



**President’s Leadership Team Report to the
Board of Directors
January 24, 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

Spring 2013 preliminary enrollment as of January 13, 2013 is as follows:

Year-to-Date Comparisons

	Spring 2012	Spring 2013	% Change
Spring Headcount	3,923	3,740	-4.66%
Spring FTE	2,592.90	2,481.40	-4.30%

- The Nurse Aide Program is offering 10 courses this semester which is one more than last year. The first-time pass rate is 81% for summer and fall which is up from 70% last year. It appears the additional skills assistance offered in the skills lab has improved the success of students.
- The Personal Trainer program and new equipment have been relocated to Edgewood. Testing for licensure as a certified Personal Trainer is now available at Gateway.
- The Associate of Science in Paramedic Technology and Associate of Science in Instructional Design and Learning Technology degrees were approved by the KCTCS Board of Regents at its December meeting.
- Initial paperwork for accrediting the Paramedic Technology Program was submitted in December to the Council on Accreditation of EMS Providers. Gateway received a Letter of Review, and all of Gateway’s paramedic students will be able sit for the National Registry in late summer 2013. We expect to receive full accreditation by spring 2014.

	Spring 2011 ¹	Spring 2012 ²	Spring 2013 ³
Headcount	4,010	3,923 -2.17%	3,740 -4.66%
Full-Time ⁴	1,403 (35%)	1,352 (34%) -3.64%	1,528 (41%) +13.02%
Part-Time ⁴	2,607 (65%)	2,571 (66%) -1.38%	2,212 (59%) -13.96%
Returning Students ⁴	3,706 (92%)	3,691 (94%) -0.40%	3,498 (94%) -5.23%
New Students ⁴	304 (8%)	232 (6%) -23.68%	242 (6%) +4.31%
- New Students ⁵ (without transfer credit)	258 (85%)	163 (70%) -36.82%	180 (74%) +10.43%
- New Students ⁵ (with transfer credit)	46 (15%)	69 (30%) +50.00%	62 (26%) -10.14%
High School	66	65 -1.52%	151 +132%
Firefighters	3	1 -66.67%	1 NC
Gateway Regional Academy (GRA)	-	2	140 +6900%
Students taking at least one online class	1,444	1,556 +7.76%	1,567 +0.71%
Student taking only online classes	377	418 +10.88%	554 +32.54%
Credit Hours	39,318.90 ⁶	38,893.10 ⁶	37,221.00
Full-Time Equivalent	2,621.30 ⁶	2,592.90 ⁶	2,481.40

1 Spring 2011 information is as of January 13, 2011, except for Credit Hours and Full-Time Equivalent

2 Spring 2012 information is as of January 13, 2012, except for Credit Hours and Full-Time Equivalent

3 Spring 2013 information is as of January 13, 2013

4 Percentage in parenthesis is the numbers' percentage of the Headcount. The sum of percentages for New Students and Returning Students equal 100%. The sum of percentages for Full-Time and Part-Time students equal 100%.

5 Percentage in parenthesis is the numbers' percentage of the New Students. The sum of percentages for New Students without Transfer Credit and New Students with Transfer Credit equal 100%.

6 Spring 2011 and Spring 2012 Credit Hours and Full-Time Equivalent are Official data

Recruitment Activities of New and Returning Students

- Activities for the Office of Student Success and Retention partnered with the Office of Enrollment Management to implement an outbound campaign for new and returning students encouraging their enrollment and attendance in classes. They developed a revised exit interview process that will be implemented in summer 2013. Exit interviews will be conducted for all students who completed the admissions process, registered for classes, but failed to show up to any classes. In addition, students who are on Probation I status are being contacted by their advisors for some early intervention.
- Gateway has implemented a revamped early-alert process for students. The Early Alert Program is designed to assist students who encounter either academic or personal barriers that prevent them from successfully completing the course or courses at hand. This program will allow faculty and staff the ability to refer students who they see as at-risk and help them find the tools and resources needed to improve their motivation and performance in class. The Early Alert Program will serve as a temporary strategy until KCTCS rolls out the Starfish Early Alert and tracking system.
- **Amy Monson** reported during the fall 2012 semester, the college had 44 students in the Work Experience Program (Co-op/Extern/Practicum).
- **Tiffany Minard**, coordinator of Counseling and Intervention Services, has partnered with Northern Kentucky University to allow students access to free clinical counseling at Gateway. This service will help students address non-academic barriers and increase efforts to help students stay in school.
- The Counseling Department served 81 students in the fall 2012 semester. The department served 22 students for the months of November and December. (These numbers do not include recurring services.)
- The Student Emergency Fund was accessed six times in November and six times in December and was used to assist students in the areas of: transportation (5), housing (2), and utility bills (5).
- Two open enrollment events were conducted by the Admissions and Advising Offices in December to encourage new and returning students to register for classes. Open labs, staffed by faculty and staff advisors, were available on each campus to assist students in course selection. Collectively, 80 students were seen across all campuses. The Early Alert Response System share point database, created by Gateway's information services department, was successfully launched. The ease with which data is entered and tracked makes our efforts to assist our students much more effective. The counseling department, campus security, and judicial affairs are all involved in this program.
- Disability Services was co-host with the Regional Interagency Transition Team (RITT) for the first annual Transition Forum for high school seniors with disabilities. The Transition Forum was held at the Boone Campus on December 14. Over 100 high

