

**President's Leadership Team Report to the  
Board of Directors  
March 21, 2013**

**Overview of Report**

During the 2012-13 academic year, the President's Leadership Report will be organized primarily by the three Strategic Focus Areas contained in the 2010-2016 Strategic Plan: Pathways, Engagement, and Organizational Capacity.

**PATHWAYS:** *(KPI's include enrollment, matriculation, businesses served, completion, licensure rates, and employment.)*

**Enrollment Snapshot**

Spring 2013 preliminary enrollment as of March 10, 2013, is as follows:

	Spring 2011 <sup>1</sup>	Spring 2012 <sup>2</sup>	Spring 2013 <sup>3</sup>
Headcount	4,936	5,111 +3.55%	4,594 -10.12%
Full-Time <sup>4</sup>	1,447 (29%)	1,408 (28%) -2.70%	1,555 (34%) +10.44%
Part-Time <sup>4</sup>	3,489 (71%)	3,703 (72%) +6.13%	3,039 (66%) -17.93%
Returning Students <sup>4</sup>	4,295 (87%)	4,407 (86%) +2.61%	4,068 (89%) -7.69%
New Students <sup>4</sup>	641 (13%)	704 (14%) +9.83%	526 (11%) -25.28%
- New Students <sup>5</sup> (without transfer credit)	545 (85%)	566 (80%) +3.85%	416 (79%) -26.50%
- New Students <sup>5</sup> (with transfer credit)	96 (15%)	138 (20%) +43.75%	110 (21%) -20.29%
High School	279	353 +26.52%	182 -48.44%
Firefighters	188	272 +44.68%	4 -98.53%
Gateway Regional Academy (GRA)	-	27	149 +452%
Students taking at least one online class	1,628	1,750 +7.49%	1,873 +7.03%
Student taking only online classes	418	482 +15.31%	636 +31.95%
Credit Hours	39,318.90 <sup>6</sup>	38,893.10 <sup>6</sup>	36,906.30
Full-Time Equivalent	2,621.30 <sup>6</sup>	2,592.90 <sup>6</sup>	2,460.42

<sup>1</sup> Spring 2011 information is as of March 10<sup>th</sup>, 2011 except for *Credit Hours* and *Full-Time Equivalent*

<sup>2</sup> Spring 2012 information is as of March 10<sup>th</sup>, 2012 except for *Credit Hours* and *Full-Time Equivalent*

<sup>3</sup> Spring 2013 information is as of March 10<sup>th</sup>, 2013

<sup>4</sup> Spring 2011 and Spring 2012 *Credit Hours* and *Full-Time Equivalent* are Official data

- Distance Learning continues to expand. To date, 23 courses have been developed utilizing the new instructional design process created through the Innovative Pathways in Technology and eLearning Careers (IPTEC) grant project funded by the Department of Labor. In fall 2012, Gateway delivered 4,946 credit hours online, compared to 2,968 in fall 2011 (151.32% increase). So far in spring 2013, Gateway is delivering 6,219 credit hours, compared to 2,113 credit hours in spring 2012 (194.32% increase).
- Headcount enrollment is anticipated to be below projections and the previous year by 5-6% by the final census date in April. Primary causes appear to be: 1) More students are working more hours; 2) financial aid regulations (SAP) have reduced eligibility; and, 3) awareness of Gateway is low.
- Areas targeted for enrollment growth have met or exceeded projections and previous year. Online enrollment of Gateway students taking Gateway online classes has been increased, resulting in a positive budget effect.
- The Gateway Regional Academy (GRA) enrollment (dual credit) has exceeded projections. More schools are requesting classes for students for fall 2013. A STEM initiative focused on Advanced Manufacturing for middle through high school students will be launched in Fall 2013.

## **Recruitment Activities**

### Activities Aimed at Returning Students

- Enrollment Services (Admissions, Advising, COMPASS Assessment, Financial Aid and Registrar) held an open enrollment event on March 1. Eighty-five prospective students attended, of which 75 students enrolled. Our original RSVP list had 75 students, but of that list 20 students were considered No Shows to the appointment, but we had an equal number of walk-ins. The target audience for this event was 600 persons that had applied for spring 2013 term but had yet to enroll. Developmental faculty assisted with the advising portion of the event. Advising Center staff trained two new faculty members from the AHSS division in the Fall 2012 term.
- Current enrollment in the Health Professionals Opportunity grant (HPOG) totals 434 students. The college met the enrollment goals in grant years one and two and is currently on track to meet the projected goal for grant year three. The grant funds initiatives that promote non-nursing careers needed in the region.
- The Accelerating Opportunities (AO) grant program is providing contextualized learning opportunities for students in Machine Tool, Auto Technology, and Early Childhood Education programs. An adult education instructor works alongside the technical program faculty member in providing additional instruction for AO students.

## Activities Aimed at New Students

- Activities Aimed at Traditional Aged High School or College Students
  - The Nurse Aide program staff is continuing to work with Holmes' Chapman Career and Technical students in providing Nurse Aide classes while attending high school. A new strategy will include Provident Pavilion's allowing Holmes' students to have exposure and experience even before the student's Nurse Aide course begins. The intent is to increase the success of the students before the course starts and lead to employment opportunities after the course is successfully completed by the student.
  - The STEM division is offering for the first time during the summer 2013 session the following courses: PHY 201 & 202 College Physics I with lab, STA 220 Statistics, and MAT 175 Calculus I. The intent is to attract visiting students who are home for the summer and looking for a transfer course to take.
  - **Dr. Susan Chaney**, division chair of Allied Health, toured the Kenton County Schools Biomedical Academy. She interviewed and talked with students about future career goals and emphasized the benefit of attending Gateway to complete their general education classes.
  - The college hosted a STEM day on March 1 with 46 high school students from Kenton County. Highlighted programs were: Electrical, Energy, Mechatronics, Computer Assisted Drawing (CAD), and Computerized Manufacturing and Machining.
  - Gateway participated in Transfer Madness, the first KCTCS online transfer fair, on March 6; the results are still being analyzed by staff and KCTCS.
  - The Gateway Regional Academy (GRA) has been busy with evening presentations at local high schools where the parents of perspective GRA students are informed about the dual enrollment options at Gateway. To date, the following high schools are scheduled: Cooper, Boone County, Holmes, Kenton County HPPT Academy, Pendleton County, and Kenton County Success Academy.
  - GRA staff is participating in the state-wide college and career preparation program titled "Operation Preparation". Currently, Gateway will be participating in events at Bellevue and Campbell County high schools.
- Activities Aimed at Non-Traditional Students
  - The 2013 Super Sunday event was held on February 24. This year rather than a singular emphasis on the African American Community, the college invited churches that included multiple ethnic communities including: African American/Black, Hispanic/Latino, and the Majority. The results of the event were impressive from the institutional support of Gateway: 51 faculty and staff volunteered from every division, which suggests a serious commitment to the

Super Sunday effort. Unfortunately, there was sparse attendance from the community. There were approximately 70 attendees from the surrounding community. The Office for Inclusion and Cultural Initiatives invited 30 churches from Northern Kentucky and the Greater Cincinnati communities, and there were four churches that we considered co-champions. As the college evaluates its effort, we believe that the Super Sunday effort needs to be tailored for the Gateway, Northern Kentucky, and Greater Cincinnati communities. Additionally, we took the Gateway Super Sunday event to spotlight our Celebration of Black History Month. We were fortunate to have Mr. Hasan Davis as York the African-American Explorer of the Lewis and Clark Expedition. The performance was superb and was attended by 40 community members at which time they were served lunch.

