



Board of Directors Meeting Minutes

Thursday, March 24, 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
Martha Johnson (Vice Chair; via Live Meeting)	Rick Jordan (Chair)
Ken Paul (Secretary)	
Cindy Sproehnle (Staff Representative)	
Jason Schomaker (Student Representative)	
Dr. Michelle Deeley Wilhite (Faculty Representative)	

BOARD MEMBERS ABSENT:

All members were present.

OTHERS PRESENT:

GCTC Faculty/Staff:

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
Dr. Angie Taylor, Vice President, Workforce Solutions
Dr. Laura Urban, Vice President/Provost, Academic Affairs
Ms. Ingrid Washington, Vice President, Student Affairs

GUESTS:

No guests were present.

I. CALL TO ORDER

Chairman Jordan called the meeting to order at 6:15 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 JANUARY 27, 2011, BOARD MEETING

The minutes of the January 27, 2011, Board meeting were approved as distributed.

III. OFFICER REPORTS

A. Chairman's Report – Chairman Jordan

- Chairman Jordan reminded members that materials for Board meetings are now being posted on the website. He suggested that for future meetings all materials be posted on the website, with the exception of the minutes which cannot be posted until approved. All members agreed to Chairman Jordan's request. The website address is:

[www.gateway.kctcs.edu/About Us/Our Leadership/Board of Directors/Board Meetings](http://www.gateway.kctcs.edu/About_Us/Our_Leadership/Board_of_Directors/Board_Meetings)

IV. STANDING COMMITTEE REPORTS – The Standing Committee Chairs provided oral reports as follows (a copy of each report is attached to the permanent minutes):

A. Bylaws Committee – Parliamentarian Cooper – no report.

B. Budget Committee – Martha Johnson, Chairperson of the Board Budget Committee, delivered the following report:

- The Board Budget Committee met on Thursday, March 10, 2011. In the meeting, the following items were discussed:
 - Ms. Johnson stated that Mr. Mike Baker reported that the financial report is in line with expected revenues and expenditures. In addition, Mr. Baker reported that the current fiscal year will be the one that SACS (Southern Association of Colleges and Schools) will review financials as part of Gateway's reaffirmation process.
 - Ms. Johnson noted that KCTCS is going to do a Kentucky Study which will involve a more detailed look at how the KCTCS colleges categorize their revenues and expenditures. Gateway has agreed to be one of the six colleges that will participate in the pilot review.
 - At the March 10 meeting, discussion was held regarding the non-recurring fund balance and carry forward, which is a requirement of the KCTCS system.
 - Ms. Johnson reported that the committee has made the decision not to review benchmark data at every meeting, but will review when new information is provided.

- Gateway's budget model for 2011-12 will be completed on April 1 and will be presented to the Board of Directors at the May 12 Board meeting asking for approval to move forward. - Next budget meeting has been rescheduled for May 4 in order for the Business Office to compile all data.
- Ms. Cindy Sproehle inquired about tuition rates and if they would be increased. The KCTCS Board of Regents at its March 10, 2011, meeting announced that returning students at each of the 16 colleges in the Kentucky Community and Technical College System (KCTCS) will receive guaranteed tuition, with no rate increase, for the 2011-12 academic year if they enrolled during the fall 2010 or spring 2011 semesters. These students are eligible for a guaranteed tuition rate of \$130 per credit hour, the same rate they paid during the 2010-11 academic year. - Tuition rates for the 2011-12 academic year for students not under the guaranteed tuition plan have not yet been determined. - They are anticipated to be set at the KCTCS Board of Regents meeting on June 17.

C. Performance Evaluation of the President – Committee Chair Richard Fowler reported the Performance Evaluation of the President Committee met on March 24, 2011, to distribute and review evaluation materials. - Board members will receive evaluation materials by electronic means around April 16. - Mr. Fowler requested that all materials returned to him May 2, 2011. - The evaluation report will be discussed and shared with Board members at its May 12, 2011, meeting to finalize the report. After the Board meeting in May, Rev. Fowler and Mr. Jordan will meet with Dr. Hughes. - Following that meeting, Mr. Jordan will forward results to KCTCS President Dr. Michael McCall. - In response to a question, Rev. Fowler noted that input from faculty and staff is a separate process.

V. UNFINISHED BUSINESS – Chairman Jordan asked Drs. Hughes and Goodman to report on the findings of the seven community forums that have been held and completed.

A. 2nd Annual Status Report – Urban Campus Project – Dr. Hughes presented highlights of the report which is attached to the permanent minutes.