school seniors with disabilities registered for the event, with approximately 90 attending. Colleen Kane presented at two breakout sessions on transitioning to college and the difference between college Disability Services and high school Special Education. Feedback was very positive for the event, and the RITT is planning a similar event for 2014.

- On January 9, **Carissa Schutzman** presented to the Northern Kentucky Cooperative for Educational Services, a group that includes many of the area's school superintendents. She shared with them the initiatives Gateway is currently supporting in their work to fill the manufacturing pipeline, in addition to several opportunities for middle and secondary schools to partner with Gateway.
- **Dr. Angie Taylor** hosted eight representatives from Boone County Schools at Gateway's Center for Advanced Manufacturing on December 10. The representatives met with several Gateway administration members to discuss the Gateway Manufacturing Career Pathways, dual credit, and admissions information.
- Currently, there are 149 enrollments in the Gateway Regional Academy (GRA) for spring 2013. Four new high schools are sending students to the GRA: Gallatin County, Covington Catholic, Walton Verona, and Holmes. Nineteen total high schools in Northern Kentucky are participating in the GRA.

Activities in Support of Non-Traditional Pathways to Gateway

- The Gateway Manufacturing Recruitment Committee met on November 15 under the leadership of **Carissa Schutzman**. Approximately 23 representatives of education and manufacturing attended the meeting, at which time she shared with the committee the data from the Northern Kentucky Industrial Park study that highlights the short and long-term need for skilled workers in manufacturing. Also, Ms. Schutzman facilitated a discussion to gather ideas for the creation of a STEM Toolbox for counselors and teachers, a STEM Guidebook for parents, and a STEM information pamphlet for educators and manufacturers who want to participate in STEM Days. The committee also began developing a list of "What You Need to Know" for manufacturers and educators who are planning a STEM Day at Gateway. In the fall 2012 semester, Gateway hosted seven STEM Days and has five STEM Days planned for the spring 2013 semester. Ms. Schutzman also shared with the Recruitment Committee that she has formed an internal STEM Advisory Group comprised of several Gateway stakeholders. This group provides suggestions and feedback to continue Gateway's work with all partners, particularly secondary educators and manufacturers.
- **Ms. Schutzman**, along with Division Chair Dee Wright, and Early College Initiatives Director Shelby Krentz has completed Gateway's Advanced Manufacturing Pathway model. This model represents the pathway a student may follow from middle school through matriculation into a post-secondary institution. 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 Workforce Solutions Division Gateway VETS program now has 233 veterans who have completed orientation services. Further, they have 107 veterans now taking classes at Gateway and 33 veterans have been placed in employment. **Chris Courtney** and **Daniel Ridley**, Gateway VETS coordinators, presented the Gateway VETS program to 300 veterans from the 1204th Aviation Battalion during the Yellow Ribbon Ceremony sponsored by the Employment Support of the Guard and Reserve (ESGR). **Dr. Angie Taylor**, the director of the Gateway VETS program, attended the National Philanthropic Day Luncheon on November 15 as a guest of the Haile Foundation.
- **Dr. Angie Taylor** and **Phil Accardi** completed an ACT Job Profile for Kellogg's on November 8 and 9. **Cindy Sproehle**, director of the Gateway Assessment Center, will provide Work Keys testing for Kellogg's new hires.
- **Stacey Walden**, Community Counselor/ Educator, presented to three college-prep classes at Holmes High School on December 18. Participants explored different areas to use education and social work/counseling degrees.

Transition of Students to Senior Colleges and Universities

- **Mike Rosenberg**, director of Transfer Services, has initiated dialogue with the University of Cincinnati about a "House Bill 160"- like acceptance of our general education courses, additional degree pathways, and increased recruitment (specifically Fire Science and Nursing).

