



**Executive Summary**  
**Board of Directors Meeting**  
**Thursday, March 25, 2010**  
**Gateway Community & Technical College**  
**Boone Campus**

The meeting was convened by Chair Rick Jordan. Minutes of the previous meeting were approved.

### **Chair's Report**

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.

### **Standing Committee Reports**

#### **Bylaws/Rules**

Mr. Cooper reported that the committee had no report.

#### **Budget/Summary Review**

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. FY 2010 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. The budget report was accepted on a voice vote.

#### **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 and should be returned by the end of April, enabling the process to be completed by the May board meeting.

### **President's Report**

Dr. Hughes called upon members of the college administration to present reports:

#### **New Employee Orientation**

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.

#### **Workforce Solutions**

Dr. Angie Taylor, vice president of Workforce Solutions, reported that 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 63 times and delivered 42 PSAT tests, both of which are new to the center. The ASE professional certification is

expected to attract about 200 clients. Dr. Taylor said 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 WS is using the same strategy to offer LEAN training in an open-enrollment setting. Seventeen companies are sending 32 people to the first session. WS has also developed a ServSafe Alcohol training program targeting the hospitality industry.

### **Veterans Service Center**

Gateway's Veterans Service Center (VSC) opened in March in the Student Services Center at the Edgewood Campus. Gateway is partnering with Cincinnati State Technical and Community College to bring the Veterans Upward Bound program to Gateway as part of a federal TRIO grant awarded to Cincinnati State. The Cincinnati VA Medical Center is also working with Gateway and has representatives on campus every other Wednesday to serve veteran needs. A grand opening of the VSC is scheduled for April 9, along with an award ceremony by Employer Support of the Guard and Reserve. Congressman Geoff Davis will present the awards. Dr. Hughes praised the leadership of Patricia Goodman, dean of institutional research, planning and effectiveness, for spearheading the service center.

### **Academic Affairs**

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.

### **Construction Update**

Dr. Hughes reported that the Center for Advanced Manufacturing (CAM) 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 being constructed at Boone is 30% done 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.

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.

### **Unfinished Business**

#### **Advocacy Campaign**

Dr. Hughes reported the advocacy campaign to raise public awareness about KCTCS was winding down as the end of the legislative session approaches. Gateway took a large contingency to the statewide rally on February 25 and three smaller groups on Gateway Days March 9, 10 and 11. The trips were very educational for students and enabled them to meet and talk with legislators, view the legislative process in action, tour the Capitol Building, and communicate their personal stories to their elected representatives. Students visited sessions of both the House and the Senate and had small group meetings with Northern Kentucky legislators. All legislators were invited, through an innovative use of the "Gateway Guy," to attend demonstrations of our mechatronics and massage therapy programs. Feedback from participating students has been very positive.

#### **Strategic Planning**

Ms. Goodman reviewed the strategic planning process for the 2010-2016 planning cycle and distributed reports and resources used in the process, 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.

#### **Urban Campus Update**

Dr. Hughes reported that four community forums had been conducted in Covington 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; however, 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. If 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; the City of Covington has permitted parking in the adjacent garage at a reasonable rate; security is in the building from 7 a.m. to 10 p.m.

## **New Business**

### **Developmental Education**

Teri VonHandorf, associate provost, reviewed Gateway's developmental education program. The number of students needing developmental education is growing rapidly as four-year colleges raise placement-test required scores. Ms. VonHandorf explained 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. She 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. 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.

The meeting was adjourned.