



Board of Directors Meeting Minutes

Thursday, May 13, 2010

5:30 Dinner

Board of Directors Meeting – 6 p.m.

Gateway Community & Technical College

Boone Campus

BOARD MEMBERS PRESENT:

Katheryn Cook

Jeff Groob

Rick Jordan (Chair)

Cindy Sproehnle (Staff Representative)

Dee Wright (Faculty Representative)

Brent Cooper (Parliamentarian)

Martha Johnson (Vice Chair)

Ken Paul (Secretary)

Jason Schomaker (Student Representative)

BOARD MEMBERS ABSENT:

Richard Fowler

OTHERS PRESENT:

GCTC Faculty/Staff:

Mr. Mike Baker, Vice President, Administration & Business Affairs

Ms. Laura Cook Kroeger, Vice President for Resource Development

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

Dr. Ed Hughes, President/CEO

Ms. Norma Northern, Director of Budget and Accounting

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. Ingrid Washington, Vice President of Student Affairs

Ms. Michelle Deeley Wilhite, Assistant Professor of Communications

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 25, 2010 BOARD MEETING

The minutes of the March 25, 2010, Board meeting were approved as distributed.

III. INTRODUCTION OF DR. MICHELLE DEELEY WILHITE – Dr. Hughes introduced the new faculty representative to the Board, Dr. Michelle Deeley Wilhite, assistant professor of communications. He noted that Dr. Wilhite was named Coach of the Year in Kentucky for her work with Gateway's award-winning speech team. Dr. Wilhite's three-year term on the Board begins July 1, 2010. Dr. Wilhite added that she has worked for Gateway for 10 years and is looking forward to working with the Board of Directors in her role as faculty representative to the Board.

IV. OFFICER REPORTS

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

- Mr. Jordan noted that this is the close of another academic year with many activities as noted on the agenda and reminded everyone that Gateway commencement exercises will take place May 20. He thanked the faculty and staff for another successful year in serving students.
- Mr. Jordan congratulated and thanked the following individuals:
 - Dr. Deeley on her election as faculty representative to the Board;
 - Dee Wright, outgoing faculty representative, for his service on the Board and his hard work and guidance;
 - Jason Schomaker who has been selected to a second one-year term as student representative to the Board; and,
 - Cindy Sproehnle on her re-election to a second three-year term as staff representative to the Board.

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

- **Bylaws Committee** – Parliamentarian Cooper said there was no committee activity to report.
- **Budget Committee** – Secretary Ken Paul referred the Board to the written Budget Review Committee report contained in materials sent to the Board prior to the meeting.

- **Resolution #01-2010 – 2010-11 Budget** – Board Secretary Ken Paul reported that the Budget Committee met on March 11, 2010. In attendance were Jeff Groob, Ken Paul, Rick Jordan, Dee Wright, Mike Baker, Norma Northern, and Dr. Ed Hughes. Mr. Paul, along with Mike Baker, vice president of business and administration, jointly reported for the Budget Review Committee. Mr. Baker reported that college revenues will exceed projections and that planned expenditures will be in line with projections. The anticipated fund balance will be slightly decreased due to the planned use of reserves for the year. Mr. Baker reported that a new template is being set up for reporting. Mr. Paul recommended that if Board members have specific questions, they should contact Mr. Jordan or himself. Mr. Paul thanked outgoing Board member Dee Wright for his service on the Finance Committee.

The Budget Committee recommended the Board of Directors approve the 2010-11 Operating Budget and Resolution (copies of the resolution and budget report are attached to the permanent minutes). Mr. Ken Paul made the motion for the Board to accept the proposed budget. The motion was seconded by Ms. Martha Johnson.

Jeff Groob noted the reason he voted against the budget proposal is that the Board has not seen a budget recap, they have not seen a budget and how it matches up with Gateway's priorities, and would like to see how many dollars are spent by each program. He called attention to the fact there is no information available to benchmark, and that the lack of transparency regarding budget allocations as well as the lack of information on how college priorities are set. He added that he hopes next year we can have more transparency in regard to the budget. Dr. Hughes noted that, at the request of the Budget Review Committee, a detailed analysis of the 2009-10 budget priorities and how the budget aligned with the 2009-10 Strategic Plan was provided in the background information distributed to the Board prior to the meeting. In response to a question about how the college's expenditure plan compared with other colleges, Dr. Hughes stated that according to the American Association of Community Colleges there is not a good financial benchmark comparison. Mr. Baker stated that KCTCS is helping with this request and that a benchmarking database will be developed by the fall 2010 Board meeting.

In response to the proposed security proposal, Dr. Hughes stated that the college will hire a safety coordinator/director who will work with the safety/security teams to implement the security plan. He referred the Board to the detailed background contained in the budget proposal. Mr. Paul added that integration has to happen for the data network and that software is available for the integration of cameras, and that money is being spent for IT security. Jason Schomaker stated that he is supportive of the investment in the security system. Dee Wright added that faculty he has talked to feel it is necessary to have security on all campuses for the overall safety of students, faculty, and staff. Chairman Jordan called for a vote, and the Budget passed on a vote of eight to one.

