



Board of Directors Meeting Minutes

Thursday, March 25, 2010

5:30 Dinner

Board of Directors Meeting – 6 p.m.

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

BOARD MEMBERS PRESENT:

Brent Cooper (Parliamentarian)

Jeff Groob

Rick Jordan (Chair)

Ken Paul (Secretary)

Cindy Sproehnle (Staff Representative)

Jason Schomaker (Student

Representative) Dee Wright (Faculty Representative)

BOARD MEMBERS ABSENT:

Katheryn Cook

Martha Johnson (Vice Chair)

OTHERS PRESENT:

GCTC Faculty/Staff:

Mr. Mike Baker, Vice President, Business Affairs

Ms. Patricia Goodman, Dean, Institutional Research, Planning & Effectiveness

Dr. Ed Hughes, President/CEO

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

Dr. Angie Taylor, Vice President, Workforce Solutions

Ms. Margaret Thomson, Director of Public Relations

Ms. Teri VonHandorf, Associate Provost of Academic Affairs

Ms. Phyllis Yeager, Director of Human Resources

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 JANUARY 28, 2010 BOARD MEETING

The minutes of the January 28, 2010, Board meeting were approved as distributed.

III. OFFICER REPORTS

Chairman's Report – Chairman Jordan delivered the following report:

- A.** Mr. Jordan urged the Board to focus on the college's recent accomplishments: the relocation of the Urban Center, the upcoming completion of the Center for Advanced Manufacturing, the 100% pass rate of the 2009 nursing class, and the excellence of our programs, instead of the continuing concerns over the state's budget. He complimented the Center for Great Neighborhoods of Covington for an excellent job in coordinating the recent community forums held in Covington. Mr. Jordan said additional community input meetings are planned for other urban cities, such as Bellevue, Newport, and Ludlow, since the Urban Campus is intended to serve the entire urban population.

Rev. Fowler commented that he had attended the Covington Business Council's meeting earlier today. He stated that Major Bowman highlighted Gateway's presence in the urban core and the growth anticipated to the City of Covington and the revitalization of the area.

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

- A. Bylaws Committee** – Parliamentarian Cooper – there was no committee activity to report.
- B. Budget Committee** – Secretary Ken Paul referred the Board to the written Budget Committee report contained in materials sent to the Board prior to the meeting. Mike Baker, Vice President of Business and Administrative Affairs, noted the inclusion of the written college budget and reported on a timing difference between KCTCS revenue figures and actual totals. The 2010 fiscal year revenue year-to-date is \$14 million (not \$11 million as shown in the report), while expenses year-to-date are \$10 million. Mr. Paul said Gateway's increased enrollment enhanced this year's revenue. In response to a question, Dr. Hughes noted that the KCTCS Board of Regents will probably not set tuition until May, which affects the Gateway Board's ability to approve next year's budget at its May meeting. He noted that he expects to present a budget for adoption in May with a revision, if needed, in the fall meeting. The Gateway Board can meet in July if needed to approve the budget or can amend the budget in September. Upon motion by Ken Paul and seconded by Rev. Richard Fowler, the budget report was accepted.

C. Performance Evaluation of the President – Rev. Fowler reported that forms to complete the evaluation will be distributed to Board members by the middle of April. The forms should be returned by the end of April, enabling the process to be completed by the May Board meeting.

V. 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):

- **First Year Employee Experience** – Phyllis Yeager, Director of Human Resources, presented an update on a new orientation program for new employees called “First Year Experience.” The orientation consists of three half-day sessions designed to familiarize new employees with our campuses, mission, vision, values, programs, and services. A session will be conducted at each campus according to the following schedule:
 - February 26, 2010 - Boone: Manufacturing Trades & Technologies, Workforce Solutions, Public Relations & Foundation, Website /Facebook/Branding & the Point
 - April 30, 2010 - Edgewood: Business Services, Maintenance & Operations, Student Affairs, Nursing & Allied Health, Admissions, Payroll, and Library Services
 - September 24, 2010 - Covington: Academic Affairs, Testing Services, Adult Education, Business & Management, Transportation Technology, and Retention
 - The program will continue on an annual basis, and all new employees will be required to attend all three sessions on a rolling-calendar basis.

