



**Board of Directors
Minutes
Thursday, August 6, 2015
6 p.m.
Center for Technology, Innovation and Enterprise
Covington, KY**

BOARD MEMBERS PRESENT:

Mr. Joseph H. Creaghead	
Mr. Jeffrey Groob	Mr. Kenneth Paul
Dr. Julie Ann Smith-Morrow	Mr. Daniel Ridley
Ms. Iversy Velez	Dr. Michelle Deeley Wilhite
Mr. Paul L. Whalen	Ms. Felicia Wilson

BOARD MEMBERS ABSENT:

Mr. Chad Day

GCTC EXECUTIVE STAFF PRESENT:

Dr. Amber Decker, Vice President, Development & Strategic Partnerships
Ms. Jane Frantz, Administrative Assistant, President's Office
Dr. Patricia Goodman, Executive Vice President
Dr. Ed Hughes, President/CEO
Ms. Sharon Poore, Executive Assistant & Recording Secretary to the Board of Directors
Ms. Carissa Schutzman, Vice President, Corporate College
Ms. Michelle Sjogren, Director of Communications
Dr. Teri VonHandorf, Vice President, Academic Affairs
Ms. Ingrid Washington, Vice President, Student Development

OTHER INDIVIDUALS PRESENT:

Nancy Kelsey
Devin Arnold
Paulette Bunch
Tom Krebs
Ray Snedcor
Christopher & April Johnson
Tonya Rose

Approved

I. CALL TO ORDER/WELCOME/INTRODUCTIONS

Chairman Groob called the Gateway Community and Technical College Board of Director's meeting to order at 6 p.m. Mr. Groob stated for the record that a quorum was present and indicated the media was notified of the meeting, and that tonight's meeting is being recorded.

II. **Swearing in of Student Director** – Mr. Paul administered the Oath of Office to Ms. Felicia Wilson, new student representative to the Board of Directors. Chair Groob welcomed Ms. Wilson to the Board. Ms. Wilson is pursuing an associate degree in pre-nursing. She is a member of Phi Theta Kappa and enjoys volunteering at the Dragonfly Foundation, an organization for children with cancer. She plans to pursue a bachelor's degree in nursing at Northern Kentucky University.

III. Approval of Minutes

A. May 28, 2015 Board Meeting

Upon motion by Mr. Creaghead, and seconded by Mr. Paul, the minutes of the May 28, 2015 Board meeting were unanimously approved.

B. June 22, 2015 Board Meeting

Upon motion by Mr. Ridley, and seconded by Mr. Whalen, the minutes of the June 22, 2015 Board meeting were unanimously approved.

IV. Committee Reports:

A. **President's Report** – Dr. Hughes highlighted his report as follows:

Marketing efforts aimed at digital markets and focusing on "*We Are Gateway*" branding for the advanced manufacturing coalition and for college was initiated and is having a positive impact on both over the summer months, 13 individuals were hired in a variety of areas, 12 faculty members received promotions; and 18 individuals celebrated their 5, 10, 15, or 25 years of service.

Dr. Hughes reported on the recent Advanced Manufacturing Workforce Development Coalition quarterly meeting, and highlighted the following (a copy of the work plan summary is attached to the permanent minutes): the third of the four planned quarterly meetings of the coalition was held on Monday, August 3. The group is co-chaired by Mike Vogt of Mazak, and Rhonda Whitaker of Duke Energy. Mr. Ed Ratterman was recently hired as the Director of the coalition and was present to discuss the revised Work Plan being utilized by the coalition. He is working closely with Janice Urbanik of Partners for a Competitive Workforce. Four initial active priorities have been identified as being the most impactful:

1. The Advanced Manufacturing Technician Apprentice Program and KY FAME has been launched with 26 students.
2. The college is working with industry representatives to create a certificate program for the Enhanced Operator Program which is considered to be the largest single job needed.