- **Performance Evaluation of the President** – Board Vice Chair Martha Johnson reported in the absence of Committee Chair Richard Fowler. The business of the committee will be discussed in executive session following the regular Board meeting.

VI. President's Report – Dr. Hughes referred Board members to his written report. He announced that:

- Gateway was one of four organizations inducted into the Northern Kentucky Chamber of Commerce B.E.S.T. Hall of Fame, recognizing Gateway's ongoing successful partnership with Sixth District School. Steve Popple and Sharon Poore co-chair the partnership.
- Academic Advisor Felicia Toliver is one of 10 people selected internationally for a special leadership program.
- Toni Bloom is the first educator elected as President of the Cincinnati Ad Club.
- The LEAD program has just graduated its fourth class. Thirty-eight employees have participated in the program; 35 are still employed at Gateway, and 70 percent have moved into leadership positions. Dr. Hughes thanked Angie Taylor, vice president of workforce solutions, and Laura Kroeger, vice president of resource development and external affairs, for their continuing work in developing and maintaining the program.

Board Member Cindy Sproehle commented and praised Melissa Sears, director of information technology, for her entrepreneurial excellence in finding the best prices for computer technology for the new Center for Advanced Manufacturing. Melissa's efforts resulted in a savings of 91 percent for printers at the facility.

VII. UNFINISHED BUSINESS – Chairman Jordan.

A. Strategic Plan 2010-16 – Resolution #02-2010 – Dr. Hughes asked Patricia Goodman, dean of institutional research, planning and effectiveness, to report on the 2010-16 Strategic Plan. Ms. Goodman reported that:

- The process to develop the 2010-2016 Strategic Plan has been the most in-depth of any plan Gateway has done or that any KCTCS college has done. Other KCTCS colleges are calling Gateway to learn how we are approaching the plan. She reviewed the timeline from October 2008 through the present, described the framework used to develop the plan, and described how the model was developed by small groups of employees who participate in the Institutional Effectiveness Council.
- Revisions to the plan have been made since the most recent report to the Board in March. The plan is built in tiers that enable individuals to contribute to operating unit priorities. These then support the college level plan, which in turn supports the KCTCS strategic priorities.
- Next steps to completing the plan include finalizing operational-level priorities, developing a reporting template that includes baseline data on all key performance indicators, as well as implementing an on-line tool that integrates strategic planning with the SACS quality enhancement plan (QEP) effort. Additional steps involve Board of Regents approval of the KCTCS plan and conducting a leadership retreat at Gateway to initiate the plan.

Dr. Hughes thanked Patricia for her leadership in engaging nearly a third of all full-time employees in developing the plan. Discussion followed on the merits of the plan.

Mr. Brent Cooper made the motion for the Board to accept the 2010-16 Strategic Plan. The motion was seconded by Dee Wright and passed eight to one.

VIII. NEW BUSINESS – There was no new business to report.

IX. EXECUTIVE SESSION

Prior to the executive session, Mr. Jordan announced the following dates:

Next Budget Committee Meeting (tentative)	July 8, 2010
Next Meeting – Board of Directors (tentative)	July 15, 2010
Budget Committee Meeting	September 2, 2010
Board of Directors	September 16, 2010
Night of Excellence Notre Dame Academy	May 17, 2010 6 p.m.
Nursing Pinning Ceremony Notre Dame Academy	May 18, 2010 6 p.m.
Commencement Exercises Northern Kentucky Convention Center	May 20, 2010 7 p.m.
GCTC Riverfest Fundraiser Celebration Newport Aquarium (watch for details)	September 5, 2010 5 – 11 p.m.

- Ms. Kroeger announced that the Gateway Community and Technical College Foundation will conduct its first official fundraiser Labor Day weekend in conjunction with the RiverFest fireworks. The event will be called RiverBlast 2010; Foundation Board Member Alice Sparks is honorary chair.

Chairman Rick Jordan announced that the Board would move into a closed session for the following two items: 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”; and a potential land purchase/sale (as provided for under KRS 61.810 (1) (b) guidelines, “Deliberations on the future acquisition or sale of real property by a public agency, but only when publicity would be likely to affect the value of a specific piece of property to be acquired for public use or sold by a public agency.” Mr. Brent Cooper made a motion to move into Executive Session, Mr. Jeff Groob seconded; motion carried. The Board went into Executive Session at 7:20 p.m.

Upon motion by Ms. Martha Johnson and seconded by Dee Wright, the Board meeting was resumed by Chairman Jordan at 9:05 p.m. The motion passed by an unanimous voice vote. Chairman Jordan announced that no action was taken during the session.

A brief discussion followed regarding the leadership of Dr. Ed Hughes. Mr. Brent Cooper made a motion in support of Dr. Ed Hughes leadership, and it was seconded by Ms. Martha Johnson. The motion carried unanimously.

X. ANNOUNCEMENTS

Thursday, May 20, 2010

GCTC Commencement

XI. ADJOURNMENT – Chairman Jordan adjourned the meeting at 9:14 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

Secretary to the Board

Date