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

- **Amy Monson**, coordinator of Career Services, has scheduled a Job Fair for March 26, 2013 from 3 to 6 p.m. at the Boone campus. There will be room for 60 companies to attend. We currently have over 25 reservations.
- The Ready to Work Program served 119 students in the fall semester. Of this total, 96 students participated in either the Federal Work Study Program or were employed by the Ready to Work Program. The fall-to-fall (114 to 124) retention rate for the Ready to Work Program was 93.2% as well.
- The Work and Learn Program has served 48 Adult Education students during the fall semester. Of this total, 28 were employed by the Work and Learn Program. Sixty percent of these students have passed the Official Practice Test and are preparing to take the General Equivalency Diploma (GED) Test, while 17% have already transitioned into college after earning a GED.
- The Ready to Work/Work and Learn Programs hosted their annual holiday wish list and party for program participants and their families. One-hundred and twenty-six children were sponsored by members of Gateway's faculty and staff on this year's list.

The holiday party, which was held on December 13, was a great success. Families enjoyed dinner and crafts, and Santa delivered presents to the children in attendance.

- SGA will be hosting a Student Organization Recruitment Fair and Spaghetti Dinner on February 21 from 4 p.m. to 6 p.m. at the Covington Campus. All organizations will be able to recruit for new students and have the opportunity to fund-raise.
- Student Support Services sponsored a Financial Literacy Seminar featuring Chris Allen from Apprisen Financial Services on November 13.
- **Brenda Campbell**, external manager for Continuing Education, reported that 132 individuals have enrolled for spring semester CEU classes in Plumbing, HVAC, Electrical, and computer training classes. Recently, 29 individuals at the Kenton County Airport Board Authority completed Microsoft 2010 training, and classes are continuing this semester for the NKADD clients.
- **Barry Wilhite**, Workforce Development liaison in the Workforce Solutions Division, received notification that his request for KY WINS funding for Mazak has been awarded in the amount of \$224,050. The funding for Mazak will support incumbent workers in completing the Exploratory Machinist Certificate and the Machine Tech I Certificate. **Dee Wright**, division chair for Manufacturing and Trade Technologies, worked in partnership with Mr. Wilhite to create the training plans for the Mazak incumbent workers. Classes begin in January at Messier Bugatti for their incumbent workers in the area of electrical and motor controls training.
- **Phil Accardi** reported that the first round of Customer Service training was completed for the City of Covington in December and classes are now being coordinated for the police, fire, and public works employees for a second round of training.
- **Ressie Hall**, manager of business operations for the Workforce Solutions Division, reported that the staff is serving 34 local companies with awarded KY WINS funding totaling \$1,394,372.
- The Assessment Center continues to provide opportunities for Gateway and other college and university students to earn college credit by examination. Gateway has administered more CLEP exams than any other KCTCS college and actively promotes CLEP testing for students. The college has partnered with Thomas More to provide CLEP and DSST testing for their students as TMC has limited testing on its campus. In addition, the college is working with Walton Verona High school to promote CLEP testing and the opportunity to earn this credit while they are attending high school.
- The Assessment Center administered 1,160 exams in its Prometric Professional Center in October, November, and December 2012. These exams include many high-stakes exams, including all the FINRA series (for financial certifications such as Series 6, 7, & 63), GRE, Praxis, ASE, USMLE (United States Medical Licensing for physicians), SHR & PHR for Human resource professionals, and a variety of others.

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

- The BACC Team successfully implemented the December College-Wide Symposium, an entire day and a half devoted to raising awareness of the harsh realities of poverty and how it affects over 60% of Gateway students.
 - The first day, entitled “What Can You Do In 5 Seconds?” was divided into three poverty simulation activities and five breakout sessions. Over 250 faculty and staff were present and participated in the poverty simulations and breakout sessions. In addition, 35 students from the Ready to Work/Work & Learn Programs served as resource workers. Their service proved mutually beneficial as the BACC Team truly appreciated the assistance from the students while the students very much enjoyed showing Gateway Faculty/Staff exactly how challenging their day-to-day lives can be.
 - The second day, entitled “Bringing It All BACC”, served to provide those faculty and staff who participated in the Poverty Simulation and attended the breakout sessions with the opportunity to discuss what they learned from their experiences and, moving forward, how their experiences will affect their future work and interaction with students.
- **Lisa Mohr**, associate dean for Student Development, has scheduled training for the Office for Violence Against Women/Department of Justice Grant for January 24. Guest speaker, **Jeremy Inabinet**, core faculty member for the Mississippi Coalition Against Sexual Assault (MSCASA) Technical Training Institute, sponsored by the Department of Justice’s violence against women grant, will be the featured presenter. Mr. Inabinet will provide technical assistance training for the OVW grant in the areas of judicial board, campus conduct, behavioral intervention team planning, and policy development.
- 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 serve the surrounding counties of Boone, Campbell, Grant, and Kenton. The Safety Net Alliance of Northern Kentucky is comprised of non-profit agencies that 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. **Tiffany Minard**, intervention specialist, often attends the monthly, informational meetings held by each organization. Following each meeting, information is brought back to the college and shared with students, faculty, and staff. Examples usually include: current programmatic changes, new programs and services, patterns and trends being seen within the Northern Kentucky area, and needs for current services that do not exist.
- **Jamie Younger**, budget director, conducted financial reporting training on December 13 at the Edgewood Campus for the provost, assistant provosts, and administrative

