



## Board of Directors Meeting Minutes

*Thursday, September 20, 2012*

**5:00 Dinner**

**Board of Directors Meeting – 5:30 p.m.  
Gateway Community & Technical College  
Boone Campus, Florence, Kentucky**

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### **BOARD MEMBERS PRESENT:**

Mr. Brent Cooper (Secretary)  
Mr. Jeff Groob  
Mr. Rick Jordan  
Ms. Rebecca Raynor, Student Representative  
Dr. Michelle Deeley Wilhite (Faculty Representative)

Rev. Richard Fowler (Vice Chair)  
Ms. Martha Johnson (Chair)  
Mr. Ken Paul  
Ms. Cindy Sproehnle, Staff Representative

### **BOARD MEMBERS ABSENT:**

Katheryn Cook (Parliamentarian)

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### **OTHERS PRESENT:**

#### ***GCTC Faculty/Staff:***

Mike Baker, Vice President, Administration & Business Affairs  
Ms. Marinell Brown, Associate Provost  
Dr. Patricia Goodman, Vice President, Knowledge Management & Strategic Initiatives  
Dr. Ed Hughes, President/CEO  
Ms. Laura Kroeger, Vice President, Resource Development & External Affairs  
Ms. Sharon Poore, Executive Assistant & Recording Secretary to the Board of Directors  
Ms. Carissa Schutzman  
Ms. Sydney Stauter, Administrative Assistant, President's Office  
Dr. Angie Taylor, Vice President, Workforce Solutions  
Mr. Andre Washington  
Ms. Ingrid Washington, Vice President, Student Affairs  
Mr. Jamie Younger, Director, Accounting & Budget

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### **GUESTS:**

Mr. Stan Harvey, Urban Collage  
Mr. Brent Brunner, EOP Architects  
Mr. Andy Greely – IT Support Staff

## **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.

## **II. APPROVAL OF MINUTES OF THE MAY 24, 2012, BOARD MEETING**

Upon motion by Mr. Jordan and seconded by Mr. Cooper, the minutes of the May 24, 2012, Board meeting were approved as distributed.

## **III. OATH OF OFFICE ADMINISTERED TO NEW STUDENT REPRESENTATIVE TO THE BOARD**

Mr. Paul administered the Oath of Office to Ms. Rebecca Raynor, new student representative to the Board of Directors. Chair Johnson welcomed Ms. Raynor to the Board. Ms. Raynor stated that she is a Ready to Work student in Health Information Technology and is very happy to be representing Gateway's student body on the Board of Directors.

## **IV. OFFICER AND STANDING COMMITTEE REPORTS**

### **A. Chairman's Report**

- Chair Johnson reminded members the Board's annual meeting will be held on Thursday, November 20, 2012 at which time both oral and written committee reports will be given by committee chairs. In addition, Chair Johnson requested that written reports of committee activities be submitted to Sharon Poore by November 1, 2012 so they can be included in the November meeting notice and posted on the website prior to the meeting.
- Chair Johnson called attention to the proposed 2013 Board of Director's meeting schedule. She asked that Board members review the schedule and to let her know if there are any conflicts with the proposed meeting dates.
- Chair Johnson reported that her recent activities included attending the Northern Kentucky Chamber of Commerce's Legislative Reception, participating in a meeting with Rev. Fowler and Mr. Cooper to develop tonight's agenda, and her participation in a meeting with Dr. Michael B. McCall regarding the college's Urban Campus.
- Without objection, Chair Johnson amended the meeting agenda to move the President's Report forward to precede the Standing Committee Reports.

## **V. President's Report - Dr. Hughes stated that the President's Report had been previously posted on the website and highlighted the following:**

- Dr. Hughes reported that Work & Learn Coordinator Denise Critchelow had developed the state's first Work & Learn Operational Manual, which had been shared across the Kentucky Community and Technical College System. This is an example of the type of

groundbreaking work accomplished by Gateway faculty and staff.

- Dr. Hughes introduced Carissa Schutzman as the new Dean of Workforce Solutions. Mr. Jordan complimented Ms. Schutzman on her professionalism during her job interview with area manufacturers.
- Dr. Hughes also noted that Mallis Graves, Director of the Urban Center, has accepted the position as Associate Dean of Student Development in charge of retention. He noted the exceptionally high retention rate at the Urban Center. Ms. Graves will continue as Director of the Urban Center through November 2012.
- Chair Johnson commented about the President's Report and how much faculty and staff contribute to the success of the college.
- Dr. Hughes noted that The National Council for Workforce Education named Gateway's Manufacturing Pipeline Initiative as the 2012 Exemplary Program Award for a Credit Workforce Development Program. The prestigious award will be presented to Dr. Angie Taylor on behalf of the college at the annual NCWE Convention in Long Beach, California, in October.

