



**Board of Directors Special Called Annual Meeting
(held replacing the October 26, 2017 regularly scheduled annual meeting)
Minutes
Thursday, November 16, 2017
4 p.m.
Technology, Innovation and Enterprise, Room UB112
516 Madison Avenue, Covington, KY**

BOARD MEMBERS PRESENT:

Mr. Sam Collier
Mr. Kenneth Paul
Mr. Charles Session

Mrs. Sonja Adams
Mr. Daniel Ridley
Mr. Erik Hermes

Mr. Jeff Groob
Dr. Julie Smith-Morrow
Ms. Viviane Johnson

BOARD MEMBERS ABSENT:

Ms. Ivy Velez

Gateway and KCTCS Faculty and Staff Present:

Mr. Justin Bertsch, Educational Technologist
Mr. Andy Carroll, Vice President, Workforce Solutions
Dr. Amber Decker, Vice President, Development & Strategic Partnerships
Dr. Fernando Figueroa, President/CEO
Ms. Jane Frantz, Executive Assistant, Office of the President
Ms. Christi Godman, Director External Education Programs
Ms. Erica Marye, Digital Marketing Manager
Mr. Stephen Popple, Director of Knowledge Management
Dr. Teri VonHandorf, Vice President, Academic Affairs
Ms. Sarah Young, Community Resource Success Coach
Mr. Jamie Younger, Vice President, Administrative & Business Affairs

GUESTS:

Michael Monks, River City News
Brttany Benson, Gateway student
Ric Smith, Gateway student

I. CALL TO ORDER/WELCOME/INTRODUCTIONS

Chair, Ken Paul, called the meeting to order at 4 p.m. Roll was called. The record will reflect that a quorum was present. Ken Paul welcomed newly appointed board members and asked everyone to introduce themselves.

II. OATH OF OFFICE FOR STUDENT REPRESENTATIVE – MS. VIVIANE JOHNSON

Chair Paul administered the oath of office to Ms. Johnson and the newly appointed board members (Mrs. Sonja Adams, Mr. Erik Hermes, and Mr. Charles Session) before the meeting began.

III. GUEST SPEAKER – GATEWAY EVENING OF GRATITUDE

Ms. Sarah Young is a Gateway graduate and staff member. She spoke about how Gateway helped her transform herself from an 8th grade graduate with a GED, to a college graduate with Associate's, Bachelor's and Master's degrees. She is making a difference every day in her role as the Community Resource Success Coach at Gateway. She thanked the Board members for their support of Gateway.

IV. APPROVAL OF MINUTES

Chair Paul stated that normally the secretary signs the minutes, but in cases when the secretary has not yet been appointed, the chair can sign. He called for a motion to approve the minutes. Upon motion by Dr. Julie Smith-Morrow, and seconded by Daniel Ridley, Jeff Groob questioned a section of the minutes. A motion was made by Ken Paul, and seconded by Dr. Julie Smith-Morrow to change the minutes from "...discussion continued" to "discussion continued around the board's expectations for a plan by the end of the year." The motion passed with all in favor. Then Chair Paul called for a motion to approve the minutes. Jeff Groob moved to approve the minutes. The motion was seconded by Dr. Julie Smith-Morrow. The motion passed with all in favor.

V. COMMITTEE REPORTS

A. Governance Committee – Secretary Whalen – no longer on the board. No report.

B. Finance and Facilities Committee Report – Committee Chair, Mr. Joe Creaghead – Mr. Creaghead is no longer on the board. Chair Paul briefly reviewed the report that was submitted.

C. Strategic Planning Development Committee – Committee Chair, Dr. Julie Smith-Morrow

- Dr. Julie Smith-Morrow stated that the committee has created a one-page dashboard to keep members informed about the key performance indicators (kpis) the college is measuring, and that follow from the strategic plan. Relevant kpis will be reported on a rolling basis as the information is measured.
- The next committee meeting is November 30, and new board members are invited.

D. Performance Evaluation of the President – Committee Chair, Dr. Julie Smith-Morrow

- Dr. Smith-Morrow stated that the board is required to complete an annual evaluation of the President. KCTCS has developed a tool for boards to use. Ken Paul thanked Dr. Smith-Morrow for creating the form that was adopted by KCTCS in large part.
- There is no new report. The previous evaluation went to Dr. Box, and the committee is in resting mode until spring.

VI. PROPOSED 2018 MEETING SCHEDULE – Secretary Whalen

Chair Paul asked that a doodle poll be sent to the entire board to select the best day of the week and time of day for meetings. The meetings will be scheduled at all of the campus locations.

VII. CHAIRMAN'S REPORT

- Committees - Chair Paul asked that board members look at the committee listing and contact him regarding where they wish to serve.
- Chair Paul and Dr. Figueroa will each be meeting with each of the newly appointed board members.
- Chair Paul will work with the Chair of the Nominating Committee, Dr. Julie Smith Morrow, to fill the Secretary position.

VIII. PRESIDENT'S REPORT

- Dr. Figueroa welcomed the new board members.
- Dr. Figueroa shared the following news:
 - The goals tracker was launched
 - Headcount has exceeded the goal to get us closer to budget
 - No shows have been reduced through faculty and staff efforts and communication with the students
 - Spring enrollment events are underway and include the Find What's Possible campaign
 - The Foundation hosted a pre-installation reception honoring alumni and launching the Fuel the Hope campaign
 - Chair Paul served as the master of ceremonies at the installation on October 19
 - Community meetings – Erlanger/Elsmere school district and Newport Schools
 - Upcoming Gateway events – Dean's List Social Nov. 20, Better Life, Better Kentucky KCTCS Authentic Identity tour Nov. 27, EMT graduation Dec. 1, Nurse pinning Dec. 14

IX. NEW BUSINESS – Update and Feedback on KCTCS College Board Workshop

Comments by the board members who attended the workshop in Louisville on October 27:

- Dr. Julie Smith-Morrow distributed and briefly reviewed notes she took at the workshop.
- Ms. Viviane Johnson said the workshop was a great experience.
- Mr. Sam Collier noted a workshop topic of a college advisory board's effect on accreditation.
- Mr. Daniel Ridley stated that the workshop is biennial, and board members will have the chance to attend in 2019.

X. ADJOURNMENT

Upon motion by Dr. Julie Smith-Morrow, and seconded by Mr. Sam Collier, Chair Paul adjourned the meeting at 5:31 p.m.

Prepared by Jane Frantz, Recording Secretary

Approved:

Mr. Ken Paul
Chairman of the Board

Date

DRAFT