

**President's Leadership Team Report to the
Board of Directors
May 29, 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 - Fall 2013 preliminary enrollment, as of May 19, is as follows:

	Fall 2011 ¹	Fall 2012 ²	Fall 2013 ³
Headcount	2,103	1,894 -9.94%	1,840 -2.85%
Full-Time ⁴	744 (35%)	695 (37%) -6.59%	780 (42%) +12.23%
Part-Time ⁴	1,359 (65%)	1,199 (63%) -11.77%	1,060 (58%) -11.59%

1 Fall 2011 information is as of May 19th, 2011 except for *Credit Hours* and *Full-Time Equivalent*

2 Fall 2012 information is as of May 19th, 2012 except for *Credit Hours* and *Full-Time Equivalent*

3 Fall 2013 information is as of May 19th, 2013

- Development of online courses in general education, developmental education, and some technical programs is continuing. A new instructional designer has been employed to speed up the development.
- The second-year plan for the Accelerating Opportunity grant was approved by KCTCS and will add new pathways in energy technologies and industrial maintenance. Current pathways in machine tool, auto tech, and early childhood education will continue.
- The new Personal Fitness Trainer (PT) Program at Gateway had significant growth this past semester. The program has grown in staff, lab equipment, and community involvement. The program faculty and coordinator expect Gateway to become the leading college in Personal Trainer education. The lab is filled with more practical training equipment than any other college in the Cincinnati Metro Area. The current staff has over 40 years of field experience and six years of teaching Personal Fitness

Trainers. Since February, Gateway has doubled the ability of the program to increase enrollment, retain the existing population, and offer quality education/training.

Recruitment Activities

Activities Aimed at Returning Students

- Program enrollment in the Medical Assisting program from fall 2012 to fall 2013 has increased significantly. Currently, 34 students are enrolled with more to be added from the waiting list.
- Enrollment for fall in the new Health Information Technology programs has increased by 49% to 30 students. The college will offer two sections of HIT100 and HIT105 in the fall to accommodate the growth in enrollment.
- The Advising Center is currently in the process of enrolling returning students for summer and fall terms. Enrolling non-credential /visiting students has begun as well. Students are from a variety of regional universities (University of Kentucky, Northern Kentucky University, University of Louisville, Eastern Kentucky University, and Morehead State University). The volume of visiting students is increasing daily.

Activities Aimed at New Students

- Activities Aimed at Traditional-Aged High School or College Students
 - The Gateway Regional Academy (GRA) completed its first year of operation with over 160 high school students participating. The original goal for the first year of operation was 100 students. Fall 2013 enrollment projections stand at 230 students; this does not include enrollments from the two area technical centers, which may include 20 to 30 students at each location. There are approximately 20 unduplicated students enrolling for the summer 2013 sessions.
 - One-hundred seventy nine students have registered with Disability Services for spring term 2013; of those, 39 are new to Disability Services; 181 students registered with Disability Services during spring term 2012.
 - As a result of a conversation among stakeholders at the Advanced Manufacturing March recruitment committee meeting, **Dean Carissa Schutzman** has submitted six advanced manufacturing credentials to the Kentucky Department of Education. The recruitment committee requested that Gateway submit these certificates for them to be deemed as ‘career ready’ for high school students. This is part of accountability measures for public high schools in Kentucky.
 - The 2012-13 STEM Days are complete. Gateway hosted over 300 students in 12 STEM Days during this academic year. The student feedback is overwhelmingly positive, with the tour of the manufacturing company listed as the No. 1 favorite among students.

- The Northern Kentucky Industrial Partnership (NKIP) ambassadors have been chosen from the Kenton County Academies of Innovation. Dean Carissa Schutzman and Division Chair Dee Wright train them at Gateway May 17. Bill Weier will provide training at MAG throughout the summer. Under the direction of Rick Jordan and Mark Bamberger, the NKIP advanced manufacturing ambassador program will be replicated in other school districts.
- On April 30, Gateway hosted an Advanced Manufacturing Expo at the Boone Campus Center for Advanced Manufacturing. Personal invitations were sent to all students who attended a STEM Day during the 2012-13 academic year. The Gateway public relations and marketing team promoted the event online and in print publications. The Expo was well attended with approximately 100 parents and students attending the event to learn about advanced manufacturing programs and careers, dual credit, and apprenticeships. Six of Gateway's manufacturing partners displayed information about their companies and talked to parents and students about career opportunities and apprenticeships. **Shelby Krentz, Dee Wright,** and **Carissa Schutzman** provided parent workshops regarding dual credit, apprenticeship training, and information about STEM Days.
- **Dr. Yvonne Meichtry**, project manager for the NSF Mechatronics for Rural Technicians Grant, coordinated the production of a Manufacturing Careers Video. This video is posted on YouTube and Gateway's homepage, the Gateway manufacturing engineering technology program page, Gateway's Facebook page, Grant County Chamber of Commerce, Northern Kentucky Chamber of Commerce, and the Greater Cincinnati STEM Collaborative. The video has also been disseminated: at Gateway through The Brew, Manufacturing and Trades Technology faculty and students, Admissions, Office of Advising, Public Relations staff, Cabinet, and Workforce Solutions; and to external groups, including Area Technology Centers/Career and Technology Centers, guidance counselors in the eight counties served by Gateway, manufacturing companies, Chambers of Commerce, and NKADD.
- The Gateway Manufacturing Recruitment Committee met on March 20 and April 17 at Gateway with over 20 representatives from manufacturing and secondary education. At the March meeting, **Dean Carissa Schutzman** shared with the group the course offerings available for dual credit in advanced manufacturing. High school administrators were encouraged to talk to **Shelby Krentz**, director of Early College Initiatives; Mr. John Sanders did a presentation on the mechatronics program at the Grant County Schools Career and Technology Center. This program is a collaboration between Gateway and Grant County Schools and is funded by a National Science Foundation grant. At the February recruitment committee meeting, Carissa Schutzman announced that 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 consist of four half-days in July at Gateway's Boone Campus. One camp will focus on the manufacturing sector, and the other camp will focus on the energy sector. During the April meeting, the two summer STEM camps were offered to the school districts represented on the recruitment committee. A middle school from Grant County will

participate in the energy camp, and a middle school from Kenton County will participate in the advanced manufacturing camp.