## **VI. Other Committee Reports:**

- A. Bylaws Committee** – In the absence of Parliamentarian Cook, Ms. Sproehnle and Dr. Wilhite reported that the committee had not met, but will meet prior to the November Annual Meeting and will share the report at that time.
- B. Budget/Summary Review** – Mr. Jordan, Chair of the Board Budget Committee, reported that the committee met in September and no issues were referred for Board consideration.
- C. Performance Evaluation of the President** – Mr. Paul, Committee Chair, reported that he and Chair Johnson had met with Dr. Hughes on June 14. The results of that meeting were reported to Dr. Michael B. McCall at KCTCS. The process regarding the President's Performance Review has been changed to include an informal mid-year review. Mr. Paul stated that an email will be distributed around December 1 for feedback for Dr. Hughes' six-month review and it will be conducted verbally. Results of the review are due by January 1, 2013 at which time it will be discussed with the Performance Evaluation of the President Committee.

## **VII. UNFINISHED BUSINESS**

### **A. Fall Enrollment/Budget Update Report**

- Dr. Hughes began the report by noting that the President's Cabinet reviews on a weekly basis the 2012-13 budget, as well as the enrollment for fall and spring semesters. The next big change will occur after October 10 at which time an update will give the college a good indication as to where the enrollment numbers are for the fall semester.
- Dr. Patricia Goodman, Vice President of Knowledge Management and Strategic Initiatives, reported that year-to-date headcount enrollment is up 1.8 percent from versus

last year at this time. She noted that fewer students are enrolling on a full-time basis. In addition, Dr. Goodman noted that more students are enrolling on a part-time basis; however, the trend resulted in lower full-time equivalent numbers since FTE is determined on a 15-credit hour basis. Lower FTE relates to fewer budget dollars. Dr. Goodman reported that online enrollment has increased dramatically and has generated \$190,000 in revenue which is over the proposed revenue projection. To date, online enrollment does not appear to be having a negative impact on the number of students taking courses on campus. Gateway has been approved by SACS to offer an Associate of Science/Associate of Arts transfer degree completely online.

- Mike Baker, Vice President of Administration and Business Affairs, reported that the administration is closely monitoring enrollment. He stated the 2012-13 budget was predicated on a six-percent enrollment growth which has not materialized. The college implemented a three-percent budget cut at the beginning of the fiscal year to prepare for potentially lower revenues, and also implemented a 25 percent holdback that may be reinstated in the second semester if tuition revenues meet projections.

#### **B. SACS/QEP Update – Carissa Schutzman, Chair of the QEP Team**

- Dr. Hughes shared a copy of the SACS Compliance Report that was submitted to the Southern Association of Colleges and School on September 18. The entire document will be posted on the college website under the SACS section. He commended Dr. Goodman, Jeremy Berberich, and the leadership team, as well as KCTCS, for the work toward SACS reaffirmation. The SACS Reaffirmation site visit will take place October 23 – 25 at which time the team will view documentation related to the QEP (among other items) that was developed over the past two years with input from the entire college community that focuses on retention through a comprehensive and transformational Student Mentoring through Advising, Retentions, and Transitions (S.M.A.R.T) plan.
- Ms. Schutzman reviewed the QEP process and the steps taken for arriving at the QEP topic. The QEP was developed over the past two years with input from the entire college community. The five-year implementation plan will be rolled through academic divisions with two divisions (Business and Management Services and Professional and Protective Services) beginning in 2013-14. The plan calls for an intensive first-year experience for students and uses a holistic approach that encompasses student assessment, enrollment advising (connection with an advisor that is more experienced in their discipline), orientation, and faculty advising. Woven through the plan is an electronic monitoring system that will provide information on student progress. Complete details will be placed on-line at Gateway's accreditation site at [www.gateway.kctcs.edu](http://www.gateway.kctcs.edu).
- Comments from Board members included:
  - Ms. Sproehle thanked the QEP team for their work and asked how the plan would evolve in engaging all faculty and staff into the process. Ms. Schutzman responded that the five-year plan for professional development would be rolled out by division.
  - Mr. Jordan inquired as to the goals of the plan. Ms. Schutzman responded that targets have not been set since the plan is new and implementation as not occurred.