- The Gateway Manufacturing Recruitment Committee met January 16 and again February 20 at Gateway with over 20 representatives from manufacturing and secondary education. **Carissa Schutzman**, Dean of Workforce Solutions, shared with the committee some of the data from the Fall 2012 STEM Days. The student feedback is overwhelmingly positive, with the tour of the manufacturing company listed as the number one favorite among students. The spring 2013 STEM Day high schools are Simon Kenton, Bellevue, Kenton County Academy of Innovation–Engineering, Lloyd, and Covington Chapman. The STEM Day manufacturing hosts are Mazak, Emerson, Messier-Bugatti, and Mubea.
- Also at the January recruitment committee meeting, **Dean Schutzman** shared with the group the completed Gateway Advanced Manufacturing Pathway model. This model was created along with Division Chair, **Dee Wright** and Early College Initiatives Director, **Shelby Krentz**. This model includes the opportunity for students to graduate from high school with a post-secondary credential in a manufacturing major and the possibility of being identified as apprenticeship-ready. The model has been well received by secondary education partners as well as manufacturing partners. Shelby Krentz and Carissa Schutzman have met with several superintendents and administrators, including Erlanger and Ft. Thomas Schools, to share this model.
- Finally the Manufacturing Consortium Meeting included a presentation by division chair, **Dee Wright**, about the Manufacturing Skill Standards Council Certified Production Technician (CPT). He shared with the employers the competencies included in this industry-recognized credential. **Phil Accardi** facilitated a discussion and brainstorming session on the job description of Manufacturing Technician. This position was identified in the Northern Kentucky Industrial Park study led by **Rick Jordan**, as having the highest demand job title in our region. Employers participated in small group discussions and then shared the highlights with the large group. The consortium will continue its work to identify specific skills needed for a manufacturing technician.
- On February 21, Gateway’s Workforce Solutions Division, along with the assistance of Gateway’s **Dee Wright** and Mazak’s Angie Herologa, hosted an apprenticeship showcase. Interested companies had the opportunity to ask

questions and to learn how they can use the apprenticeship model to grow their workforce. Currently there are over 100 students in the apprentice studies or the apprenticeship programs.

- The new Workforce Transitions Coordinator, **Michelle Flick**, began her work at Gateway on January 22. The coordinator assists company employees who have participated in any Gateway Workforce Solutions training to matriculate into the college to further their education. Also, Michelle will be providing advising services to apprentices through collaboration with the program coordinator and the sponsoring company.

### New Programs

- The new Associate Degree in Human Services (HMS) prepares individuals for entry level positions in agencies and institutions which provide social, community, educational and mental health services. Upon completion of the program, the graduate is prepared to seek employment in various areas which may include child care facilities, mental health settings, chemical dependency treatment settings, hospitals, educational facilities, correctional facilities, geriatric settings, child and youth centers, and social service agencies. Over 60 students are in the HMS pipeline in only two months of operation, as of February 27, 2013.
- A new program in Historic Preservation Trades is being developed and is in the early stages of that process.

### **Transition Activities Designed to Assist Students to Leave GCTC for:**

- Senior Colleges/Universities
  - The Spring Transfer Fair at Gateway will be held at the Edgewood Campus on Tuesday, April 9. Sixteen schools have currently sent an RSVP to participate, including first-time attendees Tiffin University, Wilmington College, and Indiana University East.
- Careers/Jobs
  - Career Services invites students to attend the upcoming Job Fair on March 26, 2013, from 3 p.m. to 6 p.m. at the Boone Campus. Resume critiques for students are scheduled at each campus the week before the Job Fair with assistance from Human Resource individuals from various companies.
  - A Procter & Gamble recruiter presented the SuccessWay Co-op program to about 60 business students on February 20, 2013, at the Covington Campus.
  - During the spring 2013 semester, career services reported the college had 37 students in the Work Experience Program (Co-op/Intern/Extern/Practicum).

- The Gateway VETS Program now has 258 veterans who have completed orientation services. Further, **Daniel Ridley** and **Chris Courtney** have enrolled 118 veterans and placed 40 in employment. There are currently 32 local companies hiring Gateway VETS.
- **Amy Monson**, coordinator of Career Services, reported that between January 11 and February 28, 26 new companies registered and 74 new jobs were listed in College Central Network, Gateway's online job bank. (This compares to 15 companies registered and 41 jobs listed at this time last year.) Currently, there are 139 active job postings in the network.

**ENGAGEMENT:** *(KPIs include student engagement survey, retention and persistence, developmental education success, partnership development, and student learning outcomes.)*

### **Retention and Persistence Activities**

- Gateway implemented an early alert program in the fall semester designed to provide intervention services to students who are experiencing difficulties. From January 7 – February 15, 77 Early Alert tickets were filed by faculty members. The top three issues indicated were Financial (20%), Overwhelmed (13%), and Attendance (12.5%). Fifty-seven percent of the tickets were sent to Counseling, and 29% of the tickets were sent to a Benefits Access for College Completion (BACC) staff member for resource referrals.
- An Exit Interview Survey for students who completely withdraw from classes once the semester has started has been developed and is being implemented this semester. An Exit Interview Survey for students who enrolled but never attended any courses has been developed and will also be implemented this semester. The goal is to capture some data on the reasons for complete withdraws and no shows.
- Disability Services reports that 170 students have registered for Spring 2013; of those, 27 are new. Last spring 181 such students registered.

### **Student Activities/Clubs**

- Ready to Work and Work and Learn students are currently planning their second annual Community Partner Appreciation Day, which will tentatively be held in April. This event is to honor Northern Kentucky organizations and Gateway departments who give our students work-study opportunities and provide them with mentoring and support. These organizations also offer a variety of services used by students and their families on a regular basis. In addition to the Community Partner Appreciation Day, we are working with the Benefits Access for College Completion (BACC) grant and Counseling Services to plan a community resource fair, which we are hoping to hold on the same day. This will allow the participants of the appreciation day activities to present their information and services to a broader Gateway audience.

