

**Executive Summary**  
**Board of Directors Annual Meeting**  
Thursday, January 26, 2012  
Boone Campus, Florence, Ky.

Board Chair Martha Johnson called the meeting to order and declared a quorum. Minutes of the Nov. 17, 2011, meeting were approved as submitted. Chair Johnson, who participated in the meeting via video conference, transferred presiding responsibility to Vice Chair Richard Fowler. Rev. Fowler called for standing committee reports.

- **Chair Report**

Chair Johnson reported that a Gateway delegation attended the Kentucky Community and Technical College System Benefactor Gala on Nov. 19 when Oakley and Eva Farris and Bob Ellison were honored as benefactors of the year. Seven area legislators attended a Gateway-hosted legislative luncheon Dec. 7 when they were updated on the Urban Campus project.

- **Bylaws Committee**

Chair Johnson reported for Parliamentarian Katheryn Cook, who has been traveling for three weeks, that the Bylaws Committee had not met and therefore had no report.

- **Budget Committee**

Committee Chair Rick Jordan said the committee has adopted a twice-yearly meeting schedule.

- **Performance Evaluation of the President Committee**

Committee Chair Ken Paul reported the annual appraisal form will be distributed to board members in April with a May 1 due date. The appraisal will be an agenda item at the May board meeting and discussed in executive session. The committee had previously discussed a mid-year review; this process will begin in the 2012-13 academic year.

**Academic Program Review Process, Dr. Laura Urban, Vice President of Academic Affairs and Provost**

Dr. Urban summarized the Academic Program Review process designed to help monitor the quality of academic programs. There are two levels of review. Level I is quantitative and focuses on efficiency and effectiveness, while Level II is qualitative and reviews specific areas of concern determined by a Level 1 review. A summary of the process can be found in the meeting materials on Gateway's website:

[http://www.gateway.kctcs.edu/About\\_Us/Our\\_Leadership/Board\\_of\\_Directors/Board\\_Meetings.aspx](http://www.gateway.kctcs.edu/About_Us/Our_Leadership/Board_of_Directors/Board_Meetings.aspx).

Sam Collier, associate professor and chair of the Transportation Technologies Division, summarized the Level II review of the Diesel Technology program and how the review had assisted in identifying a larger pool of prospective students and employers' desired outcomes and characteristics of program graduates.

**Foundations of Excellence Process, Jeremy Berberich, Associate Director, Library and Information Services**

Mr. Berberich reviewed the Foundations of Excellence (FoE) process, designed to improve institutional effectiveness in the areas of First Year Experience and Transfer. The process was developed by the Gardner Institute for Excellence in Undergraduate Education and links evaluation and action planning with data.

Gateway is using the process to examine retention and transfer rates and is integrating the process with the SACS reaffirmation effort. The FoE process involves 138 employee volunteers. In response to a question, Mr. Collier, and board members Michelle Deeley Wilhite and Cindy Sproehnle said feedback from college employees was generally positive. Supporting documentation from Mr. Berberich's presentation can be found on the website:

[http://www.gateway.kctcs.edu/About\\_Us/Our\\_Leadership/Board\\_of\\_Directors/Board\\_Meetings.aspx](http://www.gateway.kctcs.edu/About_Us/Our_Leadership/Board_of_Directors/Board_Meetings.aspx)

### **Key Performance Indicator Update, Dr. Patricia Goodman, Vice President of Knowledge Management**

Dr. Goodman provided an update on the Key Performance Indicators for three strategic areas: Pathways, Engagement and Organizational Capacity. Specific KPIs were reviewed. Supporting documentation is on the website:

[http://www.gateway.kctcs.edu/About\\_Us/Our\\_Leadership/Board\\_of\\_Directors/Board\\_Meetings.aspx](http://www.gateway.kctcs.edu/About_Us/Our_Leadership/Board_of_Directors/Board_Meetings.aspx)

### **Board Sharing**

Rev. Fowler asked the members to respond to the statement "How can we use these meetings as an opportunity for you to provide advice and counsel to the college?" as part of a new agenda item designed to have members share information. Topics shared included:

- Receipt by the Northern Kentucky Industrial Park of a \$65,000 state grant to measure the size of manufacturing vacancies in Northern Kentucky and to identify public perceptions of the manufacturing industry;
- Need to develop positive public perceptions of manufacturing;
- Importance of members attending the upcoming Super Sunday African American recruitment fair to be held at Gateway's Urban Center on Feb. 12;
- Opportunities to study abroad in China;
- Recent radio advertising about GCTC ; and
- Importance of being closely aware of how college decisions affect community partners.

### **President's Leadership Team Report**

President Hughes referred the board to his written report and also noted the following:

- Josh Thompson, Gateway graduate and member of the Visual Communication Program Advisory Committee, illustrated a children's book that will be included in gift bags distributed at Screen Actors Guild awards.
- Kathy Driggers, Boone Campus librarian, arranged for a traveling art exhibit of African American art that will visit all Gateway campuses during February, which is Black History Month.
- Gateway's Manager of Web Services and Social Media, Tess Burns, and her husband would be applauded in the Mayor's State of Covington remarks for their establishment of the Awesome Covington Collective that will celebrate the awesomeness of Covington through community projects.
- Gateway was mentioned in a manufacturing article written by Mazak President Brian Papke. The article appeared in the Jan. 26 edition of the Enquirer in the business section.
- President Hughes was one of two KCTCS presidents that made presentations to the KCTCS Board of Regents in December. He thanked the Public Relations Department for its assistance in developing his presentation and distributed copies of the printed handout. He said the KCTCS 2016 Business Plan had been distributed to all KCTCS employees.
- He noted that future board presentations will likely include updates on:
  - a Veterans' Service Center;
  - a new federal grant from the Department of Labor to develop an instructional design center; and
  - The Advanced Manufacturing Center Business Plan.

- Grant and Pendleton counties have approached Gateway to provide more services in their communities. Dr. Hughes recommended that the counties use a visioning process to determine exactly what is needed and how it can be delivered. The process in Grant County is moving slowly due to the identification of significant cost factors. Pendleton County is moving rapidly to a conclusion. The community is preparing a report to the college and KCTCS. The local group will meet with the President's Cabinet Feb. 7 and would like to present to the board. The board agreed to extend an invitation for its March meeting if it appears to the Cabinet the group is ready.
- In response to a question, Dr. Hughes said spring enrollment is likely to be flat, due to a combination of factors, including an improved job market, lack of education and training grants for unemployed workers, and new federal guidelines governing financial aid. The guidelines require that students demonstrate Satisfactory Academic Progress. All colleges are seeing declines in enrollment by students who are not meeting the new guidelines and the SAP impact may be felt for a couple of semesters. He noted that through the President's Cabinet the college is aggressively seeking ways to enhance enrollment for the spring and summer terms while reviewing ways to limit expenses.

President Hughes' complete report can be found at:

<http://www.gateway.kctcs.edu/About Us/Our Leadership/Board of Directors/Board Meetings.aspx>

Rev. Fowler reminded board members to review upcoming important dates and adjourned the meeting.