



Board of Directors Meeting Minutes

Thursday, May 28, 2009

5:30 Dinner

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

BOARD MEMBERS PRESENT:

Brent Cooper (Parliamentarian – via teleconference) Richard Fowler
Martha Johnson (Vice Chair) Rick Jordan (Chair) Cindy Sproehnle (Staff Representative)
Theresa Wiehoff (Student Representative) Dee Wright (Faculty Representative)

BOARD MEMBERS ABSENT:

Katheryn Cook Ken Paul (Secretary)

OTHERS PRESENT:

GCTC Faculty/Staff:

Mr. Mike Baker, Vice President, Business Affairs
Ms. Laura Cook, Vice President, Resource Development & External Affairs
Ms. Patricia Goodman, Dean, Institutional Research, Planning, & Effectiveness
Dr. Ed Hughes, President/CEO
Ms. Norma Northern, Director, Budget and Accounting
Ms. Sharon Poore, Executive Assistant & Recording Secretary to the Board of Directors
Ms. Margaret Thomson, Director of Public Relations

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 26, 2009, BOARD MEETING

- A. The minutes of the March 26, 2009, Board meeting were approved as distributed.
- B. Chairman Jordan asked that the agenda be modified to accommodate the 2009-10 Budget report to be given at the beginning of the meeting.

III. **Budget Committee Report** – In the absence of Secretary Ken Paul, Mr. Mike Baker, Vice President of Business Affairs, and Norma Northern, Director of Budget and Accounting, presented the FY2009-10 budget for Gateway Community and Technical College. Important items to note are:

- The proposed budget for 2009-10 is \$17,155,100 in unrestricted funds that includes a total of \$14,738,000 in public funds allocation. The budget plan includes new funds that the college president will use to meet the most pressing needs as identified through the Strategic Needs Analysis.
- The proposed budget plan includes the following assumptions (figures subject to change):
 - Projected 10% enrollment growth
 - \$550,000 of new tuition dollars; includes a \$3/credit hour tuition increase
 - \$664,200 to support the new building at the Boone Campus
 - \$314,000 to support the new Edgewood facility (down from \$413,000 in FY09)
 - Reflects \$1,248,200 of a carry-forward fund balance (\$446,400 committed to ongoing, recurring costs)
 - Faculty and staff salaries remain static
 - Fringe benefits remain static
 - Operating budgets remain static
 - Adjunct salaries are budgeted at the current rate; added \$330,000 to cover past enrollment growth
 - Nine new faculty positions have been added
 - The full cost of the Urban Center is reflected in the budget
 - Title III grand-funded positions have been included in the budget
 - The state appropriation is \$7.4 million; tuition is expected to provide \$7.3 million.
 - ❖ The state appropriation is declining because the system office faces declining resources and because of the way the funding formula works. Increased contributions from tuition due to enrollment growth are accompanied by decreases in the state appropriation.

The Budget Committee recommended the Board of Directors to approve the 2009-10 Operating Budget and Resolution (copies of the resolution and budget report are attached to the permanent minutes). Mr. Dee Wright made the motion for the Board to accept the proposed budget. The motion was seconded by Mr. Richard Fowler and passed unanimously.

IV. OFFICER REPORTS

A. Chairman's Report

Chairman Jordan began his report by thanking the Board members for their participation in the Board of Directors Retreat that took place on April 25, 2009. A follow up of the retreat will be presented in September

B. President's Report – Dr. Hughes began his report highlighting the following:

- **New Student Board Member** – Jason Schomaker was elected by the SGA to serve as the next student representative to Gateway's Board of Directors for the 2009-10 academic year. Jason is a business administration major from Florence, Kentucky and will begin his term on August 1, 2009. He replaces current student representative, Theresa Wiehoff, whose term expires on July 31, 2009.
- **Spring 2009 Enrollment Report** – Dr. Hughes gave the following enrollment reports:
 - Headcount 3,531 (2,908 in spring 2008); increase of 21.4%
 - FTE 1,939 (1,651 in spring 2008); increase of 17.4%
 - Credit Hours 29,083 (24,765 in spring 2008); increase of 17.4%
- **Summer 2009 Preliminary Enrollment** – preliminary enrollment for summer 2009 as of May 15, 2009 is as follows (note that summer 2008 figures are for the entire term; whereas, 2009 enrollment is still in process):
 - Headcount 1,267 (1,039 in summer 2008); increase of 22%
 - FTE 455 (296 in summer 2008); increase of 54%
- **Fall 2009 Preliminary Enrollment** – preliminary enrollment for fall 2009 as of May 15, 2009 is as follows (note that fall 2008 figures are for the entire semester; whereas, 2009 does not include dual credit, workforce credit, or fire science and enrollment is still in process):
 - Headcount 1,999 (3,477 in fall 2008)
 - FTE 1,323 (1,815 in fall 2008)
- **Advising Center Activity** – as of May 15, 2009, the Advising Center has seen close to 1,300 students, close to a 30% increase. Richard Fowler added that the community is now seeing what a real bargain Gateway offers to students compared to other institutions in the area.
- **St. Elizabeth Healthcare Systems** – Gateway has contracted with St. Elizabeth Healthcare Systems to support their implementation of the new EPIC software. Gateway will provide training on e-health records to over 5,000 employees involving 10,000 training sessions over an 18-month period.

