



**Board of Directors
Minutes
Thursday, April 30 2015
4:30 p.m.
GCTC Center for Technology, Innovation, and Enterprise
Covington, KY**

BOARD MEMBERS PRESENT:

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

BOARD MEMBERS ABSENT:

All members were present.

GCTC EXECUTIVE STAFF PRESENT:

Mr. Mike Baker, Vice President for Administrative and 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
Ms. Carissa Schutzman, Dean of Workforce Solutions
Ms. Michelle Sjogren, Director of Communications
Sr. Margaret Stallmeyer, Interim Provost/Vice President for Academic Affairs
Dr. Angie Taylor, Vice President, Workforce Solutions & Innovations
Dr. Teri VonHandorf, Associate Provost of Academic Affairs/Division of Arts
Ms. Ingrid Washington, Vice President, Student Development
Mr. Jamie Younger, Director of Budget & Accounting

OTHER INDIVIDUALS PRESENT:

Mr. Jim Parsons, Chair, Gateway Community & Technical College Foundation
Mr. James Pilcher, Cincinnati Enquirer/Scripps

I. CALL TO ORDER/WELCOME/INTRODUCTIONS

Chairman Groob called the meeting to order at 4:30 p.m. at Gateway's Center for Technology, Innovation, and Enterprise in Covington. Ms. Sharon Poore called roll of Board members. The record will reflect that a quorum was present. Mr. Groob indicated the media was notified of the meeting.

II. **COMMITTEE REPORT – Performance Evaluation Committee** – Committee chair, Dr. Smith-Morrow, highlighted the committee report, which was distributed at the meeting. The committee met on April 9, 2015, and continues to develop an instrument for the performance measurement, which includes goals and open-ended questions. A process was proposed and sent to the system office of the Kentucky Community and Technical College System (KCTCS) for approval. Based on feedback from KCTCS, the committee will meet to make revisions. There are new findings and recommendations concerning open meetings, which will require substantial changes to the previously standard method of review in Executive Session. Dr. Box, KCTCS President, would like the summary evaluation from the Board by July 1, 2015. The committee will meet in May to determine the next steps that meet our obligation and that are compliant with KCTCS guidelines.

III. APPROVAL OF MINUTES

A. Upon motion by Mr. Creaghead, and seconded by Mr. Paul, the minutes of the March 19, 2015, Board meeting were unanimously approved.

IV. COMMITTEE REPORTS

I. **President's Report** – Dr. Hughes noted the following highlights:

- CPE recently released its Diversity and Inclusion report noting indicators and benchmarks and the percentage of students seeking a degree. This information is tied to an institution's ability to apply for new programs. Dr. Hughes noted that Gateway has made progress on all four of the criteria.
- **Ms. Carissa Schutzman** has recently been selected as the Vice President of Corporate College, replacing **Dr. Angie Taylor**, who is retiring. Ms. Schutzman begins her new position on July 1. **Dr. Amber Decker** has recently been selected as the Vice President of Resource Development and Strategic Partnerships, replacing **Ms. Laura Kroeger**, who is retiring on May 14, 2015. Dr. Decker begins her new position on May 15.
- Dr. Hughes thanked Ms. Laura Kroeger for her dedication in building the Foundation and creating unique fundraising activities, including RiverBlast, held yearly on Labor Day weekend. In addition, Laura has also organized a special event in the river cities in each of the last three years. The event will be a surprise event this year.
- The Gateway Sustainability Team held the first Gateway "Clean Up, Green Up & Learn" event on April 18, 2015. 4,000 pounds of electronic waste were collected.
- Student representative to the Board, **Mr. DaShawntae Durham**, was named top community college participant student at state forensics competition.

- Assistant Professor, **Mr. Paul Frazier**, was selected from KCTCS colleges to be a part of the KIIS Summer 2016 Study Abroad faculty. Mr. Frazier will be teach History in Paris.
- On May 13, 12 faculty and staff members will graduate from Gateway's LEAD class.
- **Dr. Gregory Stewart**, program coordinator for Human Services, will receive the 2015 University of Cincinnati School of Social Work Distinguished Alumni Award.
- Dr. Hughes provided time for questions or comments. Chair Groob added his congratulations to newly promoted staff members Ms. Schutzman and Dr. Decker and thanked Ms. Kroeger and Dr. Taylor for their past service to Gateway.

B. Chairman's Report – Chair Groob's report included the following:

- Dr. Smith-Morrow was thanked for her leadership in sorting through the President's Evaluation Process in making it candid, confidential, and accurate.
- Chair Groob has established an email address for himself to separate Board correspondence from his personal email account. That address is: chair@yourgctc.com.
- Chair Groob questioned whether the new Transportation Center located at the former Robke auto dealer site was part of the approved Urban Metro Campus Master Plan. He noted the previous Board of Directors had approved for submission as part of the six-year capital plan to the KCTCS Board of Regents on January 24, 2013 which emphasized the Scott Boulevard area being the location of the Urban Metro Campus. He noted the Robke location was not part of that approved Master Plan and that the location was outside of the plan. Dr. Hughes responded that the college had searched for a site suitable for relocation of the Transportation Program for four years noting there was not a location within the Scott Boulevard site, and the Boone Campus Master Plan included a location for a new Transportation Center. The Boone Campus location was deemed too far from the major auto dealers where jobs for students are located. He added the Robke location is 100 yards outside of Covington and fits the college's Transportation Program needs perfectly.
- Mr. Paul noted that the college has the benefit of having the Gateway Foundation that actually purchases properties through negotiation with KCTCS. Dr. Hughes added that the Robke property is under a lease-purchase and that KCTCS has agreed to purchase the property from the Foundation. The location provides an excellent opportunity for the students.