assistants. Included in the training was a review of how to run financial reports in PeopleSoft to track individual department budgets along with how to research actual expenses.

Faculty/Staff Leadership Development Activities Included the Following:

- **Phyllis Yeager**, director of Human Resources, has been selected to the following leadership activities: serving on the LNK 2013 Class Steering Committee, co-chairing co-chair the 2013 Education Day, working with local educators and business partners to plan a day for Leadership Northern Kentucky class members to understand the components of our region's educational challenges and needs, serving on the 2013 KCTCS New Horizons Conference planning committee.
- The LEAD VII class participated in leadership and learning activities on November 16 for Government Day. Guest speakers included AuthorRick Robinson; Jack Moreland, president of Southbank Partners; Bill Scheyer, president of Vision 2015; Nancy Spivey, vice president of the Northern Kentucky Chamber; Chuck Scheper, past mayor of the City of Covington; Jeanne Schroer, director of the Catalytic Development Funding Corporation; Larry Klein, Covington City Manager; and Senator Jack Westwood.
- On December 7, LEAD VII participants attended a special leadership development session at the World Peace Bell. The Community Partnership session featured the following guest speakers: Dave Schroeder, Kenton County Library director; Debbie Simpson, business owner and future president of the Northern Kentucky Chamber of Commerce Board; Wade Williams, vice president at Tri-Ed; Pat Frew, director of the Covington Business Council; and Tom DiBello, executive director of Center for Great Neighborhoods.
- The next session for the First-Year Employee Experience is scheduled for February 15 with 10 new hires expected to attend. At that time, new hires will learn about the college's services along with guided tours of the Urban Center and Edgewood Campus.
- Employee mid-year Individual Learning Plans (ILP) for 2012-2013 are due to Human Resources on January 25. Human Resources will continue to meet with department supervisors to assist in the ILP development as it relates to annual plans and Gateway's Strategic Plan.

Marketing Initiatives

- The Marketing and Public Relations group completed about 50 projects supporting either Pathways or Engagement related to academic departments, student development, Workforce Solutions, or external partners. **Patrick Lamping**, public relations coordinator, produced the holiday e-card distributed to donors, partners, friends, supporters, and other KCTCS or external contacts.

- **Patrick Lamping** produced marketing materials to support the Wine, Wills and Wes event on planned giving to the Gateway Foundation. In addition, **Patrick** and **Henry Bang**, Print Center director, collaborated on the design and printing of stationery for Owensboro Community and Technical College. Henry consulted on printing with another KCTCS college and referred them to Multi-Craft Litho as an approved KCTCS vendor. His consultation saved that college about \$20,000 in printing costs.
- **Margaret Thomson**, director of marketing and public relations, and **Patrick Lamping** issued 15 news releases and responded to numerous media calls and opportunities, resulting in 102 positive media stories in print, on the internet or on TV. To date this fiscal year, Gateway has earned 540 positive media stories and no negative coverage. Recruitment advertising continues on two radio stations, one TV station, and one external website. **Tess Burns**, manager of web services and social media, managed filming for WSTR video vignettes about Gateway to be aired in December and January as part of the channel's "dinner and a movie" feature. The vignettes feature students/alumni/employees talking about the benefits of a Gateway education.
- **Tess Burns** worked with KCTCS to upgrade the Sitecore website platform from 6.2 to 6.5, allowing greater reliability in future recruitment marketing and forms capabilities. She collaborated with several departments to update and add new webpages for the Gateway Regional Academy, Accelerating Opportunity, and Transfer. In addition, Tess continued to manage Gateway's online presence on the website, Facebook, and Twitter and consulted with three people about social media.

