



**Board of Directors Annual Meeting
Minutes
Thursday, November 20, 2014
5:30 p.m.
Technology, Innovation & Enterprise Building
Covington, KY**

BOARD MEMBERS PRESENT:

Mr. Joseph H. Creaghead
Dr. Amber Decker
Mr. Jeffrey Groob
Dr. Julie Ann Smith-Morrow
Dr. Michelle Deeley Wilhite

Mr. Chad L. Day
Mr. DaShawntae Durham
Mr. Kenneth Paul
Ms. Iversy Velez
Mr. Paul L. Whalen

BOARD MEMBERS ABSENT:

All Board members were present.

GCTC EXECUTIVE STAFF PRESENT:

Mr. Mike Baker, Vice President, Administration & Business Affairs
Ms. Jane Frantz, Administrative Assistant, President's Office
Dr. Patricia Goodman, Vice President, Knowledge Management & Strategic Initiatives
Dr. Ed Hughes, President/CEO
Ms. Laura Kroeger, Vice President, Resource Development & External Affairs
Ms. Sharon Poore, Executive Assistant & Recording Secretary to the Board of Directors
Sr. Margaret Stallmeyer, Interim Vice President and Provost of Academic Affairs
Dr. Angie Taylor, Vice President, Workforce Solutions & Innovations
Ms. Margaret Thomson, Director, Marketing & Public Relations
Ms. Ingrid Washington, Vice President, Student Development
Dr. Teri VonHandorf, Associate Provost
Dr. Ross Santell, Associate Provost
Dr. Tim Shaughnessy, Associate Provost

OTHER INDIVIDUALS PRESENT (based on sign-in sheets):

Mr. Darius Maynard, Gateway Student
Mr. Mike Riley, Gateway Instructor, Business Administration/Accounting
Ms. Diane Myers, Community Member
Mr. Dale Myers, Community Member
Mrs. Sarah Hughes, North Central Area Health Education Center
Mr. Norm Desmarais, Gateway Foundation Board Member
Mr. Michael Mueller, Coastal Advisory Group
Ms. Charlene McGrath, Community Member
Mr. Trey Grayson, President/CEO, Northern Kentucky Chamber of Commerce
Ms. Shelley Frommeyer, Gateway Foundation Board Member
Mr. Doug Penix, Gateway Director of Learning Environments
Mr. Michael Monks, River City News
Mr. Brandon Voelker, Community Member

I. CALL TO ORDER/WELCOME/INTRODUCTIONS

Chairman Groob called the meeting to order at 5:30 p.m. at the Center for Technology, Innovation, and Enterprise of Gateway Community and Technical College and welcomed guests. Ms. Jane Frantz called roll of Board members. The record will reflect that a quorum was present. Mr. Groob indicated the media was notified of the meeting. Before the meeting began, Mr. Groob asked that all guests introduce themselves.

II. Approval of Minutes – Chairman Groob continued the meeting by asking for approval of the minutes from the last three Board meetings.

- A. **June 12, 2014** – Upon motion by Mr. Paul, seconded by Mr. Creaghead, the minutes of the June 12, 2014 Board meeting were approved as presented.
- B. **August 12, 2014** – Upon motion by Mr. Whalen, and seconded by Mr. Durham, the minutes of the August 12, 2014 Board meeting were approved as presented.
- C. **October 6, 2014** – Upon motion by Mr. Whalen, and seconded by Dr. Wilhite, the minutes of the October 2, 2014 Board meeting were approved as presented.

III. REPORTS

A. Chairman's Report – Chairman Groob

- Chairman Groob noted that the detailed work of the Board will be addressed at the committee level and then brought before the Board of Directors during meetings. He noted that the President's Report will continue to be posted online and will not be part of the meeting agendas.

Key metric items for future Board discussion included: Gateway's reduction in headcount and the reason behind the reduction; Gateway's default rate; and, Mr. Groob stated that he is looking forward to the college's response to a recent letter that was sent to Dr. Hughes from the three county judge executives (Moore, Pendery, Arlinghaus); Chamber president/CEO, Trey Grayson; and Tri-ED president/CEO, Mr. Dan Tobergte related to the manufacturing workforce shortage.

A. Committee Reports - Chairman Groob invited each committee chair to report on their respective committee's activities. (Copies of committee annual reports are attached to the permanent minutes.)

- **Bylaws Committee Report** - Dr. Wilhite noted the Bylaws Committee continues to meet. The Bylaw's revisions have not yet been finalized. Proposed edits have been forwarded to the Board for comments.
- **Finance and Facilities** – Mr. Paul noted that the committee met on November 6, at which time the quarterly report was reviewed. He reported that due to the reduction in tuition revenue from the projection, a 20% non-recurring operating reduction was implemented. Mr. Paul called upon Mr. Mike Baker who then explained the recent expenditure reduction. Mr. Baker noted the reduction was 1.5% of the total unrestricted budget, or \$300,000. All other revenues and expenditures are being met as well as expenditures. The cuts have

been implemented and stated cuts did not affect any college programs or employees.

- **Needs, Programs, and Outcomes** – Mr. Creaghead reported that the first meeting of the committee was held on October 20. The committee recommends it become a standing committee of the Board and called the Community Needs Committee. A draft mission statement was adopted by the committee. A copy of the draft statement can be found in the committee minutes posted on the Board Committee web page. The next committee meeting has been scheduled for December 17 from 4:30 p.m. to 6 p.m. at Gateway's Urban Campus, at which time Dr. Patricia Goodman will attend.
- **Performance Evaluation of the President** – Mr. Paul reported that the committee met one time on November 5, 2014, and all committee members were present. Mr. Paul noted that due to the newness of committee members, the recommendation of not performing a mid-year review of the president this year is being made. In addition, the committee will continue to review the evaluation form/format, as well as supporting materials needed for future evaluations. He concluded that KCTCS does not have a common instrument to be used for all 16 college presidents, and the committee will work with Dr. Hughes to establish performance standards.

