



Board of Directors Meeting Minutes

Thursday, November 20, 2008

5:30 Dinner

Board of Directors Annual Meeting – 6 p.m.

***Gateway Community & Technical College
Edgewood Campus***

BOARD MEMBERS PRESENT:

Katheryn Cook
Richard Fowler
Rick Jordan (Chair)
Cindy Sproehnle (Staff Representative)
Dee Wright (Faculty Representative)

Brent Cooper (Parliamentarian)
Martha Johnson (Vice Chair)
Ken Paul (Secretary)
Theresa Wiehoff (Student Representative)

BOARD MEMBERS ABSENT:

Scott Draud

OTHERS PRESENT:

GCTC Faculty/Staff:

Mr. Phil Accardi,
Mr. Mike Baker, Vice President, Business Affairs
Dr. Tony Clarke,
Ms. Laura Cook Kroeger
Ms. Patricia Goodman, Dean, Institutional Research, Planning & Effectiveness
Dr. Ed Hughes, President/CEO
Dr. Doty Latuszek, Associate Provost, Academic & Student Affairs
Ms. Sharon Poore, Executive Assistant & Recording Secretary to the Board of Directors
Dr. Angie Taylor, Vice President, Business & Industry Services
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 September 18, 2008, BOARD MEETING

The minutes of the September 18, 2008, Board meeting were approved as distributed.

III. OFFICER REPORTS

A. Chairman's Report

- Chairman Jordan convened the meeting and thanked Board members for their service during the year and recognized new members, including Katheryn Cook, Brent Cooper, Martha Johnson, Cindy Sproenhle, Theresa Wiehoff, and Dee Wright. He noted accomplishments to prepare for September's visit by the team from the Southern Association of Colleges and Schools.
- Chairman Jordan presented the Executive Committee Report, noting that the prospect of budget cuts was discussed. He noted a Board retreat could be scheduled for February or March to enable more Board involvement in the strategic planning process.
- Chairman Jordan asked Theresa Wiehoff to report on recent student activity involvement. Ms. Wiehoff gave an update on increasing student government activity, with three to five new member applications per month. The Student Government Association raised \$200 from a recent bake sale and corn hole tournament to support the Holiday Wish List for children of Ready-to-Work students. Student complaints have been received about the vending machines at Edgewood College. Dr. Ed Hughes responded that Mike Baker, Vice President of Business and Administrative Affairs, is meeting with an additional vendor. The college is also exploring a partnership with St. Elizabeth to provide access to its food service at a reduced fee.
- Board Retreat – Chairman Jordan asked Mr. Phil Accardi, previous GCTC staff representative to the Board, to give his perspective from the previous Board Retreat. Mr. Accardi noted that the previous retreat:
 - Provided a more relaxed and casual setting for interaction between Board members
 - Members were able to immerse themselves into the works of the college
 - Members were able to be involved in the plan for change
 - A Board of Directors Handbook was developed
 - Members were able to be more involved with the strategic planning process

Chairman Jordan thanked Mr. Accardi for his input and thanked him for his previous service on the Board.

B. President's Report – Dr. Hughes began his report noting the following highlights (a copy of the President's Report is attached to the permanent minutes):

- **Academic Affairs** – Dr. Doty Latuszek, Associate Provost, reported the following:

Dr. Latuszek noted that Michelle Deeley Wilhite received the KCTCS David Carter Speech Coach of the Year award and reported on the faculty selection for the KCTCS New Horizons faculty award. Also, Dr. Latuszek's report included:

- Program advisory committees met in October.
- The Urban Learning Center has transitioned to the GCTC Urban Center. A Gateway College Access Center has been established at Holmes High School as an outreach of the Urban Center.
- Saturday classes have been consolidated onto the Edgewood Campus.
- Voice and data technology classes formerly at Highland Heights will move to the Covington Campus on December 10.
- A memorandum of understanding has been finalized with the Kentucky Fire Commission enabling a Fire Science program to commence in the next few months.
- Planning efforts are under way to accommodate expected enrollment growth post-SACS.
- A Reciprocity Agreement between NKU and postsecondary education institutions in Ohio will include Gateway immediately following our regional accreditation. This agreement allows students who live in Ohio and want to attend college in Northern Kentucky to pay tuition to Gateway at a Kentucky resident level and to count toward Gateway's enrollment numbers for revenue purposes from CPE.

Chairman Jordan thanked Dr. Latuszek for her report.