Safety & Security

- **Tim Chesser**, Security director, and **Lisa Mohr**, associate dean for Student Development, attended a training session on Title IX: Investigator Training. This training is required under Federal Law in the event a student has been sexually harassed or stalked.
- The Gateway tobacco-free investigative team attended the Smoke Free Campus session at Northern Kentucky University. The guest speakers were from the University of Kentucky who spoke on how they successfully implemented their program. The Gateway team is working on a recommendation for the College.
- **Tim Chesser** met with Kevin Bricking, our new Securitas account manager. We are looking forward to continuing Gateway's valuable partnership with Securitas. John Hegge, Securitas lead officer, has been moved from the Edgewood Campus to the Urban Center. Gateway email addresses were assigned to guards at each campus to improve access and communication. John Hegge and Tim Chesser attended a meeting at the Covington Business Council regarding the heroin epidemic that is threatening the health of Covington's business districts. Tim will be working directly with the Council to lessen the impact on our college.
- **Dennis K. Sullivan**, an expert in the area of Crisis Management Plans and Emergency Management Training, spoke with several groups in December. Dennis is scheduled to meet with the Gateway safety committee in January.

- **Tim Chesser** partnered with the Kenton County Sheriff's Department in conducting a seminar on Rape Aggression Defense to female students and members of the community. A full RAD class is planned in early 2013.
- The Driving under the Influence Program was conducted to help students become aware of the dangers of drinking and driving. The program was in partnership with the Kentucky Crime Prevention Coalition.
- CPR/AED Training was conducted for all interested employees. Fire/evacuation drills were completed on all campuses.
- Webinar courses were offered to CIRT team members. Topics covered include security in the workplace, workplace violence awareness, security assessments, and introduction to incident command systems.
- **Tim Chesser** conducted a presentation on classroom safety to the instructors of the Introduction to College classes. The topic covered was Run, Hide, Fight in the event of an active shooter. The session was well received and will be conducted with other Gateway groups in 2013.

Sustainability

- Campus buildings and grounds continue to be well maintained by the maintenance and operations division under the direction of **George Hall**. As a member of Gateway's Sustainability Team, George coordinated the enhancement of campus recycling to include cans, glass, plastics and cardboard. This is an important addition to the existing recycling of paper and scrap metal.
- At the Urban Center, repairs were made to the HVAC system and roof. As part of the Odd Fellows building renovation, electrical work was completed. The Boone Campus IMC floor was replaced, and new carpet was installed in the Massage Lab at the Edgewood Campus. Roof repairs were made at the Park Hills Center.
- The printing/copying team, led Information Technology Director Melissa Sears concluded its work and recommended a contract with Toshiba. The new copiers were installed, and print servers were set up before campuses opened on January 7. PaperCut print management software was installed and configured so that printing and copying can be monitored and tracked. This will support our sustainability initiatives to reduce waste and costs. A pay-to-print program for students is scheduled to be implemented for fall 2013.
- Networking equipment to connect the IPTEC (Odd Fellows) building to our network at the Urban Center was ordered and installed. Computers and related equipment for faculty, staff, and Visual Communication students at the building were ordered, moved, configured, and installed for the start of the spring 2013 semester.

- Networking and audiovisual equipment was ordered and installed for the new Boone CAM conference room addition.
- Wireless coverage was expanded in the Edgewood NAHSC building's Nursing classrooms by ordering and installing data drops and access points. This enables laptops to be used in large classes.
- The Sustainability Team, co-chaired by **Justin Ervin**, faculty member, and **Linda Wright**, Business Office Projects, presented a tabletop display at the December college-wide meeting. The purpose of the display was to inform faculty and staff of the Gateway Green + Initiative, outline Gateway's sustainability efforts and goals, and ask for faculty/staff input. The team is actively working on an extensive plan report to be presented to the KCTCS Board of Directors in spring 2013.

College Budget Update

- Return to Title IV Funds for the fall 2012 Term was \$109,641 (or over 36.5%) less than in previous years.
- As previously disclosed, fall tuition didn't meet budget. Necessary budget reductions were made, and the budget was balanced for the first six months of the fiscal year.
- Spring tuition revenue is not projected to meet budget; however, enrollment management and academic affairs are working to expand the 12-week course offerings to close this gap. College indirect costs and rental revenues are exceeding budget, which will help offset this shortfall. The college continues to monitor the revenue and will make any necessary adjustments once final numbers are known. It should be known that the college retains a \$651,300 reserve which can be utilized if necessary.
- Grant revenue continues to be on track.
- The college is beginning preparation for the FY2013-14 budget; declining state appropriation remains a concern.

Foundation and Resource Development

- The college received gifts funding four annual scholarships in the last quarter of 2012. These included \$25,000 for the Butler Foundation scholarship; \$2,500 for the Sathe scholarship; \$2,500 for the Yearlings scholarship; and \$2,500 for the Wagstaff fund.
- The annual campaign for the Weingartner endowed nursing scholarship concluded in December and raised \$795.
- The final \$25,000 installment of a \$100,000 commitment for the Urban Campus has been received by the Foundation.