IV. Special Orders

- A. **Appointment of Special Committees** – Chairman Groob announced the formation of three special, ad hoc committees as follows
1. Strategic Planning Retreat – Chair Groob appointed Ms. Velez, Mr. Whalen, Dr. Smith-Morrow to the committee. The group is charged with the planning and implementation of the Board's Strategic Planning Retreat, tentatively scheduled for January 10, 2015. Dr. Hughes made the recommendation of securing leadership development consultant, Dr. Pamila J. Fisher, and provided Board members with Dr. Fisher's bio and credentials for planning purposes. Following discussion, Mr. Paul moved that the Board Retreat be held no later than February 25, 2015. Mr. Durham seconded. After further discussion, a consensus was reached to complete the retreat by January 10, 2015.
 2. Regular Meeting Protocols – Chair Groob appointed Dr. Deeley Wilhite, Ms. Velez, Mr. Whalen, and Mr. Day to the committee. The committee will investigate how the Board's business should be conducted going forward, development of the meeting agenda, and the order of meetings.
 3. Key Metrics – Chair Groob appointed Mr. Paul, Mr. Creaghead, Dr. Decker, and Mr. Durham as committee members. The committee focus will be placed on the college's health, performance, future, and priorities.
- B. **Appointment of Parliamentarian** – Chair Groob appointed Mr. Whalen to serve as parliamentarian for the Board.
- C. **Report of Nominating Committee & Election of Officers** – Mr. Day reviewed the activity of the Nominating committee. At the October 6, 2014, meeting of the Board, the Nominating committee put forth the following nominations for election. Mr. Jeff Groob was nominated as chairman of the Board of Directors, with Mr. Ken Paul nominated as vice chair, and Dr. Julie Smith-Morrow as secretary of the Board of Directors.

Mr. Day called for additional nominations from the floor:

- Mr. Day nominated Mr. Paul for chair of the Board of Directors. No other nominations from the floor were received.
- By a show of hands, the vote for election of the chair of the Gateway Board of Directors, Mr. Jeff Groob was elected by a six to three vote.

V. Unfinished Business

- A. Request to adopt 2014 Manufacturing Report – At the request of Mr. Joe Creaghead, Dr. Hughes reviewed the highlights of the advanced manufacturing report to the community that was issued on October 4, 2014. The goals of the report were threefold: 1) to describe the current jobs outlook in the region; 2) to describe Gateway’s response to the training needs of manufacturers since the opening of the Center for Advanced Manufacturing; 3) to identify the challenges and opportunities. He noted that no one entity maintains an “inventory” of the region’s specific skilled workforce needs. Dr. Hughes reviewed the four areas of opportunity in the report. He concluded with brief remarks regarding the newly formed Northern Kentucky Coalition for Workforce Development, which is designed to help address the challenges facing manufacturers and training organizations like Gateway, in developing and sustaining a bigger talent pool of skilled individuals.

VI. New Business

A. Proposal to Confine all Board-Related Correspondence to the Gateway Email System

- Mr. Day recommended that KCTCS email privileges be extended to all Board members. This recommendation would enable all board-related correspondence to occur on that system. Dr. Hughes stated he will investigate the suggestion with KCTCS procedures and report at the next meeting, or before.

B. 2016-2022 Capital Budget Request

- Mr. Paul stated that the 2016 – 2022 Capital Budget request had been presented and discussed at the Finance Committee meeting held on November 6. The Board of Directors has been asked to approve the six-year capital request that will then be presented to KCTCS Board of Regents, Council on Postsecondary Education, and become part of the 2016-2018 legislative agenda.
- Mr. Paul read the resolution. Upon motion by Mr. Whalen, and seconded by Dr. Deeley Wilhite, the motion to accept and recommend the 2016 – 2022 Capital Budget Request to the KCTCS Board of Regents was approved. (A copy of the resolution is attached to the permanent minutes.)

- C. **2015 Meeting Schedule per Bylaws** - Dr. Deeley Wilhite led a discussion regarding future Board meetings. After Board member discussion, a motion was made by Mr. Whalen, and seconded by Mr. Durham, to table consideration of the Board meeting schedule until the next meeting which will be the Board retreat to be held in January. Motion was approved.

D. **Member Roundtable** – Chairman Groob welcomed any comments from Board members. Comments included the following:

- It is good to learn that the community and manufacturers are working with Gateway in recruiting students into the manufacturing programs.
- Several members requested the inclusion of the President’s Report on future agendas.
- Several members commented on the collaborative nature of the meeting and the scheduling of the retreat.
- Transportation between Gateway’s campuses needs to be reviewed.
- Several members expressed appreciation to those who work behind the scenes in the success and planning of all Board meetings.
- Dr. Hughes recognized and thanked Ms. Frantz and Ms. Poore for their efforts in improving the Board’s web presence with the addition of a page containing the Board committee meeting schedule and minutes.

E. **Other Items** – Dr. Hughes noted the following: The information regarding student orientation, requested by the Board at the previous meeting, was provided in their meeting materials. Dr. Hughes thanked Board members on behalf of students for their contributions to the SGA Food Drive. The college is in negotiation with the Chapman Area Technology Center to add Gateway’s welding curriculum at their center. Dr. Jay Box has been named the new President of KCTCS, effective January 15, 2015.

VII. ADJOURNMENT

Upon motion by Mr. Creaghead, and seconded by Mr. Whalen, the meeting was adjourned at 7:30 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

Secretary to the Board

Date

IMPORTANT DATES TO REMEMBER

Board of Directors Retreat

January 10, 2015