- **Lisa Mohr**, associate dean for Student Development, reported that training has completed for the college's judicial board. Members are from the student body, and they have been trained in 23 competencies.
- **Stacey Walden**, Community Counselor/ Educator, **Monica Yihad**, Intervention Specialist, and **Jessica Burden**, Student Worker, had activity tables at all four campuses to show support for the recent shooting at Hazard Community and Technical College. A total of 281 students, faculty, and staff showed their support. The students had opportunities to show their support on January 22 and 23.
- On February 13, Brandon Thornton, a Slam poet, performed at Gateway; more than 100 students were in attendance.
- SGA sponsored a Spaghetti Dinner on February 21 for students and their families; 37 were in attendance.
- Student Support Services students and staff attended the Cincinnati Symphony Orchestra's performance dedicated to Haydn and Mozart on Friday, February 1. Students were able to do a behind-the-scenes tour of the Music Hall complex.
- Medical Assisting students participated in the Heart Healthy Screening with the Student Nurse Organization on February 27 in the Edgewood Atrium. Approximately 40 students, faculty, and staff had their cholesterol and glucose screened. In addition, measurements for height, weight, blood pressure, and oxygen saturation in the blood were discussed with participants.
- The Student Nurse Organization participated in the Mercy Health Cincinnati Heart Mini Marathon on March 17 to benefit local chapters of the American Heart Association. To date, there were 14 runners registered from the Student Nurse Organization, and they raised a total of \$640.00.
- The Gateway VETS Advisory Board met on February 27 and honored Dakota Richter, a junior at Dixie Heights High School, for receiving the Young Marine Award for Region 2 of the United States. Dakota, her mother Lynn, and the Superintendent of Kenton County Schools, Dr. Terri Cox-Cruey, attended the meeting. A special guest, Marine Sgt. Timothy Spreder, joined the meeting via Skype. Sgt. Spreder, a Florence, Ky., native now stationed in Washington, D.C., was in charge of the color guard flags at President Obama's inauguration and was interviewed by **Chris Courtney** during the meeting. Also honored at the meeting were Ken Wocher of the Northern Kentucky Office of Employment and Training and Phil Miller, director of the Employer Services of the Guard and Reserve, for their recruitment efforts on behalf of Gateway VETS.

### **Student Successes**

- The weekend of February 1, the Gateway Speech Team attended Murray State for its annual speech tournament. Murray State runs two tournaments, the Krider Invitation and the Alumni Classic, back-to-back over one weekend. Below are the team results

for these tournaments:

- Krider Invitational - 4th Place Novice Prose – **Micah Greenhill**, 6th Place Varsity Radio Broadcasting – **Micah Greenhill**, 3rd Place Novice Poetry – **Micah Greenhill**
- 2nd Place Sweepstakes Community College Division – **Gateway Speech Team**
- Alumni Classic - 4th Place Varsity Radio Broadcasting – **Micah Greenhill**, 3rd Place Novice Impromptu – **Micah Greenhill**, 4th Place Novice Prose – **Micah Greenhill**
- 4th Place Sweepstakes Small School Division – **Gateway Speech Team**
- The GCTC Speech Team traveled to Transylvania University to compete in the 2013 KFA State Championship the weekend of February 15:
  - In Parliamentary Debate, the debate team composed of **Micah Greenhill** and **Tim Nikoley** finished 2<sup>nd</sup> in the Community College Division
  - **Micah Greenhill** won 6th Place Overall Speaking in the Novice Division, as well as winning the Top Community College Speaker
  - In the Individual Events portion of the tournament, **Micah Greenhill** won the Top Community College Competitor award in After Dinner Speaking, Prose Interpretation, Programed Oral Interpretation, and Poetry Interpretation. He also placed 4<sup>th</sup> overall in Radio Broadcasting and 5<sup>th</sup> in After Dinner Speaking
  - The team placed second overall in the Community College Division for Individual Events.
- Seventeen of the December 19, 2012, nursing graduates have passed the NCLEX exam. Eleven massage therapy students who passed the national board examination for massage therapy are employed in the field.
- Students in the Medical Information Technology administrative option internship class took the NOCTI Health Informatics end-of-program assessment exam. Of the 14 students taking the exam, 13 students passed. NOCTI is a leading provider of high-quality technical competency assessment products and services for secondary and post-secondary educational institutions in the United States and around the world.
- Of the 34 Medical Administrative Services and Medical Information Technology 2011-2012 completers, 27 were either working or continuing their education.



## Partnerships/Service Learning

- Instructional Design and Learning Technology (IDL) students, as part of the IDL 110 course this spring, completed a service-learning project with The Brighton Center. Students worked with staff from The Brighton Center to create an electronic cookbook with recipes that use only WIC-approved ingredients. Students in the IDL program will also be working with the following organizations for service-learning as part of their program: The Welcome House, Senior Services of Northern Kentucky, the Hosea House, West Side Citizens Coalition, the Covington Neighborhood Collaborative, and 6<sup>th</sup> District Elementary School.
- As part of the Personal Trainer program, the fitness center/lab is now open in Rm. 111 at the Edgewood Campus. Equipment now includes benches and other accessories with more equipment on the way.
- Human Service professionals and educators were recruited to serve on the Human Services Program Advisory Committee. Organizations represented include: Brighton Center, Inc., Gateway Community and Technical College Career Services, Lindsey Wilson College, Human Services and Counseling, Northern Kentucky Community Action Commission, NKU, Human Services and Counseling, Talbert House, Union Institute and University, Social Work, Urban League of Greater Cincinnati, and Welcome House of Northern Kentucky.
- **Charlene McGrath**, library director, attended a meeting at Kenton County Public Library (KCPL), Mary Ann Mongan branch, to discuss current and future collaborations with the library. As a result of the meeting, Kenton County library staff will continue to work with **Tyneah Harris** at the Urban Campus and **Lauren Lintz** at the Covington Campus to encourage Gateway students and faculty to use the KCPL. The KCPL will provide current KCPL library card holders with access to a teacher card that has many extra benefits for the holder. Usage and check-out statistics will continue to be gathered and sent to the Gateway Director. Plans are being made to work with the Gateway Faculty Council to strategically prioritize and assess the KCPL collection, including print, serials, database, and multimedia, in the context of Gateway need. KCPL will investigate providing “reserve” services for students and faculty.
- Gateway’s Office of Violence Against Women grant was invited to attend the Kentucky Association of Sexual Assault Programs State Kick Off for Sexual Assault Awareness Month in Frankfort by its partner, Women’s Crisis Center. Representatives and students from Gateway participated in a full day of activities and sessions related to the continued efforts to eliminate sexual assault. The Gateway Foundation sponsored a table at the awards dinner that ended the day, and members of the N KY Legislative Caucus were invited to join the GCTC table.
- **Tiffany Minard**, coordinator of Counseling & Intervention Services, reported that the Counseling Department is a member of both The Safety Net Alliance of Northern Kentucky, as well as the Northern Kentucky Re-Entry Team, both of which serve the surrounding counties of Boone, Campbell, Grant, and Kenton. The Safety Net Alliance

of Northern Kentucky is comprised of non-profit agencies, all of whom provide social, mental, health, food, transportation, or housing services. The Northern Kentucky Re-Entry Team is comprised of non-profit agencies that provide employment, mentoring, mental health, or educational support for persons re-entering the community following incarceration.

