



**Board of Directors  
Special Called Meeting  
Minutes  
Wednesday, January 6, 2016  
5 p.m.  
Center for Technology, Innovation and Enterprise  
Covington, KY**

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**BOARD MEMBERS PRESENT:**

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

**BOARD MEMBERS ABSENT:**

Mr. Chad Day

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**GCTC STAFF AND FACULTY PRESENT:**

Ms. Mary Pat Behler, Project Director, Gateway CTC  
Dr. Keith W. Bird, Interim President/CEO  
Mr. Justin Ervin, Associate Professor - Political Science, Gateway CTC  
Ms. Jane Frantz, Administrative Assistant, President's Office  
Dr. Patricia Goodman, Executive Vice President  
Mr. Doug Penix, Associate Vice President of Academic Services  
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. Phyllis Yeager, Director of Human Resources  
Mr. Jerrod Young, Associate Vice President of Corporate College  
Mr. Jamie Younger, Vice President, Administrative & Business Affairs

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**GUESTS:**

Dr. Jay Box, President, Kentucky Community & Technical College System  
Mr. Jackie Cecil, Director Human Resources, Kentucky Community & Technical College System  
Mr. Mark Hansel, Northern KY Tribune  
Mr. Michael Monks, River City News

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

Chairman Groob called the meeting to order at 5 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.

## **II. Presidential Selection Process**

Dr. Jay Box, President, Kentucky Community and Technical College System (KCTCS), was present to review with the Gateway Board of Directors the process of the search for the next President/CEO of Gateway. Dr. Box distributed a packet to each member of the Board that contained a draft of the Presidential Search Timeline.

In addition, Dr. Box read a portion of statute KRS 164.600 that states: "There shall be a Board of Directors for each community college or community and technical college under the Kentucky Community and Technical College System, except as provided in KRS 165.160. The Board of Regents may designate that a local Board of directors serve more than one college. Each Board of directors shall: (a) Recommend one (1) candidate for college chief executive officer from three (3) candidates provided by the president. The president shall have the authority to make the final appointment and shall not be bound by the recommendation from the Board of Directors." Dr. Box added the Gateway Board's authority is very important.

Dr. Box reviewed the steps of the process and draft timeline with Board members who were present:

- January 6 – the first step is occurring this evening with an anticipated completion by May 2016 (or August if for some unknown reason the May 2016 date cannot be met).
- January 15 – a Presidential Profile Development Committee (PPDC) will be established that will consist of five external community leaders (Mr. Groob will Chair the PPDC) and five Gateway employee members who will assist in identifying the President/CEO competencies. This will be a joint process between Chair Groob and Dr. Box (Board representation – other than Mr. Groob - is not recommended; student representation may be considered). Dr. Box will seek volunteers from Gateway faculty and staff and will send notification to those who are chosen to serve on the committee.
- Dr. Box will send an invitation to those who will serve on the PPDC.
- February 1 - a meeting will be held with the PPDC committee, the current leadership team of the college, and Gold Hill Associates to determine the competencies for the President/CEO. In addition, the College Board and Foundation Boards will meet for the same purpose to determine high level skills.
- February 15 – a survey will then be developed using these competencies and will be sent to the faculty and staff via a link asking for input regarding as to the most important characteristics in which a profile statement will be formed.

- February 22 – Faculty and staff input regarding competencies identified in the position profile are gathered.
- February 29 – The position statement is adopted.
- March 7 – April 7 – the national search is initiated through the presidential search website, professional journals, and external search consultant with the announcement seeking Gateway’s new President/CEO.
- April 8 – the deadline for applications will be April 8; April 11 materials will begin to be reviewed by the KCTCS HR office to be sure the applications meet minimum qualifications; once HR is finished on April 13.
- April 13 – April 22 – Candidate materials are reviewed individually by members of the PPDC, Dr. Box, two College Presidents (we add 2 current college presidents at that point to see how well those candidates will fit into the system and to determine if they would be a good team player).
- April 29 – The PPDC, including Chair Groob, Dr. Box consult with Gold Hill Associates via conference call at which time the pool will be cut down to eight to 10 semifinalists who seem to be the most qualified.
- April 29 – After that meeting, the chair of the PPDC, Chair Groob, and Dr. Box will ask the 8 – 10 final candidates to submit a video interview as to vision, process, who they are, leadership style, etc.
- May 9 – due date for candidates asked to submit their videos and to respond to questions provided by KCTCS.
- May 16 – KCTCS President, the two College Presidents, PPDC, and Board Chair in consultation with search consultant review candidate video presentations. PPDC then recommends three finalists to Dr. Box.
- May 16 – Dr. Box will invite candidates to interview on campus (up until this point finalist names are confidential until names are released by KCTCS).
- May 17 – Finalists announced to the community.
- May 26 – 27 – Onsite campus interviews conducted.
- May 27, 2016 – College Board and KCTCS President meet to make final selection decision.
- July 1, 2016 – College President assumes new position.
- Discussion and Q&A:
  - On site interviews usually last one and one-half days and consists of campus tours, forums with faculty and staff, community members, Gateway Foundation members, and Board of Director members. The Board has a set meeting agenda for the purpose of