- **Campus Master Plan** – Dr. Hughes provided an update on construction at the Boone Campus (a copy of the master plan is attached to the permanent minutes).
 - Phase II Boone Campus is currently ahead of schedule and under budget.
 - An 8,000 square foot bookstore/maintenance building will be built in the area originally intended for housing.
 - Vacant land between the existing building and the maintenance building that is not used for parking will be turned into green space.
 - The CAMC will be substantially complete in February 2010, but will not be fully occupied before summer 2010.
 - Cost under-runs have resulted in funds that will enable all anticipated utilities for the entire campus to be added now. Cost under-runs will also enable the completion of more parking areas and the addition of a billboard-type electronic sign facing the interstate.

Mrs. Martha Johnson stated that the campus master plan makes sense for the future success of Gateway. Mr. Richard Fowler asked about recent construction activity at the Edgewood Campus in which Dr. Hughes replied that the property under construction is owned by St. Elizabeth and they are currently building a parking lot expansion.

- Dr. Hughes also reported on the recent public announcement of the formation of a partnership to place the Urban Campus in downtown Covington. Partners include the Kenton County Public Library, Covington Independent Public Schools and the City of Covington. The anticipated location is next to the Kenton County Library at 502 Scott Boulevard. CIPS has offered the use of Two Rivers Middle School, to be vacated this summer, across the street from the library. Two Rivers can serve as an initial location until funding is secured for a proposed six-story building next to the library. This building could include underground parking, a retail level on the first floor and classrooms. The partnership envisions shared space used by the library and the college. The Urban Center now located at 212 Levassor Avenue behind Holmes High School could move to Two Rivers by the end of this calendar year. (A copy of Dr. Hughes' presentation is attached to the permanent minutes.)

Chairman Jordan thanked Dr. Hughes on behalf of the Board of Directors for all the hard work in making this stage in the Urban Campus development in Covington a reality.

- **Gateway People News**

- Ingrid Washington is completing participation in the SOAR program for female executives on the move.
- Teri VonHandorf has graduated from the WILD program for women in higher education. The ceremony was held on April 22 at NKU. Teri has also been accepted into the NKU education doctoral program for this fall.

- **Gateway Foundation and Major Gifts Campaign Report** – Dr. Hughes invited Ms. Laura Kroeger to report on recent activities of the Gateway Foundation.
 - The Gateway Foundation sponsored two events this spring:
 - Spring Soiree – held on April 22 and showcased the abilities of students in Cosmetology, Visual Communications, English, and Writing.
 - 3rd Annual Night of Excellence – held on May 8 at which 150 students were honored and recognized for their outstanding achievements in their respective programs, as well as clubs and other activities.
 - Ralph Anderson, Belcan founder, treated the five recipients of the Ralph G. Anderson Scholarship to lunch at Kenwood Country Club last month. Mr. Anderson personally acquaints himself with all 10 recipients each year.
 - The Foundation is assisting as Gateway’s fiscal agent in partnering with the City of Covington Housing Authority to operate the educational component of their Youth Employment Initiative. Through the Urban Center, Mallis Graves will enlist speakers who will educate low-income youth on life skills.
 - The partnership with Turfway Park yielded \$1,000 from the Call to the Post Luncheon.
 - KCTCS has announced that three gifts to Gateway will be matched dollar for dollar by KCTCS:
 - \$50,000 endowment for urban student scholarships from the Robert Sathe family now at \$100,000;
 - \$50,000 from the Butler Foundation now at \$100,000; and
 - \$150,000 from St. Elizabeth Healthcare System now at \$300,000.
 - Through the Foundation, Cincinnati Machine has offered \$200,000 in machine tool equipment to Gateway.
 - The Urban Campus project press conference and announcement will be held on Friday, May 29 beginning at 10:00 a.m. at the Kenton County Library in Covington, Kentucky. Brent Cooper thanked Rick Jordan and Dr. Hughes for this major accomplishment. In addition, the Northern Kentucky Consensus Committee at the Northern Kentucky Chamber of Commerce voted the Urban Campus the top education project this year.
 - The Capital Campaign co-chairs met on March 31 and determined that the campaign would continue despite the economy. Gateway Board Chair, Rick Jordan, joined other co-chairs for the important meeting. The campaign has thus far raised \$5,733,141.78.

V. STANDING COMMITTEE REPORTS – The Standing Committee Chairs provided reports as follows:

A. Bylaws Committee – Mr. Brent Cooper reported that the committee will be meeting this summer to review the current Bylaws and will provide a report at the September meeting.

B. 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.

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

VII. NEW BUSINESS

A. Recognition of Student Representative – Chairman Jordan read a resolution of the Board of Directors that recognizes and honors Theresa Wiehoff for her dedication and service to the Board through her outstanding service during the 2008-09 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 Theresa Wiehoff. The motion was made by Mr. Richard Fowler and seconded by Mrs. Martha Johnson; motion passed unanimously.

VIII. 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." Mr. Richard Fowler made a motion to move into Executive Session, Mrs. Martha Johnson seconded; motion carried. The Board went into Executive Session to review the annual performance of the president at 7:20 p.m.

Upon motion by Mr. Richard Fowler and seconded by Mrs. Martha Johnson, the Board meeting was resumed by Chairman Jordan at 8:10 p.m. Chairman Jordan announced that no action was taken in the Executive Session.

IX. ANNOUNCEMENTS

A. Next Board of Directors Meeting	Thursday, July 9, 2009 (Tentative)
Thursday, September 3, 2009	Board Budget Committee Meeting
Thursday, September 17, 2009	Board of Directors Meeting

X. ADJOURNMENT – Chairman Jordan adjourned the meeting at 8:15 pm.

Prepared by Sharon Poore, Recording Secretary

Approved:

Secretary to the Board

Date