- **Student Affairs Report** – Ms. Ingrid Washington, Dean of Students, reported the following:

- Two new positions have been created in Student Affairs, including a Director of Financial Aid and a part-time academic advisor for nursing. Ann Schultz has been hired for the latter position.
- The National Technical Honor Society and Phi Theta Kappa will conduct a joint induction ceremony at Mazak Nov. 21. Board Member Brent Cooper will be the speaker.
- Student Services is actively planning for growth expected post-SACS.

- **Workforce Solutions Report** – Dr. Angie Taylor, Vice President for Workforce Solutions, reported the following:

- Students served thus far include:
 - Workforce Solutions Customized Training – 760 served
 - Assessment Center – 679 served
 - Continuing Education – 310 served
 - Companies – 82 served
- Secured \$445,818 in KY WINS funding for fiscal year 2009.

- Secured a \$100,000 grant for women, infants, and children (WIC) for on-line training.
 - AHEC – 700 students were served through the Health Careers Fair at Thomas More College, Hispanic Health Fair (350 attended).
 - Assessment Center – 300 people will be tested this month for the Automotive Services Excellent (ASE) testing.
 - 147 people took the MPRE Exam (Multi-State Professional Responsibility Exam – the Ethics Exam for the Bar).
 - Phil Accardi has been named the new Director of the Center for Workforce Development.
 - LEAD III activities – annual retreat at Bracken Ridge took place October 21 & 22; Government Day was held on November 14; and a Community Partners Day will be held on December 12.
 - New Business Certificates introduced – human resources, financial perspectives, entrepreneurship, and operations management.
- **Gateway Foundation and Major Gifts Campaign Report** – Laura Cook Kroeger, Vice President of Resource Development and External Affairs, reported on the following items:
 - The Sathe Family Foundation has established a \$2,500 scholarship at GCTC and committed 50% (\$40,000) of the proceeds from a fundraiser which netted \$80,000 at the Metropolitan Club.
 - Ralph Anderson and Judy Clabes were recognized at the KCTCS Gala as GCTC's Benefactors of the Year. Mr. Anderson was honored for the \$250,000 Ralph G. Anderson Scholarship established by Belcan. Ms. Clabes was honored as a member of the founding board of the Urban Learning Center, which provided a \$50,000 gift to Gateway for urban students. The Council on Postsecondary Education matched the gift, creating a \$100,000 gift on behalf of the ULC.
 - The capital campaign is in the lead gift stage.
 - The GCTC Foundation is evaluating a gala to occur in the next year.
 - The Foundation will again conduct a Community Leaders Luncheon in February and is working with Turfway Park on the Call to the Post Luncheon to benefit scholarships.
 - In response to a question from Chairman Jordan, Ms. Kroeger noted that Ray Clements, the Clements Group consultant, had advised the Campaign Management Committee on the findings of a previous study about fundraising in difficult economic times. The study found that giving continued during such periods and rebounded more strongly once the difficulties had passed. Dr. Hughes noted that community colleges are uniquely positioned to serve education and training needs during economic downturns. Pledges of delayed gifts, many of which can be stretched to annual payments over three to five years, will be emphasized during the downturn. Dr. Hughes also noted the Gates Foundation had recently singled out community colleges for increased giving.

- **SACS Update** – Dr. Hughes reported that the SACS exit interview was positive and complimented the amazing job done by the college’s SACS implementation and audit team. The average number of recommendations by a SACS visiting team is normally 12 to 15. Gateway received two recommendations and has responded to both. The SACS decision will be known in early December.
- **Fall Enrollment Report** – Ms. Patricia Goodman, Dean of Institutional Research, Planning and Effectiveness, reported on enrollment trends (a copy of the report is attached to the permanent minutes):
 - Headcount increased 11.3% to 3,484 from a year ago
 - FTE increased 12.1% to 1,815.06
 - The number of freshmen declined overall, but the number of first-time freshmen increased about 25%
 - The number of sophomores appears to have increased substantially; official numbers will be available in January
 - The number of degree-seeking students is up 22.4%
 - Diploma-seeking students increased 2.6%
 - Certificate-seeking students declined 31.3%
 - Non-credential students declined 17%
 - Fall enrollment is 57% female and 43% male, continuing the trend of the past three years
 - Diversity has improved. The non-white student population has increased from 8.5% last year to nearly 9% of a larger total base this year.
 - Student survey results showed:
 - 47.6% of entering freshmen are the first in their immediate family to attend college
 - 83.2% have annual incomes under \$25,000
 - 49.9% have total family household incomes under \$25,000
 - Questions from Board members:
 - Ken Paul – What is the percentage of students attending night and weekend classes? Answer – classes are limited to the availability of faculty, both full time and adjunct. Classes normally fill if they are offered at these times. Gateway is currently at capacity in the evening Monday through Thursday.
 - Brent Cooper – Do these enrollment statistics help in promoting Gateway? Answer – yes.
 - Dr. Doty Latuszek added that an increase in adjunct pay rate would assist in obtaining additional adjunct faculty.
 - Ken Paul suggested using the Boone, Kenton, and Campbell County Recorders in publishing student success stories. Additional success stories can be found in the President’s Report.

