



Board of Directors Meeting Minutes

Thursday, March 22, 2012

5:30 Dinner

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

BOARD MEMBERS PRESENT:

Katheryn Cook (Parliamentarian)

Richard Fowler (Vice Chair)

Martha Johnson (Chair)

Ken Paul

Cindy Sproehnle (Staff Representative)

Dr. Michelle Deeley Wilhite (Faculty Representative)

Brent Cooper (Secretary)

Jeff Groob

Rick Jordan

Tom Santry (Student Representative)

BOARD MEMBERS ABSENT:

All members were present.

OTHERS PRESENT:

GCTC Faculty/Staff:

Mr. Mike Baker, Vice President, Business Affairs

Ms. Marinell Brown, Associate Provost

Dr. Tony Clarke, Dean of Workforce Solutions

Dr. Patricia Goodman, Vice President, Knowledge Management & Strategic Initiatives

Dr. Ed Hughes, President/CEO

Ms. Shelby Krentz, Director, Early College Initiatives

Ms. Laura Kroeger, Vice President, Resource Development & External Affairs

Dr. Yvonne Meichtry, Project Coordinator-NSF/ATE Mechatronics & Innovation Grant

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

Mike Riley, Faculty Senate Chair

Ms. Sydney Stauter, Administrative Assistant, President's Office

Dr. Angie Taylor, Vice President, Workforce Solutions

Dr. Laura Urban, Vice President/Provost, Academic Affairs

Ms. Margaret Thomson, Director, Marketing and Public Relations

Ms. Ingrid Washington, Vice President, Student Affairs

Mr. Jamie Younger, Director, Accounting & Budget

I. CALL TO ORDER

Chair Johnson called the meeting to order at 5:30 p.m. at the Gateway Community and Technical College Boone Campus. The record will reflect that a quorum was present. The media was notified of the meeting.

Chair Johnson noted that because of the damage from the recent tornados in Pendleton County, Judge Executive Henry Bertram, asked that their presentation scheduled for this evening be delayed until the May Board meeting. The Board will plan on the presentation being heard at the May meeting and it will be the primary presentation and discussion.

II. APPROVAL OF MINUTES OF THE JANUARY 26, 2012, BOARD MEETING

Vice Chair Fowler made a motion to accept the minutes of the January 26, 2012, Board meeting. Mr. Jordan seconded the motion. Mr. Groob asked Sharon Poore how Board minutes were taken and recorded. Ms. Poore replied that Board minutes are recorded in a Word template in her computer during the meeting and are then edited after the conclusion of the meeting. No handwritten notes are used. The minutes of the January 27, 2012, Board meeting were approved unanimously by voice vote.

III. OFFICER AND STANDING COMMITTEE REPORTS

A. Chairman's Report – Chair Johnson

- After receiving feedback from Board members regarding the Board Sharing section of the agenda, Chair Johnson reported that half of members liked the format, and half did not, and that she would include in the Board Sharing topic in tonight's session. Ms. Johnson noted that she would welcome and appreciate any comments and/or suggestions regarding future Board meetings.
- Chair Johnson reminded members that Mr. Groob had asked at the January meeting to consider taping future Board meetings. Dr. Hughes surveyed Kentucky Community and Technical College System presidents and learned that of the 10 presidents who responded, only two tape the meetings as part of the secretary's efforts to review and prepare minutes, but none tape for permanent record. Chair Johnson stated that Mrs. Poore previously used a tape recorder for meetings, but found the recordings were not clear and did not provide much help, so she now uses other methods.

Mr. Groob made the following motion, "As the Board of Directors of a taxpayer-funded, community-based public institution, the Gateway College Board of Directors affirms the value of transparency in building and maintaining broad-based support from the many constituencies which it serves, and supports the recording of the public portion of its official meetings, and the availability of all such recordings to the public upon request." Dr. Michelle Deeley Wilhite seconded the motion. Following the discussion, Chair Johnson asked for a vote by show of hands. The following Board members voted against the motion: Katheryn Cook, Brent Cooper, Richard Fowler, Martha Johnson, Rick Jordan, Ken Paul, Tom

Santry, Cindy Sproehle, and Dr. Michelle Deeley Wilhite; Jeff Groob voted in favor of the motion. The motion was defeated by a vote of nine to one.

B. Bylaws Committee – In the absence of Parliamentarian Cook, Dr. Hughes reported that the committee had not met and had no report.