- The Foundation Development Committee has begun following up with attendees of the Wine, Wills & Wes event.
- Nineteen of 23 Foundation Board members have committed a pledge or donated to the Foundation Board Annual fund, equaling 83% of members.

Capital Campaign

- Campaign for Gateway Co-chair **Lee Flischel** and **Dr. Hughes** met with representatives of two major foundations to present the case for support for the Urban Campus. Both meetings were very positive, and follow-up activities are being pursued.
- The Campaign received the first of three installments of the Bank of Kentucky \$1.0 million gift in December and deposited the funds in the Gateway Foundation for use in the Urban Campus plan. The college announced the gift in December and also announced Gateway would name a building at the Boone Campus “The Bank of Kentucky Classroom and Training Center” in recognition of the gift. An appropriate interior space will be named for The Bank of Kentucky later at the Urban Campus as that location is further developed. The college plans to conduct a rededication ceremony at the Boone Campus in the spring.

Grants Received/Pending

- Through the Greater Cincinnati STEM Collaborative and STRIVE Partnership, Gateway has been awarded \$15,000 for a Learning Demonstration Project that promotes STEM. The grant, written by **Carissa Schutzman**, will be used to complete the creation of the resource items (STEM Toolbox, STEM Guidebook, and STEM pamphlet) 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.
- A small grant was received from the Council for Postsecondary Education to target students who have completed 75% of the requirements toward their credential. Student workers are being hired to personally call these students to encourage them to register for the classes required for completion and to help them troubleshoot any issues preventing them from returning. A small pool of money is allocated to provide financial assistance if no other source is available in order for the students to return to college.
- Three grant proposals are pending: Gateway to College National Network, National Science Foundation Advanced Technological Education, and a National Science Foundation STEM Talent Expansion grant.

Urban Campus Update

- Negotiations were completed among the City of Covington, Kenton County Fiscal Court, and Gateway. The agreement was signed that will allow the college to

purchase and occupy the former Dressman Public Health Department and adjacent parking on July 1, 2014.

- KCTCS and Gateway completed the purchase of the Abode Building in December, and the college now owns the building.
- Architectural design work to plan the space in the Marx Building has been initiated with the faculty and staff. Planning will continue through March with construction to commence on or before May 15, 2013.
- The former LiNK building on Madison has been deeded from the Foundation to KCTCS and planning for the renovation to create the College Bookstore will commence in March 2013.
- The Foundation completed purchase of the Episcopal Church (5th and Greenup) in December 2012 and closed on the purchase of The Point and the LiNK building..
- Faculty and staff of the Visual Communications Department, the Design and Technology Center, and the IPTEC grant were relocated in leased space on the 4th floor of Odd Fellows Hall in late December. The Design and Technology Center is now operational at that site.
- Discussions with the developers of the Hotel Covington are ongoing to blend the hotel's needs into the college's programs where possible. One of the more interesting concepts is the development of a Spa and Wellness Center operated in association with the college's Cosmetology and Massage Therapy programs and others as a student-led business that would serve the visitors of the Hotel Covington and the community.

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

- The **Massage Therapy Center** opened its studentrun business on January 13, 2013. The center located on the Edgewood Campus, is an upscale spa environment where students, faculty, and staff can schedule appointments for various levels of massage.
- **Tiffany Minard**, coordinator of Counseling and Intervention Services, **and Monica Yihad**, intervention specialist, presented at the 6th District Elementary School's Parents' Night on November 8. The presentation offered parents knowledge about the different types of resources available at Gateway. Participants were provided with the Counseling and Intervention Services flyer.
- **Teresa Mauk**, Nursing Division chair, is now serving on the Grant County Health Sciences Advisory committee.
- **Cindy Sproehnle** spoke to the Kentucky GED examiners on November 2. Gateway is one of three pilot GED test sites in Kentucky.

