



**Board of Directors
Minutes
Thursday, January 21, 2016
7 p.m.
Center for Technology, Innovation and Enterprise
Covington, KY**

BOARD MEMBERS PRESENT:

Mr. Joseph H. Creaghead
Dr. Julie Ann Smith-Morrow
Ms. Ivy Velez

Mr. Jeffrey Groob
Mr. Daniel Ridley
Mr. Paul L. Whalen

Mr. Kenneth Paul
Dr. Michelle Deeley Wilhite
Ms. Felicia Wilson

BOARD MEMBERS ABSENT:

Mr. Chad Day

GCTC PRESIDENT'S EXECUTIVE STAFF PRESENT:

Dr. Keith W. Bird, Interim President/CEO
Dr. Amber Decker, Vice President of Resource Development
Ms. Jane Frantz, Administrative Assistant, President's Office
Dr. Patricia Goodman, Executive Vice President
Ms. Sharon Poore, Executive Assistant & Recording Secretary to the Board of Directors
Ms. Michelle Sjogren, Director of Communications
Ms. Ingrid Washington, Vice President, Student Development
Ms. Phyllis Yeager, Director of Human Resources
Mr. Jamie Younger, Vice President, Administrative & Business Affairs

GUESTS:

Mr. Michael Monks, River City News

I. CALL TO ORDER/WELCOME/INTRODUCTIONS

Chairman Groob called the meeting to order at 7 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. APPROVAL OF MINUTES

A. December 3, 2015 Board Meeting

Upon motion by Mr. Creaghead, and seconded by Mr. Whalen, the minutes of the December 3, 2015 Board meeting were unanimously approved with one minor correction noted to be made.

B. January 6, 2016 Special Called Meeting

Upon motion by Mr. Paul, and seconded by Dr. Deeley Wilhite, the minutes of the January 6, 2016 Board meeting were unanimously approved.

III. COMMITTEE REPORTS

A. **Chairman's Report** – Mr. Groob's report consisted of the following:

- Presidential Profile Development Committee – Chair Groob is very pleased with Dr. Box's recent announcement of those individuals chosen to serve on the committee. The committee shows diversity, inclusion, experience, and perspective of the Northern Kentucky Community. All individuals have accepted Dr. Box's invitation to serve and will attend the next meeting which is scheduled for February 9 at the Boone Campus in the Convening Center. Dr. Preston Pulliams, owner of Gold Hill Associates, a nationally well-known community college presidential search firm, will also assist in the presidential search process. Mr. Groob assured everyone their voices would be heard and that he could be reached at chair@yourgctc.com during the presidential search process.
- Mr. Groob added that Dr. Bird has been a very strong interim leader and has set the stage for the next Gateway president. Both Dr. Deeley Wilhite and Mr. Paul added their support of Dr. Bird during this time of transition as well.

B. **Finance and Facilities Committee** – Mr. Paul reported the Finance Committee is currently waiting on the second quarter financial report for budget adjustments. Meetings will be scheduled for February, March, and April, and the budget for 2016-17 will be finalized and approved in May.

The Gateway Foundation is holding a planning retreat on Monday, January 25, 2016 from 3 to 6 p.m. at the Boone Campus. Mr. Paul will be attending the retreat.

C. **Outcomes Committee** – Mr. Creaghead stated that he wished to defer his report to Dr. Goodman's Strategic Planning discussion. He stated that much of his report coincides with her report (the committee's focus is concentrated with aligning the needs and outcomes with the current strategic planning process).

D. Governance Committee – Mr. Whalen distributed a copy of the Governance Committee Report that contained the committee purpose and responsibilities (a copy of the report is attached to the permanent minutes). Mr. Whalen asked Board members to please let him know if they would like to assist with the committee. Responsibilities of the committee include:

- Conducts a Board self-evaluation.
- Provides orientation for new members – faculty, student, and staff members need to have annually.
- Keeps Board on track.
- Suggested conducting a mid-year evaluation for the new president and having goals and expectations available for him/her once hired; strategic continuity between current and incoming president and Board are imperative. Mr. Whalen and Board members agreed that it would be a good idea to have a discussion with Dr. Box regarding the evaluation on February 9.

- 2016 To-Do List:
 - Receive KCTCS approval of Bylaws
 - Set a date for Board Self-Evaluation
 - Design orientation for new Board members
 - Assist with setting regular Board meeting dates

- Chair Groob stated he will attempt to contact Mr. Day to discuss his absences from Board meetings.

IV. UNFINISHED BUSINESS

A. President's Update – Dr. Bird's update included the following:

- On January 11, the Machine Enhanced Operator Certificate program began.
- The course of the Governor's proposed budget and the legislative process are critical as to what the college's funding level will be able to support for the 2016-17 budget year.
- The program review process is underway. Improvement in processes and curriculum, including new programming (e.g., Engineering Technology), program alignment with community needs, scheduling ranges/mixes (e.g., 16-week; weekend program scheduling, hybrid courses) vs. shorter term sessions are among the areas being reviewed.
- A job description is being developed for a full-time diversity position.
- An increase in high-level programs (e.g., pre-engineering programs), will help in transfer programs. Mr. Whalen asked if Gateway had asked other institutions about transfer opportunities. Mr. Groob responded that the current environment is right for collaboration.

B. Strategic Plan Update – Before Dr. Goodman began her report, Mr. Creaghead stated how much he valued Dr. Goodman's expertise and knowledge in working with the Outcomes Committee in developing and drafting the goals for the Strategic Plan.

- Dr. Goodman thanked the Board for their input and explained how important it was for everyone to be on the same page pertaining to terminology. She explained the broad-

level focus example of strategic goals, strategic objectives, performance measures, and targets (see Strategic Planning: 6-Year Focus attached to the permanent minutes).

- In addition, Dr. Goodman reviewed the summary of work and draft of the 2016-22 Strategic Goals:
 - o Goal 1 – Strategically position Gateway Community and Technical College as the first choice for postsecondary, workforce, and community education within the Northern Kentucky/Greater Cincinnati Region.
 - o Goal 2 – Increase access to a comprehensive learning system that provides flexible and affordable options for learning.
 - o Goal 3 – Develop comprehensive, customizable and fluid pathways that are relevant and responsive to the dynamic needs of key industry sectors.
 - o Goal 4 – Cultivate an experiential, collaborative, and supportive learning environment that pursues diversity, thrives on innovation, and contributes to creative place-making.
 - o Goal 5 – Strengthen long-term institutional growth and stability through new and innovative revenue streams and the strategic investment of new and existing fiscal, physical, and human resources.

- Mr. Creaghead added the Board needs to review the five draft goals and send Dr. Goodman any feedback if they feel something has been omitted. He feels certain the goals fit well into a well-balanced scorecard. Gateway’s draft plan is due to KCTCS by February 1.

V. NEW BUSINESS

A. Member Roundtable

- Mr. Paul asked if Gateway had an alumni organization. This would be a great means to recognize alumni and give them opportunities to comment on how Gateway has changed their lives.
- Dr. Deeley Wilhite asked if Mr. Paul could include in his March Report to the Board a recap of the GCTC Foundation Retreat that was held in January.
- The Gateway Foundation Board Student Assistance Fund has been re-funded by the foundation to help students who are in dire need of assistance.

VI. ADJOURNMENT

Upon motion by Mr. Whalen, and seconded by Dr. Smith-Morrow, Chair Groob adjourned the meeting at 8:32 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

Dr. Julie Smith-Morrow
Secretary to the Board

Date