C. Bylaws Committee – Committee chair, Dr. Deeley Wilhite, reported the committee has been working on the Bylaws and a draft has been submitted to the KCTCS legal counsel team. A meeting has been scheduled for May 21, anticipating the committee will have received comments from the system by that time. They are currently writing procedures for the Board. The committee anticipates to present the final Bylaws at the May 28 Board meeting. A copy of Dr. Wilhite's report is attached to the permanent minutes.

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 Finance and Facilities Committee met with Dr. Hughes, Mr. Mike Baker, and Mr. Jamie Younger to review the current and next fiscal year's budgets. The college is currently on target for the current 2014-15 budget.
- The revenue for tuition and state funding for 2015-16 has been projected as flat. It is important to note from Dr. Jay Box's session recently at Gateway, that tuition revenue for all schools is down (tuition is now 32% of the budget; state appropriation is at an all-time low of 17%).
- Gateway's 2015-16 budget working draft will be submitted to KCTCS May 11. The Finance and Facilities Committee meets on May 6 for further review. The final budget plan will be presented at the next Board of Directors meeting on May 28. KCTCS Board of Regents will approve all budgets on June 3.

E. Community Needs and Outcomes Committee – committee chair, Mr. Creaghead, highlighted the written reports (a copy of the written report is attached to the permanent minutes). The committee met on April 3, 2015, to continue discussion regarding key performance metrics, outcomes, and community needs. At the committee's request, Dr. Hughes provided his top performance measures for the coming year. As a result of Dr. Hughes' submissions, the committee will be selecting the key metrics for periodic review throughout the year.

V. UNFINISHED BUSINESS – 2016-2022 Strategic Plan Update

Dr. Goodman provided an update on the 2016-2022 Strategic Planning process. Additional information on the KCTCS system-wide process has been received and the local timeline and process have been modified to remain in alignment with KCTCS. An updated timeline was provided that outlines key dates and steps in the process that involve the Council on Postsecondary Education (CPE), KCTCS, and Gateway. Key topics addressed in the plan will include: KCTCS Initial Themes from Survey, Gateway Initial Themes from Dialogue Sessions with Dr. Box, and the KCTCS Guiding Principles for Planning Process (a copy of Dr. Goodman's report is attached to the permanent minutes). In June 2015, the KCTCS Board of Regents will review and approve the Vision, Mission, and Values statements for KCTCS for 2016-2022, which will also serve as a foundation for the development of Gateway's Strategic Plan. The details of both the KCTCS and Gateway Strategic Plans will be developed during fall 2015 during which the Board of Directors will be involved.

At the conclusion of Dr. Goodman's presentation, questions were asked from members of the Board regarding how benchmarking is accomplished, the establishment of a system/college baseline year (2015-16), and the use of a six-year plan.

VI. NEW BUSINESS

A. Member Roundtable

- Mr. Whalen stated that dual credit with Boone County schools is very exciting and asked if the program could be expanded to other school districts in Northern Kentucky. Dr. Hughes responded that the Boone County School District and the college agreed to begin the program, but that it is open to any school district. To date, approximately 100

students have been identified. In addition, the college is working with school districts in the River City school districts to offer dual credit at the Urban Metro Campus.

- Mr. Whalen added that he sees dual credit as an opportunity for students not only getting their core courses, but moving them on to where they should be for future success. Dr. Hughes responded that students could potentially be released in the afternoon for participation in the manufacturing or other career path programs. Mr. Creaghead asked how dual credit is funded. Dr. Hughes responded that the tuition rate is set at one-half the in-state tuition rate if the students attend on Gateway's campuses. The program on the Boone Campus will also have participation from both Thomas More College and Northern Kentucky University.
- Mr. Durham, student representative on the Board of Directors, stated that he has one more meeting before his current term expires. He thanked everyone for the opportunity of being a member of the Gateway Board. He added the new student member will be Ms. Felicia Wilson, who has been extended an invitation to attend the next Board of Director's meeting. Ms. Wilson is enrolled as a pre-nursing student.
- Dr. Decker stated with her new role with the college as Vice President for Resource Development and External Affairs and Executive Director of the Gateway Foundation, she will have to resign her position on the Board. She reported that a staff assembly meeting will occur on May 28 to hold an election for her position as staff representative to the Board of Directors.

VII. ADJOURNMENT

Upon motion by Mr. Whalen, and seconded by Mr. Paul, the meeting was adjourned at 5:53 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

Dr. Julie Smith-Morrow
Secretary to the Board

Date