- **Monica Yihad**, part-time Intervention Specialist, collaborated with Welcome House to provide information on such Welcome House services as emergency and transitional housing, resource pantry (hygiene and household products), case management, employment services, and how Gateway students could access these resources as an additional support to remove some of the non-academic barriers to ensure academic success. Community information tables were set up at each campus on January 22 – 23, February 4 and 6. Ms. Yihad presented in two classrooms on February 26 and 27 on the topics of study skills, test anxiety, stress, and time management. These presentations offered students various suggestions and tips on how to organize their time, school work, and their daily lives to make it more functional and balanced between school, personal, family life, and work.
- **Michael Lee**, director of the Office of Inclusion and Cultural Initiatives (OICI), is reaching out into the community to develop various activities, including a speaking circuit with many of the community stakeholders and prospective partners. The next activity is the Elks' Scholarship Prayer Breakfast, sponsored by the Improved Benevolent and Protective Order of the Elks of the World – Education Chair on March 23. We are also preparing for our Diversity Career and Job Fair in collaboration with the Northern Kentucky NAACP on March 27. The OICI is looking at opportunities to engage Gateway and the urban core through family exercise sessions, i.e., yoga, martial arts, or Zumba sessions. We are also exploring the possibilities of initiating a student-run enterprise that can be the first coffee shop in the new Covington area.

## Workforce

- **Ressie Hall**, manager of business operations for the Workforce Solutions Division, reported that the staff is serving 34 companies with awarded KY WINS funding totaling \$1,608,872.
- The Assessment Center staff administered the LSAT on Saturday, February 9, for 30 individuals. The center is also beginning to administer quite a few American Board of Physical Therapy Specialty Exams and American Board of Pediatric Exams for physicians.
- **Dr. Angie Taylor** and **Phil Accardi** completed an ACT Job Profile for Ticona on January 24 and 25. A second ACT Job Profile was conducted in Maysville for the Stober Company on February 7 and 8.
- **Cindy Sproehnle**, director of the Gateway Assessment Center, will provide Work Keys testing for Ticona's new hires.

- **Phil Accardi** and **Christi Dover** are teaming with Josh Wice, Business and Community Development Director for the City of Florence, to offer a Customer Service Workshop for hotel personnel in Boone County. The training will begin with a kick-off luncheon meeting for area hotel general managers on April 3.
- **Brenda Campbell**, external manager for Continuing Education, reported that 113 individuals have completed CEU training in Plumbing, HVAC, and Electrical studies. There are an additional 71 individuals registered for spring training classes, including the topic of Confined Space Awareness for Messier Bugatti.
- **Christi Dover**, Workforce Development Liaison in the Workforce Solutions Division, will continue to coordinate Customer Service training for City of Covington employees and will coordinate a new training certificate program in Sales for CITI during the spring semester. Currently, there are 81 CITI employees on a waiting list for the Career Discovery class, which is offered two times a year at CITI. Ms. Dover is also coordinating two sessions of Vehicle Systems Overview training for Toyota employees with Ken Jones providing the instruction. US Playing Cards begins extensive Six Sigma Green Belt training in March, and Staples moves forward with a 13-week Root Cause Analysis training program.
- **Barry Wilhite**, Workforce Development Liaison, is coordinating a new multi-company Kentucky WINS project for Firestone Building Products and Messier Bugatti involving training maintenance personnel in Programmable Logic Controllers and Fanuc Robots as well as blueprint reading for machinists. Mazak machinists are taking a series of eight classes in the Machine Tool Technology area on eight-week rotations, and a similar program for new hires in the welding area is being developed. Currently, new hires in welding positions are provided a nine-week welding training that is customized to Mazak-required job skills.

**ORGANIZATIONAL CAPACITY:** *(KPIs include acquisition and use of resources, employee and organizational development, quality assurance, and sustainability management.)*

### **Utilization of Resources**

- **Budget Snapshot**
  - As previously disclosed, Fall 2012 tuition didn't meet budget; necessary budget reductions were made, and the budget was balanced for the first six months of the fiscal year. The 25% holdback on all operating budgets more than covered this revenue deficit.
  - Spring 2013 tuition revenue will not meet budget; however, enrollment management and academic affairs worked to expand the 12 and eight-week course offerings to close this gap. The projected difference is now a \$200,000 shortfall. College indirect costs and rental revenues are exceeding budget, which will help offset this. The college implemented a hiring freeze; the president has to

authorize a vacant position to be filled. This practice will result in a one-time budget savings of \$275,000, which alone would cover the shortfall. The college continues to monitor the revenue and will make all necessary adjustments once final numbers are known. It should be known that the college retains a \$651,300 reserve that can be utilized if necessary.

- Grant revenue continues to be on track. The college continues to have a high dependence on grants.
- Gateway is in the initial stage of preparing the FY2013-14 budget; declining state appropriation remains a concern and may result in budget cuts.

- **Physical Facilities**

- On March 20, 2013 from 4– 7 p.m., Gateway and McHale’s Events and Catering will hold an open house for their new facilities at The Grand/Historic Odd Fellow’s Hall in downtown Covington. The event marks the kick-off of Gateway’s new Instructional Design and Learning Technology associate degree program, as well as the college’s new innovative learning environment on the 4<sup>th</sup> floor of Odd Fellows Hall. The event also showcases The Pinnacle Ballroom of McHale’s Events and Catering on the 5<sup>th</sup> floor of the building. This public reception includes a ribbon-cutting by the Northern Kentucky Chamber of Commerce at 5p.m., and food stations will be located on three floors of the building for visitors to enjoy refreshments, compliments of McHale’s Events and Catering.
- The new Convening Center on the Boone Campus is now operational, and several community groups have utilized the 4,000 square-foot space. Several other events are planned. The center was built as part of funds available for the Center for Manufacturing, and its completion will end that \$26.8 million project.

- **Safety and Security**

- **Tim Chesser**, director of Safety & Security, and **Stephanie Albert**, assistant professor, developed and conducted training sessions based upon Department of Homeland Security recommendations for preparing for and responding to violent incidents. Twenty-one training sessions were offered at various campus locations, and 376 faculty, staff, and student employees attended. A training video link was shared electronically for use in classrooms and offices. The program was shared with other KCTCS colleges for possible implementation on their campuses. Phase II will include security assessments of staff office space; phase III will involve open training sessions for students.
- Curtis Liska, KCTCS Crisis Team Coordinator, visited Gateway and met with **Tim Chesser** and **Mike Baker**. Mr. Liska stated that our annual safety report for Clery requirements was the best in the state. He was very impressed with our “safe” button system and commented that we were a leader in addressing safety. The next steps include KCTCS’ review all of the colleges’ daily crime logs. KCTCS has also contracted with an organization to do safety audits of all KCTCS colleges.

Gateway will be a beta site for this audit; it is something we volunteered to do since there will be no cost to us.

