



Board of Directors Meeting Minutes

Thursday, January 24, 2013

5:00 Dinner

**Board of Directors Meeting – 5:30 p.m.
Gateway Community & Technical College
Boone Campus, Florence, Kentucky**

BOARD MEMBERS PRESENT:

Ms. Katheryn Cook (Parliamentarian)

Rev. Richard Fowler (Vice Chair)

Ms. Martha Johnson (Chair) via Lync

Mr. Ken Paul

Ms. Rebecca Raynor, Student Representative

Dr. Michelle Deeley Wilhite, Faculty Representative

Mr. Brent Cooper (Secretary)

Mr. Jeff Groob

Mr. Rick Jordan

Ms. Cindy Sproehle, Staff Representative

BOARD MEMBERS ABSENT:

All members were present.

OTHERS PRESENT:

GCTC Faculty/Staff:

Mr. Mike Baker, Vice President, Administration & Business Affairs

Mr. Tom Collins, Professor & Program Coordinator, Electrical, Voice & Data

Ms. Jane Frantz, Administrative Assistant, President's Office

Dr. Patricia Goodman, Vice President, Knowledge Management & Strategic Initiatives

Dr. Ed Hughes, President/CEO

Mr. Michael Lee, Director, Inclusion & Cultural Initiatives

Dr. Yvonne Meichtry, Energy Project Coordinator

Ms. Sharon Poore, Executive Assistant & Recording Secretary to the Board of Directors

Dr. Angie Taylor, Vice President, Workforce Solutions

Ms. Margaret Thomson, Director of Public Relations & Marketing

Dr. Laura Urban, Provost, Academic Affairs

I. CALL TO ORDER

Chair Johnson called the meeting to order at 5:30 p.m. at the Gateway Community and Technical College Boone Campus. Mrs. Johnson was participating by video conference from Georgia. The record will reflect that a quorum was present. The media was notified of the meeting.

II. APPROVAL OF MINUTES OF THE SEPTEMBER 20, 2012, BOARD MEETING

Upon motion by Mr. Cooper, and seconded by Mr. Jordan, the minutes of the November 15, 2012, Board meeting were approved as presented.

III. OFFICER AND STANDING COMMITTEE REPORTS

A. Chair's Report

- Chair Johnson reported that the Executive Committee met on January 16 to develop the agenda for this evening's meeting and to review the college's Six-Year Capital Plan. At that meeting, Dr. Hughes noted that college administration had updated the current plan to include the Urban Campus Master Plan. The new plan was developed based on the 2012-18 plan with a re-ordering of the priorities to put the Urban Campus first. The committee approved the plan and directed the President to submit the Six-Year Capital Plan to KCTCS by the January 18 deadline.

On behalf of the Executive Committee, Chair Johnson presented resolution 05-2012-13 and asked that the Board take action to ratify the action of the Executive Committee with regard to the Six-Year Capital Plan. At this time, Chair Johnson transferred the responsibility of conducting the Board meeting to Vice Chair, Fowler.

Vice Chair Fowler asked if there was any discussion in regard to the proposed resolution. Mr. Groob stated that he had a few concerns that the Executive Committee meeting did not follow the Open Meetings Act and that the Executive Committee Meeting needed to be announced in advance, that committee meetings cannot be held by telephone, and the meeting was not announced publicly. Vice Chair Fowler stated that notice was within 24 hours prior to the meeting called by Chair Johnson. Mr. Groob stated that he was not comfortable with ratifying proposed resolution 05-2012-13 because the committee did not comply with the Open Meetings Act. After discussion, it was the consensus of Board members present that the action of the Executive Committee would not be able to be ratified. Instead, a motion was made by Mr. Groob, seconded by Mr. Paul, to approve resolution 04-2012-13 that is attached to the permanent minutes. The motion was approved.

B. Bylaws/Rules Committee – Parliamentarian Katheryn Cook summarized changes to the Board of Directors' Bylaws as proposed by the committee:

- Specific items noted for consideration (a copy of the proposed changes is attached to the permanent minutes and can also be found on the Board webpage):

- Ms. Cook noted that a few of the proposed changes could not be changed due to Kentucky Statute.
- One change to note involved deleting a reference to the assistant secretary, who is not an appointed or elected member of the Board. Chair Johnson asked if a staff member would be available to record minutes if this change was made. Dr. Hughes assured the Board that a staff member will always be available.
- Mr. Cooper seconded the committee proposal to accept the Bylaws as revised. The motion passed unanimously.

C. Budget/Summary Review – Committee Chair, Mr. Jordan, reported that the committee had not met, and the next meeting is scheduled for May 9, 2013. At that meeting, a summary will be prepared for presentation to the full Board at its May 23, 2013, meeting.

D. Performance Evaluation of the President – Committee Chair, Mr. Paul, stated the report will be presented in Executive Session.

IV. NEW BUSINESS – Vice Chair Fowler asked if the order in which the presentations were listed on the agenda could be amended to accommodate Dr. Meichtry and Professor Collins' schedules. Board members agreed on the change.

A. Energy Grant Impact and Program Presentation – Dr. Hughes introduced Dr. Yvonne Meichtry and Professor Tom Collins and asked them to provide the results that have been achieved as a result of the of the recent Gateway to Energy Careers/DOL grant. A copy of the presentation is attached to the permanent minutes as well as the Board webpage.

