



Board of Directors Meeting Minutes

Tuesday, August 12, 2014
5:15 Reception
Board of Directors Meeting – 5:45 p.m.
Boone Campus, Room 121

BOARD MEMBERS PRESENT:

Mr. Joseph H. Creaghead	Mr. Chad L. Day
Dr. Amber Decker	Mr. DaShawntae Durham
Mr. Jeffrey Groob	Mr. Kenneth Paul
Dr. Julie Ann Smith-Morrow	Dr. Michelle Deeley Wilhite
Mr. Paul L. Whalen	Ms. Iversy Velez

BOARD MEMBERS ABSENT:

All Board members were present.

OTHERS PRESENT:

GCTC/KCTCS Faculty/Staff, and Community:

Dr. Michael B. McCall, President/CEO, Kentucky Community and Technical College System
Mr. Mike Baker, Vice President, Administration & Business Affairs
Ms. Jane Frantz, Administrative Assistant, President's Office
Mr. Andy Greely, IT Coordinator
Dr. Ed Hughes, President/CEO, Gateway Community and Technical College
Ms. Sarah Hughes, Community Member
Mr. Rick Jordan, Community Member
Ms. Laura Kroeger, Vice President, Resource Development & External Affairs
Mr. Joe Meyer, Community Member
Mr. Michael Monks, Reporter, River City News
Ms. Sharon Poore, Executive Assistant & Recording Secretary to the Board of Directors
Dr. Ross Santell, Associate Provost, Academic Affairs
Kentucky State Representative Sal Santoro
Kentucky State Senator John Schickel
Dr. Tim Shaughnessy, Associate Provost, Academic Affairs
Kentucky State Representative Arnold Simpson
Sr. Margaret Stallmeyer, Interim Provost of Academic Affairs
Ms. Margaret Thomson, Director, Marketing & Public Relations
Dr. Teri VonHandorf, Associate Provost, Academic Affairs
Mr. Wade Williams, Vice President, Northern Kentucky Tri-County Economic Development Corp.

I. CALL TO ORDER/WELCOME/INTRODUCTIONS

Prior to calling the meeting to order, Board Chair, Mr. Groob, called upon Ms. Velez to read the responsibilities of KCTCS Boards of Directors as provided for in the law.

Chair Groob called the meeting to order at 5:45 p.m. at the Boone Campus of Gateway Community and Technical College. The record will reflect that a quorum was present. He indicated the media was notified of the meeting. Chair Groob announced that because the meeting was a special called meeting, discussion was limited, by law, to the items on the agenda.

II. APPROVAL OF MINUTES

Upon motion by Mr. Whalen, and seconded by Mr. Durham, approval of the minutes of the June 12 Board of Director's meeting was deferred until the next Board of Director's meeting scheduled for September 18, 2014, in order to allow Board members more time to review.

Chair Groob noted there had been some questions about the meeting notification process. He asked Board Member and Bylaws Committee member, Dr. Deeley Wilhite, to read Article 5, Section III of the Bylaws pertaining to meeting notification. Dr. Deeley Wilhite read the Bylaws which state the meeting notice is to be mailed five days in advance of the meeting. She noted that apparently some years ago the decision was made by a prior Board to post the notice on the website, but the Bylaws had never been changed and approved. Chair Groob asked the Bylaws Committee to clarify the process in the Bylaws for future reference and implementation.

Chair Groob requested that for tonight's meeting to note in the permanent record all attendees present.

Vice Chair Paul suggested that in addition to posting materials on the website, all meeting materials be shared with members as attachments in a separate email meeting notification.

III. OATH OF OFFICE

Vice Chair Paul administered the Oath of Office to the new student representative to the Board, Mr. DaShawntae Durham.

IV. BOARD OF DIRECTORS' ORIENTATION

- Chair Groob introduced and welcomed KCTCS President, Dr. Michael B. McCall, who provided a detailed review of the following topics:
 - History and overview of KCTCS
 - Roles and Responsibilities of Boards of Directors
 - Legal Responsibilities of Boards of Directors
 - Individual Board Member Responsibilities
 - Tips on being an effective Board of Directors

Board members engaged Dr. McCall throughout the 90-minute presentation and dialog. Specific topics included:

- The duties of the KCTCS Board of Regents and the colleges' Board of Directors;
- The Build Smart Initiative and the funding for capital projects;
- The budget development process and how the college's needs are addressed in the KCTCS budget process;
- The KCTCS Business Plan and the process KCTCS used to develop the plan with industry input from across the state;
- The KCTCS Strategic Plan and the relationship of the local colleges plan to KCTCS;
- Opening meetings law; and,
- Suggestion for some of the KCTCS information communications to be shared with the members of the Board of Directors.

Chair Groob thanked Dr. McCall for his presentation and recessed the meeting for a ten-minute break.

