

**Board of Directors
Minutes
Thursday, May 28, 2015
6 p.m.
GCTC Edgewood Campus
Edgewood, KY**

BOARD MEMBERS PRESENT:

Mr. Joseph H. Creaghead
Mr. Jeffrey Groob
Dr. Julie Ann Smith-Morrow
Ms. Iversy Velez
Mr. Paul L. Whalen

Mr. Chad Day
Mr. Kenneth Paul
Mr. Daniel Ridley
Dr. Michelle Deeley Wilhite

BOARD MEMBERS ABSENT:

Mr. DaShawntae Durham

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. 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. 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:

Ms. Patricia A. Scheyer, Reporter/Photographer, River City News
Ms. Felicia Wilson, incoming Student Representative to the Board of Directors

I. TOUR OF THE EDGEWOOD CAMPUS – was conducted by Dr. Ed Hughes at 6 p.m. He was joined by Dawn Bloemer, Program Coordinator for the EMS/Paramedic program, and Nancy Ritzenthaler, Associate Professor of Nursing, who demonstrated the use of advanced technology in teaching manikins.

II. CALL TO ORDER/WELCOME/INTRODUCTIONS

Chairman Groob called the meeting to order at 6:25 p.m. 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.

Vice Chair, Mr. Paul, administered the Oath of Office to Mr. Daniel Ridley, newly-elected Staff Representative to the Board. Mr. Ridley was elected in a special called Staff Assembly Meeting on May 28, filling the vacancy of Dr. Amber Decker's position. Mr. Ridley stated he was hired February 2012, and has served in various positions at the college (Gateway VETS, adjunct instructor of English, VA Certifying Official and processes benefits for Veterans). Chair Groob welcomed Mr. Ridley to the Board of Directors.

III. APPROVAL OF MINUTES

A. Upon motion by Mr. Creaghead, and seconded by Mr. Day, the minutes of the April 30, 2015, Board meeting were unanimously approved.

IV. COMMITTEE REPORTS

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

- Ms. Felicia Wilson, newly elected Student Representative to the Board of Directors by students, was introduced by Dr. Hughes. Felicia will take the Oath of Office at the August Board meeting.
- Dr. Teri VonHandorf was introduced by Dr. Hughes as the new Vice President of Academic Affairs. In addition, Dr. Hughes thanked Sister Margaret Stallmeyer for her service over the past two years to Gateway and its students.
- Gateway received word early this week that the college was recognized by BestColleges as being in the top 25 of two-year colleges in the nation for online education.

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

- Chair Groob began his report by noting that he had been reading 3,500 pages of emails and other documents provided to him as a result of an Open Records Request by another individual. He stated that the work of the Foundation Board is vital to the college. Based on his review of the documents he stated that better communication is needed in order for each group to work together. He added the work of the Foundation is essential and the college would not be where it is today without Foundation support.

- Vice Chair, Mr. Paul (as a new member on the Foundation Board), was asked to comment. He noted that he has been to one Foundation meeting and highlighted the following:
 - As requested, the Foundation Board member list is included in Board packets.
 - Recommendation is that the two Boards hold a future meet and greet session to better get to know each other.
 - The Foundation has a goal to pay off its mortgage on the Center for Technology, Innovation and Enterprise and raise the funds to satisfy the BuildSmart match and then raise money for students' assistance.
 - The Foundation meets quarterly.

C. Bylaws Committee – committee chair, Dr. Deeley Wilhite, reported the committee has been working on the Bylaws and is waiting on feedback from KCTCS in the fall. On behalf of the committee, she presented a draft of the Bylaws for tonight's meeting. A few minor changes were noted (a copy of Dr. Wilhite's report is attached to the permanent minutes). In addition, Dr. Wilhite called attention to the Policies and Procedures included in the packets which reference Bylaws' articles as noted. Dr. Wilhite asked that Board members please review and provide comments and feedback to her attention in order to approve the drafts at the June 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 on February 13, April 24, and May 6. An extensive review of the 2015-16 proposed Revenue and Expenditure Plan was held. Follow-up items include: a high level review of the estimated costs of the Robke Dealership property including operating costs if the college is unable to enter into a partnership agreement.

