



**Board of Directors  
Minutes  
Wednesday, March 19, 2015  
5:30 p.m.  
GCTC Center for Technology, Innovation, and Enterprise  
Covington, KY**

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**BOARD MEMBERS PRESENT:**

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

**BOARD MEMBERS ABSENT:**

Mr. Chad Day

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**GCTC EXECUTIVE STAFF PRESENT:**

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  
Mr. Doug Penix, Director of Learning Environments  
Ms. Sharon Poore, Executive Assistant & Recording Secretary to the Board of Directors  
Dr. Ross Santell, Associate Provost  
Ms. Carissa Schutzman, Dean of Workforce Solutions  
Ms. Michelle Sjogren, Director of Communications  
Sr. Margaret Stallmeyer, Interim Provost  
Dr. Angie Taylor, Vice President, Workforce Solutions & Innovations  
Ms. Ingrid Washington, Vice President, Student Development  
Mr. Jamie Younger, Director of Budget & Accounting

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**OTHER INDIVIDUALS PRESENT:**

Mr. Jim Parsons, Chair, Gateway Community & Technical College Foundation

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## **I. CALL TO ORDER/WELCOME/INTRODUCTIONS**

Chairman Groob called the meeting to order at 5:30 p.m. at Gateway's Center for Technology, Innovation, and Enterprise in Covington. 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. Mr. Groob welcomed Mr. Jim Parsons, newly elected chair of the Gateway Foundation.

## **II. APPROVAL OF MINUTES**

### **A. November 20, 2015**

- Upon motion by Mr. Paul and seconded by Mr. Creaghead, the minutes of the November 20, 2015, Board meeting were unanimously approved.

### **B. January 9 & 10, 2015**

- Upon motion by Mr. Whalen and seconded by Mr. Creaghead, the minutes of the January 9 & 10, 2015 Board Retreat were unanimously approved.

## **III. COMMITTEE REPORTS**

### **A. President's Report** – Dr. Hughes noted the following highlights from his updated February/March report:

- Ms. Michelle Sjogren, newly hired Director of Communications, was introduced. Ms. Sjogren gave a brief introduction of her background and stated she is excited about her new position at the college as well as working along with the Gateway Board of Directors.
- Gateway has attained KCTCS approval to offer the Associated in Applied Science degree (Advanced Manufacturing Technician) related to KY FAME beginning in fall semester 2015. A MOU signing with manufacturers will take place on April 15 from 9:30 – 11 a.m. at the Boone Campus.
- Gateway Foundation newly elected chair, Mr. Jim Parsons, was introduced. Mr. Parsons stated he is pleased to be representing the Gateway Foundation at this evening's meeting. He added that community support for Gateway is significant.
- Mr. Justin Ervin, Gateway faculty member and co-chair of Gateway's Sustainability Team, has announced a recycling effort to be held at the college's Boone Campus on April 25.
- A recent article in the Northern Kentucky Business Journal featured several stories about Gateway programs, including Tammy King in the Raising the Floor program geared to preparing women in the manufacturing career fields.
- Gateway's Business and Administrative services won the system award for budget management for the third year in a row as being the best among the 16 colleges in KCTCS.

**B. Chairman's Report** – Chair Groob highlighted the following in his report:

Called attention to the recent articles in the Northern Kentucky Tribune and Enquirer, along with noting recent conversations with Dr. Box relative to the responsibility of the local Board to annually evaluate the president. Mr. Groob provided a list of his personal guiding principles as Chairman: education and training as the primary purpose of the college; the importance of faculty being first because they are on the frontline to students; the importance of outcomes and goals that can be benchmarked with the 15 KCTCS institutions; a focus on “standards-based accountability”; and the importance of transparency.

**C. Bylaws Committee** – committee chair, Dr. Deeley Wilhite, reported the following:

The Bylaws Committee has been meeting and has rewritten the Bylaws. A final meeting is scheduled for March 20 at which time the remaining issues will be finalized before submitting to KCTCS for review and approval. The draft should be ready to be reviewed/presented at the April 30, 2015, Board meeting.

**D. Finance and Facilities Committee** – committee chair, Mr. Paul, noted the following (a copy of the written report is attached to the permanent minutes):

- The committee met and reviewed the 2014-15 budget.
- From the Board retreat held in January, a white paper was distributed that listed questions Board members should ask of the college regarding the budget. Mr. Paul stated that answers are contained in the Budget Committee report attached to the permanent minutes.
- Dr. Hughes and staff will provide the overall marketing budget, the sources, and allocations at a future meeting.
- Mr. Paul noted that the State does not provide as much revenue as in the past. The college needs to be creative in seeking sources for revenue. He stated that Gateway is doing a good job of producing grants, and the Foundation is helping with funding for facilities. He reported that KCTCS will not have a tuition increase for 2015-16.