- The need for a new Urban Campus (these statistics are census bureau figures; Gateway has reviewed those statistics to determine what is needed in the urban core)
 - 50.7% (105,975) citizens aged 25 or older in Boone, Campbell, and Kenton counties have no college;
 - 61.3% (28,916) citizens aged 25 or older in the River Cities (Bellevue, Bromley, Covington, Dayton, Ludlow, and Newport) have no college; and
 - 84.34% (41,701) citizens aged 25 or older in the River Cities have some college, no degree.
- Investments in the Urban Campus:
 - \$3 million from Gateway and KCTCS for initial development;
 - \$2 million from Gateway operations;
 - \$100,000 from the Gateway Foundation for development; and
 - \$5 million to be raised by Capital Campaign for Gateway.

- Current investments in personnel and programs:
 - 20 full-time faculty and staff are currently located at the Urban Center;
 - 16 full-time faculty are currently teaching (spring 2011);
 - 26 adjunct faculty are currently teaching (spring 2011);
 - New Certified Nurse Aide program is being taught; and
 - The Student Support Services Program is available.
- Classes Offered to Date are attached to the presentation.
- The following new scholarships will assist Urban Students:
 - Butler Family Endowment (\$110,000);
 - Gap Funding Memorial (\$250,000);
 - Sathe Family Endowment (\$100,000); and
 - Urban Learning Endowment (\$100,000).
- Urban Center enrollment has increased 1,106% since fall 2008 due to the location of the center; a few students are attending from Cincinnati.
- Dr. Hughes met with the Covington City Commission on March 15 to give an update of the increase in Covington residents attending classes; Covington resident attendance has ~~which shows an~~ increased d 158% since fall 2008.
- Gateway's Six-Year Capital Plan for the Urban Campus has been submitted to KCTCS. It that includes:
 - \$62.8 million requested for the new Urban Campus; and
 - \$11.8 million ~~has been~~ requested for the renovation of the current Urban Center located at Two Rivers on Scott Street.
- The Real Property Tax Impact is projected for an increase in tax revenues of \$12 million in the first decade.
- Next Steps:
 - The request for proposals has been issued for the Master Campus Plan;
 - The request is included in the KCTCS Capital Plan list and is currently listed as fourth on a preliminary list of projects for KCTCS;
 - Gateway will be working closely with the Council on Postsecondary Education (fall 2011); and
 - It is also very important that the Urban Campus plan is made part of the Governor's budget (fall 2011).
- In response to a question by Mr. Jordan, Mr. Baker said that Gateway is discussing transportation needs with the Transit Authority of Northern Kentucky to begin a shuttle at the Urban Center and follow a continuous loop to the Amsterdam Road, Edgewood, and Boone campuses to improve student access between campuses. The discussions also involve some direct routes to the Boone Campus. No schedules have been finalized; funding is currently the issue. Grant funds may be available to help underwrite the initiative. The shuttle would be branded as a Gateway bus.

VI. NEW BUSINESS – Chairman Jordan reported that the college’s Strategic Plan addresses three main areas (Pathways, Engagement, and Organizational Capacity), and in each area there are Key Performance Indicators (KPIs) that will be reviewed as part of the Board’s role to advise the college on the strategic initiatives. – At ~~our last~~ **the Board** meeting in January, Dr. Goodman reported on the first Key Performance Indicator – Pathways. – At tonight’s meeting, Dr. Goodman will report on the second Key Performance Indicator – Engagement as follows:

A. Key Performance Indicators – Engagement (a copy of Dr. Goodman’s report is attached to the permanent minutes). – Highlights of the report are presented below.

- Engagement is one of three strategic goal areas in the college’s Strategic Plan and is expressed in the plan as follows:
 - Gateway will engage all learners as full partners in the learning process by: providing as many options for learning as possible, assisting learners to form and participate in collaborative learning activities, and defining the roles of the learning facilitators by the needs of the learners, the community, and business and industry.
- Engagement consists of five Key Performance Indicators:
 - Student Engagement – consists of five performance measures: – academic challenge; active and collaborative learning; student effort; student/faculty interaction; and support for learners.
 - Student Retention and Persistence – consists of six performance measures: persistence rate; diversity persistence rate; fall-to-fall retention; within – semester retention; student retention or transfer for technical programs; and percent of students retained in college.
 - Developmental Education Success – consists of three performance measures: English, Math, and Reading. ~~and English.~~
 - Partnership Development – performance measures are to be determined.
 - Student Learning Outcomes – consists of three performance measures: – SACS Comprehensive Standard 3.3.1; SACS Comprehensive Standard 3.5.1; and SACS Federal Requirement 4.1.
- Fall 2007 Cohort Performance – Dr. Goodman presented a cohort study of the class of 2007 to illustrate how the KPIs can be used to identify areas where improvement can be made by the college.
 - Dr. Goodman commented that the goal of the cohort was to give the idea of the different kinds of students and how KPIs match up, as well as how we determine strategies that are needed to give us the biggest impact and success for students. – Mr. Jordan suggested putting the information into a chart and thanked Dr. Goodman for the presentation.
 - The Board discussed the challenge of increasing retention and completion rates and the urgent need to do so to help citizens improve their employability. – Dr. Goodman added that the college will continue analyzing the data, review

performance measures, and will make modifications as needed for improvement. She will present a report on Organizational Capacity at the next Board of Directors meeting.

