



## Board of Directors Meeting Minutes

*Thursday, May 22, 2008*

**5:30 Dinner**

**Board of Directors Meeting – 6 p.m.**

***Gateway Community & Technical College***

***Boone Campus***

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### **BOARD MEMBERS PRESENT:**

Brent Cooper (Parliamentarian)      Scott Draud  
Richard Fowler      Martha Johnson (Vice Chair)      Rick Jordan (Chair)  
Ken Paul (Secretary)      Cindy Sproehle (Staff Representative)  
Dee Wright (Faculty Representative)

### **BOARD MEMBERS ABSENT:**

Katheryn Cook      Jennifer Holt (Student Representative)

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### **OTHERS PRESENT:**

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

Mr. Mike Baker, Vice President, Business Affairs  
Ms. Laura Cook, Vice President, Resource Development & External Affairs  
Dr. Rob Deger, Highland Heights Campus Administrator & Professor  
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  
Ms. Margaret Thomson, Director of Public Relations  
Ms. Ingrid Washington, Dean of Students  
Ms. Theresa Wiehoff, Incoming Student Representative to the Board of Directors

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## **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 MARCH 20, 2008, BOARD MEETING**

The minutes of the March 20, 2008, Board meeting were approved, noting a change to the attendee list in which Martha Johnson was absent for the meeting.

## **III. OFFICER REPORTS**

### **A. Chairman's Report**

Chairman Jordan introduced and welcomed Theresa Wiehoff, the incoming student representative to the Board of Directors. Theresa will take office in August 2008.

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

- **Provost Report** - Dr. Doty Latuszek, Associate Provost and Dean of Academic Affairs, reported the following:
  - With faculty collaboration, a new process has been put in place to develop learning outcomes in connection with the SACS compliance audit.
  - She and other members of faculty and staff are working on a process to complete the closure of the Highland Heights Campus and relocate programs, services, and employees to other campuses. The relocation involves 45 people and four or five programs. Most programs/individuals will relocate to the Covington Campus, with a few relocating to the Boone Campus.
  - Dr. Hughes thanked Dr. Latuszek and Mr. Baker for their contributing efforts in the Highland Heights campus closure and program relocations.
- **Business and Industry Services Report** – In the absence of Dr. Angie Taylor, Dr. Hughes gave the following report for Business and Industry Services:
  - BIS has secured \$996,048 in grant funds through Kentucky WINS for local companies desiring training. Two projects are pending that will push the awards to more than \$1 million by June 30. This is one-sixth of the entire WINS funding available to KCTCS.
  - BIS completed customer service training for 192 patient account clerks at St. Elizabeth Medical Center. It is anticipated that St. Elizabeth will ask Gateway to provide all of their employees with customer service training.
- **Student Affairs Report** – Ingrid Washington, Dean of Students, reported the following:
  - Retention initiatives designed to retain students until they have completed a credential include:

- Title III grant has a large retention component.
  - Student referral forms are distributed to all faculty, who can use them to refer students to an intervention specialist.
  - The Academic Advising Center, new-student orientation process, welcome committees, mandatory introduction to college classes/study skills services, tutoring and supplemental instruction opportunities, Student Support Services and Ready to Work programs, student engagement clubs, and the retention advisory committee are initiatives Gateway has developed to encourage retention.
  - Mr. Brent Cooper asked how Gateway's retention compares to other KCTCS colleges. Ms. Washington stated currently Gateway is at mid-point of the 16 colleges and is quickly rising to the top in retention percentages. In the near future, a full-time Academic Advisor and Coordinator of Academic Success will be hired to assist in student services and retention. Chairman Jordan stated that the difference in retention from 2004 until now is incredible and thanked Ms. Washington for doing a great job.
  - Mr. Fowler added that return on investment statistical information compared to other KCTCS colleges would also be helpful.
- **April College-Wide Symposium** – Dr. Hughes distributed a copy of the program from the April college-wide learning symposium on student engagement. He stated that all future symposiums will be learning opportunities for all faculty and staff.
  - **Gateway Foundation and Major Gifts Campaign Report** – Dr. Hughes invited Ms. Laura Cook to report on recent activities of the Gateway Foundation.
    - The Foundation sponsored the Night of Excellence, the graduation dinner for the LEAD class, the Learning Symposium picnic, the Visual Communication student portfolio exhibit at Leapin' Lizard Gallery, and the inauguration ceremony for Phi Theta Kappa.
    - Now that enabling legislation has been passed and signed, the process of disposing of the land where the Covington Campus now sits can begin.
    - Brian Papke has agreed to chair the manufacturing division of the Fulfilling the Promise capital campaign.
    - Gateway succeeded in securing two \$50,000 scholarships eligible for a dollar-for-dollar match from the Council on Postsecondary Education. When approved, it will mean a total of \$200,000 for scholarships. The CPE approval is pending.
    - The paperwork is nearly complete to establish another \$250,000 scholarship fund that will provide scholarships over a 10-year period from an unnamed donor.
    - Still another \$4,500 scholarship has been established.
    - Toyota provided a computer and projector to the Foundation for meetings.
    - Four Easton Road Ranger auto shift transmissions, with a value of \$13,000, have been donated to the Diesel Technology program.
    - Gateway received a \$866,000 Department of Labor grant for the nursing program.
    - First Lady Jane Beshear will speak at the Partners in Prevention event Tuesday, May 27, co-sponsored by Gateway. Dr. Angie Taylor is the chairperson of the group this year.