- Dr. Angie Taylor worked with representatives from Northern Kentucky E-Zone and Tri-ED to create a scholarship pilot program with the Kenton County Academies of Innovation and Technology. Students from their High Production Performance Technician program competed for dual credit scholarships on May 7 at the Boone Campus Center for Advanced Manufacturing. Three scholarships were awarded.
- Activities Aimed at Non-Traditional Students
 - An informational meeting between the Office of Disability Services and the KY Office of Vocational Rehabilitation (OVR) is scheduled for Monday, June 24. The local OVR counselors sponsor several students with disabilities to attend Gateway.
 - Gateway VETS will close 14 months of service on June 30; **Chris Courtney** and **Daniel Ridley** have achieved the following outcomes as of May 7: Orientation – 294 with goal of 300; Enrolled - 124 with a goal of 60; Completed Certificates - 11 with a goal of 40 and Job Placement – 49 with a goal of 30.
 - **Dr. Angie Taylor** has invited Dr. John Schupp from Cleveland State University to conduct a training session at Gateway on May 23 providing information about how to create and grow a Veterans Support Center. Dr. Schupp is a chemistry professor and speaks nationally regarding veterans' services. The training session will be open to all Gateway faculty and staff. In addition, he will also address the Gateway VETS Advisory Board early that morning. Dr. Schupp has received the Fisher Humanitarian Award from the Department of Defense.
 - On June 13, Gateway will host a job fair providing the first hour of service to veterans only. The job fair is sponsored by Gateway, the Northern Kentucky One Stop, the Kentucky Association of Manufacturing, and Kentucky ESGR. On June 27, Gateway VETS will host all of our veterans at Florence Freedom for a special evening for veterans and their families. Congratulations to Gateway VETS for a very successful first 14 months of service.
 - A new employee development program for Valassis began on May 15 with coursework leading to attainment of certificates in Management and Operations Management.
- **Tess Burns**, manager of web services and social media, is working with IPTEC/IDL/service learning on a digital marketing package designed to increase enrollment. In addition, Tess made major changes to the webpages for the Assessment Center, commencement, and tutoring.

New Programs

- The Associate Degree in Human Services prepares individuals for entry level positions in agencies and institutions which provide social, community, educational and mental health services. Over 80 students are in the HMS pipeline in only five months of operation. A full-time coordinator is being recruited to grow the program.
- Paramedic students are completing their second semester of the new paramedic program. We have 13 students in the program and anticipate all will continue onto the third and final semester which ends this summer.

Transition Activities Designed to Assist Students to Leave Gateway for:

- Senior Colleges/Universities
 - The Spring Transfer Fair was held on April 9. Approximately 100 Gateway students took the opportunity to speak with representatives from 22 four-year schools.
 - On March 22, 2013, approximately 45 faculty members from Northern Kentucky University (NKU) and Gateway met and began work on developing 18 – 20 pathways that will enable Gateway graduates to transfer seamlessly to a large number of NKU four-year degree programs. Work will be completed on eight to nine pathways by early this summer.
- Careers/Jobs
 - The Job Fair held on March 26 was a success. There were 79 attendees and 41 employers attending the event, along with eight student volunteers.

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

Retention and Persistence Activities

- The Student Emergency Fund was accessed five times in March and five times in April. The fund was used to assist students in the following areas: transportation (7), housing (2), and utility bills (1).
- As of April 29, 235 early alert referrals were made to the Student Success Office. Of those, 38% have been related to financial issues, 24% academic, 22% overwhelmed, 20% attendance, 19% family issues, and 18% housing.
- The Health Profession Opportunity Grant (HPOG) has enrolled 480 students which is 51% of the total goal at 2½ years into the grant, which means the college is halfway there in years and students. The current retention rate for HPOG students is 85% (based on “completing and in-progress students”), and the graduation rate is 76%.

The placement rate (employed or matriculated) is 65%. The college will continue to work toward increasing that percentage to the 90% predicted in the grant.