IV. SPECIAL ORDERS

- A. 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)
- Martha Johnson (Vice Chair)
- Ken Paul (Secretary)
- Brent Cooper (Parliamentarian)

Chairman Jordan asked for nominations from the floor. No additional nominations were made and the nominations were closed. Mr. Richard Fowler made a motion to accept the recommended slate of officers; motion was seconded by Mr. Brent Cooper. Motion passed unanimously.

- B. Schedule of Regular Meetings** – Parliamentarian Cooper read Article 5, Section 1 Schedule of Regular Meetings. The schedule of the proposed 2009 Board of Directors’ meetings was discussed (a copy of the meeting schedule is attached to the permanent minutes). The schedule of meetings for 2009 stands as presented.

Chairman Jordan noted that a Board of Directors’ Retreat will be scheduled for February or March 2009. A list of suggested retreat dates will be selected and the Board members will be polled for the best date.

- 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** – Parliamentarian Cooper reported that the Bylaws Committee had not met, but would be meeting in the near future.

- 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):

- o Secretary Ken Paul commended Dr. Hughes and Mike Baker for an excellent job in managing the budget and expenses. The budget currently projects an excess of \$300,000 over expenses. Secretary Paul and Mike Baker reported that the state is facing a \$294 million deficit and mid-year budget cuts are expected. GCTC is prepared for a 6 percent cut, which would equate to \$323,000.
- o Secretary Paul also noted that the budget committee met on January 14, May 12, September 11, and November 6, 2008.

- C. Performance Evaluation of the President** – Committee Chair, Mr. Richard Fowler, reported the President’s Evaluation was completed and forwarded to Dr. Michael B. McCall in May 2008. All KCTCS requirements were met in reporting the evaluation.

- VI. UNFINISHED BUSINESS** – There was no unfinished business to be brought before the Board of Directors.

VII. NEW BUSINESS

- A. Strategic Planning for 2010-16** – Ms. Patricia Goodman reported the Strategic Plan for 2010-2016 is in progress (a copy of the strategic planning process is attached to be permanent minutes). Gateway is following the KCTCS timeline and has adopted the Appreciative Inquiry model to conduct an environmental scan. The Appreciative Inquiry

model consists of four components: Discover, Dream, Design, and Deliver. Gateway is currently in the environmental scanning stage. The final planning timeline will be complete in January, and the Board will have a final draft of the environment scan at its retreat.

B. Featured Presentation: Workforce Solutions Manufacturing Consortium Initiative
– Dr. Angie Taylor and Dr. Tony Clarke presented a special update on Workforce Solutions, previously known as Business and Industry Services. They discussed global and regional challenges facing employers and noted that Gateway is responding by developing new certificate options. They noted the role of the Assessment Center in testing and validating pre-employment assessments and meeting employer skill needs through GCTC customized training. As director of Workforce Development Center, Phil Accardi will work to improve the candidate pool for supervisory training.

VIII. EXECUTIVE SESSION

Chairman Rick Jordan announced that the Board would move into a closed session following KRS 61.810 (1) (b), "Future Acquisition or Sale of Real Property." Martha Johnson made a motion to move into Executive Session, Katheryn Cook seconded; motion carried.

Upon motion by Richard Fowler and seconded by Brent Cooper, the Board meeting was resumed by Chairman Jordan at 8:30 p.m. Chairman Jordan announced that no action was taken in the Executive Session.

IX. ANNOUNCEMENTS

Thursday, January 15, 2009
Thursday, January 22, 2009
Thursday, May 21, 2009

Board Budget Committee Meeting
Board of Directors Meeting
GCTC Commencement

X. ADJOURNMENT – Chairman Jordan adjourned the meeting at 8:32 pm.

Prepared by Sharon Poore, Recording Secretary

Approved:

Secretary to the Board

Date