- A brief discussion related to the 2015-16 Revenue and Expenditure Plan included the following topics/questions:
 - Debt service – Mr. Baker replied that debt service for KCTCS facilities is part of the KCTCS budget, not the college's budgets.
 - Proceeds of the sale of Amsterdam Road/Parks Hills property – Mr. Baker replied that the funds will go to KCTCS to be used for the GCTC Urban Metro Campus as prescribed by law.
 - The issuance of KCTCS issuing bonds to finance property acquisition – Dr. Hughes responded the BuildSmart legislation allows KCTCS to sell bonds for the identified projects once the local matching commitment is completed; the bonds are repaid via an \$8 charge per credit hour assessed to students until the bonds are retired.
 - Dr. Hughes thanked Mr. Baker and Mr. Younger for their hard work in developing the 2015-16 Revenue and Expenditure Plan.
 - Mr. Whalen added that more revenue is needed for KCTCS and Gateway, the Board, and the community need to be advocates in getting requests to legislators.
- A discussion was held regarding the financial impact of the college's reorganization plan. Mr. Younger responded that the \$400,000 saved due to the reorganization was invested for hiring up to five new faculty members and to fund three positions that were previously

grant funded. Regarding salary compression, Mr. Younger responded that KCTCS has been conducting a classification and compensation study for the past three to five years and the study is still ongoing.

- Action Item – Resolution 2015-16 Budget Request – committee chair, Mr. Paul, presented the proposed 2015-16 Revenue and Expenditure Plan which includes \$21,625,100 in unrestricted funds, including a total of \$16,903,700 in public funds allocation. Planned expenditures are estimated to be \$20,963,800. No tuition increase is expected for the 2015-16 academic year. Upon motion by Mr. Day, and seconded by Dr. Smith-Morrow, the proposed 2015-16 Gateway CTC Revenue and Expenditure Plan was passed by a roll call of members of which all were affirmative.

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

- The committee met on May 21 to continue the process of identifying measurable goals/metrics to be regularly reviewed by the Board in the assessment of progress toward institutional targets established by the President. He noted the 2015-16 academic year will be the baseline year for the next strategic plan, which will cover 2016-22.
- Dr. Smith-Morrow added she thinks this information is a great idea for Board members to share with the community as a whole.

F. President's Evaluation Committee – committee chair, Dr. Smith-Morrow, reported on recent activity of the committee:

- The committee met on May 14 to develop an evaluation instrument along with Dr. Hughes' input. The committee proposes the instrument to include three parts: eight performance standards as they relate to community college leadership, a measure of 2014-15 goals established solely by KCTCS, and two open-ended questions.
- Individuals completing the evaluation will comment on their perception of each goal that was observed.
- Upon motion by Mr. Creaghead, and seconded by Mr. Day, the proposed evaluation instrument was approved and passed unanimously.
- Dr. Smith-Morrow asked that the evaluation instrument be emailed to all Board members on Friday, May 29. Dr. Hughes will provide his self-evaluation document to be included in that communication.

V. UNFINISHED BUSINESS

A. Manufacturing Programs – Chair Groob asked Mr. Creaghead to report on the Northern Kentucky Coalition recent activities. Mr. Creaghead suggested that representatives of the Coalition be invited to a future Board meeting to provide an update on expectations and progress. Funds have been committed towards marketing efforts in filling the pipeline.

VI. NEW BUSINESS

- **Transportation Programs** – Chair Groob led a discussion relating to the Robke property and Gateway’s transportation programs. Several concerns were discussed including the accessibility of the site to public transportation, any further details on partnerships with the City of Covington, future projections of enrollment with the new facility, and the general process of selecting the site. Dr. Hughes proposed to invite Mr. Sam Collier, Division Chair of the Transportation Technologies Programs, to a future Board meeting.

A. Member Roundtable

- Mr. Creaghead reflected on the discussion and urged the members to focus on the Board’s collective concerns and worries that fall within the scope of the Board’s Roles and Responsibilities.
- Mr. Paul congratulated the recent graduates and noted the excitement of the ceremony. Mr. Paul suggested that both the Kentucky and United States flags be present at future Board meetings.
- Dr. Smith-Morrow stated she also enjoyed graduation and the excitement of the ceremony.
- Mr. Ridley thanked Board members for a warm reception and welcome.
- Prior to adjournment, a consensus was made to schedule the June special called meeting for June 22, 8 a.m., at the Center for Technology, Innovation, and Enterprise, 516 Madison Avenue, Covington, Kentucky.

VII. ADJOURNMENT

Upon motion by Mr. Creaghead, and seconded by Mr. Paul, the meeting was adjourned at 8:47 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

Dr. Julie Smith-Morrow
Secretary to the Board

Date