



Board of Directors Meeting Minutes

Thursday, September 15, 2011

5:30 Dinner

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

BOARD MEMBERS PRESENT:

Brent Cooper (Parliamentarian)
Richard Fowler
Rick Jordan (Chair)
Cindy Sproehnle (Staff Representative)
Thomas M. Santry, Student Representative

Martha Johnson
Ken Paul (Secretary)

BOARD MEMBERS ABSENT:

Katheryn Cook
Dr. Michelle Deeley Wilhite (Faculty Representative)

OTHERS PRESENT:

GCTC Faculty/Staff:

Mr. Mike Baker, Vice President, Business Affairs
Mr. Tim Chesser, Director of Safety and Security
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
Mr. Mike Riley, Faculty Chair
Dr. Laura Urban, Vice President/Provost, Academic Affairs
Ms. Ingrid Washington, Vice President, Student Affairs

I. CALL TO ORDER

Chairman Jordan called the meeting to order at 6:00 p.m. at the Gateway Community and Technical College Boone Campus. The record will reflect that a quorum was present. The media has been notified of the meeting.

II. APPROVAL OF MINUTES OF THE MAY 12, 2011, BOARD MEETING

Upon motion by Martha Johnson and seconded by Brent Cooper, the minutes of the May 12, 2011, Board meeting were approved as distributed.

III. OATH OF OFFICE ADMINISTERED TO MR. TOM SANTRY

Ken Paul administered the oath of office to Mr. Santry, new student representative to the Board of Directors. Rick Jordan welcomed Mr. Santry to the Board.

IV. OFFICER REPORTS

A. Chairman's Report

- Chairman Jordan welcomed Board members to the first meeting of the 2011-12 academic year and officially welcomed the newest member, Mr. Tom Santry, Student Representative to the Board.
- Chairman Jordan reminded the committee chairs of the Board's annual meeting that will be held on Thursday, November 17, 2011. Each committee chair is to present both oral and written reports at that meeting. He requested that written reports of committee activities be submitted to Sharon Poore by November 3 in order for the materials to be included in the November meeting notice and posted on the website prior to the meeting. In addition, Mr. Jordan asked Richard Fowler to have the Evaluation Committee to provide the slate of officers at that time.
- Chairman Jordan congratulated Brent Cooper in becoming the new Chairman of the Board of the Northern Kentucky Chamber.
- **Board Roles and Responsibilities** (a copy of the discussion document is attached to the permanent minutes) – Mr. Jordan introduced the topic of Board Roles and Responsibilities as a periodic topic for board discussion, especially when a new Board member joins the Board. He noted that at the request of the Board during the President's evaluation, Dr. Hughes was asked to provide a discussion paper for the Board's review. Chairman Jordan asked Martha Johnson if she would also give her perspective since she was the first chair of the KCTCS Board of Regents after it was created by Kentucky law in 1997. Ms. Johnson reviewed the roles of the KCTCS Board of Regents and the college Boards of Directors. The Board of Regents is the governing body of the System. The local college Boards were set up to advise, advocate, and communicate community needs to the college and system Presidents. A discussion among Board members and Dr. Hughes led to several suggestions for future consideration including the possibility of visiting other colleges and to periodically review the roles and responsibilities.

In a related discussion matter, the Board asked the President's Evaluation Committee to consider revising the process to include a mid-year review in addition to the year-end review.

B. Standing Committee Reports

- **Bylaws Committee** – Parliamentarian Cooper indicated that the committee had not met but would meet before the next meeting.
- **Budget Committee** – Martha Johnson, Chairperson of the Board Budget Review Committee, summarized the September 21, 2011 committee meeting (attached to the permanent minutes). She noted that the preliminary 2010-11 budget report showed a small increase in the fund balance as opposed to a projected decrease. She praised the thoroughness of the first Safety and Security Report and thanked Mike Baker and Tim Chesser for their leadership in this area. Ms. Johnson indicated that the committee will review the 2012 detail budget at the program level and that Gateway is one of the pilot schools that is helping KCTCS develop a KCTCS benchmark system.
- **Performance Evaluation of the President** – Committee Chair Richard Fowler reported that the committee had not met. A meeting will be scheduled within the next few weeks.

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

A. Urban Campus Update – 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). This information is updated on a regular basis and is used when meetings are scheduled with community leaders/organizations. Dr. Hughes noted the following:

- The Urban **M**aster Planning process has begun and will include a steering team, college advisory committee, and the community advisory committee who will provide the following types of input:
 - The steering committee will have five to seven members consisting of representatives of the college, KCTCS, and Finance Cabinet – Division of Engineering as the core team. The internal College Advisory Committee will have 15 – 20 members and will guide the development of the academic community and service program needs of the campus.
 - The Community Advisory Committee will have 20 – 30 members who live and/or work in the urban core. Members will include the Covington Center City Action Plan Steering committee; other members will include representatives from the Gateway Board, Gateway Foundation, and Urban Campus partners.

