



Board of Directors Meeting Minutes

Thursday, March 26, 2009

5:30 Dinner

Board of Directors Meeting – 6 p.m.

Gateway Community & Technical College

Boone Campus

BOARD MEMBERS PRESENT:

Brent Cooper (Parliamentarian)

Martha Johnson (Vice Chair)

Ken Paul (Secretary)

Theresa Wiehoff (Student Representative)

Richard Fowler

Rick Jordan (Chair)

Cindy Sproehnle (Staff Representative)

Dee Wright (Faculty Representative)

BOARD MEMBERS ABSENT:

Katheryn Cook

Scott Draud

OTHERS PRESENT:

GCTC Faculty/Staff:

Mr. Mike Baker, Vice President, Business Affairs

Mr. Jeremy Berberich, Associate Director of Library and Information Services

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, Provost/Vice President Academic

Ms. Sharon Poore, Executive Assistant & Recording Secretary to the Board of Directors

Dr. Angie Taylor, Vice President, Business & Industry Services

Ms. Margaret Thomson, Director, Public Relations

Ms. Ingrid Washington, Vice President, 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 NOVEMBER 20, 2008, BOARD MEETING

The minutes of the January 22, 2009, Board meeting were approved as distributed.

III. OFFICER REPORTS

A. Chairman's Report

- Chairman Jordan reported that the Executive Committee had not met.

B. President's Report

- **Report on Brighton Recovery Center's First Year** – Dr. Hughes began his report by introducing Ms. Tammy Weidinger, COO of the Brighton Center, and Ms. Anita Prater, Director of the Brighton Recovery Center for Women. Both Ms. Weidinger and Ms. Prater gave the following update on the Recovery Center's first year of operation:
 - The center is a long-term residential program that provides recovery services in a 100-bed facility for women who are homeless or meet criteria for low-income and are seeking to break their dependence on alcohol and/or other drugs. The center is part of Kentucky's 10-year plan to end chronic homelessness and combat substance abuse. Participants can stay up to two years while they work through the recovery program, stay on as support staff, and prepare a transition plan for when they graduate (or transition) from the program. This long-term approach gives residents the opportunity to break the cycle of substance abuse by removing the participant from their prior lifestyle. The program consists of four components: 1) Safe off the Streets; 2) Motivational Tracks one and two; 3) Phase 1 – the recovery program; and 4) Transitional Phase 2.
 - The center began its operation in April 2008, with a ribbon cutting ceremony in July 2008. One hundred seventy-three women have been served to date, with the first graduation or transition ceremony being held on February 29, 2009.
 - The Brighton Center expressed thanks to the Board for the partnership that included the land for the facility.
- **Student Affairs** – Ms. Ingrid Washington, vice president for student affairs, reported the following (a copy of Ms. Washington's report is attached to the permanent minutes):
 - Ms. Washington began her report by reviewing the phases of the Retention Team's plan and reviewed Phases 1 – 3 (a copy of the report is attached to the permanent minutes). Career and Transfer models have been developed to assist students in being more engaged for success through mentoring and what they should focus on during their enrollment at Gateway.

- **Academic Affairs** – Dr. Doty Latuszek, provost/vice president for academic affairs, reported the following (a copy of Dr. Latuszek’s report is attached to the permanent minutes):
 - Dr. Latuszek began her report with a brief history of the process of streamlining several academic programs, course offerings, and academic credentials. Information Technology, Visual Communication, Business Administration, and Diesel Technology programs have all undergone a process of program review based on enrollments, number of graduates, cost per student credit hour, employability of graduates, and input from business and industry. Based on this analysis, the college will suspend and teach out the Construction Carpentry program. Program courses have identified a scheduled rotation of courses to facilitate the planning process for students and the college. Planned course rotations contribute to increased enrollment each semester that will minimize the cancellation of sections. All of these changes will help the college to meet its mission and vision with more efficiency. Research is also underway to identify new programs needed within the region that may be offered at the college.
 - Three additional phases will be reviewed in the near future.
 - Dr. Hughes added that this process allows faculty and advising personnel to be clearer as to where to place students and that Gateway is ahead of the game in transfer education.

- **Business Solutions** – Dr. Angie Taylor, vice president for business solutions reported the following:
 - Dr. Taylor invited Ms. Cindy Sproehle to give comments on the Assessment Center activities. To date, the center has served 4,240 individuals for testing since last July. Overall 124 companies have been served with training and 320 companies have been served through the Assessment Center.
 - Dr. Taylor stated that Gateway is participating in the KCTCS soft rollout of the Virtual Learning Initiative (VLI) KCTCS on-line, by partnering with Citi to offer Business Administration classes to their employees. 78 individuals attended the VLI workshops.
 - The largest single KY WINS project at Gateway has been registered for St. Elizabeth Medical Center in funding to support their implementation of the new EPIC software. Gateway is in the process of completing their KY WINS application and working with Alex Rodriguez and Debbie Couch on training plans to serve 5,000 employees at St. Elizabeth. Training is targeted to begin in the fall 2009.
 - Though the efforts of Dr. Tony Clarke, the college's emphasis on developing apprenticeship opportunities for students continues. Currently, 18 students are participating in the apprenticeship programs. The students are from three local manufacturing companies and are pursuing their degrees in Manufacturing Engineering Technology.
 - On Thursday, April 9 from 5:30 – 7:30 p.m., the Manufacturing, Business, and IT Open House will be hosted at the Boone Campus. All Area Technology Center students and their faculty have been invited to participate. Area employees of local companies who have received credit through the college’s customized training have also been invited to attend.