- Gateway participated in the Great American Shakeout on February 7. A video link was sent out to faculty, staff, and students on actions to take in the event of an earthquake. The video was reviewed in many classrooms.
  - The security office has been working on the Violence Against Women Grant obtained last year. All security officers have received training on Domestic Violence Response. Training was conducted for the members of the Judicial Board on evidence, detecting deception, and other related issues.
  - Metal lock boxes were placed at security officer desks at each campus for lost items. A log of items is maintained, and efforts are made to notify the owner. This has resulted in an increase in the amount of items turned in to security, and a reduction in the number of reported thefts.
  - In response to nation-wide concern over violence in student service areas, an additional exit door was added to the Edgewood enrollment management suite. Locks on some departmental doors were reconfigured to allow locking from the inside. Classroom doors already lock when closed.
  - IT and Safety & Security are working together on a security camera expansion project. The locations have been identified and the cameras have been ordered. Installation will begin once the cameras arrive.
  - IT completed 911 testing and is accurate for all campuses, including Highland Heights. The new dial plan for 911 is in place to eliminate the majority of misdials. If the caller types another number after 911, the call will not go through, as it is perceived to be a misdial.
- **Resource Development**
    - **Capital Campaign**
      - ✓ **Laura Kroeger** and **Dr. Ed Hughes** have asked KCTCS for matching funds to cover the first two \$50,000 installments of a \$200,000 pledge for Gap Funding from a local foundation.
      - ✓ Five major proposals in support of the Urban Campus are being created and will be delivered in the next 30-45 days with several designed to follow earlier cultivation activities. Co-Chair Lee Flischel has devoted a great deal of time and personal effort to the campaign.
    - **Foundation Report**
      - ✓ The Gateway Foundation met on February 14 for the quarterly meeting. Helen Carroll's resignation was accepted with regret. She is spearheading a statewide

initiative for Toyota. The Nominating Committee is pursuing six individuals for Board membership. The Finance Committee is re-budgeting to accommodate the new expenses associated with owning the Marx Building, Point Property, and the former Immanuel United Methodist Church. The Development Committee has decided to hold another program highlighting planned giving similar to the successful Wine, Wills & Wes. The Annual Fund Committee is seeking sponsors for the 2013 RiverBlast fundraiser, targeting high visibility organizations. Proposals are being distributed to prospects. A RiverBlast planning committee of eight community volunteers has been created.

- ✓ **Laura Kroeger** secured a \$10,000 gift-in-kind from MAC Productions to film and edit the 2013 Night of Excellence video showcasing the college. It will be used for multiple purposes.
- ✓ **Shelley Menninger**, administrative assistant in the Resource Development Office, helps administer the Student Emergency Assistance Fund housed in the Foundation. Since the beginning of the year, it has assisted nine students with a total of \$718.36 for emergency needs. The goal of the fund is to keep students in school by assisting with critical temporary financial crises. Students are expected to repay the loans prior to graduation. No loan is more than \$150. Most used are \$50 gas cards.

#### - **Grants**

- ✓ The Greater Cincinnati STEM Collaborative and STRIVE Partnership has awarded Gateway \$15,000 for a Learning Demonstration Project that promotes STEM. The grant will be used to complete the creation of the resource items (STEM Toolbox, STEM Parent Guidebook, and STEM rack card) identified by the Gateway Recruitment Committee as vital to the STEM day learning experience. These resources will allow students, parents, educators, and manufacturers to support and to extend the intended learning outcomes of the STEM Day.
- ✓ Through support from the Partners for a Competitive Workforce, Gateway will be offering the MSSC Certified Production Technician course starting in April. Partners for a Competitive Workforce is providing a grant of \$20,000 that will pay 100% of the costs for veterans and/or displaced workers as well as 50% of the costs for incumbent workers.
- ✓ Through KCTCS and the Office of the Lieutenant Governor, Gateway will receive \$10,000 to provide two STEM camps for middle school students. Each camp will be four half-days in July at the Gateway Boone campus. One camp will focus on the manufacturing sector, and the other camp will focus on the energy sector. Also, in partnership with Janice Urbanik from Partners for a Competitive Workforce, Gateway will again host one day of the Rosie's Girls camp for girls.

- ✓ **Dr. Yvonne Meichtry** worked with the Business Office, Maintenance and Operations, and the Sustainability Team to submit the Coca-Cola Foundation Keep America Beautiful Bin Grant Program. The group asked for 200 bins to place in lobbies, hallways, vending areas, classrooms, office areas, and at special events. This project will help Gateway meet its sustainability goals. Another grant is still pending to the National Science Foundation STEP grant program.

## Marketing

- **Tess Burns** created marketing plans for Transfer, Career Services, and the office of Inclusion and Cultural Diversity. She is working with **Carissa Schutzman** on marketing resources for the STEM initiative. She is also consulting with the Center for eLearning to make the schedule of online classes more accessible and with IPTEC/IDL/Service Learning to create an email marketing campaign featuring a variety of information options.
- The PR/Marketing Department, headed by **Margaret Thomson**, supported Super Sunday with signage and promotional materials. Super Sunday news releases resulted in 14 stories in print and on television, with one TV station attending the event. The department issued 18 news releases, contributing to 200 print, radio/TV, or web news media articles about Gateway since January. Gateway has appeared in the news media 730 times since the beginning of the current fiscal year, the third highest amount of any college in the system.
- **Tess Burns** and **Patrick Lamping** completed numerous publicity projects on the web, social media, and bulletin boards to promote events and opportunities for student engagement. These made up many of the 54 projects completed during the past two months.
- **Patrick Lamping** completed manufacturing booklets for Dr. Hughes' distribution to a State Department-sponsored community college summit in India. He also provided communications and purchasing support to the Printer/Copier Team that is launching a new copier monitoring system and consulted with HPOG to create a spring recruitment campaign that involves bus advertising, TV advertising and direct mail. He is collaborating with the Enrollment Management Committee to ensure the message includes a generic recruitment message. The campaign is supported by funds from the HPOG grant.
- **Margaret Thomson** has completed initial planning to establish a Gateway Speakers Bureau as requested by the Board of Directors in November.
- Print Center Director, **Henry Bang**, continues to print materials for other KCTCS colleges in an effort to ultimately make the Print Center self-sustaining. Henry is printing the program for the Outstanding Women in Northern Kentucky Awards at a modest profit.



- In mid-March to mid-April, the Health Professions Opportunity Grant (HPOG) will advertise on Tank buses and benches and with TV ads on Star 64. The focus of the advertising will be to promote the Allied health programs and increase enrollment in HPOG. Incoming phone calls will be tracked to gauge the effectiveness of the advertising.