Cindy Sproehnle asked how the plan for the Urban Campus design is different from the Boone Campus design. Dr. Hughes commented that the Urban Campus plan gives detailed framework in which the college can emerge. EOP Architects has

been asked to design the “campus” not just a building, as well as keeping in mind the future needs of the urban core.

Dr. Hughes concluded his report by announcing that the Northern Kentucky Consensus Committee has included Gateway’s Urban Campus as one of the top priorities and will urge legislators to fund the project.

Upon motion by Martha Johnson and seconded by Richard Fowler, the Gateway Board of Directors voted unanimously to support the proposed Urban Campus Planning Design process.

B. SACS Reaffirmation Update – Dr. Patricia Goodman reported to the Board the progress and stages and important dates of the reaffirmation process as follows:

- July 2011 – the QEP broad topic has been identified as the “First Year Experience”
- August 2011 – Foundations of Excellence Steering Team (Core) appointed (First Year and Transfer Processes are tied to the KCTCS Transformation Initiatives
- August 2011 – Compliance Certificate Team began work
- November 2011 – Dr. Barry Goldstein’s (SACS Liaison) advisory visit to Gateway
- March 2012 – Submission of Compliance Certification to SACS
- March 2012 – Foundations of Excellence Self-Study Process complete
- May 2012 – Off-Site Review of Compliance Certification
- September 2012 – Submission of QEP to SACS and submission of Focused Report (if needed)
- October 2012 – On-Site Review of Compliance/QEP
- June 2013 – Commission on Colleges decision on Reaffirmation through 2023

Dr. Hughes thanked Dr. Goodman and the team for aligning the Foundations of Excellence process.

VI. NEW BUSINESS

A. Annual Plan Review – Chairman Jordan stated Dr. Hughes provided the Board with a review of the Annual Plan development in his recent email to the Board. He asked Dr. Hughes to briefly review the plan and focus on the highlights and how the annual plan is being implemented (a copy of the Annual Plan is attached to the permanent minutes).

Dr. Hughes noted that the 2011-12 Annual Plan’s theme is “*Improving the Student Experience*” and contains three strategic focus areas with 10 strategic goals to

improve the student completion rate, as well as the college's 10 Institutional Priorities (a copy of the presentation is attached to the permanent minutes). He noted that a major effort in the plan is the alignment of the college's Strategic Plan priorities with the SACS process and the KCTCS Transformation Initiatives, especially the Transfer and First Year Experience initiatives. A second modification is the addition of three key outcome statements that will be used to capture the results of the many initiatives:

1. More people will be utilizing Gateway programs, services, and facilities;
2. More students will be achieving their educational goals; and,
3. The college will have strengthened and sustained its capacity to meet its Vision and Mission.

Mr. Groob asked what measures would be used to quantify the outcomes by 2016. Dr. Hughes responded in saying the outcomes would be measured via the Key Performance Indicators that are part of the college's Strategic Plan.

- B.** Mr. Jordan distributed the proposed dates for 2012 Board meeting schedule and noted the dates will be voted on at the November 17, 2011 Board of Directors Annual Meeting. Chairman Jordan asked Board members to notify Sharon Poore of any conflicting dates with their schedules.

VII. 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:

- Fall 2011 preliminary enrollment as September 2, 2011 is: Headcount – 4,074 (2.2% increase over fall 2010); and FTE - 2,568 (1.2% increase over fall 2010). Final enrollment numbers will be available in November.
- The KCTCS Board of Regents approved the Associate of Applied Science degree in Energy Technologies and Health Information Technology. Both will be offered during the 2011-12 academic year.
- A new program in Emergency Medical Technicians (EMT) and the new Phlebotomy Program will be initiated in the spring 2012 semester. These two programs are a direct result of the Health Professions Opportunity Grant (HPOG).
- The Early Scholars Initiative is progressing. Meetings are in the process with staff at 12 high schools to determine interest in dual credit and early college programming. So far, eight of 12 schools are very interested in having Gateway courses offered at the high schools or sending students to Gateway campuses. Scott High School requested and received a Biology class that started in late August with an enrollment of 13 students.
- Dr. Tony Clarke, Dean of Workforce Solutions, has reported that six companies are participating in the Manufacturing Apprenticeship Program, with a total of 31 apprentices enrolled in 185 credit hours for the fall semester. These companies are

providing students with over \$25,000 in tuition assistance, and the students are being employed.

