



Board of Directors Meeting Minutes

Thursday, November 19, 2009

5:30 Dinner

Board of Directors Annual Meeting – 6 p.m.

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

BOARD MEMBERS PRESENT:

Brent Cooper (Parliamentarian) via teleconference

Richard Fowler

Martha Johnson (Vice Chair)

Ken Paul (Secretary)

Jason Schomaker (Student Representative)

Jeff Groob

Rick Jordan (Chair)

Cindy Sproehnle (Staff Representative)

Dee Wright (Faculty Representative)

BOARD MEMBERS ABSENT:

Katheryn Cook

OTHERS PRESENT:

GCTC Faculty/Staff:

Mr. Mike Baker, Vice President, Business Affairs

Ms. Marinell Brown, Associate Provost for Academic Affairs

Ms. Laura Cook Kroeger, Vice President, Resource Development & External Affairs

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

Mr. Andre Washington, Director of Admissions & Enrollment Management

Ms. Ingrid Washington, Vice President for Student Affairs

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 17, 2009, BOARD MEETING

The minutes of the September 17, 2009, 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.
- Chairman Jordan presented the Executive Committee Report, noting that during 2009, there were no Executive Committee meetings needed. All Board business and reports were held during the scheduled Board meetings.
- Chairman Jordan welcomed and introduced the newly appointed Board member, Jeff Groob. Each Board member introduced themselves to Mr. Groob.
- Mr. Ken Paul, Secretary to the Board of Directors, administered the Oath of Office to Mr. Groob.

IV. SPECIAL ORDERS

A. Election of Officers – Chairman 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. Jeff Groob. Motion passed unanimously. A copy of the Nomination Committee report is attached to the permanent minutes.

B. Schedule of Regular Meetings – Parliamentarian Cooper read Article 5, Section 1 Schedule of Regular Meetings. The schedule of the proposed 2010 Board of Directors' meetings was discussed (a copy of the meeting schedule is attached to the permanent minutes). The schedule of meetings for 2010 stands as presented.

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 after several meetings and discussions this year, the Bylaws/Rules Committee submitted recommendations to the Board to modify the Gateway Board of Directors Bylaws. Those modifications to the Bylaws were officially read at the last Gateway Board Meeting, per Article XII, Section I).

In addition to a number of minor modifications, there were a few fairly significant changes:

Article IV – Section 3 – Board officer terms were changed from a one-year term to a two-year term.

Article VII, Sections 1, 2, & 3 – Board committee(s) structure was changed to be more flexible by taking out language that limited membership (i.e., “this committee must be made up of at least, but not limited to two (2) Board members and a college liaison”).

The changes to the Bylaws were approved as presented by Parliamentarian Cooper.

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):

- Secretary Ken Paul commended Dr. Hughes and Mike Baker for an excellent job in managing the budget and expenses. The Budget Committee met four times during 2009: January 15, May 7, September 3, and November 5.
- Mr. Paul asked Mr. Mike Baker to review the 2008-09 audited budget, as well as the 2009-10 budget as follows:
 - Fund balance available for expenditure grew by \$264,252 the past year and was \$1,741,700 as of June 30, 2009. \$1,248,200 of this amount was incorporated into the original budget with \$446,400 budgeted to cover recurring costs.
 - Tuition and fees equal 25%, with State appropriation equaling 24%.
 - Fall tuition will exceed budget by about \$300,000.
 - 20% of the budget overall has been spent to date.
 - Financial Aid funds are increasing due to the increase in enrollment of Pell Grant eligibility. Mr. Baker noted that the college brings in tremendous amounts of grant funding.
 - Gateway has a healthy fund balance and is holding (as mandated by KCTCS) \$650,000 in reserve.

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 2009. All KCTCS requirements were met in reporting the evaluation. A copy of the report is attached to the permanent minutes.

VI. President's Report – Dr. Hughes began his report by calling on the following individuals for division reports: (a copy of the President's Report is attached to the permanent minutes):