- Ms. Cook also provided contextual marketing information, noting our major competitors in the region and industry data on the percentage of revenues spent on advertising for competitors, KCTCS, and Gateway.
- **Legislative Summary** – Dr. Hughes provided the following legislative update:
  - Language enabling the sale of the Covington Campus was enacted.
  - State appropriations for higher education were reduced 6 percent.
  - The budget includes \$21.3 million in capital funding for the Urban Campus, if the state realized excess revenue in the second year of the biennium.
  - The budget includes about two-thirds of the funding necessary for KCTCS to open and operate 15 new buildings, including the Nursing/Allied Health Sciences Center and the Center for Advanced Manufacturing Competitiveness at Boone.
- **SACS Update** – Ms. Patricia Goodman, Dean of Institutional Research, Planning and Effectiveness, reported on the status of SACS compliance (a copy of the report is attached to the permanent minutes):
  - Compliance teams composed of 63 employees continue to work through an extensive self-study and a compliance audit that will be completed by the end of May 2008 for the Commission on Colleges of the Southern Association of Colleges and Schools (SACS). Our status on completion of these 72 narratives, as of May 9, is as follows:
    - 96% of narratives have gone through the 1<sup>st</sup> draft with the GCTC SACS Compliance Team
    - 88% of narratives have gone through the 2<sup>nd</sup> draft with the GCTC SACS Compliance Team
    - 65% of narratives have gone through the KCTCS review
    - 43% of narratives are complete and awaiting final editorial review before posting to the website
  - The compliance audit will be reviewed and will be followed by an accreditation visiting committee scheduled for September 21 – 24, 2008. Their report will be forwarded to the full Commission for final approval to be accredited by the Commission 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 requested that the Board of Directors develop a statement supporting the college's SACS accreditation process to be used on the Gateway website.

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

**B. Budget Committee** – Secretary Paul presented the proposed 2008-09 annual college budget resolution for Board approval. The proposed budget consists of \$14,493,000 in unrestricted funds that includes a total of \$10,417,050 in public funds allocation and planned expenditures of \$14,493,300. The proposed budget plan includes new funds that the College President will use to meet the most pressing needs identified through the Strategic Needs Analysis. Dr. Hughes noted the tremendous work of Mike Baker in preparing the annual budget.

The Budget Committee recommended the Board of Directors to approve the 2008-09 Operating Budget and Resolution (a copy of the resolution is attached to the permanent minutes). Mr. Brent Cooper made the motion for the Board to accept the proposed budget. The motion passed unanimously.

**C. Performance Evaluation of the President** – Committee Chair, Mr. Richard Fowler, stated that all evaluation data has been compiled. Mr. Fowler recommended that the evaluation data be reviewed in an Executive Session this evening.

## **V. UNFINISHED BUSINESS**

- Chairman Jordan and Secretary Paul praised Gateway faculty and staff for a successful commencement ceremony on May 16.

## **VI. NEW BUSINESS**

**A. Customer Service Survey Results** – Ms. Patricia Goodman reviewed the 2008 employee and student customer service surveys. A copy of the survey is attached to the permanent minutes. Also, results are posted online at <http://gctc.info> on the Research, Planning and Effectiveness page. The following comments were made by Board members:

- Dee Wright stated that paper survey results were better and suggested taking class time to complete.
- Ken Paul asked about the possibility of offering computer equipment to all students so as to better communicate with them.
- Martha Johnson asked what benefit is the survey to students; is there incentives offered for them to complete.
- Richard Fowler suggested conducting a survey asking the students how the experience benefited them, as well as the suggestion of adding safety to the survey.

**B. Recognition of Student Representative** – Chairman Jordan read a resolution of the Board of Directors that recognizes and honors Jennifer Holt for her dedication and service to the Board through her outstanding service during the 2007-08 academic year. (A copy of the resolution is attached to the permanent minutes).

Chairman Jordan asked for a motion from the floor to accept the resolution honoring Jennifer Holt. The motion was made by Ken Paul and seconded by Martha Johnson; motion passed unanimously.

**VII. EXECUTIVE SESSION**

Chairman Rick Jordan announced that the Board would move into a closed session following KRS 61.810 (1) (f) guidelines, "Discussions or hearings which might lead to the appointment, discipline, or dismissal of an individual employee, member, or student without restricting that employee's, member's, or student's right to a public hearing if requested." Richard Fowler made a motion to move into Executive Session, Scott Draud seconded; motion carried. The Board went into Executive Session to review the annual performance of the President at 8:15 p.m.

Upon motion by Richard Fowler and seconded by Brent Cooper, the Board meeting was resumed by Chairman Jordan at 9:00 p.m. Chairman Jordan announced that no action was taken in the Executive Session.

**VIII. ANNOUNCEMENTS**

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| <p><b>A. Next Board of Directors Meeting</b><br/> <b>Thursday, September 11, 2008</b><br/> <b>Thursday, September 18, 2008</b><br/> <b>September 21 – 24, 2008</b></p> | <p><b>Thursday, July 22, 2008 (Tentative)</b><br/> <b>Board Budget Committee Meeting</b><br/> <b>Board of Directors Meeting</b><br/> <b>SACS Visiting Committee</b></p> |
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**VIII. ADJOURNMENT** – Chairman Jordan adjourned the meeting at 9:03 pm.

Prepared by Sharon Poore, Recording Secretary

Approved:

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Secretary to the Board

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Date