B. SACS Update – Dr. Patricia Goodman provided an update on the Southern Association of Colleges and Schools accreditation reaffirmation process. The compliance certification report is due March 15, 2012; an off-site review will occur in May 2012. The Quality Enhancement Project is due in September 2012 to be followed that October by an on-site visit. Gateway should receive reaffirmation for 10 years and then a five-year update after those 10 years elapse.

In the process of identifying the college's first Quality Enhancement Plan (QEP) topic for SACS reaffirmation, Dr. Hughes will ~~be holding~~ a series of small group dialogue sessions with employees, adjunct faculty, and students between March 28 and mid-April to discuss where the college can make the greatest impact through student learning and success through the QEP process. ~~Twenty~~ sessions are being scheduled overall, each consisting of a 75-minute conversation. ~~The~~ results of these sessions will be evaluated in collaboration with institutional data to inform the next steps of the topic selection process. ~~Martha Johnson~~ complimented the college on the time committed to this important project.

VI. President's Leadership Team Report – Dr. Hughes referenced his distributed report and noted the following highlights:

- Dr. Hughes asked the Board to pay particular attention to Pages 10 and forward that summarizes honors and recognitions of employees, students, and partners.
- On Sunday, February 27, Gateway held its' 1st Annual Super Sunday Minority College Fair event at Urban Campus. ~~The~~ annual KCTCS student recruitment initiative partnered with African-American churches to target students and families of color with information and resources to support admissions and enrollment. ~~The~~ event was a huge success across the Commonwealth ~~in which~~ with 30+ participating churches participated. ~~Governor Beshear~~ declared the day as the Kentucky Community and Technical College System Super Sunday Minority Day.
- The theme of the college-wide symposium held on February 22, 2011, was Health, Wellness, Safety, and Security.
- Gateway was approached by TRI-Ed to participate as a VIP dinner host to a Korean company at the Boone Campus on March 17, 2011. ~~TRI-Ed~~ is in the process of attracting the headquarters of this Korean-based company to Campbell County through a concerted community effort. ~~The~~ group was in the Northern Kentucky area for several weeks visiting potential sites for their headquarters. ~~The~~ goal for the evening was to show them that the college is a community asset that is available for their benefit.
- As a result of the March 1 *NBC Nightly News* segment with Tom Brokaw interviewing Dr. Hughes and Gateway student, Joe Snyder, the college not only received notes of congratulations from across the country, but also received inquiries from Ortho

Companies Worx in Indiana, and a high school guidance counselor in Connecticut, both of whom were interested in learning more about Gateway's approach to technical education.

- The Pendleton County Strategic Education Planning Partnership is now forming. Gateway has been invited to attend the meeting with the Pendleton County Judge Executive and of a group of individuals on Thursday, April 14 at 7:00 p.m. at the Pendleton County Courthouse. - The discussion will be the direction of technical education in their county and how Gateway can assist in that educational area.
- Ongoing discussions continue with Grant County, the United Way of Greater Cincinnati, the Northern Kentucky One Stop, and the Grant County collaborative to come together to explore the relocation of the Gateway Grant County Adult Education Program into new space in conjunction with other partners.- The goal is to create a new, more centralized and easily accessed partnership location among the partners to better serve the residents of Grant County.- Gateway continues to focus and collaborative with our southern-tiered counties.- According to the college master plan, if Pendleton County is interested in Gateway services, the college will communicate needs required to make that happen.
- Dr. Angie Taylor reported that on April 15, a group of Gateway employees and students will ~~be taking~~take a field trip to the University of Dayton.- The group will ~~be meeting~~meet with Joe Guy and his team from Flyer Enterprises to observe the university's student-run businesses and student engagement in those businesses. This will provide a great opportunity for an exceptional learning experience for all of those in attendance.

VII. ANNOUNCEMENTS

Board of Directors Budget Committee	May 4, 2011
Board of Directors Meeting	May 12, 2011

VIII. ADJOURNMENT – Chairman Jordan adjourned the meeting at 8:07 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

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Kenneth Paul
Secretary to the Board

Date _____