



Board of Directors Annual Meeting Minutes

Thursday, November 11, 2011

5:30 Dinner

Board of Directors Meeting – 5:30 p.m.

Gateway Community & Technical College

Urban Campus, Covington, Kentucky

BOARD MEMBERS PRESENT:

Brent Cooper (Parliamentarian)

Richard Fowler

Rick Jordan (Chair)

Ken Paul (Secretary) via teleconference

Thomas M. Santry, Student Representative

Dr. Michelle Deeley Wilhite (Faculty Representative)

Katheryn Cook

Martha Johnson (Vice Chair)

Cindy Sproehnle (Staff Representative)

BOARD MEMBERS ABSENT:

All Board members were present.

OTHERS PRESENT:

GCTC Faculty/Staff:

Ms. Lindsey Armstrong, Administrative Assistant, President's Office

Mr. Mike Baker, Vice President, Business Affairs

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. Margaret Thomson, Director, Public Relations

Ms. Ingrid Washington, Vice President, Student Development

I. CALL TO ORDER

Chairman Jordan called the meeting to order at 5:30 p.m. at the Gateway Community and Technical College Urban Center. The record will reflect that a quorum was present. The media has been notified of the meeting. Mr. Paul joined the meeting via phone.

Chairman Jordan introduced Mr. Chuck Scheper, new mayor of the City of Covington. Mr. Scheper addressed the meeting and stated that he looks forward to supporting Gateway in its efforts to improve the City of Covington.

Chairman Jordan also introduced Steve Frank, Covington City Commissioner, and Lee Flischel, Chair of the Gateway Foundation, and asked the audience members to introduce themselves individually.

II. APPROVAL OF MINUTES OF THE SEPTEMBER 15, 2011, BOARD MEETING

Upon motion by Richard Fowler and seconded by Brent Cooper, the minutes of the September 15, 2011, Board meeting were approved as amended with one correction to be made on page three.

III. SPECIAL ORDERS

A. Election of Officers - Chairman Jordan asked Cindy Sproehnle to read Article 4, Section 2 Nominating Committee procedures and recommended the slate of officers for election as follows:

- Martha Johnson (Chair)
- Richard Fowler (Vice Chair)
- Brent Cooper (Secretary)

- Katheryn Cook was appointed as Parliamentarian

Chairman Jordan asked for nominations from the floor. No additional nominations were made and the nominations were closed. The officers were elected by a voice vote of approval. A copy of the Nomination Committee report is attached to the permanent minutes.

B. Proposed 2012 Schedule of Regular Meetings - Article 5, Section 1 Approval of Proposed Board of Directors' Meetings – Chairman Jordan asked Parliamentarian Brent Cooper to present the proposed 2012 Board Meeting dates. A copy of the proposed 2012 meeting dates is attached to the permanent minutes and was presented for information at the last meeting. Upon motion by Martha Johnson and seconded by Cindy Sproehnle, the proposed 2012 meeting schedule was approved as presented.

IV. OFFICER REPORTS

A. Chairman's Report

- **Committee Assignments** – Chairman Jordan requested that committee members remain on their current committee until the newly elected chair, Martha Johnson, appoints new committee assignments.

V. STANDING COMMITTEE REPORTS

A. Bylaws Committee – Parliamentarian Cooper indicated that the committee had not met, but would meet before the next meeting.

B. Budget Committee – Martha Johnson, Chairperson of the Board Budget Review Committee, summarized the Budget Committee's activities. The committee met five times in 2011. During the November 3, 2011 meeting, the committee reviewed the 1st quarter 2012 financial report. In addition, fall tuition revenue will fall short of budget by \$200,000. One reason for the shortfall was the tuition cap for returning students. The college had more returning students than KCTCS expected, based our budget on the numbers the system asked us to use. Also noted was the dependence on grant funds and a continuing concern over the small amount of funding the college receives from the state of Kentucky. A copy of the Budget Committee's annual report is attached to the permanent minutes.

C. Performance Evaluation of the President – Committee Chair Richard Fowler reported that all deadlines regarding the President's evaluation were met by the Board in compliance with the requirements of KCTCS. The committee learned that a few modifications may be useful in future evaluations of the President. A few noted suggestions were: determine the Board's function and duties in conducting the evaluation, and develop a process in conducting a mid-year evaluation with the President.

Chairman Jordan thanked committees for their reports and hard work this year.

VI. UNFINISHED BUSINESS – Chairman Jordan asked Dr. Hughes to update the Board on any recent activity regarding the Urban Campus.

A. Urban Campus Master Plan Presentation – Dr. Hughes referred to the Urban Campus update included in each Board member's packet (a copy of the update is attached to the permanent minutes).

Dr. Hughes introduced Richard Polk, principal with EOP Architects; and Stan Harvey, principle with Urban Collage urban designers, who updated the Board on the Urban Campus Master Planning process. A copy of the presentation in its entirety is attached to the permanent minutes as is the full Site Analysis Report.

- Mr. Polk began the presentation by introducing the project team. He explained the first phase of the planning process was the Site Selection Analysis for the Urban Campus. GIS data from the City of Covington and the Northern Kentucky Area Planning Commission was utilized to generate a list of potential sites based on 14 common criteria. Based on the information provided, five sites were reviewed:
 - Holmes High School – part of the site adjacent to Madison Avenue
 - St. Elizabeth Medical Center and Jillian’s Property
 - Madison Avenue and MLK Boulevard/12th Street
 - Scott Boulevard
 - 4th and 5th Streets

- Mr. Polk introduced Mr. Harvey who made the remainder of the presentation. He noted that each potential site was evaluated in each category. The results were compared and the sites ranked according to their suitability. Based on this comparative analysis, a recommendation for the most suitable site for the new Urban Campus was determined to be the Scott Boulevard site.