3. A Community Outreach/Engagement Campaign to attract workers to advanced manufacturing career pathways was kicked off July 28. The coalition marketing team is led by Wonda Winkler of the Brighton Center.
4. U.S. Chamber – the Northern Kentucky Chamber was successful in receiving a grant from the U.S. Talent Pipeline Management Program to be used to sustain the coalition.

Mr. Creaghead noted that he had met with Mr. Ratterman and is encouraged with the enthusiasm of the launch of the FAME program and asked for everyone's patience for the coalition's work to materialize. *I Made it in KY* will go a long way in helping to get kids and parents excited about focusing on manufacturing job opportunities. Job description definitions will be better described with the alignment of the coalition. Mr. Whalen asked about the type of credential that would be awarded with the enhanced operator program. Dr. Hughes asked Ms. Schutzman, Vice President, Corporate College, to respond. She replied that it would be a competency-based, credential and that the college is working with KCTCS for the credits to be used towards creating a pathway into the associate's degree.

Dr. Hughes called attention to the RiverBlast invitation included in each Board members' packet. This is the Gateway Foundation's major fundraising event and will be held on Sunday, September 6 at Newport Aquarium.

- B. Finance and Facilities Committee** – Committee Chair, Mr. Paul, reported that the committee will meet prior to the September 24, 2015 Board of Director's meeting. All follow-up items have been provided by Mr. Younger.
- C. Outcomes Committee** – Committee Chair, Mr. Creaghead, referred to his report included in the Board packet. The next committee meeting is scheduled for August 26 at 8:15 at Gateway's Center for Technology, Innovation, and Enterprise in Covington. The meeting will focus on the 10 metrics that have been established for the 2015-16 year.
- D. Performance Evaluation Committee** – Committee Chair, Dr. Smith-Morrow, reported the committee has not met, and the evaluation materials were submitted to KCTCS.
- E. Foundation Report** – Committee Chair, Mr. Paul, noted the following items from the Foundation: the Campaign for BuildSmart has received two donations of \$500,000 and \$100,000 respectively; the donors will be recognized at a later date; the Foundation's main, long-term goal is to raise money for scholarships and for students who need assistance once the building phase is complete; the Foundation has assets of \$7.7 million, and liquid assets of \$1.8 million; Board members were encouraged to support the RiverBlast fundraiser; reminder that land acquisition and negotiations can be sensitive and information will be shared when timing is appropriate; and he thanked the Foundation and Mr. Parsons for their support of the college.
- F. Chairman's Report** – Chair Groob noted the following topics in his report:
 1. Feedback from the manufacturing community about Gateway's performance.
 2. Concern was expressed about turnover in leadership within the last 12 months, and that the positions were filled internally, and not a single member of the new team has prior

experience at their current level. He questioned whether hiring policies were followed in the hiring of the new Vice President of Academic Affairs. Dr. Hughes assured Mr. Groob that all policies were followed. Mr. Groob accepted Dr. Hughes' response.

3. He questioned the July 1st timing of contracts and appointment letters and whether policies were followed. He stated he was passing this information along as best he could, and that he was not conjuring up this feedback to advance a personal agenda.
4. He stated that he thought the college had a diversity issue since he had found on the KCTCS website that Gateway is the only college listed with a person who is listed as a coordinator instead of a Director. Dr. Hughes stated he would be happy to share the recent CPE report that lists Gateway as meeting all of its diversity measures. He added that Monica Yihad is Gateway's coordinator of Diversity and the college has selected a more team approach to Diversity as well as a few of the college's sister institutions.
5. He noted that he has received a lot of feedback about a particular employee's non-renewal. He stated that he believed there are serious questions about the workplace environment at Gateway.