- A new Student Government Association has been elected and has begun meeting. Theresa Little is serving as the SGA advisor and reports that the officers have a very ambitious agenda to engage students this year.
- A marketing plan is in the development stage to promote advanced manufacturing as part of Dr. Tony Clarke's manufacturing workgroup.
- The Faculty Assembly has completed a year-long review and revision of its organizational structure and approved new bylaws establishing a Faculty Council representative form of organization.
- The Foundation's annual fundraiser, RiverBlast, was held on Sunday, September 4 at the Newport Aquarium. The event surpassed last year's \$30,000 by raising approximately \$41,000.
- Four community leaders were voted to the Foundation Board at the August meeting: Steve Brunson, Vice President, Republic Bank; Norm Desmarais, Founder and CEO of Tier 1 Performance Solutions; Rich Hempel, President, Natural Bridge Technologies; and Debbie Simpson, President, Multi-Craft Litho.
- A year-end report to Belcan revealed that the company has employed 10 of the Ralph Anderson Scholarship recipients. Seven went to work at the Belcan Lexington office and three with the Blue Ash corporate headquarters. The scholarship is a gift of \$250,000 over five years ending in 2012.
- The National Science Foundation ATE has awarded Gateway a three-year, \$672,350 grant to fund the Mechatronics and Innovation for Rural Technicians.
- Gateway's Web Services Manager, Tess Burns, co-wrote an article with Amber Decker, Grants Director, titled Connecting Experiential Learning, Service Learning & Student Run Businesses. The article was published in the Community College Entrepreneurship Journal, Summer/Fall 2011. Tess has also started her graduate school program, MA in Higher Education Administration at the University of Louisville.
- Gateway's Public Relations Coordinator, Patrick Lamping, has been selected to the 2011-2012 class of Leadership Northern Kentucky.
- Vice President of Resource Development, Laura Kroeger, will receive the Southbank Volunteer of the Year Award at a dinner on September 21.
- Dr. Patricia Goodman was the recipient of the 2011 Legacy Next General Leader Award in Education.
- Cindy Sproehle thanked Mike Baker in negotiating the TANK schedules at all Gateway campuses for Gateway's students.

B. Gateway's Strategic Community Connections Overview – Chairman Jordan asked Dr. Hughes to update the Board regarding Gateway's Community Connections that he and other employees of the college are involved in as part of their roles at Gateway. Dr. Hughes' presentation consisted of the following (a copy of the presentation is attached to the permanent minutes):

- There are three regional initiatives: Vision 2015, Agenda 360, and the United Way.
- These three initiatives have impact on the: funder community; political and civic leaders; education and economic leaders; and, partner development.
- The regional alignment of priorities include: education; community development; government; and jobs.
- There is a vast array of strategic partners in all four regional priorities.
- Dr. Hughes added that Gateway fits and works well among all interrelationships of community development, education, and economic development.

C. Bold Goals – United Way – Chairman Jordan stated that Dr. Hughes has requested the Board's advice on the college endorsing the United Way's Bold Goals (a copy of the discussion paper is attached to the permanent minutes.)

- Dr. Hughes reported that the United Way's Bold Goals represent the foundation on which we can more readily achieve our vision for a strong community with a high quality of life for all. The United Way believes there is power in the collective voice and collective will of our community. The goals are education, income, and health, and the community believes that if we address these goals, we will accelerate the achievement of the promise inherent in our shared agencies. Strategies are in place to prepare children, youth, and young adults to succeed in school and life; ensures individuals and families achieve financial stability; and, assists individuals in living quality lives and achieves maximum health and independence. These goals are endorsed by various community organizations in the Greater Cincinnati/Northern Kentucky area.

After hearing Dr. Hughes' discussion points, he asked the Board for advice on whether the college should formally endorse the Bold Goals. By consensus of the Board, the recommendation was that an endorsement was appropriate and encouraged Dr. Hughes to complete the process.

D. Board Meeting Structure – Chairman Jordan led a discussion regarding the structure of the Gateway Board of Director's meetings and if the meetings are accommodating members' schedules. After receiving input from each Board member, it was determined to keep the meetings on Thursdays, begin the meetings at 5:30, a lighter meal will be served, an attempt will be made in determining the time length of each meeting in order to alert members to plan accordingly, an attempt will be made to focus each meeting on one area of the college, attempt to hold meetings at a more central location for members (the Edgewood Campus was suggested), and each member may be asked to report "one-minute" ideas.

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

IX. ADJOURNMENT – Chairman Jordan adjourned the meeting at 8:43 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

Kenneth Paul
Secretary to the Board

Date _____