V. OLD BUSINESS

Chair Groob called the meeting back to order following the break. He thanked audience member, Mr. Rick Jordan, for his previous 12-year service on the Gateway Board and reviewed the request from Mr. Jordan to address several items that were unfinished from the previous Board. Chair Groob asked Dr. Hughes to comment on the items. Dr. Hughes re-stated his email to the Board when he received the request that at the meeting he would either present a full report or he would provide a timetable for the full report and make a few comments. He announced that a comprehensive report is being prepared that will address the specific issues requested and that the comprehensive report would be sent to the Board prior to the September 18, 2014 meeting.

1. Dr. Hughes addressed the general issue of graduation rates that are reported by the U.S. Department of Education using a system called the Integrated Postsecondary Education Data System or IPEDS. He noted that IPEDS graduation rates are based on a cohort model of first time, fulltime, certificate or degree seeking students over a three-year period to yield a graduation rate. He presented a handout (attached to the permanent minutes) to explain how the cohort works at Gateway and what kinds of students are not included in the cohort. The most recent graduation rates for the college were: 2009 – 32%, 2010 – 27%, 2011 – 35%, and 2012 – 33%, with the national average being 27%. He noted that this information is important to the Board members so they can explain what the graduation rates mean when asked by other members of the community.
2. Dr. Hughes explained the current system that is used to provide reports on the number of students pursuing a program of study. He noted that the definition of enrollment is important to understand by the members of the Board:
 - Students declare a program of study upon admission which is used in advising and program projections.
 - If students decide to change to another program and do not change their official major, it effects advising and program planning.
 - The college has implemented initiatives to address the issues.

Dr. Hughes addressed the general issue of tracking students once they leave the college for any reason including taking a job. Students who do not return for the next semester often are stopping out and plan to return to the college at a future date. Others do not return because they transfer prior to completing a degree or they obtain work. While there is a process in place for students to complete an exit survey, the survey is not mandatory and less than 30% complete the survey. The four most often given reasons students do not return to the college are as follows: (1) personal reasons, (2) shift change at work, (3) childcare issues, and, (4) illness (family or self, or an extended family member).

Dr. Hughes concluded his comments by stating the ability of the college to track students who leave because they take a job in any state other than Kentucky is extremely difficult to accomplish because state employment systems do not interface and some of the information requested may not be possible to obtain.

Following Dr. Hughes' report, Board member discussion included their perceptions related to how the college is positioned to respond to employer needs and the metrics and strategies that could be used to achieve the goals. Some Board members expressed their concern over the perceived disconnect between employer needs for manufacturing workers and college outcomes. Board members agreed to try to arrange their calendars in order to call a special meeting prior to September 18, 2014.

VI. NEW BUSINESS

Chair Groob stated that he had communicated with Board members regarding ideas of changing the Board's committee structure. The suggested structure would include community membership with Board members acting as liaisons. He suggested committees for: needs and programs, outcomes, resources/facilities, budget/finance, governance/bylaws as well as the existing standing committees for performance evaluation of the president, nominating committee, and the executive committee.

Board members held a discussion around the idea, including having non-members on the committees. Chair Groob stated the Board might take that under consideration. Following discussion, it was decided that further review of the committees would be deferred to another meeting.

Vice Chair Paul suggested that Board members provide Chair Groob with feedback regarding the suggested committee structure at the next meeting. Dr. Deeley Wilhite added that the suggested structure would need to be incorporated into the Bylaws.

VII. PRESIDENT'S LEADERSHIP TEAM REPORT

Chair Groob asked Dr. Hughes to provide an oral leadership team report. In his recent one-on-one meetings with Board members, Dr. Hughes noted that many members expressed interest in receiving information about the college on a regular basis. He called attention to the plan provided in the Board meeting packet to provide regular communications with members regarding media releases, website changes, and media stories of which the college was aware. The first communication will be ready by the end of August, with reports being followed by updates on a monthly basis.

In addition, Dr. Hughes referred to the items in the packet, including a copy of the August 1 marketing insert in the Business Courier and the updated Urban Metro Campus brochure. Plans are to develop a similar brochure for each of Gateway's campuses. Also included in the packet was a copy of the bus schedule from the Urban Metro Campus to the Boone campus as requested by Mr. Whalen at the previous Board meeting.

Dr. Hughes suggested conducting information/discussion sessions with Board members on topics that were discussed at the one-on-one individual discussions, including strategic planning, programs, strategic community and industry partnerships, the Gateway Foundation, and the Urban Metro Campus. This will enable Board members to better understand the strategic priorities.

VIII. ADJOURNMENT

Upon motion by Vice Chair Paul, and seconded by Mr. Creaghead, the meeting was adjourned at 9:00 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

Acting Secretary to the Board

Date

IMPORTANT DATES TO REMEMBER

Remaining Board Meetings for 2014

**September 18, 2014 – Urban Campus
Location: Technology, Innovation
And Enterprise Building, Covington**

November 20, 2014