- Rev. Fowler commented that he could vision the process as it flows forward in students' progress and can be accessed by anyone tracking the student.
- Mr. Cooper questioned the targeted scales. Dr. Goodman responded that scales are national assessments with which we will be able to benchmark our progress with national comparisons.

## VIII. NEW BUSINESS

### A. Master Campus Plan – Urban Center

- Dr. Hughes and Stan Harvey from Urban Collage reviewed plans for the Urban Campus. Dr. Hughes noted the overall goal is to increase access in the urban area. The expected outcomes from the Urban Campus include increased enrollment, higher high school graduation rate, increased college-going rate, and a need source of educated talent for jobs in the area.
- Stan Harvey, partner with Urban Collage and Brent Brunner, partner with EOP Architects summarized the process used to develop the Urban Campus plan. They reviewed highlights from the 200+ page plan, which he described as a framework for development. The full plan, which can be found on-line at: [http://www.gateway.kctcs.edu/Visitors\\_and\\_Community/Urban\\_Campus\\_Project.aspx](http://www.gateway.kctcs.edu/Visitors_and_Community/Urban_Campus_Project.aspx). Highlights included:
  - The Urban Campus will be different from that of a more traditional campus.
  - The buildings that will compose the Urban Campus will be within roughly a six-block area bounded by Fourth and Seventh Streets and Madison and Greenup Streets.
  - There will be other non-Gateway buildings intertwined within that geographic footprint and that the Gateway buildings will have a common signage.
  - The campus plan considers program and technology needs, future capacity needs, academic program siting, student service delivery, and the need to minimize disruption to instruction and service delivery.
  - The plan is a framework that will evolve opportunistically with Scott Boulevard as the campus “spine” and streetscapes and signage used to enhance campus identity.
  - Design of the Urban Campus issues and opportunities – experiential learning, integrating with the fabric, access, open space, identity (branding), public/private partnerships; will weave into current urban pattern of uses and buildings.
  - The Framework Plan is developed as a scattered approach, with campus focus along Scott Boulevard.

- Next Steps include:
  - Finalization of the master plan and the review with stakeholders
  - Acquisition of properties
  - Design and renovation
  - Relocation of Amsterdam Road/Park Hills programs
  - The sale of Amsterdam Road/Park Hills property
  - Ongoing fundraising, both long and short term
- Dr. Deeley commented that it is the belief of many that the Urban Campus will be more like a regular campus and that we must relay to them that the campus will be spread out over several blocks.

## **B. Donor Recognition**

- The Board discussed the donor recognition process and adopted a resolution which will be forwarded to KCTCS for re view. Dr. Hughes reported that the campaign for Gateway is increasing in intensity with the Urban Campus being the top priority.
- Mr. Groob asked what the process entails as to the renaming process. Dr. Hughes explained KCTCS guidelines and processes.

Upon motion by Mr. Groob and seconded Mr. Paul, the motion passed unanimously in support of the attached resolution requesting the naming of the Classroom and Training Building at the Boone Campus.

## **VII. EXECUTIVE SESSION**

In accordance with KRS 61.180(1)(b), "Deliberations on the future acquisition or sale of real property by a public agency when publicity would be likely to affect the value of the property." Chair Johnson requested for a motion to go into Executive Session. Upon motion by Rick Jordan and seconded by Richard Fowler, the Board went into executive session at 7:25 p.m.

Upon motion by Mr. Cooper and seconded by Rev. Fowler, the Board meeting was resumed by Chair Johnson at 9:00 p.m. The motion passed by unanimous voice vote. Chair Johnson announced that no action was taken during the Executive Session.

## **VIII. ANNOUNCEMENTS** – Chair Johnson called attention to the important dates that are listed on the agenda and the meetings of the Board of Directors:

- A.** Next Budget Committee Meeting – November 1, 2012
- B.** Board of Directors Meeting "Annual Meeting" – November 15, 2012

**XI. ADJOURNMENT**

Upon motion by Brent Cooper and seconded by Richard Fowler, the Board meeting was adjourned at 9:05 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

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Brent Cooper  
Secretary to the Board

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Date

**IMPORTANT DATES TO REMEMBER**

**TA3/Gateway International Conference –  
Future of Advanced Manufacturing**

**October 1 – 2, 2012  
Embassy Suites, Covington**

**KCTCS Benefactor’s Gala**

**October 27, 2012**

**President McCall Listening Tour @ Gateway**

**February 7, 2013**

**GCTC Commencement**

**May 15, 2013**