- The Counseling and Intervention Services Department received 74 student referrals for spring semester 2013. Overall, the Counseling Department facilitated 110 individual counseling and/or intervention services for spring semester 2013. **Tiffany Minard**, coordinator of Counseling and Intervention Services, coordinated a division training on March 1 that covered strategies, techniques, and education related to conflict resolution, de-escalation, and mental health. Participants were provided with the new counseling services flyer. In addition, participants received training on the Early Alert Referral System.
- **Monica Yihad**, intervention specialist, coordinated Gateway's parenting support group with the NKU counseling intern on April 12, 19, and 26 at the Edgewood Campus. The parenting group covers topics such as positive praise, positive reinforcement, and parenting skills. Students were able to gain a wide range of support from peers and counseling staff.
- **Stacey Walden**, Community Counselor and Educator, coordinated the following workshops for Gateway students designed to help students deal with life issues:
 - Domestic Violence workshop for a GEN 102 class. Topics discussed included the Department of Justice-Office of Violence against Women grant, services offered, statistics surrounding domestic violence, power and control wheel, the cycle of violence, the impact of domestic violence on victims, and common myths around domestic violence.
 - Healthy Relationships Workshop for a GEN 102 class. The class consisted of traits of healthy and unhealthy relationships.
- **Karen Mann**, pre-HPOG allied health advisor, developed the COMPASS Success Strategies workshop for students. Workshops are scheduled weekly through the end of the summer semester for both our Edgewood and Urban Center Campuses. Early data indicates the success of the workshop.
- **Jennifer Jones**, pre-nursing advisor, along with **Nancy Ritzenthaler**, nursing faculty, developed and implemented a Nursing Student Mentoring program. The goal of the mentoring program is to have our current nursing students share the expectations and experiences of being a Gateway nursing student. The first meeting was held on April 29. Positive feedback was given by both the pre-nursing students and the nursing student mentors.
- **RuthAnne Kolumba**, coordinator of Student Development, provided case management for 27 students who received readmission status following suspension. These students completed an Academic Success Plan to guide them toward reestablishing their cumulative grade point averages to 2.0. RuthAnne provides a holistic approach of support and guides these students toward elevating their academic status. Some of these students may take one or two semesters before they

reach a satisfactory GPA. Those students who engage in the process have shown the greatest recovery and a new sense of academic achievement.

- **Charles Warburton** was the facilitator for a Calculator Workshop held on March 21 for all Gateway students.

Student Activities/Clubs

- Ready to Work/Work and Learn also played an integral part in coordinating the Community Organization/Adult Learner Fair on Thursday, April 18, from 10:30 a.m. to 2:30 p.m. in the Urban Center gymnasium. This combination of resources and information was created to expose current and potential students to all that Gateway and the community have to offer, and showcase how we can support students internally and externally as they move toward achieving their academic goals. Not only were student support programs present, but academic/technical programs were on hand to talk to potential/current students about their educational path, classes within that program, and careers in that field. In all, 10 community organizations and 19 Gateway programs were present. This included agencies such as Community Action Commission of NKY, NKY Area Development District, Welcome House, and Women's Crisis Center. Gateway programs included Criminal Justice, Visual Communication, Allied Health, Ready to Work, Admissions, Financial Aid, Adult Education and Disability Services.
- Spanish Night was held on Friday, April 26; it was very successful and offered an array of Spanish food, games, music, and movies.
- On March 21, Student Support Services sponsored a Financial Literacy Seminar featuring Mary Hurlburt from Lifespan Ohio as the presenter. The seminar focused on credit, school loans, and bankruptcy.

Student Successes

- Student Support Services (SSS) successfully submitted the 2012 Annual Performance Report (APR) to the U.S. Department of Education on March 20, 2013. The persistence rate was 79%, the good academic standing rate was 94%, the graduation rate was 27%, and the transfer rate was 29%.
- The official 2012 Kentucky Board of Nursing passage for the nursing students on NCLEX is 98%.
- Thirteen students graduated from the new Pharmacy Technology program this semester. Eleven of the 13 graduates are receiving services through the Health Professions Opportunity grant (HPOG). One student had been working in retail pharmacy this semester, but was hired at Omnicare this week for a significant wage increase.

- The Gateway Voices Literary Magazine announced its 2013 winners:
 - 1st place in poetry – Shania Conner for “A Set of Instructions”
 - 1st place in prose – Martha Moore for “A Hero’s Farewell”
 - 1st place in black and white photography – Shania Conner for “Music Man”
 - The 2013 edition will be distributed to the Gateway library locations in May.
- Students in the Student Nurse Organization (SNO) have been involved in several activities within the community. The SNO held fundraising events and raised \$600 to assist the Make-A-Wish Foundation in sending a child to Disney World. Most recently, the SNO’s marathon team raised \$1,600 for the American Heart Association and provided heart-health screening and education to faculty and staff on our campuses. Gateway Nursing students exemplify the caring and empathy that are the core of nursing, not only to their patients but to their community!
- Gateway conducted annual commencement exercises on May 15. Approximately 220 students participated, a record number for those walking in the ceremony. The College conferred 1,464 credentials upon 845 students. Lt. Gov. **Jerry Abramson** was the speaker, and Graduate **Micah Greenhill** brought class greetings. **Anna Christine Geise** won the President’s Award as the top 2013 graduate.

Partnerships/Service Learning

- Gateway hosted the first Benefits Access to College Completion (BACC) Cross-Site Visit on May 9. Six different schools, CLASP, AACC, and representatives from the Lumina Foundation visited Gateway. This workshop and site visit to Gateway provided the opportunity to reconnect with the other BACC colleges, as well as with CLASP and AACC, to learn more about how Gateway is increasing access to public benefits.
- The Ready to Work/Work and Learn departments hosted the 2nd Annual Community Partner Appreciation breakfast on Thursday, April 18, in the Urban Center gymnasium. Michael Lee, director of Cultural Diversity and Inclusion at Gateway, gave the keynote address focusing on how critical our relationships are to student success. Nineteen community partners/agencies attended the event.
- Gateway continues to develop Memoranda of Agreement (MOAs) with a multitude of Advanced Life Support (ALS) departments. Currently, Gateway has 14 MOAs with local EMS agencies. These partnerships ensure students are gaining a vast amount of experience. Some of these agencies have a high patient volume, some low patient volume; some are urban, suburban, or rural. Students will be riding ambulances all over northern Kentucky including the Covington Fire Department (the second busiest ambulance service in the Tri-State), Ft. Thomas, Gallatin County, Rural Metro, Florence, and more.
- The Massage Therapy program had a very positive spring with the Massage Therapy Center being open on Monday mornings and Wednesday afternoons. Four community business partnerships were developed including Coldwell Banker, Tri- State Running

Company, Holly Hill, and Expense Reduction Analysts. All of these companies were very impressed with the skill of our students as well as how nice and professional our facilities are. Many of these new clients scheduled wellness appointments with the center and provided good feedback on the services provided. The Massage Therapy department is working with Gateway marketing to develop a business website which will help the program grow as well as gain clients for the business; a continuing education session is being planned for licensed massage therapists for July 12.