C. Budget/Summary Review – Rick Jordan

- Committee Chair Rick Jordan stated the summary review from the Budget Committee was in the President's Report previously distributed to Board members and directed questions, if any, to Mr. Mike Baker. No questions were received. Mr. Baker introduced Mr. Jamie Younger, former director of financial planning at KCTCS, who has been hired as the new Gateway Director of Budgeting to fill Norma Northern's vacancy.
- Mr. Jordan stated that the next Budget Committee meeting is scheduled for May 10, 2012. At that time, the committee will review and prepare a recommendation regarding the 2012-13 revenue and expenditure plan for presentation to the full Board at its May 24, 2012, meeting.

D. Performance Evaluation of the President – Ken Paul

- Committee Chair, Ken Paul, stated that the committee met on January 26, 2012, to review the evaluation form and make any needed changes. Changes were recommended pertaining to item #10 on the form as it related to professional development of employees.
- The committee will distribute the evaluation materials the first week of April. These are to be returned by May 2, 2012, to Cindy Sproehle. The committee will review the form, conduct a meeting in Executive Session with Dr. Hughes, and the evaluation will be sent to KCTCS President Michael McCall.

IV. COLLEGE PRESENTATIONS

A. Program Presentations

1. Advanced Manufacturing Business Plan – Dr. Hughes introduced Dr. Tony Clarke, Dr. Angie Taylor, and Dr. Yvonne Meichtry who presented the plan. Dr. Clarke reviewed the following business plan components (a copy of the presentation is attached to the permanent minutes):

- The business plan was modeled after a value-added manufacturing process, and forms a "pipeline" for enrollment in the advanced manufacturing programs. He indicated that three committees were meeting regularly and implementing various components of the plan.
- Dr. Clarke stated that the Northern Kentucky Industrial Park, led by Mr. Jordan, secured a grant, with Gateway assistance, to conduct market research into manufacturers' employment needs and public perceptions of manufacturing. This information will contribute to a new strategic plan for how to market manufacturing careers.

- Dr. Meichtry described the “STEM (Science, Technology, Engineering, and Math) Days” initiative in which students from Boone and Kenton county high schools come to Gateway for tours and presentations and then visit a local manufacturer for tours on manufacturing careers. The reaction from educators, industry representatives, and students has been very positive.
- Dr. Clarke described the college’s Apprenticeship Programs in which a company hires an employee and technical skill training is obtained at Gateway. The program enrollment has increased over the past five years; Mazak is the largest apprenticeship program; 15 new apprentices have been added for this academic year.
- Mr. Jordan stated that many students do not have a good perception of manufacturing and that he has encountered this through meeting with students in Kenton County. Dr. Clarke stated that results from STEM days have helped change student perceptions. The marketing team is developing programs to address perceptions, too.

2. Gateway Regional Academy Briefing – Dr. Hughes introduced Dr. Laura Urban and Ms. Shelby Krentz to report on the formation of the Gateway Regional Academy (GRA). A copy of the presentation is attached to the permanent minutes.

- A statewide Memorandum of Understanding was signed last October among KCTCS, the Department of Education, and the Office of Career and Technical Education and provides the structure for how dual credit with high schools across the state will operate. The MOU takes effect fall 2012.
- The GRA will enable area high school students the ability to gain college credit and experience a college campus while in high school. Students 16 years and older can apply (16 is the age set by KCTCS). Participating students can earn up to 24 credit hours by the time they graduate from high school. SAT, ACT, or COMPASS scores are needed to enroll. Students will be required to attend a GRA Orientation where important information, such as GCTC policies and procedures, will be presented. Students will learn how to utilize Blackboard, Student Self-Service, and how to enroll in classes. Students can become certified in general education by taking certain classes as part of the Academy. The Academy students earning credit will attend classes primarily on one of the GCTC campuses and will receive a scholarship waiver equal to half of the normal tuition. Dr. Urban and Ms. Krentz worked extensively over a two-year period with high school educators to develop a program that is flexible enough to serve multiple high schools and meet student needs for advanced planning.
- Dr. Hughes added that at a superintendents’ meeting, he stated that the college cannot go into the high schools free of charge. He gave Ms. Krentz, Mrs. Brown, and Dr. Urban much credit for meeting with the high school counselors and forming the Gateway Academy. Gateway will be signing MOA’s asking schools, student, and parents to make commitments in being part of the academy.

B. Key Performance Indicator Update – Dr. Hughes introduced Dr. Patricia Goodman and congratulated her and her team in submitting the documents to SACS for compliance reaffirmation. Dr. Goodman stated that, as of today, all SACS materials are posted on the Gateway website and explained to Board members how to access the site.

