



## Board of Directors Meeting Minutes

*Thursday, September 18, 2008*

**5:30 Dinner**

**Board of Directors Meeting – 6 p.m.  
Gateway Community & Technical College  
Edgewood Campus**

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### **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

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### **OTHERS PRESENT:**

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

Mr. Mike Baker, Vice President, Business Affairs  
Dr. Rob Deger, Professor  
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

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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 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 22, 2008, BOARD MEETING

The minutes of the May 22, 2008, Board meeting were approved as distributed.

## III. OFFICER REPORTS

### A. Chairman's Report

- Chairman Jordan welcomed and introduced the new student representative to the Board, Ms. Theresa Wiehoff.

Mr. Ken Paul, Secretary to the Board of Directors, administered the Oath of Office to Ms. Wiehoff.

- **Appointment of Nominating Committee** – Chairman Jordan called on Parliamentarian Cooper to read Article 4, Section 2 – Election of Nominating Committee. Chairman Jordan opened nominations from the floor. Nominations were: Rev. Richard Fowler, Chair; Ms. Katheryn Cook; and Ms. Cindy Sproehnle. Upon motion by Martha Johnson and seconded by Dee Wright, the motion passed unanimously.

### 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):

- Andre Washington was hired as the college's first Admissions Director. Mr. Washington has developed a system to retain data, and has reported that enrollment has increased 6% over a year ago. Estimated enrollment count for fall 2008 is 3,350 students.
- **Academic Affairs** – Dr. Doty Latuszek, Associate Provost, reported the following:
  - The consolidation of the Highland Heights Campus to the Covington and Boone Campuses is nearly complete. The Highland Campus is vacated except for the Voice and Data lab, the Kentucky Fire Commission offices, and then college's printing functions.
  - Fall enrollment is nearing 2,800, with additional course sections beginning October 14.
  - The spring 2009 course schedule is in development and will be available for student registration beginning the first week in October.
  - The college is finalizing preparations for the SACS accreditation visiting team scheduled for September 22 - 24.
  - A systemic process is in place to document student learning outcomes.

- In addition, Dr. Latuszek reviewed the Assessment Program of Student Learning (a copy of the Assessment Program is attached to the permanent minutes).

Rick Jordan thanked Dr, Latuszek for her efforts in coordinating the recent campus moves.

- **Student Affairs Report** – Ms. Ingrid Washington, Dean of Students, reported the following:
  - The Student Services Center is now open at the Edgewood Campus. The center provides students with one-stop services in Admissions, Advising, Financial Aid, Disability Services, Student Support Services, Registrar, and the Dean of Students all in one location. Satellite centers are also established on the other two campuses and at the Urban Center in order for students to receive assistance on any campus.
  - The Student Affairs reorganization plan has been implemented that will focus on student retention support for at-risk students. RuthAnne Kolumba has been assigned as Coordinator of Academic Success and Weekend Services and Wendy Steinburg has been hired as Coordinator of Academic Success and Retention. Both RuthAnne and Wendy will assist in the support of student engagement, probation students, and co-curricular activities.
- **Business and Industry Services Report** – Dr. Angie Taylor, Vice President for Business and Industry Services, reported the following:
  - The second Manufacturing Forum with area manufacturers was held on August 21.
  - GCTC is one of five or six KCTCS schools to participate in a pilot Workforce Competitiveness Initiative, which will assist BIS in targeting industry clusters and maximizing the effectiveness of its service offerings.
  - BIS (which is undergoing a rebranding to become Workforce Solutions) has introduced several new programs, including LEAN for Hospitals and Total Productive Management.
  - Gateway was awarded \$394,000 from the Department of Labor for Energy Studies to help fund an energy consortium initiative to train lineman and other career positions with the region's energy companies. The companies have pledged more than \$605,000 in cash and in-kind contributions to the project. This award was one of only ten in the country out of approximately 175 proposals that were submitted. Amber Decker and Dr. Tony Clarke were instrumental in writing and receiving the grant.
  - The Northern Kentucky Workforce Investment Board (WIB) awarded \$120,000 to fund a Regional Workforce Development Consultant to create a regional workforce development strategic plan. Gary Mertz has been hired as the consultant for the project. This is the first time a project from Gateway will include the state of Indiana and Ohio.
  - Cindy Sproehle was named as the Kentucky representative to the National College Testing Association.
  - New certificates have been approved and will be implemented this fall in Entrepreneurship, Human Resource Administration, Financial Perspectives, and

Operations Management. An International Studies Certificate is pending approval. All of these certificates support the Business Career Pathways Initiative and grant program.