- The Assessment Center staff has partnered with Walton Verona High school to administer CLEP tests to some of their students in lieu of AP testing. This is a new initiative as the high school is providing the preparation course and Gateway is providing the testing.
- **Tess Burns**, web services and social media manager, presented Personal Branding with Social Media for the Northern Kentucky Chamber's Women's Initiative at Gateway's new conference center.

Workforce

- Workforce Solutions staff has procured \$1,973,328 in KY WINS funding and are currently operating 32 active KY WINS projects in regional companies.
- **Christi Dover** reported the following customized training activities from Workforce Solutions: Heritage Bank will be participating in the Achieve Global Stellar Service series for branch managers, senior management, operations, and commercial lending employees to sustain the bank's ability to uphold its community reputation for outstanding customer service.
- Mubea has expanded its training efforts using \$92,000 in KY WINS funding. Mubea currently expanded its leadership development contract with Gateway to include change management and project management topics. This expansion will serve 83 employees. In addition, these two training topics will be delivered to the company's Michigan plant by Gateway Instructor Mike Koch on a direct-pay contract.
- Fifty front-line employees and 15 managers at Pomeroy will be receiving Achieve Global Stellar Service training in customer relations skill development that will allow them to deliver helpful, sensitive, and respectful service that is tailored to customers' unique needs.
- **Barry Wilhite** reported a \$566,790 KY WINS project was approved for Mazak. The project includes two training tracts: one in CNC Machining and one in Welding for 51 new hires. This project will include the third group of new hires in the CNC Machining tract and the first group in the Welding tract. The first two machinist tract groups, upon successful completion, will be eligible for two credentials each with group one completing the tract this May and group two completing the tract in July. Mazak has had 27 apprentices enrolled this year and plans to hire 15 more this summer beginning classes in August. Mr. Wilhite is also working with Zumbiel with leadership training for team leads and managers, along with Messier-Bugatti in a joint training project with

Firestone BP. In addition, Barry has secured a \$200,000 project with ITRON for Lean training.

- **Phil Accardi** hosted a luncheon for the City of Florence's local hoteliers and provided a customer service showcase, which could be customized for their employees.
- **Phil Accardi** and **Dr. Angie Taylor** conducted ACT Job Profiles at Mauer, Kellogg's, and Cincinnati Children's Hospital in March and April. These efforts often lead to training and education contracts.
- The Workforce Solutions staff met at Circus Mojo in Ludlow on April 5 and learned about circus wellness and the services being offered to patients at Cincinnati Children's Hospital. The Workforce Solutions staff is considering the offering a summer workshop: De-stressing through Circus Performance for the community in conjunction with Circus Mojo performers. In addition, a meeting was held with Cincinnati Children's Hospital to discuss the possible offering of a customized college course in Circus Wellness for its employees.
- **Brenda Campbell** reported that there are 154 participants currently enrolled in continuing education classes in computer training, HVAC, plumbing, customer service, and first aid/CPR/Bloodborne Pathogens. Recently completed continuing education classes served 177 participants in Customer Service Spanish, Electrical Training, Confined Space Awareness, Computer training, HVAC, and Plumbing.
- The Assessment Center staff, under the direction of **Cindy Sproehle**, has provided proctoring services for over 250 proctored KCTCS distance learning testers in April and May.
- The Assessment Center staff has worked with the department and division chairs as well as instructors to provide a plan for required exit testing for KCTCS. The plan is a comprehensive document that details each department's process for administering, documenting, and updating exit testing for each academic area for 2013-14.

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

Utilization of Resources

- **Budget Snapshot**
 - The proposed revenue and expenditure plan for 2013-14 of \$19,141,585 in unrestricted funds includes a total of \$16,721,572 in public funds allocation. Planned expenditures are estimated to be \$19,141,585. The proposed revenue and expenditure plan includes funds which the College president is allocating to meet the most pressing needs as identified through the Strategic Needs Analysis and the adopted 2010-2016 Strategic Plan.

- **Physical Facilities**

- The Grant County Adult Education program will be moving into its new facility over the summer break.
- The Urban Center and Edgewood Campus bandwidth was expanded at no cost to the college.
- A technology survey was given to all faculty/staff in March. It is being analyzed, and the input will be used for planning a new comprehensive information technology plan as part of the Business Plan process.

- **Safety and Security**

- The Safety & Security Department continues work with the Violence Against Women Grant. This includes training security personnel, judicial boards, and meeting with community partners.
- At the March college-wide symposium, **Tim Chesser** and **Mike Baker** made a presentation to the entire group. They covered the history of security at Gateway, timeline of security improvements, financial data, identified members of the safety committee and campus incident response teams, and discussed training and future plans. This presentation was posted electronically for faculty/staff reference. The recent security presentation "Responding to Violent Incidents" was attended by all faculty and staff was further discussed at this meeting.
- A Security Satisfaction Survey was developed to evaluate our contract security provider. The survey was recently sent and results will be shared in a future report.
- The Gateway Tobacco Free Committee was reconvened and will begin working on a communication plan and marketing strategy to promote all Gateway campus locations going tobacco free, effective January 1, 2014.
- **George Hall**, director of Maintenance and Operations, attended the Governor's Safety and Health Conference.