- **Foundation Report** – Ms. Laura Cook Kroeger, vice president for resource development and external affairs began her report with the following:
 - The new Gateway Print Center, directed by Henry Bang, has opened and is featuring a new color copier that can print brochures, posters, and banners.
 - The second five Ralph Anderson/Belcan scholarships in computer-aided drafting have been awarded for the spring term. The students will be hosted at a luncheon with Mr. Anderson in early April. The scholarships are full-tuition scholarship, and ten are awarded to students each year.
 - The Foundation was the recipient of the Call to the Post luncheon proceeds. A check for \$1,000 was presented to the Foundation for the scholarship fund.
 - Donor Bob Sathe's recent gifts to create a \$50,000 endowment for urban student scholarships will be matched with another \$50,000 by KCTCS. A similar match was recently completed with the Butler Foundation, enabling that \$50,000 gift to grow to \$100,000.
 - The Foundation co-chairs have scheduled a meeting on March 31 to review the capital campaign and the current economic challenges.

- **Update on Capital Projects** – Dr. Ed Hughes gave the following capital project update:
 - The Center for Advanced Manufacturing Competitiveness (Phase II, Boone Campus) is approximately 40% complete. Anticipated occupancy is spring 2010 and the project is currently under budget and ahead of schedule.
 - A maintenance/operations and college bookstore building is being planned at the Boone Campus site. The design of the 8,000 sq. ft. facility should be completed in June 2009.

- **SACS Update, Accreditation Timeline, and Strategic Planning for 2010-16** – Ms. Patricia Goodman, dean of institutional research, planning and effectiveness updated those present with the SACS and Strategic Planning timelines (a copy of the report is attached to the permanent minutes):
 - Initial Accreditation was received in December 2008; QEP will be developed in August 2010; Orientation of Leadership Team in January 2011; Compliance Certification Due in March 2012; Off-Site Review Conducted in May 2012; QEP Report Due in August/September 2012; On-Site Peer Review Conducted in September-November 2012; and Review by Commission on Colleges in 2013.
 - The Strategic Planning 2010-16 process began in February 2009 with a college-wide review of the Vision, Mission and Value statements.

- **KCTCS Career Transitions Program** – KCTCS is recommending that a Career Transitions initiative be created for Kentucky's displaced workers. The initiative involves retraining those displaced workers who have lost their jobs in these hard economic times. It is a workforce competitiveness initiative designed to meet the projected openings in high growth, high wage jobs and transform the state's economy. For additional information, contact the admissions office.

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 met and is currently in the process of making revisions to the bylaws (suggested changes are noted in red in the attached). Suggested changes – 1) Board vacancies; 2) will check statute regarding student member; and 3) Term of office for Board officers. A vote will be taken at the May Board of Director’s meeting regarding the suggested changes.
- B. Budget Committee** – Secretary Paul reported that the Budget Committee had not met. The next scheduled Budget Committee meeting will be held on Thursday, May 7, 2009.
- C. Performance Evaluation of the President** – Committee Chair, Mr. Richard Fowler, reported that evaluation packets have been distributed and are due back to him by April 15, 2009. Timelines for the evaluation is as follows:
- A Board Executive Session will be called at the May 28, 2009 meeting to discuss findings.
 - May 2009 – a meeting will be scheduled with Dr. Hughes to discuss the evaluation.
 - June 2009 – Chairman Jordan will compose a letter to Dr. Michael B. McCall, KCTCS President, with the committee’s evaluation report of the president.

V. UNFINISHED BUSINESS

- A. Retreat Planning Update** – Dr. Hughes and Ms. Patricia Goodman reported on the status of the upcoming Board Retreat:
- The Board Retreat will be held on Saturday, April 25 from 8:30 a.m. until 2:30 p.m. at the Boone Campus.
 - Michael Glenn will again facilitate the retreat.
 - Board members will receive pre-work packets prior to the retreat.

VI. NEW BUSINESS

- A. Spirit of Innovation Award** – Dr. Angie Taylor & Mr. Jeremy Berberich reported on the Spirit of Innovation Awards’ process (a copy of the entry form and summaries is attached to the permanent minutes).
- The *Spirit of Innovation Recognition* is sponsored by Gateway’s Entrepreneurial-Learning College (ELC) Core Team to promote and support an entrepreneurial culture within our college community. The *Spirit of Innovation Recognition* will showcase entrepreneurial-learning activities that promote the strategic priorities of the college by applying ELC guiding principles, which were created by Gateway employees in May of 2007.
 - Seventeen submissions were received and reviewed by a group of community leaders. Upon completion of the community leaders’ review, the ELC core team met to review recommendations. A list of the top five submissions will be announced at

the upcoming college-wide symposium on April 9 & 10, along with the announcement of the first place winner. Jeremy Berberich was the administrator of the process.

VII. ANNOUNCEMENTS

**Saturday, April 25, 2009
8:30 a.m. – 2:30 p.m.
Thursday, May 7, 2009
Thursday, May 21, 2009
Thursday, May 28, 2009**

**Board of Directors Strategic Planning
Retreat – GCTC Boone Campus
Board Budget Committee Meeting
GCTC Commencement
Board of Directors Meeting**

VIII. ADJOURNMENT – Chairman Jordan adjourned the meeting at 8:10 pm.

Prepared by Sharon Poore, Recording Secretary

Approved:

Secretary to the Board

Date