## Employee Development

- LEAD VII participated in leadership and learning activities on January 7 at the Greater Cincinnati/Northern Kentucky Airport Learning Center. Our host, Debby Combs, provided information regarding the mission of the Kenton County Airport Board and the importance of the Airport Learning Center in hosting college classes for airport employees. Currently, **Christi Dover** coordinates a stackable credential program for airport employees. In February, LEAD VII participated in Northern Kentucky Chamber of Commerce's Day in Frankfort activities. Their host was **Dr. Teri Vonhandorf**. In March, **Dr. Ed Hughes** will meet with the LEAD VII participants providing training on the topic of Vision to Action.
- **Cindy Sproehle** attended the FACTA (Florida College Test Administrators) Conference February 6-8, funded by a grant from NCTA (National College Testing Association) to make a presentation with University of Louisville assessment center administrators about the Kentucky Association of Test Administrators.
- Student Development Training "Home Court Advantage" was held at the Edgewood Campus on March 13. **Phyllis Yeager** presented on the KCTCS Employee Discount Program and fielded questions from the group on other HR issues/concerns.
- The First Year Employee Experience session was held on February 15. Attendees learned about the services and guided tours of the Urban Center and Edgewood Campus. The day included presentations from programs at both locations and campus tours. There were a total of seven employees that graduated the FYEE program at the conclusion of this session. The next session will be held on April 26.
- **Jamie Younger**, director of Budget and Accounting, and **Dr. Amber Decker**, director of Grants and Contracts, developed a budget management procedure specifically for grant managers. This procedure provides enhanced reporting and gives grant managers the tools to more easily ensure compliance. This procedure was selected for the best practice award at this year's budget business officer's team meeting. Jamie Younger presented the procedure to the business affairs officers from the other colleges and select system office personnel.
- **Tiffany Minard**, coordinator of Counseling and Intervention Services, conducted a division training on January 22. The training covered strategies, techniques, and education related to conflict resolution, de-escalation, and mental health. Participants were provided with a new counseling services flyer. In addition, participants received training on the Early Alert Referral System.



## Diversity and Multicultural Initiatives

- The Inclusion/Diversity Team (DIT) is in the final stages of being reorganized. The charter has been revamped, and the President is inviting members. The approach that our Diversity and Inclusion effort intends is one in which we focus on the concept of innovation. Innovation and diversity are tightly interrelated; diversity of thought and perspective is the catalyst for innovation. Below we share the tentative Charter for the D&I Team:
  - The mission of the Diversity/Inclusion Team (DIT) is to harness diversity and inclusion, to inspire ideas and ignite innovation and growth. Additionally, the Diversity/Inclusion Team will actively engage in shaping our sustainability, and help Gateway Community and Technical College (GCTC) be well positioned to address change and growth.
- The DIT will explore and enhance the climate of Diversity and Inclusion at GCTC. The team will provide leadership for the development and implementation of strategies along with The Office for Inclusion and Cultural Initiatives (OICI). The OICI's guiding philosophy has the power to influence, inspire, and challenge Students, Faculty, Staff, and Leadership on a daily basis. Our global strategy for OICI is to help unleash this potential across every area of our GCTC Community by enabling leaders to make great decisions that, in turn, enable GCTC's growth. Our function supports growth goals as partners to our leaders to ensure we evolve the organization to support all of our activities and initiatives, and ensure operational and functional excellence by doing the following:
  - Enhance the campus climate for students, faculty, and staff by implementing and promoting diversity activities and programs that align with the college's vision, mission, and core values.
  - Share the fundamentals of diversity and inclusion to build awareness and understanding by developing a resource center with various tools and exercises to help GCTC discover how diversity and inclusion drive creativity and innovation.
  - Use diversity and inclusion to inspire new ideas. By designing new and creative models of engagement, we will equip leadership and all other groups with tools to create a culture of openness and innovation, where new perspectives and ideas are invited, heard and considered.
  - Encourage connections between unlikely players, with a focus on culture and innovation as an approach to diversity and inclusion.
  - Give GCTC the insights about how we will think about the future, through best practices, creativity, and innovation.
  - Strengthen and implement diversity policies, procedures, and best practices that align with the college's vision, mission, and core values.

- Provide a variety of professional development opportunities for employees, centered on various diversity topics.

## Sustainability

- Enhanced recycling was introduced in January. This effort was led by **George Hall**, director of Maintenance and Operations. Gateway now recycles paper, cardboard, glass, bottles, cans, and scrap metal. Bins and signage were added in every campus building. We are happy to report that the amount of garbage pickup has already been reduced 50%, and revenue is being generated to support sustainability efforts.
- **Linda Wright**, co-chair of the Sustainability Team, attended the KCTCS Mentor-Connect Sustainability Workshop in Elizabethtown on integrating sustainability into programs and curriculum. **Justin Ervin**, team faculty co-chair, and **Heather Abbott**, team member, addressed students at the Gateway student organization dinner in order to gain student involvement in the initiatives. Other team members have been active in prioritizing and planning efforts to expand sustainability initiatives at Gateway, of which will be included in future reports.
- Maintenance and Operations staff continue to provide excellent maintenance of buildings and grounds.

## Urban Campus Update

- The college submitted a federal appropriations request that will be used as part of the annual Washington Fly In of the Northern Kentucky Chamber of Commerce. The \$16.35 million request seeks funds for a parking garage, redevelopment of Electric Alley, streetscapes, the development of green space, and building renovations which are all part of the Urban Campus Master Plan.
- Architectural plans have been finalized for the Marx Building, and construction guidelines are being readied for the Foundation, which will use them to build out the building for the Technology and Design Center. The plans were developed with input from faculty and staff. The Foundation has entered into a development agreement with Century Construction to renovate the building. The target date for occupancy is the Fall 2014 semester.
- Architectural design concepts have been created for the LiNK building at the corner of Madison Avenue and Pike Street that will house the Bookstore and Urban Campus President's Offices. The plans now go to designers at Barnes and Noble who will assist in the interior design of the store and who will operate the store.
- Design work will soon begin on the Abode Building at the corner of 5<sup>th</sup> and Scott Streets. The building will house the cosmetology program and the massage therapy clinical site as part of an Urban Spa concept.
- Discussions have begun among the City of Covington, Duke Energy, and Cincinnati Bell Technology Solutions, the college, and KCTCS officials regarding the

development of a plan for redeveloping “Electric Alley”. In addition, discussion with the city regarding the city’s plans for improvements to streetscapes on Madison Avenue and Scott Street have been positive and demonstrated a willingness to work with the college’s campus master plan concepts.

- An assessment of the Senior Services Building has been completed and provides a plan for renovating the facility. Discussions with college staff on locating the Gateway Veterans Center to that facility are underway.