reviewing each candidate in order to make a recommendation for the next President/CEO in executive session until a determination/recommendation to Dr. Box. Dr. Box will then make the final phone call to the candidate. It is the hope of Dr. Box that a new President/CEO is hired and on board by July 1, 2016.

- Mr. Groob asked Dr. Box if there is the possibility of Dr. Bird mentoring the new President/CEO once he/she is hired. Dr. Box replied that it is not best practice to have the outgoing/interim and incoming presidents to overlap, but there would be consultations between the two prior to him/her beginning the position. In addition, Mr. Groob asked if KCTCS has minimum qualifications for a President/CEO in which Dr. Box replied, “yes, doctoral degree, senior level leadership experience in postsecondary education, to name a few”.

**III. STRATEGIC PLANNING RETREAT** – As a background, Dr. Bird gave a brief overview of the work the college team is doing on campus planning as it applies to the Strategic Planning process that includes maximizing of space and additional programs and services at the Urban Metro Campus, an update on program evaluations, and our successful appeal to the Department of Education (DOE) regarding the default rate acceptance being below 30%. He then introduced Dr. Goodman who began the Strategic Plan discussion by reviewing the timeline and goals that were revised on December 18. The strategic goals must be endorsed by the Board of Directors at the January 21, 2016 Board meeting and the final plan must be approved by the Board of Directors at the May 12, 2016 Board meeting.

The Council on Postsecondary Education sets the strategic agenda and KCTCS aligns statewide goals with CPE, the Kentucky WIB, and Kentucky Chamber. KCTCS expects system college goals to be submitted by the end of January. New strategic plans will be launched July 1, 2016.

Dr. Goodman asked Board members to brainstorm their expectations for the completed strategic plan (expected outcomes). Members shared the following:

- Roadmap for the next five years; (we should have a signature competency) to optimize student participation.
- Accessibility for students (encourage all students to attend Gateway).
- Define who we are.
- Alignment of programs to industry (partnerships).
- Graduate as many students as possible into careers, or finish here and go on to a four-year institution.
- More college to transfer opportunities.
- Educate parents of elementary/middle school students – reinforce our message externally and let the community what we’re known for (i.e., manufacturing, general education, allied health, IT) develop a marketing plan.

- How do we communicate the message to change the community's perception of Gateway?
- What are the community needs that the college isn't meeting?
- Need financial stability and branding.
- Investments in people/employees and their awards and accomplishments and professional development.
- How do we measure the success of our plan?
- The world is changing faster than we can respond; Covington is changing fast and we must respond to the regional changes.
- What will the Strategic Plan do for us as an institution?
- Are we both affordable and do we provide a quality product?
- Other materials in packet:
  - Student Pathway Logic Model – continuous improvement for student success; from mission opportunity to vision impact the pathway is access; engagement is progress while they are here, the final pathway piece is success (graduation and employment).
  - Review of CPE Strategic Goals & Objectives, KCTCS 2016-2022 Strategic Goals, Dr. Box Listen Tour key themes, Gates Foundation theme definitions.
  - Dr. Goodman will use the input gathered this evening to develop goals and will have a draft for the Board by January 13<sup>th</sup>.

#### **IV. ADJOURNMENT**

Upon motion by Mr. Whalen and seconded by Mr. Paul, Chair Groob adjourned the meeting at 7:57 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

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Dr. Julie Smith-Morrow  
Secretary to the Board

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Date