



**Board of Directors Meeting
Minutes
Thursday, September 26, 2016
6 p.m.
Transportation Technology Center
1071 Dudley Pike
Ft. Wright, KY**

BOARD MEMBERS PRESENT:

Mr. Sam Collier
Mr. Daniel Ridley
Ms. Felicia Wilson

Mr. Joseph H. Creaghead
Dr. Julie Ann Smith-Morrow

Mr. Ken Paul
Mr. Paul L. Whalen

BOARD MEMBERS ABSENT:

Mr. Chad Day

Mr. Jeff Groob

Ms. Ivy Velez

Gateway and KCTCS Faculty and Staff Present:

Mr. Tim Chesser, Director of Safety & Security
Dr. Amber Decker, Vice President, Development & Strategic Partnerships
Dr. Fernando Figueroa, President/CEO
Ms. Jane Frantz, Administrative Assistant, President's Office
Dr. Patricia Mahabir, Executive Vice President
Mr. Doug Penix, Associate Vice President of Academic Services
Ms. Carissa Schutzman, Vice President, Workforce Solutions
Ms. Sharon Poore, Executive Assistant, President's Office
Dr. Teri VonHandorf, Vice President, Academic Affairs
Ms. Ingrid Washington, Vice President, Student Development
Mr. Jamie Younger, Vice President, Administrative & Business Affairs

GUESTS:

Michael Monks, River City News

I. CALL TO ORDER/WELCOME/INTRODUCTIONS

Interim Chairman, Ken Paul, called the meeting to order at 6 p.m. Ms. Sharon Poore called roll of Board members. The record will reflect that a quorum was present.

II. APPROVAL OF MINUTES

Upon motion by Mr. Whalen, and seconded by Mr. Ridley, the August 25, 2016 minutes were approved as presented.

III. REPORTS

- **Foundation Report – RiverBlast – Dr. Amber Decker** reviewed the results of the Foundation’s recent fundraiser, RiverBlast:
 - This was the 7th annual event with the purpose to “friend” and “fund” raise for the college.
 - The event generated more income and hosted more attendees (which was sold out).
 - Dr. Decker expressed her thanks to each Board member for their generosity in sponsoring the Board of Directors silent auction basket. In addition, on behalf of the Foundation, she extended a heartfelt thank you to Shelley Frommeyer who volunteered her time in chairing the event.
 - This year’s Silent Auction generated more than \$3,000 over last year; a total of \$38,000 will go towards workforce training scholarships.

- **President’s Report – Dr. Fernando Figueroa** noted his recent activities, upcoming events, and Gateway’s future positioning:
 - The community listening tour is still in progress which is encountering great support for Gateway. The purpose of the tour is to gather pieces of the picture of what makes this community work as it pertains to community alliances and partnerships. Dr. Figueroa added “we live in a diverse community where people are deciding where they belong”. Gateway acts like a catalyst in bringing those people together. Other observations from the listening tour include:
 - ✓ The diverse education space (career centers, learning centers, childcare centers, libraries, community action centers, education council, and GCCCU).
 - ✓ County and city executives are key in understanding the importance of education within the larger community health framework.
 - ✓ During the tour process, Dr. Figueroa is learning the history and mindset of our diverse community, as well as developing regional strategies and impact while paying attention to local interests and investments.
 - ✓ Being aware and sharing the concept that Gateway is much more than buildings and programs; it is a mindset towards collaborative understanding, planning, and implementing. We are able to identify allies, resources, and plan around the maximized focus and use of those resources to achieve the greater impact (the 80/20 rule).

- Upcoming events include:
 - ✓ Chat & Chicory with faculty and staff kicked off today; two more are scheduled.
 - ✓ Three sessions of “Pizza with the Prez” with students have been scheduled.
 - ✓ The KCTCS Celebration of Philanthropy will be held in Louisville on October 1, 2016 where KCTCS expresses their gratitude to supporters/donors in how their contributions are making a difference in the lives of others.
 - ✓ Dr. Figueroa asked Board members to save the date of Thursday, November 3 for the kick-off campaign, “We’re with Gateway”, to be held at the TIE building. Also, the event will highlight our “Wall of Gratitude” recognizing Gateway’s generous donors/supporters. A more formal invitation will follow.

- Dr. Figueroa shared his thoughts about the future positioning of Gateway and what that would consist of:
 - ✓ Building the decision and resource infrastructure.
 - ✓ Developing a new budget/business model that will help us plan more strategically (ROI as a key decision point, capacity of delivery, investment to expansion, fit of all programs within the larger matrix of the college’s value proposition). In addition, it will help us communicate more clearly with partners, the Board, and the Foundation, as well as provide a more transparent tie to the Strategic Plan.
 - ✓ Growing infrastructure will allow us to be more nimble, maintain concentrated action (no confusion); strong coordination of energy, resources, and talents; as well as the ability to adapt to whatever opportunities arise and to prioritize those opportunities.