- A new \$100,000 grant has been received to create an Allied Health Career Pathway.
  - BIS has received \$600,000 in grants in the first quarter.
  - Dr. Taylor reviewed the Workforce Solutions Personnel Organizational Charts (Phase I and II). Charts are attached to the permanent minutes.
- **Gateway Foundation and Major Gifts Campaign Report** – Reporting for the GTC Foundation in Laura Cook Kroeger's absence, Dr. Hughes noted leadership in the Gateway Campaign now includes the following five co-chairs: Joe Gross – Health Care; Bob Zapp – Finance; Brian Papke – Manufacturing; Tom Banta – Development and Construction; and Lee Flischel, who serves as the Campaign COO. The campaign total now exceeds \$5.3 million. The most recent lead gifts are Belcan (\$250,000), the Foundation Scholarship in memory of R. C. Durr (\$100,000), and the Urban Scholarship Fund (\$100,000).

The Board viewed the Capital Campaign video.

Brent Cooper congratulated Laura Cook for the outstanding work she has contributed to the capital campaign. Mr. Cooper also thanked Dr. Taylor for her contributions to the area's WIB.

**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 reported that the Budget Committee met on September 11, 2008 at which time Mr. Mike Baker presented the 2007-08 and 2008-09 finance reports.

Mr. Baker reviewed the final 2007-08 final budget report and stated that overall expenditures were reduced to cover the real and anticipated budget reductions ordered by the Governor. The college implemented significant reduction plans that resulted in a larger carry forward than previously budgeted by about \$800,000 to \$1.1 million. This reserve fund will be used in the current budget on non-recurring items including any further budget reductions. Revenues exceeded budget projections for the year.

In addition, Mr. Baker presented the current fiscal 2008-09 budget. Fall tuition has already exceeded projections by about \$100,000 with enrollment continuing. Expenditures overall were 14% for the first two months which is on target for the expenditure plan.

Ken Paul thanked Dr. Hughes and Mr. Baker for their efforts in reducing costs at Gateway. Mr. Paul asked for a motion to accept both budget reports. Upon motion by Richard Fowler and seconded by Kathryn Cook, the 2007-08 and the 2008-09 budget reports were approved as presented.

**C. Performance Evaluation of the President** – Committee Chair, Mr. Richard Fowler, stated the President’s Evaluation was completed and forwarded to Dr. Michael B. McCall in May. Dr. Hughes added that his review with Dr. McCall went well and that stretch goals have been established for 2008-09.

## **V. UNFINISHED BUSINESS**

- **Distribution of Open Records, Open Meetings and Records Retention Information Pursuant to KRS n164.465** – Dr. Hughes noted that in each Board member’s packet is a copy of The Kentucky Open Records and Open Meetings Acts information (a copy is attached to the permanent minutes) in which each member is required to sign that he/she understands and has received. Dr. Hughes asked each member to sign and return their copy to recording secretary, Sharon Poore. Ms. Poore will forward all signed documents to the KCTCS president’s office.

## **VI. NEW BUSINESS**

**A. SACS Update and Presentation** – Dr. Hughes provided an update on the college’s readiness for the SACS visit, the board’s participation in the visit, and the likely questions. Highlights of the discussion included:

- SACS Visiting Team to be held September 22 – 24, 2008 (a list of the visiting team members is attached to the permanent minutes)
- Gateway’s verification of what we presented in the self-study
- What does accreditation mean for the college
- Timeline of the accreditation process
- Specific Board actions and responsibilities
- Review of the visiting team’s itinerary
- Board members are invited to attend a luncheon with the visiting team

Dr. Hughes expressed his gratitude to the Board of Directors, faculty, and staff for the important role each will play in the accreditation process.

## **VII. 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, Richard Fowler seconded; motion carried.

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**

September 22 – 24, 2008  
November 1, 2008  
Thursday, November 6, 2008  
Thursday, November 20, 2008  
Thursday, May 21, 2009

SACS Visiting Team  
KCTCS Benefactor's Gala  
Board Budget Committee Meeting  
Board of Directors Meeting  
GCTC Commencement

**Resignation of Board Member** – Chairman Jordan noted that the Board has received a letter of resignation from Scott Draud (a copy of Mr. Draud's resignation letter is attached to the permanent minutes). He will remain a member until replaced by the Governor through the normal Board appointment process. In this process, the Governor first names a committee to accept nominations. Three names are then forwarded to the Governor for consideration. Completing the process could take several months.

**IX. 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