- The grant was the result of a request from the energy industry to develop a training program to provide skills for utility workers. Gateway worked with several industry partners to develop a training curriculum and associated credentials. As a result, Gateway now offers an associate in applied science degree in energy technologies and six related certificates that include: Energy Utility Technician, Outside Plant Technician, Energy Efficiency and Analysis, Energy Efficiency Electrical Controls Technician, Solar/Photovoltaic Technologies, and Wind Systems Technologies.
- The results of the grant program include the training of 81 students during the grant period and that Gateway is the first college in the world to offer outside plant technician certification for smart-grid technicians. Gateway students are the first to be industry certified.
- Mr. Collins reviewed specific aspects of the curriculum and industry certifications available through the Gateway Assessment Center. He stated that lessons learned from the experience revealed that energy technologies involve multiple disciplines, flexible scheduling is necessary to accommodate student needs, and industry certification is an important marketing advantage.

B. Transformation Presentation – Vice Chair Fowler asked that the next item of new business, a transformation presentation, be postponed to the next meeting. All Board members present consented to Vice Chair Fowler's request.

V. UNFINISHED BUSINESS – there was no unfinished business to be brought before the Board.

VI. PRESIDENT’S REPORT - Dr. Hughes stated that the President’s Report had been previously posted on the website and highlighted the following:

- Dr. Hughes introduced and welcomed Mr. Michael Lee, Gateway’s new director of Inclusion and Cultural Initiatives. Mr. Lee stated that the best way for an organization to succeed is to build a culture of inclusion and that he is excited to be a part of Gateway in that effort. In addition, Mr. Lee announced the third annual Super Sunday is scheduled for Sunday, February 24. The event is a minority recruiting effort targeting individuals in helping remove the gaps to postsecondary education. Rev Fowler’s church, Ninth Street Baptist, will serve as host for the event.
- Gateway has been notified by the Council on Postsecondary Education (CPE) that it has met five of six CPE’s criteria for diversity, thus making the college automatically eligible to propose new academic programs.
- Dr. Hughes congratulated the following Board members on their accomplishments:
 - Board member, Brent Cooper, for his recent literacy award from the Kenton County Public Library; and,
 - Board member, Cindy Sproehnle, for her recent appointment to the National College Testing Association board of directors.
- Dr. Hughes announced that Gateway is embarking on a healthy campus initiative. The initiative will span the next nine to 12 months educating faculty, staff, and students on all aspects of living a healthy lifestyle. Mr. Cooper stated that he supports the idea of a smoke-free campus environment.
- Dr. Hughes reported that since the first day of classes for the spring 2013 semester, there have been extreme difficulties with KCTCS Blackboard, the online service that hosts online classes that is used by students, staff, and faculty. The problems are state-wide and are receiving the highest attention possible. Student representative, Ms. Raynor, commented that she has been positively impressed with the status updates relating to the Blackboard issues posted on the Gateway website.
- Dr. Hughes stated that he has revised the portion of his report that pertains to his activities in response to a Board request for more information. His goals are now reflected in past and present activities.
- Chair Johnson stated that she was impressed with the recognition of faculty and staff members in the President’s Report, which gives a sense of inclusion.
- Rev. Fowler stated in his review of the President’s Report that he found Gateway is providing a great deal of leadership across the country (for a relatively new school), which in turn is bringing recognition to Gateway’s best practices from national and state organizations.

- Mr. Cooper inquired about the recruitment progress in the manufacturing programs at Gateway. Dr. Hughes stated that it is improving, and the issue will be how quickly the pipeline can be filled. Mr. Jordan mentioned the Northern Kentucky Industrial Partnership and those efforts to review the best practices of other states. He noted a recent grant has been received for a Student Ambassador program in Kenton County, with interest expressed by Boone County schools. Efforts are targeted at changing the perceptions about manufacturing jobs as being undesirable.

VII. EXECUTIVE SESSION

Vice Chair Fowler announced that the Board would move into a closed session for the following items: KRS 61.180 (1) (b), "Deliberations on the future acquisition or sale of real property by a public agency when publicity would be likely to affect the value of the property", and KRS 61.810 (1) (f), "Discussions or hearings which might lead to the appointment, discipline, or dismissal of an individual employee, member, or student without restricting that employee's, member's, or student's right to a public hearing if requested." Ms. Cook made a motion to go into Executive Session, Rick Jordan seconded; motion carried. The Board went into Executive Session at 7:09 p.m.

Upon motion by Mr. Cooper and seconded by Mr. Jordan, the Board meeting was resumed by Vice Chair Fowler at 7:55 p.m. The motion passed by unanimous voice vote. Vice Chair Fowler announced that no action was taken during the session.

VIII. ANNOUNCEMENTS – Vice Chair Fowler called attention to the important dates that are listed on the agenda and the meetings of the Board of Directors:

- A.** Board of Directors Meeting – March 21, 2013 at Gateway's Urban Center
- B.** Board of Directors Budget Committee Meeting – May 9, 2013
- C.** Board of Directors Meeting – May 23, 2013

IX. ADJOURNMENT

Upon motion by Mr. Cooper, seconded by Mr. Groob, the Board meeting was adjourned at 7:56 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

Brent Cooper
Secretary to the Board

Date

IMPORTANT DATES TO REMEMBER

Monday, May 13, 2013

**Nurse Pinning Ceremony
Notre Dame Academy**

Tuesday, May 14, 2013

**Night of Excellence
Notre Dame Academy**

Wednesday, May 15, 2013

**Commencement Exercises
Northern Kentucky Convention Center**