- **Enrollment Report** – Mr. Andre Washington, Director of Admissions & Enrollment Management, reported the following:
 - Headcount trends from fall 2008 to fall 2009 – headcount has increased by 21%, with FTE increasing by 32%
 - Headcount trends from fall 2004 to fall 2009 – headcount has increased by 61%; with FTE increasing by 110%
 - For fall 2009, 35% of students are full-time; 65% of students are part-time
 - For fall 2004, 27% of students were full-time; 73% of students were part-time
 - Ethnicity Demographics – Black/Non-Hispanic enrollment has increased 53% over fall 2008; 11% of fall 2009 students are minority compared to 6% in fall 2004
 - Student County of Residence
 - Kentucky Counties – Kenton 1,780; Pendleton 158; Boone 984; Bracken 20; Campbell 752; Grant 192; Gallatin 38
 - Ohio Counties – Hamilton 131; Clermont 32
 - Providing Access to Education through:
 - Our partnership with STRIVE for recruitment of students from the urban core
 - Tuition Consortium Agreement to allow for in-state tuition rates
 - Increase in Workforce Investment Act Recipients – dislocated workers
 - Early Scholar Program
 - Online Admissions Application
 - Expansion of COMPASS testing sites and availability
 - Expansion into Grant, Pendleton, Gallatin, and Bracken Counties
 - Collaboration with Academic and Student Affairs
 - Consolidation of four campuses into three for greater efficiency
- **Providing Access to Education** – Dr. Doty Latuszek provided the following information as it relates to curriculum, degrees, and programs:
 - Streamlining curriculum by integration of courses and electives for multiple programs (approximately 100 degrees were eliminated in the process)
 - Expansion into the Associate Degree Evening/Weekend Program
 - Expansion of online course offerings
 - The establishment of the Selective Admission process for the Nursing Program
 - A new advising model for the Academic Advising process – by program rather than by credential; a team is currently developing a new advising model
 - Gateway's continuous improvement and expansion efforts include:
 - The addition of nine newly hired full-time faculty
 - The adjunct faculty budget/pay has been expanded
 - Improvements in developmental education
 - Newly revamped faculty orientation
 - Enhanced evaluation of teaching methods

- **Gateway Advocacy** – Laura Cook Kroeger, Vice President of Resource Development and External Affairs, reported on the following items:
 - The *Kentuckians for Community and Technical Colleges* Advocacy campaign goal is to ensure our state makes smart investments in our students, our workers and the state’s economy, and for policymakers to recognize and support KCTCS as Kentucky’s engine of opportunity.
 - The message of the campaign is that community colleges transform Kentucky’s economy and enhances the employability of Kentuckians through workforce education, transfer education, and college and workforce readiness.
 - In order to accomplish our goal/message of the campaign, we need legislators to make smart investments in Kentucky’s future by investing in Gateway/KCTCS.
 - December 9, 2009, has been scheduled to bring the message to our community, faculty, and staff. Dr. McCall, President of KCTCS, will address manufacturers, the legislative caucus, and community leaders in the day-long activities, along with an appearance on cable TV channel ICN-6, an interview with the Business Courier, and The Enquirer Editorial Board. In addition, Dr. McCall will meet with Gateway students as well as Gateway Opportunity Council, Chamber of Commerce leadership, and Vision 2015.
 - Ms. Kroeger extended an invitation to all Board members and encouraged them to attend the luncheon and strategy sessions. Jeff Groob emphasized the importance of getting the message to our legislative caucus that education is an investment worth making.

- **Workforce Solutions Report – Realizing the Center for Advanced Manufacturing** – Dr. Angie Taylor, Vice President for Workforce Solutions, reported the following:
 - In its fourth year, the Boone Campus has been the location for hosting several manufacturing forums since 2005. As a result of these forums, the Advanced Manufacturing Career Pathway degree was developed.
 - The Workforce Solutions Division annually procures approximately \$1 million in KY WINS funding for local manufacturing companies and serves 3,000 incumbent workers with customized training.
 - 34 dual credit courses are offered at Northern Kentucky’s four Area Technology Centers serving 450 dual credit students annually.
 - Manufacturing Courses have been coordinated for apprenticeship programs at several area manufacturers.
 - Contact has been made and maintained with 48 industry representatives on six advisory committees for manufacturing programs.
 - A National Science Foundation grant for \$598,000 has been acquired that has resulted in the creation of the Mechatronics Certificate which is now being offered to incumbent workers and Area Technology Center students.
 - \$363,000 in congressionally-directed funds has been awarded from Congressman Geoff Davis for manufacturing equipment.
 - The division is a member of the Greater Cincinnati Workforce Solutions Network and has applied for \$5 million in stimulus funding.
 - 13 new part-time faculty have been hired to teach in manufacturing programs.
 - Evening, Saturday, hybrid, and modular courses are now available to enhance student learning.

Following the reports, Chairman Jordan thanked everyone for their reports and the team presentation. Brent Cooper commended faculty and staff for their value to the Northern Kentucky community.

Chairman Jordan thanked Dr. Latuszek for the work and leadership she has provided during her tenure at Gateway, and wished her well in her future endeavors in Michigan. On behalf of the faculty at Gateway, Dee Wright thanked Dr. Latuszek for bridging the gap between technical and academic programs at the college.

- **Urban Campus Update** – Dr. Hughes noted that he has been working with local and state officials to get the Urban Campus ranked as a high priority for funding by KCTCS and the Council on Postsecondary Education. Jeff Groob added that the Urban Campus is a top priority for him. He feels that communication and community relations should be a top priority when engaging with the public.

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

VIII. NEW BUSINESS – There was no new business to be brought before the Board of Directors.

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 7:50 pm.

Prepared by Sharon Poore, Recording Secretary

Approved:

Secretary to the Board

Date

Following adjournment of the meeting, a tour of Phase II, Center for Advanced Manufacturing was conducted.