- **Dr. Angie Taylor** has been invited to serve on the Northern Kentucky Education Council Action Team VI, which has been combined with the Northern Kentucky Education Action Team.
- **Dr. Yvonne Meichtry** was approved as member of the Education Project Team for the Kentucky Energy Workforce Development Consortium. The Consortium's mission is to increase the pipeline of skilled talent for energy jobs in Kentucky in the generation, transmission, and distribution sectors. The project team's purpose is to review curriculum required to meet current and future industry needs, collaborate with educators to advise on energy appropriate curriculum, and keep abreast of industry trends.
- **Dr. Yvonne Meichtry** also was invited to serve on the Holmes High School Construction and Manufacturing Advisory Council. The role of council members is to advise on trends in the industry, required student skills, and opportunities for students.
- **Tess Burns** provided professional development to GenEd 100-102 instructors on how to teach technology skills by infusion exercises and integrate technology into the existing curriculum. She trained **Amy Hatfield** and **Jane Frantz** to make web edits for the faculty/staff directory and current events, respectively, and provided training to two Point Team Site owners.
- **Henry Bang** taught a four-day printing class at Southcentral Kentucky Community and Technical College (formerly Bowling Green Technical College) under SKTC's workforce division.
- **Phi Accardi** reported that 25 human resources directors completed the SHRM training on December 4.
- **Christi Dover**, Workforce Development liaison in the Workforce Solutions Division, hosted three incumbent worker graduations in November and December. On November 26, there were eight graduates from the Kenton County Airport Board Authority and Wagstaff who celebrated completion of the Operations Management Certificate. On November 29, there were nine graduates of the Banking Consortium who completed their Financial Perspectives Certificate. There were four local banks participating in the Banking Consortium. Lastly, there were 22 Career Discovery graduates at Citi on December 12. The Citi Career Discovery class was No. 42 and, to date, over 700 Citi employees have taken this class.
- Twenty-one Nursing students graduated in December 2012 and six of those graduates have passed the NCLEX on their first attempt; remaining graduates are in the process of taking their NCLEX and are awaiting results.
- All of the graduates of the Medical Assisting program from spring and fall 2012 have passed the national Registered Medical Assistant (RMA) certification exam.

- Eleven of eleven (100%) of the Massage Therapy students who took the national board examination have passed.
- Thirteen of 14 paramedic certificate students passed the equivalent of the National Registry for EMT Paramedic. Paramedic students in their clinical phase are in all five of the St. Elizabeth Emergency Rooms, the operating rooms performing intubations, the Catheter lab, labor and delivery, pediatrics, and the intensive care units.
- Twenty-four of 24 graduates of the spring and fall 2012 phlebotomy classes passed the Registered Phlebotomy Technician (RPT) certification exam.

National and International Recognition

- **Cindy Sproehnle** was recently appointed to a two-year term on the Governing Board of NCTA (National College Testing Association). She has been active in this national professional organization for eight years and in 2010 formed the Kentucky Association of Test Administrators at Colleges (KATAC). NCTA currently has more than 1,300 members, representing over 600 post-secondary institutions and more than 40 corporations and certification agencies in the United States and Canada.
- **Dr. Ed Hughes** will join approximately 20 community college presidents, administrators, and faculty as part of a U.S. State Department-led delegation to India for a conference on community colleges on February 6 – 7 in New Delhi. The Indian government desires to develop community colleges there, and the conference is intended to help facilitate the development.

New Employees Joining the Gateway Team

- **Monica Yihad** – Intervention Specialist
- **Michelle Chevalier-Flick** – Workforce Transition Coordinator

Reassignments:

- **Heather Abbott** has been reassigned as the college's Coordinator of Academic Support Services and Professional Development. Heather will assume leadership for the college's academic support services, including the Knowledge Café and tutoring services. Working closely with academic affairs, Heather will also coordinate the college's LiNC program. In addition, and in support of the QEP, Heather in collaboration with the QEP Professional Development Leadership Team will develop and coordinate professional development activities for Student Development and the college. Heather's office will remain at the Urban Center and she will report directly to Mallis Graves.
- **Tiffany Minard** has assumed leadership of the college's counseling and intervention services as coordinator of Counseling and Intervention. In addition, **Monica Yihad** has been hired as a part-time intervention specialist who will provide support for our

students. Tiffany will continue to report directly to Lisa Mohr.

- **Ashley Harris** will now serve in a leadership capacity for the college's orientation program. Orientation will be merged with our First Year Experience efforts under Ashley's leadership as director of First Year Experience and Orientation. Ashley will report directly to **Mallis Graves**.
- **Calvin Robinson** will join the college's Enrollment Management Team under **Andre Washington's** leadership.
- **RuthAnne Kolumba** will assume the role of Coordinator of Student Development. In her new role, RuthAnne will work closely with **Lisa Mohr** and **Mallis Graves** to bridge targeted retention programs in student development. RuthAnne will use her demonstrated leadership and expertise to develop and coordinate retention and intervention services that support at-risk students. RuthAnne will continue to be housed at the Covington Campus and will report directly to Lisa Mohr.

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 November meeting to engage employees and students in informal settings.
- Established a plan that will lead to at least 20 different engagement events with employees and students beginning in the spring term.
- Delivered five employee recognition certificates for employees celebrating employment milestones (5, 10, 15, 20 years).
- Presented two retirement gifts to employees and one retirement thank you to retiring legislator, Royce Adams.