- **Resource Development**

- **Capital Campaign**

- ✓ The capital campaign continues. Presentations on the Urban Campus have been held with several foundations and corporations with additional appointments scheduled over the next two months.
- ✓ The Gateway Foundation has received a commitment for a \$500,000 anonymous gift that would enable physical updates on the church property. The gift is anonymous.

- ✓ Grant requests have been submitted to two foundations and two corporations to assist with Foundation programs.

– **Foundation Report**

- ✓ The dedication of the Bank of Kentucky Classroom and Training Center will be held on June 20 at 10 a.m. at the Boone Campus.
- ✓ The fund honoring late professor **Jim Lewis** has reached nearly \$1,000. The family will work with Resource Development to determine the use of the funds.
- ✓ The Gateway Foundation met on May 9 for the quarterly meeting. Three new board members were elected: **David Gooch**, regional president of Park National Bank; **Kim Halbauer**, senior vice president of Fifth Third Bank; and **John Schoener**, project general manager for Toyota Motor Engineering & Manufacturing North America.
- ✓ The Foundation Development Committee has launched a task force to look into the use of New Market Tax Credits and Tax Incremental Financing for the Urban Campus. The committee is also planning the next planned giving event to be held in September at the Shinkle Mansion, the new home of Foundation Board member Norm Desmarais and his wife Lisa.
- ✓ To prepare advocates and the Northern Kentucky Caucus for the next General Assembly, the Foundation will hold another Business and Community Leaders Luncheon with a well-known speaker with Covington connections in late fall.
- ✓ The annual RiverBlast fundraiser is scheduled for Sunday, September 1, at the Newport Aquarium. A 12-member committee is planning the event.
- ✓ The Foundation granted scholarships to 12 students so they could afford to join Phi Theta Kappa, the community college honor society.

– **Grants**

- ✓ The Grants Office Team comprised of **Dr. Amber Decker**, **Dr. Yvonne Meichtry**, and **Kristen Smitherman**, worked together to develop a comprehensive grants matrix, a tool for faculty and staff to use to direct students to the appropriate grant resources. The team presented the matrix at the college-wide symposium in March with positive feedback about its usefulness in summarizing the resources available to students through the many grants at Gateway. The team has acted upon suggestions to “take the show on the road” in order to get this tool into the hands of every staff and faculty member at the college. They are scheduling to attend departmental and division meetings to share the grants matrix tool.

Marketing

- The Gateway Foundation purchased a sponsorship in the high profile Business Courier's Core Strength special insert profiling urban development on both sides of the river. It features a column by Dr. Ed Hughes, a story on the Urban Campus, and an advertisement.
- Resource Development and Marketing/Public Relations plays a key role in Night of Excellence awards ceremony that was held on May 14. **Patrick Lamping**, public relations coordinator, designed the program and certificates, **Henry Bang** is the printer, and former chair **Dr. Amber Decker**, and **Kristen Smitherman** serve on the committee. **Laura Kroeger** continues to serve as adviser. Associate Professor of Early Childhood Education, Sarah Ransom, was the event chair for this year's ceremony.
- **Patrick Lamping** completed an HPOG spring recruitment campaign that involves bus advertising, TV advertising, and direct mail. The campaign to date has resulted in 48 inquiries. *The focus of the advertising will be to promote the Allied health programs and increase enrollment in HPOG programs. The HPOG just received an additional \$126,000 for marketing to assist Gateway in increasing recruitment by 50% over the next 18 months.*
- **Tess Burns**, manager of web services and social media, presented marketing/social media training at the First Year Employee Experience and delivered training to the Personal and Protective Services Division on marketing and social media. She attended web training in Versailles on new website features and future intranet plans.
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- **Margaret Thomson**, director of marketing and public relations, issued 15 news releases between March and May 15, contributing to more than 167 news stories in TV, print and online media. Since July 1, Gateway has been the focus of or mentioned positively in 962 news stories in regional, state, or trade media outlets.

Employee Development

- **Phil Accardi** and **Dr. Amber Decker** co-chaired the Center for Innovation Spirit of Innovation recognition, and applicants were recognized at the Spring Convening in April. The award forwarded to the League for Innovation was Anatomy & Physiology (AP) Open-Lab Tutoring – Collaborative Learning in Action. Lead persons were **Diane Fritz** and **RuthAnne Kolumba**. Collaborators were **Dr. Yohanes Honu**, Andrea Owens, Melisa Halilovic, Rani Clark, Stephanie West, Chad Joiner, Jordan Souder, Maxine Glover, Jay Brill, Greg Albrinck, Mary Grenke, Melissa Alvarez, and Cara Light. While peer tutoring is not a new concept, the approach as to where and how this service is delivered highlights this innovative project. This new academic support design is an innovation of a traditional approach to tutoring.
- Nine faculty and staff members completed GCTC LEAD VII on May 2. Those class members graduating were **Will Bradley**, **Justin Ervin**, **Dana Franxman**, **Diane Fritz**,

Joyce Pfefferman, Melissa Sears, Charles Warburton, Barry Wilhite, and Sarah Young. LEAD VIII applications are now being received for 2013-14 by Dr. Angie Taylor.

