



**Executive Summary**  
**Board of Directors Annual Meeting**  
Thursday, September 20, 2012  
Boone Campus  
Florence, Ky.

Board Chair Martha Johnson called the meeting to order at 5:30 p.m. and declared a quorum. Minutes of the May 24, 2012, Board meeting were approved as amended. Board Member Ken Paul administered the oath of office to the new student representative to the board, Rebecca Raynor. Board Chair Martha Johnson amended the meeting agenda to move the President's Report forward precede Standing Committee Reports.

**Chair's Report**

Chair Johnson announced that the board's annual meeting will be November 15, at which time the board will finalize its meeting schedule for 2013.

**President's Report**

Dr. Hughes introduced Carissa Schutzman as the new Dean of Workforce Solutions. Board Member Rick Jordan complimented Ms. Schutzman on her professionalism in her job interview with manufacturers. Dr. Hughes also reported that Mallis Graves, director of the Urban Center, has accepted a 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.

Dr. Hughes announced that The **National Council for Workforce Education** has 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, Calif., in October.

Dr. Hughes also reported that Work & Learn Coordinator Denise Critchelow had developed the state's first W&L operational manual, which had been shared across the Kentucky Community and Technical College System, as an example of the type of groundbreaking work accomplished by Gateway faculty and staff.

Other significant accomplishments are contained in the full report on the website.

**Standing Committee Reports**

**Bylaws/Rules Committee**

Committee Member Cindy Sproehnle reported that the committee will meet prior to the November meeting and will report at that meeting.

**Budget Committee**

Committee Chair Rick Jordan reported that the committee met in September and no issues were referred for board consideration

**Performance Evaluation of the President**

The process regarding the President's performance review has been changed to include an informal midyear review.

## Unfinished Business

### Fall Enrollment/Budget Update Report

Dr. Patricia Goodman, vice president of knowledge management, reported that headcount enrollment year-to-date is up 1.8 percent from this time a year ago. A key enrollment demographic has changed in that fewer students are enrolling full-time. Students enrolling part-time have increased; however, the trend resulted in lower full-time equivalent numbers since FTE is determined on 15 credit hours. Lower FTE contributes to fewer budget dollars since tuition is paid per credit hour. Dr. Goodman reported that online enrollment has increased by over 13% and has exceeded the projections for revenue. The growth in online enrollment is due largely to GCTC students taking more of their online classes from GCTC online instructors. The online course growth does not appear to have a negative impact on the enrollment of on-campus courses. Dr. Goodman reported that Gateway has been approved by SACS to offer an Associate of Science/Associate of Arts transfer degree completely on-line.

Mike Baker, vice president of business affairs, reported that the administration is closely monitoring enrollment to appropriately coordinate revenues with expenses. He said the 2012-13 budget was predicated on 6 percent enrollment growth, and that has not materialized. The college implemented a 3 percent budget cut at the beginning of the fiscal year to prepare for potentially lower revenues, and also implemented a 25 percent holdback that will be reinstated in the second semester if possible. The funds will not be allocated if revenues are under budget. The close monitoring and coordination is being effective in balancing revenues with expenditures.

### SACS/QEP Compliance Report

Dr. Hughes reported that the college had submitted responses SACS as requested following the compliance report submitted earlier. The responses are required to be submitted to SACS six weeks in advance of the commission's on-site visit, which will occur in October. He commended Dr. Goodman, Jeremy Berberich and the leadership team, as well as KCTCS, for the work toward SACS reaffirmation. He noted the October visit will be related to the Quality Enhancement Plan, which is part of the reaffirmation process. The QEP, developed over the past two years with input from the entire college community, will focus on retention through a comprehensive and transformational Student Mentoring through Advising, Retentions and Transitions (SMART) plan. The five-year implementation plan will be rolled through academic divisions with two divisions 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, 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).

## New Business

### Master Campus Plan – Urban Campus

Dr. Hughes and a consultant 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. Mr. Harvey reviewed highlights from the 200+ page plan which he described as a framework for development. The full plan 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). He noted that the campus will be different from a more traditional campus. The buildings that will compose the Urban Campus will be within a roughly six-block area bounded by Fourth and Seventh Streets and Madison and Greenup Streets. However, there will be other non-Gateway buildings intertwined within that geographic footprint. The Gateway buildings will have a common signage. The 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.

**Donor recognition**

The board discussed the donor recognition process and adopted a resolution, which will be forwarded to KCTCS for review. Dr. Hughes reported that the campaign for GCTC is increasing in intensity with the Urban Campus being the top priority.

**Executive Session**

The board then went into executive session for the purpose of discussing the potential purchase of property. Following the Executive Session, Chairman Johnson reported that no action had been taken in the closed session.

The meeting adjourned at 9:05 PM.