V. Unfinished Business

A. Campus Climate Survey Results – Dr. Hughes reviewed preliminary findings of the survey as follows:

As a result of Board's Outcomes Committee work, and as part of the development of Gateway Community and Technical College's 2016-2022 Strategic Plan, the Personal Assessment of the College Environment (PACE) survey was administered to employees in May 2015, with a return rate of 59%. The PACE survey was administered by the National Initiative for Leadership and Institutional Effectiveness (NILIE), an affiliate of North Carolina State University. The purpose of the survey was to obtain personnel perceptions concerning the college climate and to obtain data which would help in promoting open and constructive communication among faculty, staff, and administration. PACE was selected to conduct the survey, and the data will be used as a baseline as the new 2016-22 Strategic Plan metrics are developed.

NILIE (as noted on page four of the survey report) has identified four system models for campuses: coercive, competitive, consultative, and collaborative. The collaborative climate is the highest level (Gateway's initial baseline of the 46 statements, 35 were in the consultative range, 11 were in the collaborative, none were in the coercive or competitive). On page 19, Gateway's overall ratings in terms of structure, supervisory relationships, and teamwork were at the national norm or somewhat above, with the exception of student focus which was a little below four. The comments section uses themes and ties them to measures. The college will use the data and form a team to analyze and improve on areas that are identified as needing improvement to strengthen the institution – from low to high. Faculty and staff internally will receive the entire report tonight. Mr. Creaghead stated the Outcomes Committee will review the survey from a standpoint of: what does this tell us, what do we do about it, how do we measure, and are we doing as an institution?

B. Ms. Wilson, student representative to the Board, asked permission to read a letter before the Board from a group of students about an employee whose contract was not renewed. After

Ms. Wilson read the letter, Mr. Groob offered to share approximately 70 emails he had received to his email account(s). After discussion, the Board reached a consensus to redact names and personal information before being given to the college president.

- C. 2016-22 Strategic Plan Development** – Dr. Goodman reported on the updated Strategic Plan development and timeline as follows: based on listening sessions with Dr. Box, a framework was formed and input was used for the development of a draft for the system strategic plan – mission, vision, and goals for 2016-22 – the following pages of the handout lists items at the state level (CPE strategic agenda 2015-20, KCTCS key areas around access, impact, etc.); draft for review and thought - September – October scheduled focused dialogue sessions with key community stakeholders around Gateway’s strategic plan (please send Dr. Hughes your suggestions of groups to include for engagement in these dialogue sessions); and a draft of Gateway’s Strategic Plan will be reviewed in October with Gateway’s Board; with final plan approval by Gateway’s Board in December.

Additionally, Dr. Goodman reported between September and November, the Gates Foundation will hold regional economic summits across the state with one being hosted by Gateway; and, in October, Gateway was selected as one of 80 out of 1,200 community colleges to participate in faculty voices for League of Innovation about the completion agenda in a discussion to assist students from application to graduation (dialogues about what we can do as colleges at a national level).

VI. New Business

- A. Appointment of Governance Committee Chair** – Chair Groob appointed Mr. Whalen to Chair the Governance Committee.
- B. Robke Site Due Diligence** – Mr. Whalen reviewed the Robke Site Report with Board members and how the college arrived at this point (a copy of the report is attached to the permanent minutes). Mr. Whalen asked Mr. Jim Parsons, chair of the Gateway Foundation, about TANK services to the Robke site. Mr. Parsons replied that he is currently on the TANK board. He inquired about bus routes and there is indeed an express bus that does travel on KY17.
- C. Other** – no additional new items were brought before the Board for discussion.

VII. Public Comment

- A.** Public comments were received from eight individuals.

VIII. Director Roundtable

- A.** Mr. Whalen asked if an agenda will be shared with Board members prior to the October 23 College Board Workshop. Dr. Hughes responded that KCTCS will share the agenda as soon as it is developed.

IX. ADJOURNMENT

Upon motion by Mr. Creaghead, and seconded by Mr. Whalen, the meeting was adjourned by Chair Groob at 9 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

Dr. Julie Smith-Morrow
Secretary to the Board

Date

Approved