- The Center for Innovation hosted **Dr. Ed Hughes** as guest speaker in April. Dr. Hughes addressed 35 faculty and staff members and discussed his February trip to India as a part of the AACC team of community college presidents.
- Four QPR trainings for faculty and staff were held and coordinated by **Tiffany Minard**. QPR is a basic suicide prevention training that teaches participants how to question, pursue, and respond to an individual who is having suicidal thoughts.
- Maintenance and Operations staff attended hazardous waste training.
- **Josh Heinrich**, Instructional Design and Learning Technology faculty member, has been accepted into the Educational Psychology Ph.D. program at the University of Kentucky and will begin this program in fall 2013.
- **2013 New Horizons Conference**
 - As part of the Professional Development Peer Team, **Phyllis Yeager**, director of Human Resources, served on the New Horizons planning committee.
 - The conference was held this year at the Northern Kentucky Convention Center from May 19 – 22; over 90 Gateway employees attended the conference.
 - Gateway hosted the opening/welcome reception held on May 19 at the Odd Fellows Hall from 4 – 7 p.m. **Sharon Poore, Laura Kroeger, and Margaret Thomson** assisted **Phyllis Yeager** in planning the reception.
 - A networking exhibit was displayed on May 21. The theme was *Collaboration Station* and focused on colleges working with our strongest partners. During this event, participants learned about the KCTCS colleges, engaged in special activities and events, enjoyed live music, refreshments, and were eligible for prizes as they networked together and learned about each other. Gateway's planning committee for the expedition consisted of **Ressie Hall**, chair, **Sharon Poore, Heather Abbott, Sheila Gray, Tess Burns, Lauren Lintz, and Sandy Ortman-Tomlin**.
 - Members of the BACC advisory team presented a poverty simulation at New Horizons on May 20.
- The Center for Professional Excellence activities included:
 - Lunch n' Learn sessions beginning April 15 on the following topics:
 - Handling Absences and Family Medical Leave – presented by Nancy Skiba, KCTCS Employee Relations

- Stress Management – Balancing Work and Life – presented by St. Elizabeth Employee Assistance Program (EAP)
- Supervision and Employee Morale: Improving the Working Relationship - presented by St. Elizabeth Employee Assistance Program (EAP)
- The Quality Enhancement Plan (QEP) Retreat for the steering committee was held on April 19. During the retreat, the timeline and progress of implementation to date were reviewed. In addition, the marketing and communication plan for the QEP Professional Development was submitted for review by the QEP leadership team.
- First Year Employee Experience sessions were held on April 26 introducing new employees to the employees and services at the Boone and Edgewood Campuses. The day included presentations from programs at both locations as well as campus tours. Four employees graduated from the FYEE program at the conclusion of this session.

Diversity and Multicultural Initiatives

- **Michael Lee**, director of Inclusion and Cultural Initiatives, completed an analysis and evaluation of the current and prospective effectiveness and stability of the Gateway Diversity Action Plan. Results and anecdotal information show that Gateway can achieve most of the objectives identified in the Gateway Diversity Plan, which aligns with the KCTCS 2016 Diversity Action Plan for Inclusion, Engagement, and Equity (IE2). The analysis posits that comparative performance from the 2011-12 report to the 2012-13 Diversity Plan Assessment recommends that Gateway still has some work to do; however, the College is on track in the priority areas of student access and success, education, scholarship, service, campus climate, and institutional leadership and transformation. The report finds the prospects of the institution in its current position relative to the KCTCS 2016 Diversity Action Plan for Inclusion, Engagement, and Equity (IE2) are positive. The major areas of needed improvement include:
 - The need to expand leadership across the college, more marketing about Gateway in the region, and more community activity at the Urban Center;
 - Recommendations discussed include:
 - “Boots on the ground” in terms of community development, helping to prepare a significant public pipeline/pathway to GCTC and the Urban Center, and
 - Currently creating an opportunity for the community to visit and engage, and be engaged by the faculty and staff at the Urban Center (Healthy Happy Hour –H3) Activities include: Zumba, Martial Arts, Kettle Bells, Yoga, and a spiritual beliefs class, all in the evening and all free to the public.

Sustainability

- The sustainability team, co-chaired by **Justin Ervin** and **Linda Wright**, presented sessions at the March college-wide symposium. They covered the various aspects that make up sustainability, identified ways that Gateway is “going green”, and shared

information about becoming more sustainable at work, school, home, and in the community. A healthy breakfast was provided with funding received from recycling proceeds. A bicycle safety session and ride was conducted. All attendees were encouraged to participate in one of five campus walks that were geared to differing interests and fitness levels.

- The enhanced recycling program that was introduced in January continues to reduce the amount of garbage pickup, while generating modest revenue to support sustainability efforts.
- A new shredding program was introduced in March by **George Hall**, director of Maintenance and Operations. Recycling Express now picks up sealed boxes of material to be shredded and provides a certification of destruction. This program is subject to the same revenue generation as recycling.

Urban Campus Update

- The Gateway Foundation and college are working with Century Construction in the final construction documents for the renovation of the Marx Building. Work is anticipated to begin in June and be completed by June 2014 for occupancy.
- Preliminary concept design for the Abode Building to house the Spa and Wellness Center is complete, and architects will finalize plans in early fall for bid on the project.
- Final plans for the Bookstore in the former Link Building on Madison Avenue are expected to be complete in July, with construction to begin in mid-fall.
- A property manager has been hired by the Gateway Foundation to oversee the properties owned by the Foundation: the former Point property on Scott, Immanuel United Methodist Church, and the Marx Building. The company routinely walks through the buildings, performs basic upkeep, provides visitor entry when needed, and identifies and performs repairs and property upkeep when instructed.
- The Immanuel United Methodist Church building has been viewed by prospective tenants as well as local banquet coordinators who often need a nearby sanctuary to complete wedding packages. Saturday evenings would be targeted.
- Elegant Carriage is renting the former Guardian Paper/barn on the Point property now owned by the Gateway Foundation.