### **Honors, Activities, and Recognition of Employees, Students, and Partners**

- **Randy DeBerry**, assistant professor of communications, was selected as the Kentucky Forensics Association (KFA) President for the 2013-2014 Academic year, and Gateway was selected as the host institution for the 2014 KFA State Championship Tournament.
- **Marinell Brown**, associate provost and professor, is serving a second term on a Governor-appointed Kentucky State Board, State Advisory Panel for Exceptional Children. The purpose of the state board is to provide policy guidance to the Kentucky Department of Education with respect to special education and related services for students with disabilities. Recently, Marinell was awarded the Golden Apple Award by her peers on the Board as she finished serving as chair for two consecutive years.
- **Mary Pat Behler**, Coordinator of the Accelerating Opportunity Program, was selected to serve on the statewide Accelerating Opportunity (AO) Finance and Sustainability Team. In addition, Mary Pat’s proposal to present on Gateway’s Accelerating Opportunity program was accepted for the New Horizon’s conference in May.
- **Jana Camm**, assistant professor of education, will serve on a newly formed subcommittee for the KCTCS Education Curriculum Committee. KCTCS is partnering with Dr. Walters-Parker, Director of the Educator Preparation Division for the Kentucky Education Professional Standards Board. The goal of this subcommittee is to establish how the KCTCS Education Curriculum aligns with The National Council for Accreditation of Teacher Education (NCATE) standards.
- **Carissa Schutzman** has been invited to participate with the full organization of the Greater Cincinnati STEM Collaborative and will host a meeting in the spring at Gateway. Currently, she is the only representative from Northern Kentucky participating in the collaborative.
- Visual Communication program students won three gold and one silver ADDY awards as part of the AAF Cincinnati advertising competition in late February. The winners go on to compete in the District competition in Ohio, Kentucky, and West Virginia.
- Gateway won the KCTCS Budget Management Award at this year’s KCTCS budget business officer’s team meeting.

- **Colleen Kane**, manager of Disability Services, has assumed an active role in program planning for the 2013 KY Association on Higher Education and Disability (KY-AHEAD) 2013 conference.
- **Phyllis Yeager**, director of Human Resources, is serving on the Leadership Northern Kentucky 2013 Class Steering Committee and was selected to co-chair the Education Day, which was held on March 13. The day began at NKU and included a tour of Griffin Hall/College of Informatics. In addition, visits to local elementary, middle, and high schools were held with the day's ending activities at Gateway's Boone Campus, including a tour of the Advanced Manufacturing facility. She is also serving on the KCTCS New Horizon's planning committee. Northern Kentucky will host this year's conference at the Northern Kentucky Convention Center. The event is scheduled for May 19 – 23 at which time Gateway will host the opening reception on May 19 to be held at the Odd Fellows Hall from 6 p.m. to 8 p.m.
- **Tim Chesser**, director of Safety and Security, presented at a Human Trafficking conference at Northern Kentucky University.
- **Kristen Smitherman**, project manager in the Grants Office, was appointed by the President of the Cincinnati NAACP as the Chair of Press and Publicity for the Cincinnati Branch of the NAACP. In this role, Kristen produces a monthly newsletter that includes events and important dates of which the general membership should be aware. She also manages the Twitter and Facebook pages for the Cincinnati NAACP and coordinates press conferences and other press events as needed. Kristen was also selected to join the Young Women's Christian Association (YWCA) Crime Victim's Rights Week Planning Committee. This committee is a project-based committee that meets monthly, and is responsible for the coordination of all events related to Crime Victim's Rights Week in April.
- **Tess Burns**, web services manager, attended the first session of the KCTCS President's Leadership Seminar and joined the GCTC Technology Plan Team. She is serving as a Gateway representative on the Roebingfest Planning Committee and is working with community partners in Covington to build a peer-to-peer network. Tess also joined the Great American Cleanup/Keep Covington Beautiful Planning Committee. In addition, Tess also continues her master's program at the University of Louisville and expects to receive an M.A. degree this spring.
- **Patrick Lamping** is serving on the Leadership Northern Kentucky Education Day planning committee. Half of the day will take place in the new convening center on the Boone Campus.
- **Laura Kroeger** is completing her last year as the chair of the Northern Kentucky Women's Initiative, which she helped found. She oversees five committees, quarterly events, and the annual breakfast that drew almost 600 professional women in January.
- **Heather Abbot**, coordinator of Academic Support Services and Professional Development, was recognized by the Covington Independent School District as the

Volunteer of the Month for her leadership efforts with Gateway's B.E.S.T partnership with Sixth District Elementary School.

### **National and International Recognition**

- **Dr. Ed Hughes** was one of 18 representatives on a U.S. State Department-led team to an International Conference on Community Colleges in New Delhi, India, in February. The conference was attended by over 400 individuals, including Under Secretary of State Tara Shonshine, other senior government ministers, and higher education officials. Other countries represented included Britain, Australia, New Zealand, Germany, and Canada. India is starting 200 community colleges this coming fall, and their plans are to use the colleges as the cornerstone of an effort to train 500 million people for jobs in 11 selected industry clusters.

### **New Employees Joining the Gateway Team**

- **Brady Denton** – Maintenance & Operations, Boone Campus

### **Reassignments/Retirements:**

- **Karkie Tackett**, director of Northern Central AHEC, retired on March 1.
- **Bob Welch**, associate professor of cosmetology, retired on March 1.
- **Amy Monson**, coordinator of Career Services, has announced her retirement effective July 1.
- **Cindy Sproehle**, manager of the Assessment Center, has announced her retirement effective July 1.
- **Charlene McGrath**, library director, has announced her retirement, effective July 1.

**Priorities for the President – Past Quarter** – Activities were focused on the president's 2012-13 goals as follows:

**Refocusing attention on employee recognition and development and personal engagement with employees and students.**

- Visited all campus several times since January meeting to engage employees and students in informal settings.
- Implemented the engagement “Dialogs” with employees and students and conducted seven sessions.
- Delivered three employee recognition certificates for employees celebrating employment milestones (5, 10, 15, 20 years).
- Presented two retirement gifts to employees.
- Presented an orientation to Gateway to the new employees as part of the First Year Experience for Employees.
- Celebrated graduation from the new-employee orientation program for recent completers during a luncheon.

**Successfully completing SACS Reaffirmation, implement QEP, and Foundations of Excellence plans.**

- Monitored QEP implementation by meeting with QEP director.
- Established a regular monthly meeting with QEP Director (4<sup>th</sup> Monday of each month).
- Met with **Dr. Patricia Goodman and Jeremy Berberich** to monitor the development of the SACS response due in March.

**Complete college business plan.**

- Met with **Mike Baker, Jamie Younger, and Dr. Patricia Goodman** on final draft of the business plan template, along with the establishment of a team to include Dr. Patricia Goodman, **Dr. Laura Urban**, Mike Baker, and Jamie Younger to meet weekly to finalize a first draft by April 15, 2013.

**Fully implement immediate and short-term phases for Urban Campus Master Plan.**

- Met with Foundation Chairman, to plan for uses of the Episcopal Church and Point properties.

- Facilitated meetings with the City of Covington to begin planning for redevelopment of Electric Alley.
- Initiated discussions with CBTS and Cincinnati Bell for connectivity to all campus buildings.
- Initiated the process for faculty and staff's input into space planning for Marx Building, which resulted in a final document from which construction estimates can be derived.
- Continued to meet with key legislators, state, and local officials regarding commitments and support for the Urban Campus; specifically, meetings were conducted with new Covington Mayor Sherry Carran.
- Initiated meetings to plan for the development of the Gateway Veterans Center in the Senior Services Building on 5<sup>th</sup> Street.
- Initiated internal planning meetings with cosmetology and massage therapy staff to begin conceptualizing the Urban Spa.
- Continued meeting with leadership-level donors with emphasis on the Urban Campus as part of the major gifts campaign:
  - Met with a major foundation for preliminary proposal discussion.
  - Met with Catalytic Fund Director on funding alternatives for campus.
  - Met with two alternative funding experts.