Dr. Goodman presented the latest Key Performance Indicator Report as of March 2012.

Enrollment Report Summary (a copy of the report is attached to the permanent minutes):

- KCTCS Enrollment Trends:
 - For spring 2012, preliminary enrollment shows that Gateway is one of three KCTCS colleges to remain flat or show a slight increase in enrollment.
 - For fall 2011, Gateway was one of nine KCTCS colleges to remain flat or show a slight increase in enrollment.
 - Gateway enrollment declined 1.30% from fall 2011 to spring 2012; KCTCS total enrollment declined 16.96%.
 - All program clusters declined in enrollment in spring 2012 except for Transfer, which increased 19.4%.
 - Developmental Education (DE) has emphasized data analysis for planning. DE success rates have increased dramatically since the baseline year.
 - The top five enrollment programs for spring 2012 include: Associate in Science, Business Administration Services, Associate in Arts, Criminal Justice, and Information Technology.
 - Enrollment has been impacted by the new Federal Student Appeal Process for Financial Aid guidelines, which are expected to impact future term enrollments.

V. BOARD SHARING – Chair Johnson stated that Board Sharing enables Board members to provide community feedback and asked the Board members to respond to the following question: “How can the college enhance opportunities for jobs for Northern Kentucky residents?” The following discussion included the following suggestions from members of the Board regarding what and how the college might be doing:

- Rev. Fowler noted that he appreciated the effort of manufacturing working with education on what manufacturing needs are for hiring trained workers.
- Mr. Jordan stated that the key is that the college needs to forecast to manufacturers what the college has to offer; TRI-Ed will conduct a manufacturing survey of what area manufacturers’ employment projections will be in five to ten years.
- Mr. Cooper stated that manufacturing is up 600%; logistics, distribution, and energy could be a main focus; IT programming is deficient at the present time.
- Mr. Groob commented that he is concerned that the region’s economic future is struggling. In addition, he is concerned that the college may have missed the connection between the academic and business world. He applauded Mr. Jordan for

what he is doing in the manufacturing sector with the consortium.

- Ms. Cook noted that Nursing is not in crisis now, but that trends are showing there will be a shortage in five years; specialized technicians are needed in various areas with growth potential; it is very hard to recruit in this area.
- Mr. Paul suggested that the college consider offering laptops for Board members for next fiscal year for use at Board meetings to cut down on paper use. He suggested the college seek volunteers to go to organizations and spread the word about Gateway.
- Dr. Deeley Wilhite remarked that while it is important to train people for jobs, it is equally important to focus on the associate of arts and associate of science degrees and continue to be a comprehensive community and technical college.
- Ms. Sproehnle stated that this has been one of the most informative Board meetings that she has attended. In her role in the Assessment Center, she sees trends indicating growth in “number-crunching” jobs in finance and insurance.

VI. PRESIDENT’S LEADERSHIP TEAM REPORT – Dr. Hughes stated that the President’s Report had been previously posted on the website and highlighted the following:

- Dr. Hughes distributed the Agenda 360 Community Update published in 2011 and encouraged Board members to review the report.
- Gateway and Thomas More College will be announcing a new program “Four is More” that eases transfer into Thomas More after students complete an associate degree at Gateway. Transferring students will be guaranteed a \$10,000 scholarship to TMC to continue their education. These programs give students incentive to stay at Gateway and then continue their education at TMC.
- Dr. Hughes thanked Rev. Fowler for his efforts and those of his church in helping make Super Sunday a huge success.
- Dr. Hughes congratulated the following Gateway employees:
 - Dr. Michelle Deeley Wilhite for being the founding editor of the *Kentucky Forensics Journal*.
 - Dr. Amber Decker, Director of Grants, who will be receiving the 2012 Emerging Leader Award at the April 20, 2012, Outstanding Women of Northern Kentucky Awards be held at Receptions Conference Center in Erlanger, Kentucky.
- Teri VonHandorf, Associate Provost, for successfully defending her dissertation on March 16, 2012.

Dr. Hughes stated that he will attend the Washington, DC Fly In where he will meet with meet with Congressmen Geoff Davis and Hal Rogers and Senator Mitch McConnell. He reported that the Urban Campus was the second ranked regional project only behind the funding for the Brent Spence Bridge.

VII. ANNOUNCEMENTS

Board of Directors Budget Committee

May 10, 2012

Board of Directors Meeting

May 24, 2012

VIII. ADJOURNMENT – There being no further business before the Board of Directors, Chair Johnson adjourned the meeting at 7:52 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

Brent Cooper
Secretary to the Board

Date