IV. UNFINISHED BUSINESS

- **Board Evaluation Review – Mr. Whalen**
 - Mr. Whalen shared a sample of a suggested Board Evaluation instrument (a copy is attached to the permanent minutes). He asked that Board members forward suggestions and/or questions to him no later than October 17.
 - A few areas Mr. Whalen asked members to address were: term of a trustee/Board member and review of number 40 pertaining to sufficient resources allocated for Board members to attend conferences/community events. In addition, he asked that members include their comments/lessons learned.
 - Chair Paul added if no comments were made related to the evaluation instrument, the proposed document would be used for the Board Evaluation instrument.
 - Dr. Smith-Morrow asked that Dr. Figueroa also review the evaluation instrument and provide his suggestions and/or comments.

- **Future Board Retreat Schedule – Mr. Whalen**
 - Mr. Whalen addressed the planning of a future Board Retreat. He noted that consultant Pam Fisher’s has these dates available: October 24-29; November 21-22; December 12-17; and January 20-28.
 - After a brief discussion, the Board agreed to hold the retreat on January 27 & 28, 2017. The location of the retreat will be determined. Mr. Whalen asked that ideas for the retreat agenda be forwarded to him.
 - A retreat planning committee was formed: Dr. Smith-Morrow, Ms. Wilson, and Mr. Whalen.

- **Transportation Technology Center Update – Dr. Figueroa**

- Dr. Figueroa reviewed the report for actual fall and spring 2013-15; as well as projections for 2016-18 (a copy of the report is attached to the permanent minutes).
- Dr. VonHandorf noted that the data was provided by Tri-ED for the northern Kentucky eight-county region (Ohio counties were not included).
- Mr. Creaghead led a discussion that consisted of the following:
 - ✓ The report shows we can meet demand, but who is our competition?
 - ✓ Perception is always a factor in recruiting students to auto technology.
 - ✓ If all students finish, we are meeting the demand.
 - ✓ Mr. Creaghead noted his concern with the number of students graduating. He wants to see a logical plan and graduation rate. Who are we competing with (Cincinnati State is the main one). Dr. Figueroa will include this information in future conversations; we need to keep in mind that we are not for profit (i.e., the college knows going in that we will not make money on nursing, but we also know there is a critical need). Mr. Creaghead noted he is looking for what and where we are basing our assumptions.
 - ✓ Mr. Collier added that the CDL program is definitely the buzz. 80,000 drivers are needed within the next 10 years.

- **Finance & Facilities Committee Update – Committee Chair, Mr. Paul, shared the following:**

- The committee met on September 21, 2016 at which time Mr. Jamie Younger provided a 2015-16 financial report that included providing a drill-down review. Mr. Younger added that the KCTCS audit has not yet been finalized, but did not expect to see any major changes.
- Mr. Paul reported that it is his intention (if he is elected Chair of the Board) was to separate the Facilities & Finance committee into two different committees.
- The committee also reviewed the Supplemental Questions of the 2016-17 budget approval. Three of the ten questions are still pending – numbers three, four, and nine. It was the recommendation of the committee that Dr. Figueroa and Mr. Younger break out how the new budget will be formatted and how the strategic goals will fit within the budget plan.
- Mr. Younger also noted the recent posting on FaceBook about the elevator being broken at the Two Rivers building. The elevator has been inspected and it was found there are no major issues (it has been slow to open at times, but no longer than a minute and is not a safety issue).
- Mr. Paul asked Dr. Figueroa in the future to address building usage and conditions in his reports.
- The Foundation is currently doing a review of buildings. The review will include what do we have, what does each building contain, proposed future utilization, and if the buildings are needed moving forward?
- Mr. Creaghead noted his concern related to items three and four. He feels this information is needed before building a budget and doesn't understand the delay in getting the information. Dr. Figueroa responded that the college doesn't have information in separate buckets and that the questions should be rephrased. He added the college and Board would work together in building communication given our priorities to make the proper decisions. Focus needs to be placed on the future instead of focusing on the past.

- Mr. Whalen noted the recent closure of UC's paramedic program and asked if there had been an impact on Gateway's paramedic program enrollment as a result. Dr. VonHandorf stated the college is seeing some of those students; Gateway's program has 40 enrolled.
- Mr. Paul believes we need to continue focus on the river cities.
- Gateway was recently rated as the top on-line community college in Kentucky.
- Mr. Whalen read a draft resolution honoring Dr. Michelle Deeley Wilhite for being named the 2016 Michael and Suzanne Osborn Community College Outstanding Educator by the National Communication Association. Upon motion by Mr. Whalen, and seconded by Mr. Paul, the Board approved of the resolution being presented to Dr. Deeley Wilhite at the October 24, 2016 Board of Directors meeting.