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

- **RuthAnne Kolumba**, coordinator of Student Development, and **Diane Fritz**, anatomy and physiology faculty member, were named recipients of the 2013 Spirit of Innovation awards. Their design of an interactive lab tutoring model and positive outcomes will be listed among other national community college winners on The League for Innovation in Community College website. They each received an artistic tile, certificate, and \$500

toward professional development in the 2013-14 academic year.

- **Leonard Thompson**, director of Student Support Services, attended the Higher Education Program (HEP) Project Director's Meeting sponsored by the U.S. Department of Education on March 24 – 28 in Washington, DC. He had the opportunity to go to Capitol Hill to meet with Senator McConnell's educational aide and advocate for TRiO programs regarding the budget cuts due to sequestration. The sequestration cut will result in the reduction of \$12,000 for the Gateway SSS Program.
- **Dr. Laura Urban**, provost, and **Ms. Ingrid Washington**, vice president for Student Development, have been elected chairs of their respective state peer group teams. In addition, they have been selected to serve on a KCTCS committee that will review and revise the KCTCS Assessment and Placement Policy.
- **Dr. Craig Mauk**, associate professor of Biology, was recently informed that he has been awarded two prestigious national awards for the online creation of his BIO 112, Introduction to Biology, course: "Exemplary Course Award" and "Directors Choice for Courses with Distinction". The awards are given by Blackboard, and Dr. Mauk will receive these awards at the Blackboard World Conference in July.
- **Jeremy Berberich**, director of Knowledge Management, completed all requirements for his Master of Business Administration degree from Northern Kentucky University.
- **Dr. Patricia Goodman**, vice president for Knowledge Management and Strategic Initiatives, has been accepted into the 2013 class of Leadership Kentucky.
- **Dr. Amber Decker**, director of Grants, has been appointed to the Northern Kentucky Forum Board on behalf of Vision 2015. The purpose of the board is to provide a forum for the community to discuss important public policy issues in a non-partisan way, ensuring that all sides of the issues are heard.
- **Laura Kroeger**, vice president for Resource Development and External Affairs, has been appointed Chair of the Public Relations/Marketing Committee of Southbank Partners, the Northern Kentucky economic development consortium for the river cities area.
- Gateway, a partner with Grant County Career and Technical Center on the NSF-funded Mechatronics project, won the Public Education Achieves in Kentucky Award (PEAK) from the KY School Board Association. It can be found at <http://ksba.org/PEAK.aspx>. The Center, in its second year of operation, offers 11 career and technical programs in its 44,000 sq. ft. facility which is attached to the high school.
- **Tess Burns**, manager of web services and social media, published an op-ed column, "Covington Backers Awesome," in the April 14 edition of the Kentucky Enquirer.

- **Margaret Thomson**, director of Public Relations and Marketing, and **Sharon Poore**, executive assistant to the President, handled planning for President McCall's Listening Tour held on April 15 at all Gateway Campuses. Feedback from Dr. McCall and Tim Burcham was extremely positive.
- Achieve Global has asked Gateway's Workforce Solutions staff to participate in a webinar for its education partners to discuss success factors involved in partnerships with manufacturing customers and provide best practices for other colleges. This webinar will also highlight the overall accomplishment of Gateway's Program as Achieve Global's most successful education partner. Gateway surpassed Piedmont Community and Technical College as number one in sales of Achieve Global training during this academic year.
- **Cindy Sproehnle** presented at the New Horizons Conference on May 20. Joining Cindy at the conference will be a representative from College Board, Suzann McGurk, and two Gateway students, **Mary Grenke** and **Brad Rowen**, about the benefits of CLEP testing and the opportunities for earning college credit. Others from the Workforce Solutions Division presenting at New Horizons include **Phil Accardi**, **Chris Courtney**, and **Daniel Ridley**. The entire Workforce Solutions team will make a presentation at New Horizons regarding their National Council for Workforce Education Award and what it takes to create and implement customized credit courses for incumbent workers.
- **Dr. Angie Taylor** facilitated the Northern Kentucky Chamber's Women's Initiative on May 2 guiding the group through a strategic planning process including the creation of their mission statement and their goals for the upcoming year. Dr. Taylor also facilitated the Northern Kentucky Forum workshop on Hiring Those with Disabilities on April 24 at the NKADD.
- **Dr. Angie Taylor** has been asked to serve on the Northern Kentucky United Way Council for 2013.
- On May 6, **Dean Carissa Schutzman** presented "Building Partnerships with Business and Industry" at the University of Cincinnati STEM Conference.
- At commencement exercises May 15, Nursing Faculty Member **Nancy Ritzenthaler**, Adjunct **Monica Yihad**, and Campus Assistant **Caitlin Shanor** won the Student Choice Awards for outstanding dedication to students.
- At the New Horizons conference, students **Ashley Marthaler** and **Dale Kidwell** were recognized as Gateway members of the KCTCS All-Academic Team. Faculty Member **Charles Warburton**, Administrative Staff Member **Brenda Campbell**, and Support Staff Member **Kay Hon** were recognized as Gateway nominees for KCTCS outstanding faculty and staff.