#### **Fully Implement Distance Learning Initiative and report same to board.**

- Met with **Dr. Patricia Goodman** twice per month to monitor the IPTEC grant activities and distance learning initiative.
- Met weekly with President's Cabinet to review enrollment and revenue metrics including the distance learning initiative.
- Visited the Odd Fellows Hall location to see the installation of the new center.

#### **Continue implementation of the Center for Advanced manufacturing Plan.**

- Met in February with **Dr. Angie Taylor** and **Carissa Schutzman** to monitor the implementation of the Advanced Manufacturing Business Plan with emphasis on implementing a comprehensive analysis of the region's manufacturing workforce needs. (See activities related to the implementation elsewhere in this report.)
- Met twice with the Greater Cincinnati Workforce Partnership Executive Committee to review activities related to manufacturing and IT industry clusters.

- Met with several external leaders including one potential major donor to implement a proposal to begin a special initiative for high school students in STEM programs, and met with two possible funding partners. Provided cost estimates to manufacturing consortium and donor.

### **Serve in local, regional, state and national leadership roles.**

- Met once with Strive co-chairs and once with the Executive Committee. **Dr. Goodman** continues to provide leadership in this work.
- Met with the following boards: Greater Cincinnati United Way, Life Learning Center, Metropolitan Club Executive Committee and Board of Governors, North Central Area Health Education Center Advisory Board (AHEC), Build Our Bridge Now Coalition, Northern Kentucky Chamber of Commerce Board and Executive Committee, Tri-Ed Board of Directors, and Vision 2015 Regional Stewardship Council.
- Participated in the India conference on Community Colleges.
- Met with KCTCS President's Leadership Team in February. Met with KCTCS PLT Instructional Team twice.
- Met with AACC 21<sup>st</sup> Commission Implementation Team 6, Public Policy and Advocacy in Washington, DC for a second meeting.

### **Other Activities.**

- Met frequently with **Michael Lee**, director of Inclusion and Cultural Initiatives, to monitor plan implementation and Super Sunday.
- Continued to monitor the progress on the Gateway Grant County Adult Education Program into a new space in conjunction with the other partners, now in final design and pre-construction phase. **Mike Baker** has assumed a lead role.
- Monitored the college's efforts with Pendleton County community leaders to implement the community's vision to have a greater Gateway presence in the community. **Dr. Urban** has assumed a lead role in the project.
- Spoke to the Northern Kentucky Leadership class about community colleges as part of Education Day.
- Met with Covington City officials numerous times regarding the Urban Campus and the Center City Action Plan.
- Met with the Enquirer and Business Courier Editorial Boards along with other community leaders about the plans for the renewal of the Covington urban core.
- Presented the college's 2014-20 Capital Plan to President McCall and his staff.



**Priorities of the President – Next Quarter** – Activities will be focused on the following:

**Refocusing attention on employee recognition and development and personal engagement with employees and students.**

- Will implement the employee and student engagement activities with a goal of completing 10 additional sessions.
- Will continue to personally deliver employee recognitions for service awards.

**Successfully completing SACS Reaffirmation, implement QEP, and Foundations of Excellence plans.**

- Will continue to monitor the progress of the QEP team through monthly meetings with the Director and team leaders as needed. Will review and approve the final response to SACS due in March.
- Will meet at least once with the Foundations of Excellence Implementation Team.

**Complete college business plan.**

- Will meet monthly with the team to finalize a template for the Business Plan by April 15.

**Fully implement immediate and short-term phases for Urban Campus Master Plan.**

- Will review and approve the final plans for the Marx Building and work with the Foundation to secure funding to begin the renovation.
- Will complete the design process for the LiNK and Senior Services buildings and initiate design phases for the Abode Building.
- Will finalize plans for transportation technologies.
- Will work with the Gateway Foundation to develop a financing and operational plan for the church property.
- Will initiate specific activities with the Veterans Advisory Board and staff to develop a final plan for the Gateway Veterans Center that will include a financing plan.
- Continue the implementation phase for the Urban Campus and work with the City of Covington and Kenton County on the infrastructure plan needed to support the new campus (i.e., Electric Alley, streetscapes).

- Continue to meet with legislators and KCTCS leadership to obtain the highest endorsement possible for the six-year capital plan.
- Work with the Gateway Foundation and Campaign leadership to implement the immediate needs for the financing plan for the Urban Campus.
- Continue to meet with leadership-level donors with emphasis on the Urban Campus as part of the major gifts campaign. Deliver five lead gift level proposals to qualified prospective donors.
- Deliver one gift proposal to support scholarships and one to support other campus needs.
- Continue discussions with Catalytic Fund Director and other experts on funding alternatives for the Urban Campus.
- Finalize funding plans for the Marx Building and the Transportation Technology Center.

**Fully Implement the Distance Learning initiative and report same to board.**

- Continue to meet monthly with **Dr. Patricia Goodman** and **Dr. Laura Urban** on implementation of a comprehensive online learning/information services organizational structure.
- Continue to review distance learning enrollments with Cabinet on a weekly basis.

**Continue implementation of the Center for Advanced Manufacturing Plan.**

- Will continue to pursue funding to develop the high school program in STEM/Advance Technology/Manufacturing.
- Will meet monthly with **Dr. Angie Taylor** and **Carissa Schutzman** to monitor progress on the implementation plan.
- Will meet with Tri-Ed and the Northern Kentucky Chamber on implementation strategies for the region's manufacturers based on the "Jordan Report".

**Serve in local, regional, state, and national leadership roles.**

- Participate in the American Association of Community Colleges (AACC) Board of Directors and Executive Committee meetings and the AACC National Convention in April.
- Continue to serve actively on the following organizations' boards: Vision 2015 Regional Stewardship Council, Partners for a Competitive Workforce (tri-state), STRIVE Executive Committee, Northern Kentucky Education Partners and Northern

Kentucky Education Cooperative Board, United Way of Greater Cincinnati, Northern Kentucky Chamber Executive Committee and Board, Life Learning Center Board of Directors (Chair).

**Other Activities Anticipated.**

- Finalize the 2013-2014 budget development process and present to the Board of Directors.
- Monitor, revise, and implement the 2012-13 budget plan as needed.
- Review organizational structure changes related to academic programs as a result of program reviews, distance learning, and information services.
- Provide leadership in the development of the KCTCS budget for 2013-14 (as part of KCTCS PLT).
- Serve as host College for the KCTCS 2013 New Horizons Conference in May in Covington.
- Serve as the host college for the KCTCS President's Leadership Team Retreat in May also in Northern Kentucky.
- Complete the Board Presidents Evaluation process.