Cindy Sproehle applauded Ms. Yeager for a job well done and asked about orientation programs for part-time employees. Ms. Yeager stated that plans are in the development stage for a part-time employee orientation. Mr. Jordan stated that these orientation sessions are an excellent way for new employees to fit into Gateway's culture.

- **Workforce Solutions** – Dr. Dr. Angie Taylor, Vice President of Workforce Solutions, reported the following:
 - The Assessment Center is likely to exceed 10,000 test administrations this year for the first time. She noted that the Center has administered the ethics portion of the bar exam and the PSAT tests, both of which are new to the center.
 - The ASE professional certification for auto technicians is expected to attract about 200 clients this spring.
 - Dr. Taylor reported that 60 students are being served in four programs under the Breaking Through to a Better Life grant-funded project. The programs include paired courses, which are working very well; Intrusive Advising for 20 students who have three or more development courses; and Fast Track to Credentials for Incumbent Workers, which is being offered to six workers from the Northern Kentucky Water District.

- Fourteen students from the Patton Area Technology Center are enrolled in Mechatronics I and are planning to enroll in Mechatronics II and eventually matriculate at Gateway.
 - The College Open House and Career Pathways Expo will be April 1 at Boone from 6:30 to 9:30 p.m.
 - Workforce Solutions has developed a new customer-service oriented program to offer to businesses that cannot justify a full customized training effort. The WinStar professional services program has been well received, and Workforce Solutions is using the same strategy to offer LEAN training in an open-enrollment setting. 17 companies are sending 32 people to the first session.
 - Workforce Solutions has also developed a ServSafe Alcohol training program targeting the hospitality industry.
- **Academic Affairs** – In the absence of the college Provost, Dr. Hughes reported The Kentucky Board of Nursing has changed Gateway’s Associate Degree Nursing Program from conditional to full approval status. The Nursing Program will begin working toward approval by the National League of Nursing Education.
 - **Student Affairs** – In the absence of Ingrid Washington, Dean of Students, no report was given. For an update on Student Affairs, information is contained in the President’s Report which is attached to the permanent minutes.
 - **Campaign and Foundation Update** – In the absence of Laura Kroeger, Vice President for Resource Development and External Affairs, information is contained in the President’s Report which is attached to the permanent minutes.
 - **Construction Update** - Dr. Hughes reported that the Center for Advanced Manufacturing (CAM) Boone Phase II is 98% complete. The college should receive certificates of completion and occupancy in time to allow the moving process to begin in late May or early June. The bookstore, also being constructed at Boone, is 30% complete with substantial completion projected for July 24. Barnes & Noble estimates the Boone bookstore will be open for business in mid-September. The Covington Campus bookstore will remain open until the proposed Urban Campus project can accommodate a downtown bookstore.

In addition, Dr. Hughes reviewed site development plans to build out the Boone Campus. Because the CAM construction costs were under budget, the college will be able to bid the loop road around the campus, an additional paved parking lot on the north side of the campus, leveling and graveling a future parking lot on the northeast side, and site preparation (leveling) for planned future classrooms north of the CAM. The work on these areas is expected to be complete by the end of October 2010.

VI. UNFINISHED BUSINESS – Chairman Jordan stated there are three topics of unfinished business: The Advocacy Campaign, Strategic Plan Update, and the Urban Campus Partnership Update. These are college initiatives that directly relate to our roles and responsibilities as members of the Board of Directors that we will have on the agenda for at least the next two meetings.

A. Advocacy Campaign Report – In the absence of Ms. Laura Kroeger, Executive Director of the Gateway Foundation, Dr. Hughes reported that 47 Gateway faculty, staff, and students attended the 2010 KCTCS Day at the Capitol on Thursday, February 25. The attendees were able to meet with our legislative caucus as well as participated in a tour of the capitol building. A copy of the day’s activities is attached to the permanent minutes.