V. NEW BUSINESS

- **Board Committee Review** – Interim Chair Paul
 - Mr. Paul asked that Ms. Poore send out a list of the current standing committees. He requested that Board members consider joining a committee and to please limit committee membership of not more than four to five members.
 - The prior Key Metrics Committee has been renamed as the Outcomes Committee.
 - The prior Protocol Committee has been renamed as the Governance Committee.
 - Committees that will be operational are: Executive, Outcomes, Performance Evaluation of the President, Governance, Finance, Facilities, and Nominating.
- **Appointment of Nominating Committee** – Interim Chair Paul
 - Mr. Paul appointed the following members to serve on the Nominating Committee: Dr. Smith-Morrow, Mr. Ridley, and Mr. Creaghead.
- **Proposed 2017 Board Meeting Schedule** – Mr. Whalen
 - Mr. Whalen noted for this year, the Board scheduled a total of ten regular and special called meetings.
 - Reschedule of the December 8, 2016 meeting – Upon motion by Mr. Whalen, and seconded by Dr. Smith-Morrow, the December 8, 2016 meeting was rescheduled to December 5, 2016.
 - Mr. Whalen will prepare a draft schedule of meetings for 2017 and will suggest dates for both Monday's and Thursday's to be considered and voted on at the October 24, 2016, Board meeting.
- **Nursing & Allied Health Sciences Update** – Dr. Figueroa shared the following:
 - On September 8, 2016, Drs. VonHandorf and Figueroa attended the KBN Education Committee meeting requesting a delay for site visit until summer 2017. On September 15, 2016, the college was notified the request had been approved. The KBN Board feels good about the direction the college is headed in the Nursing and Allied Health Programs.
 - Program success statistics: 21 ADN students graduated in fall 2015; of those 21, 14 have been hired at St. Elizabeth Healthcare, with five students employed elsewhere. Currently, there will be 14 finishing in December of this year. There are 33 second-semester students (12 were lost). 85 applicants have been received for a January 2017 program start (only 60 can be accepted each January). We show a strong history of NCLEX passage rate; the KBN Education Committee was pleased with Gateway's retentions.
 - Dr. Smith-Morrow asked what are the main issues that nursing and allied health students face. Dr. VonHandorf replied that most issues are family, health, and child care. KBN representatives noted Gateway's programs are not at risk.

- **ABET Advanced Manufacturing Certification Update – Dr. Figueroa**
 - The college just signed an articulation agreement with NKU for the machine operator certificate. In addition, a similar agreement was just completed with Sullivan University.
 - A conversation was held with Joe Creaghead, Rhonda Whitaker, Dallas Trinkle, and Rick Jordan regarding ABET Certification. The conversation included a history of the ABET certification and Mr. Trinkle and Mr. Jordan feel strongly that ABET accreditation might solve the problem. Dr. Sadat at NKU also agrees. Gateway did not pursue the certification, but instead worked on a transition program. Mr. Jordan stated that it might help to explore the other technology degrees to see if they are able to pursue a baccalaureate degree at NKU. Dr. Figueroa added much work was done on the AAS at his previous institution in Dallas, TX and stated if accreditation makes sense, we will let the Board know.
 - Mr. Creaghead noted this is obviously a step in the right direction. He stated back in 2015, the Board was assured that ABET was underway and the college would be accredited in 2018. He ran across an earlier email from Dr. Sadat stating ABET is a stumbling block and that NKU had changed their mind, but there is concern about the community perception. Is it worth it to pursue? Dr. Figueroa added he will talk with Mr. Trinkle about the need for this certification, and would then talk with Mr. Wade Williams and Mr. Jordan about what role ABET would play.
 - Mr. Whalen asked if Gateway students could attend UC, U of L, or UK to pursue their degrees? He added there are great coop programs at these schools that students might be able to take advantage of.
 - Interim Chair Paul recommended a pending section be added to future agendas so that items do not get lost. Example would be: Supplemental questions 3, 4, and 9 as pending/on the radar screen.

VI. OTHER ITEMS NOT ON AGENDA

- Interim Chair Paul reminded Board members of the next Gateway Board of Directors meeting scheduled for October 24. He added that both oral and written committee reports are to be presented.
- A question was asked about the process for individuals to address the Board during meetings. Dr. Figueroa will speak with Ms. Pam Duncan, KCTCS legal representative, regarding the KRS statute in question.

VII. ADJOURNMENT

- Upon motion by Dr. Smith-Morrow, and seconded by Mr. Creaghead, Interim Chair Paul adjourned the meeting at 7:27 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

 Dr. Julie Smith-Morrow
 Secretary to the Board

 Date