National and International Recognition

- **Shellie Baker**, coordinator for Student Success and Engagement, presented on BACC at the Jobs for the Future conference in Seattle, on May 1.
- Manager of Web Services and Social Media **Tess Burns'** article, "Using Mobile Technology in Advising to Connect with Students: What Advisers Can Learn from Lady Gaga," will be published in the July issue of *The Mentor*, a Pennsylvania State University academic journal.
- **Dr. Angie Taylor** attended the Center for Law and Social Policy Alliance of Quality Career Pathways (AQCP) meeting in Washington, DC, April 17 – 19, as a part of the KCTCS career pathway team. The AQCP meeting was held to craft career pathway language to be used in future policies and laws. There were representatives from five states and the invitation was extended to community colleges integrating successful career pathways into their curricula.
- **Dr. Ed Hughes, Dr. Angie Taylor, and Carissa Schutzman** hosted Workforce Matters, a study team comprised of national foundation representatives on May 9 at the Boone Campus. The guests were invited by Partners for a Competitive Workforce, Ross Meyer, and Janice Urbanik. Dr. Taylor and Ms. Schutzman provided a showcase of Gateway's manufacturing partner employers through a panel presentation.

New Employees Joining the Gateway Team

- **Christine Billiter**, Office Support Assistant-HPOG
- **Jennifer Lemaster**, Instructor – Med/Surg

Reassignments/Retirements:

- **Kathy Jones**, Adult Education Instructor, retirement
- **Michael King**, Adult Education Instructor, retirement
- **Charlene McGrath**, Director of Library Services, retirement
- **Amy Monson**, Coordinator of Career Services, retirement
- **Cindy Sproehnle**, Manager of Assessment Center, retirement

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 the March meeting to engage employees and students in informal settings.
- Completed the engagement “Dialogs” with employees and students and conducted a total of 20 sessions.
- Delivered three employee recognition certificates for employees celebrating employment milestones (5, 10, 15, 20 years).
- Presented five 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.

- Continued to monitor QEP implementation by meeting with QEP director.

Complete college business plan.

- Met several times with Mike Baker and Jamie Younger to review progress on the Business Plan. The Enrollment Management Team attended a Noel Levitz workshop to help develop the recruitment plan needed as part of the Business Plan. The Business Plan will not be ready until fall 2013, after the recruitment plan is completed as part of a KCTCS initiative.

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

- Met with Foundation Chairman numerous times to plan for uses of the Episcopal Church, Point properties, and the Marx Building.
- Continued meetings with the City of Covington to begin planning for redevelopment of Electric Alley.
- Continued discussions with CBTS and Cincinnati Bell for connectivity to all campus buildings.

- Completed the process for faculty and staff's input into space planning for Marx Building, which resulted in a final document from which construction estimates will be derived.
- Continued to meet with key legislators, state, and local officials regarding commitments and support for the Urban Campus.
- Met with two donors for the development of the Gateway Veterans Center in the Senior Services Building on 5th Street.
- Continued meeting with leadership-level donors with emphasis on the Urban Campus as part of the major gifts campaign:
 - Met with two foundations for preliminary proposal discussion.
 - Met with Catalytic Fund Director on funding alternatives for campus.

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.

Continue implementation of the Center for Advanced manufacturing Plan.

- Met in April 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.)
- Attended the NKIP launch of the Advanced Manufacturing Ambassadors program.
- Met once with the Greater Cincinnati Workforce Partnership Executive Committee to review activities related to manufacturing and IT industry clusters.

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 local/regional 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 President's Leadership Team in March, April, and May. Met with KCTCS PLT Instructional Team twice. Hosted the KCTCS PLT Retreat in Covington.
- Participated in the AACC National Convention and was part of three conference sessions. Attended the AACC Executive Committee and Board meetings at the convention site.

Other Activities.

- Met monthly with **Michael Lee**, director of Inclusion and Cultural Initiatives, to monitor the Diversity Plan and attended a meeting of the Committee on Equal Opportunity of the CPE.
- 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.
- Completed the college budget process and made recommendations to the Board of Directors Budget Committee.
- Met with Covington City officials numerous times regarding the Urban Campus and the Center City Action Plan, with special emphasis on locating a site for Transportation Technologies.
- Served as host College for the KCTCS 2013 New Horizons Conference in May in Covington.
- Served as the host college for the KCTCS President's Leadership Team Retreat in May also in Northern Kentucky.
- Completed the Board President's Evaluation process for the Board of Directors.

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.

- Completed the employee and student engagement activities 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 Recruitment Component of Business Plan with a goal of completing the Business Plan in the fall 2013.

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 Abode buildings and complete concept design phases for both.
- Will finalize plans for Transportation Technologies.
- 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, with emphasis on the Marx and church properties.
- Continue to meet with leadership-level donors with emphasis on the Urban Campus as part of the major gifts campaign. Deliver at least 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.

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 and especially the Ambassador Program.
- Will meet with Tri-Ed and the Northern Kentucky Chamber on implementation strategies for the region's manufacturers based on the NKIP report/plan.

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

- Participate in the American Association of Community Colleges (AACC) Executive Committee Transition meeting in June in Washington, DC.
- Participate in Community College Alliance meeting in Princeton, NJ in July.
- Represent Kentucky in the national leadership meeting for Campus Compact at Widener University, PA (travel supported by Compact).
- 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.

- Implement the 2013-2014 budget approved by the Board of Directors.
- With Cabinet, 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 annual plan as part of the KCTCS PLT.
- Host the naming ceremony for The Bank of Kentucky Center on June 20, 2013 at the Boone Campus.
- Finalize and announce plans for the college to become Tobacco Free in January 2014 as part of the Healthy Campus Initiative.