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

- Monitored QEP implementation by meeting with steering committee.
- Established a regular monthly meeting with QEP Director (4th Monday of each month).
- Met with **Dr. Patricia Goodman** to monitor the development of the SACS response due in March.

Complete college business plan.

- Met with **Mike Baker** and **Jamie Younger** on 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 template by March 1, 2013.

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

- With Foundation Chairman, concluded the purchase of the Episcopal Church and Point properties.
- Facilitated KCTCS purchase of Abode by December deadline as requested by the Bank of Kentucky; negotiated a back-up purchase plan.
- Negotiated and facilitated a signed agreement with the City of Covington and Kenton County Fiscal Court for purchase of Former Dressman Health Department and adjacent parking.
- Facilitated the basic agreement to lease Odd Fellows Hall for the Design and Technology Center and monitored college efforts to implement it successfully for December occupancy.
- Initiated the contract extension for EOP Architects to begin design work on Urban Campus buildings.
- Initiated the process for faculty and staff's input into space planning for Marx Building.

- Continued to meet with key legislators, state, and local officials regarding commitments and support for the Urban Campus; specifically, meetings were conducted with Covington Mayor Chuck Scheper and Kenton County representatives regarding specific aspects of the campus plan.
- Continued meeting with leadership-level donors with emphasis on the Urban Campus as part of the major gifts campaign:
 - Received Bank of Kentucky's first gift installment (one of three)
 - Received \$407,000 from Farris gift
 - Met with two major foundations 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 distance learning initiative.
- Visited Odd Fellows Hall location to see the installation of the new center.

Continue implementation of the Center for Advanced manufacturing Plan.

- Met in December 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 internal leaders to develop 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.

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

- Chaired meeting of the Strive postsecondary partners to develop specific strategies to improve retention and student success. Met twice with Strive Co-chairs and once with the Executive Committee. Dr. Goodman is assisting 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.

- Met with KCTCS Presidents Leadership Team in December. Met with KCTCS PLT Instructional Team twice.
- Met in Washington, DC, with AACC Board of Directors, Executive Committee, and AACC Commission. Chaired the AACC Board Committee on Public Policy and Government Relations.
- Met with AACC 21st Commission Implementation Team 6, Public Policy and Advocacy in Washington DC for initial meeting.

Other Activities.

- Met frequently with **Michael Lee**, director of Inclusion and Cultural Initiatives to monitor plan implementation and Super Sunday.
- Monitored the progress on the Gateway Grant County Adult Education Program into new space in conjunction with the other partners, now in final design and pre-construction phase. Met with Judge Link on building issues.
- 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.
- Spoke to the Democratic Women's Network about the Urban Campus and the college.
- Attended Covington City Commission and Mayoral Inauguration Ceremony.
- 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.
- Initiated, monitored, and finalized the 2014-20 Capital Plan for the College.

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 at least 10.
- 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 Team.

Complete college business plan.

- Will meet monthly with the team to finalize a template for the Business Plan by March 1.

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

- Will review and approve the final plans for the Marx Building.
- Will initiate the design process for Abode, LiNK, and Senior Services.
- Will finalize plans for transportation technologies.
- Will work with Foundation to develop plan for the Church property.
- Will initiate activities with City and County to assist in relocating the Cold Shelter.
- Continue the implementation phase for the Urban Campus and work with the City of Covington and Kenton County on infrastructure needed to support the new campus (i.e. Electric Alley).
- 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 financing plan for the Urban Campus.
- Continue to meeting with leadership-level donors with emphasis on the Urban Campus as part of the major gifts campaign.
- Deliver five lead gift proposals for Urban Campus.
- Continue discussions with Catalytic Fund Director and other experts on funding alternatives for the campus.
- Finalize funding plan for Marx Building and Transportation Technology Center.

Fully Implement Distance Learning initiative and report same to board.

- Continue to meet monthly with **Dr. Patricia Goodman** on implementation progress. Will meet with internal team to review organizational structure for distance learning and information services.
- 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.

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. Meet with the implementation team for the AACC Reclaiming the American Dream in February or March.
- 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).
- Participate in U.S. delegation to India on establishing community colleges in India. The delegation will be led by U.S. Department of State with AACC involvement. The summit is scheduled for early February 2013 with expenses paid by the U.S. State Department grant to AACC.

Other Activities Anticipated.

- Begin the 2013-2014 budget development process.
- Monitor, revise, and implement the 2012-13 budget plan as needed.
- Finalize the Grant County Center plan.
- 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).