**E. Community Needs Committee** – committee chair, Mr. Creaghead, highlighted the written reports (a copy of the written report is attached to the permanent minutes):

- The committee will look at measurements that have a direct impact on Gateway's success as they relate to: Enrollment (online and in person); alignment of programs to regional needs; important measures of student progress (are they achieving the level of education sought?); better understanding of FTE versus overall headcount; default rate (what affects the rate; how are we compared to sister institutions); and facility utilization
- Chair Groob inquired about the progress of the manufacturing plan. Mr. Creaghead deferred the question to Dr. Hughes. Dr. Hughes reported an Advanced Manufacturing Workforce Coalition Core Steering Team meets every two weeks and includes: Bill Scheyer (Vision 2015), Trey Grayson (Northern Kentucky Chamber), Dan Tobergte (Northern Kentucky Tri-ED), Janice Urbanik (Partners for a Competitive Workforce), and Rhonda Whitaker (Duke Energy). Major activities of the committee include funding to hire a Director of Advanced Manufacturing and Workforce with an expectation to have a person hired by May 15.

**F. Performance Evaluation Committee** – committee chair, Dr. Smith-Morrow, highlighted the following (a copy of the written report is attached to the permanent minutes):

- The committee has met three times and continues to develop an understanding of what the committee’s charge is, knowing that the KCTCS President has ultimate responsibility of evaluating the president of Gateway.
- The committee is working on developing an evaluation instrument and refining the evaluation process.
- Chair Groob added that Northern Kentucky University does a campus climate survey. In addition, Dr. Wilhite noted that she forwarded that instrument to Dr. Smith-Morrow for committee review.
- Dr. Hughes indicated that there is not a standard KCTCS evaluation tool. Dr. Smith-Morrow stated she plans to ask Dr. Box about the establishment of an instrument that all KCTCS college Boards could use when evaluating college presidents.

#### **IV. UNFINISHED BUSINESS**

- **Proposal for College Planning** – Dr. Hughes introduced Dr. Patricia Goodman to explain in depth the proposed process to be used for the development of the college’s 2016-22 Strategic Planning process. Dr. Goodman noted the local college’s plan will coincide with the KCTCS 2016-22 Strategic Plan (a copy of Dr. Goodman’s presentation is attached to the permanent minutes).
- The college is proposing a comprehensive approach that will also include:
  1. The 10 priorities gathered from the January Board retreat
  2. Key topics for further discussion (five broad topics identified)
  3. The KCTCS Strategic Priorities
  4. An outline of the draft timeline and the process to engage all stakeholders
- KCTCS President, Dr. Jay Box, will visit each college (Gateway is scheduled for April 23) to discuss the following question, *“What does Kentucky need our community and technical colleges to be in 2022?”*
  - As part of the process, white papers will be developed addressing the following topics: regional demographics; understanding who we serve; regional economic development and occupational outlook; the changing landscape of learning; the technological transformation of higher education; and, the political and legal forces shaping higher education.
- Mr. Creaghead asked for clarification about how the Strategic Plan affects the work of his the Community Needs Committee. Dr. Goodman replied that the process will complement the work of the committee. Dr. Smith-Morrow asked how the white papers will be communicated. Dr. Goodman stated the plan is to use an interactive website similar to My NKU. She added the stakeholders (both internal/external) pertain to whomever has a stake in what Gateway does.

**B. 2015 Meeting Schedule** – Dr. Wilhite presented Board members with a draft copy of 2015 Board meeting dates. Upon motion by Mr. Durham, and seconded by Mr. Creaghead, the 2015 meeting schedule was approved. All meetings will begin at 6 p.m.

**C. Open Items from Retreat** – Chair Groob noted there were no items to cover from the January Board Retreat.

**V. NEW BUSINESS**

**A. Member Roundtable**

- Dr. Smith-Morrow stated she felt the Board is getting a lot of work completed; Mr. Durham concurred.
- Mr. Whalen inquired about the 2015 New Horizons Conference. Dr. Hughes responded the conference runs for two days and includes interaction of all KCTCS colleges/employees. Gateway is serving as the host college and will hold an open reception on May 17. More information will be forwarded soon.
- Night of Excellence – Dr. Decker invited Board members to attend this year’s Night of Excellence featuring the best of the best students in an awards ceremony. The event is scheduled for May 12, beginning at 6:30 p.m. at The Grand in Covington.
- Ms. Velez inquired if the Board could meet with Dr. Box. Dr. Hughes indicated that a joint meeting with the Gateway Foundation and the Board of Directors was likely to occur.
- Chair Groob invited Board members to share ideas for future speakers, groups, etc. that might be invited to Board meetings.

**VI. EXECUTIVE SESSION**

Chair Groob called for the Board of Director’s to move into Executive Session in accordance with KRS 61.180 (1) (b), “Deliberations on the future acquisition or sale of real property by a public agency when publicity would be likely to affect the value of the property. Upon motion by Mr. Whalen, seconded by Dr. Smith Morrow, the Board of Directors moved into Executive session at 7:10 p.m. The Board came out of Executive Session at 8:01 p.m. Chair Groob stated there was no action taken in the Executive Session.

**VII. ADJOURNMENT**

Upon motion by Mr. Whalen, and seconded by Mr. Creaghead, the meeting was adjourned at 8:02 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

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Secretary to the Board

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Date