B. Strategic Plan Update – Ms. Patricia Goodman, Dean of Institution Research, Planning and Effectiveness, reported on the following:

- Draft of 2010-2016 Strategic Plan – Ms. Goodman reviewed the strategic planning process for the 2010-2016 planning cycle and distributed reports and resources used in the process (copies are attached to the permanent minutes), including a Gateway/Tri-ED analysis of regional occupational growth and a preliminary draft of the college-level plan. The plan will be expanded down to the department level, enabling individuals to use it for their individual learning plans. The plan forecasts enrollment projections through 2016 and steps necessary to achieve desired growth. The draft plan envisions priorities in three general areas: pathways to student and community success, engagement by the college community, and organizational capacity. Student and employee forums will be conducted in April to elicit additional feedback. The Board will review a final draft of the plan for approval in May that will help develop an annual plan for the community annual report.
- Six-Year Growth Projections – Ms. Goodman reviewed Gateway’s enrollment projects for 2010-2016 (a copy of the projections is attached to the permanent minutes). The amount of growth and change occurring at Gateway will drive continued, sharp increases in enrollment for the next several years. The anticipated growth per year is calculated at 15%. Chairman Jordan stated that the college will make legislators aware of our growth plans for future funding needs.

A. Urban Campus Partnership Initiative – Dr. Hughes reported the following activities:

- Four Covington community forums have been conducted to obtain feedback for the Urban Campus project. Final reports on the sessions have not yet been received from the Center for Great Neighborhoods of Covington. Approximately 100 different individuals attended the sessions and feedback was positive with the groups very engaged in the discussion. Dr. Hughes said additional sessions are planned for other urban cities. He met with the former Urban Learning Center’s Partner Board, and they agreed to add some additional representatives and transition to the Urban Campus Advisory Board. They are expected to meet over the summer.

- Dr. Hughes reported that the Urban Center move to the location at 525 Scott Boulevard is complete, providing additional classrooms and opening up 768 slots in evening classes only, which is a substantial expansion, compared to fall 2009 at the Levassor location. There is an immediate need to hire additional faculty. If more faculty were available, the Urban Center could provide 1,536 slots in daytime classes. The reaction from faculty and students to the new location has been very favorable, and the City of Covington has permitted parking in the adjacent garage at a reasonable rate. In addition, security is in the building from 7 a.m. to 10 p.m.

Jeff Groob asked what the next steps were following the four community forums as it relates to the Urban Campus. Dr. Hughes provided the following comments:

- Information will be gathered regarding programs and services that will be offered at the campus as part of the strategic and annual planning processes;
- Discussions will be continued with the Kenton County Library staff; and
- An Urban Campus plan design will be developed similar to one that was recently announced in Louisville.

Rev. Fowler stated that there is the assumption in the community that the Urban Campus is immediate and that the college needs to provide the community at large of the understanding of what and when to expect full operation. Dr. Hughes responded that at each forum, the concept of phasing in the Urban Campus was explained and it will continue to be stated in future meetings and updates.

VI. NEW BUSINESS

A. Developmental Education Program – Ms. Teri VonHandorf, Associate Provost of Academic Affairs, reviewed Gateway’s developmental education program. The following are the highlights:

- The number of students needing developmental education is growing rapidly as four-year colleges raise placement-test required scores (80% of Gateway’s students need developmental classes);
- The particular challenges facing students who are returning to school after an absence of several years or who have other factors contributing to a need for developmental education;
- Helping developmental students succeed is critical for retention and transition to college-credit classes and credential attainment, which in turn improves workforce readiness and economic vitality.
- Ms. VonHandorf summarized the findings of national developmental education research, which focuses on centralized vs. decentralized highly coordinated approaches to serving these students. There are advantages and disadvantages to both, but either can work well if implemented effectively; and
- Gateway has chosen a decentralized but highly coordinated approach involving: consolidating developmental education into a single division, and

appointing a division chair and a developmental leadership team responsible for coordinating developmental education and creating a unified strategy.

Rev. Fowler inquired about how the college handles students enrolling who have been out of school ten-plus years. Ms. VonHandorf commented that students in these situations are placement tested prior to class selection in order to fill skill gaps.

VII. ANNOUNCEMENTS

Thursday, April 29, 2010
Thursday, May 13, 2010
Thursday, May 20, 2010

Board Budget Committee Meeting
Board of Directors Meeting
GCTC Commencement

VIII. ADJOURNMENT – Chairman Jordan adjourned the meeting at 8:46 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

Secretary to the Board

Date