- Mr. Harvey showed examples of Urban Campuses throughout the country that are similar to the Scott Boulevard site. He concluded the presentation by explaining the next steps in the Urban Campus planning:
 - To finalize preliminary academic/space programming
 - To complete existing conditions assessment:
 - o Physical conditions
 - o Access and transportation
 - o Development opportunities
 - To conduct public workshops
 - To develop campus framework alternatives
 - To assist in funding applications
 - To finalize campus master plan

Board member Jeff Groob asked if the consultants had been aware of any further plans for the NKU Chase School of Law relocating to Covington during their analysis. Mr. Harvey indicated that was not part of their analysis.

Lee Flischel, Chairman of the Gateway Foundation Board, praised the presentation and the thorough work in the project because of the support the Foundation will be seeking potential funds from donors. He stated that it is critical to have the final site so the Foundation can raise the \$5.0 million it plans to use to support the campus.

Chairman Jordan thanked Mr. Polk and Mr. Harvey for their report and thorough presentation.

VII. NEW BUSINESS

No new business was brought before the meeting.

Jeff Groob distributed to each Board member a copy of the book *“Leaving Children Behind – Black Education in Covington, Kentucky”*, written by Jeffrey Hampton.

VIII. PRESIDENT’S LEADERSHIP TEAM REPORT – Dr. Hughes referenced his report that was posted on the website and is attached to the permanent minutes and noted the following highlights:

- Dr. Hughes formally introduced new associate provost, Dr. Ross Santell, who recently joined Gateway.
- The Kentucky Adult Education Conference was held last weekend Maysville. Two Gateway faculty members were recognized. Charles Warburton was selected as the KCCS Outstanding Developmental Education Educator of the Year, and Dr. Kerri McKenna’s research paper was selected as the KCTCS Innovative Project of the Year.
- The Council on Postsecondary Education (CPE) met and has prepared the higher education budget request being submitted to the General Assembly and Governor Beshear. Highlights include: 1) The Urban Campus project listed at number six in new construction projects; and, 2) CPE has requested M/O funding for new buildings recently opened.
- Effective July 1, the Federal Government has placed into effect new regulations regarding student financial aid. The intent of the new regulation is to begin to reduce abuses of federal financial aid. Colleges are now required to look at standards of progress along with the certain triggers to look for in a student’s performance. Mr. Andre Washington noted that 800 students at Gateway may be affected and that Financial Aid staff will meet with those students.
 - Board member, Tom Santry, expressed concern about the communication method in which students were notified.
 - Dr. Hughes asked Andre Washington, Dean of Enrollment Services, to explain the steps Gateway was implementing to communicate with student and employees.
- Special recognitions:
 - Dr. Patricia Goodman and Dr. Amber Decker co-wrote a \$4.9 million Technical Skills Job Training Grant (four years). The Department of Labor awarded the grant to Gateway to develop an information technology innovation and instructional design center at the Urban Center location.
 - The college has received a \$300,000 grant from the Department of Justice to create and deliver training, services, and awareness around domestic violence against women on campus. This is a three-year partnership grant under the direction of Ingrid Washington, Tim Chesser, Dr. Amber Decker, and Bridget Sullivan.
- Dr. Hughes announced that the college future presentations to the Board will include: Student Government Association, Phi Theta Kappa, Center for Innovation, the Manufacturing Business Plan, and the FoE process.
- Dr. Hughes noted that he had received a copy of Tom Brokaw’s newly published book *“The Time of Our Lives”* wherein, Gateway and MAG are mentioned in the book as a

result of Mr. Brokaw's visit to the college and MAG last year.

- After receiving an invitation from NBC, Dr. Hughes noted that he had attended and participated on a panel during the NBC Education Nation Summit held in New York City in September. During an evening dinner held at the Museum of Natural History that was attended by 350 participants, Mr. Brokaw called attention to Dr. Hughes and Gateway. Dr. Hughes was one of two community college presidents invited to participate on a panel during the three-day national summit.
- Dr. Hughes presented Rick Jordan and Ken Paul with gifts of appreciation for their service as Founding Chairman and Founding Secretary of the Board during the past ten years.
- Dr. Hughes noted that the previous week marked the 10th year anniversary that the announcement was made by KCTCS President McCall, that Dr. Hughes would be the founding President of Gateway (then Northern Kentucky Technical College). Dr. Hughes thanked Martha Johnson for her supportive role in hiring him when she was Chair of the KCTCS Board of Regents. In addition, Dr. Hughes recognized Jim Callahan for his contributions and leading the effort that led to the creation of KCTCS. He noted that Gateway's faculty and staff are the most dedicated group of individuals he has ever worked with and thanked them, the Board of Directors, and the Gateway Foundation for their support.
- Rick Jordan expressed his thanks and gratitude to Dr. Hughes for the work he has done in supporting the Board of Directors. In addition, Mr. Jordan thanked the Board members for their work and support in working as a team.

IX. ANNOUNCEMENTS – Chairman Jordan called attention to the important dates that are listed on the agenda and the meetings of the Board of Directors.

X. ADJOURNMENT – Chairman Jordan handed over the gavel to newly elected Board Chair, Martha Johnson, at which time the meeting was adjourned at 7:07 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

Kenneth Paul
Secretary to the Board

Date