KCTCS Strategic Plan (a copy of the updated plan is attached to the permanent minutes). The blue border area reflects KCTCS goals; listed under each KCTCS goal is Gateway's strategic priority. Two Gateway strategic priorities have been expanded – priorities five and six.

Chairman Jordan asked for a motion to accept the 2007-10 Strategic Plan. Upon motion by Scott Draud and seconded by Dee Wright, the updated Strategic Plan was unanimously accepted.

VIII. ANNOUNCEMENTS

A. Next Board of Directors Meeting Thursday, March 20, 2008

Important Dates to Remember:

Friday, May 16, 2008

Commencement

X. ADJOURNMENT – Chairman Jordan adjourned the meeting at 7:46 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

Secretary to the Board

Date