



**Board of Directors Special Called Meeting
Minutes
Monday, December 12, 2016
6 p.m.
Technology, Innovation and Enterprise, Room UB308
516 Madison Avenue, Covington, KY**

BOARD MEMBERS PRESENT:

Mr. Joseph H. Creaghead	Ms. Felicia Wilson
Dr. Julie Ann Smith-Morrow	Ms. Ivy Velez
Mr. Kenneth Paul	Mr. Paul L. Whalen
Mr. Daniel Ridley	

BOARD MEMBERS ABSENT:

Mr. Sam Collier	Mr. Chad Day	Mr. Jeff Groob
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Gateway and KCTCS Faculty and Staff Present:

Mr. Randy DeBerry, Associate Professor of Oral Communication / Director of Forensics
Dr. Amber Decker, Vice President, Development & Strategic Partnerships
Dr. Fernando Figueroa, President/CEO
Ms. Jane Frantz, Administrative Assistant, Office of the President
Dr. Patricia Mahabir, Executive Vice President
Mr. Doug Penix, Associate Vice President of Academic Services
Mr. Mike Riley, Instructor, Business Administration
Ms. Sharon Poore, Executive Assistant, Office of the President
Ms. Carissa Schutzman, Vice President, Workforce Solutions
Ms. Michelle Sjogren, Director of Communications
Dr. Teri VonHandorf, Vice President, Academic Affairs
Ms. Ingrid Washington, Vice President, Student Development
Ms. Phyllis Yeager, Director of Human Resources
Mr. Jamie Younger, Vice President, Administrative & Business Affairs

GUESTS: Representatives of the Gateway Speech & Debate Team

Katie Curry	Abigail Dyer	Sawyer Edelbroich
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I. CALL TO ORDER/WELCOME/INTRODUCTIONS

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. Creaghead, and seconded by Dr. Smith-Morrow, the minutes of the October 24, 2016 Special Called Meeting were approved as distributed.

III. INTRODUCTION OF SPECIAL GUESTS – Chair Paul stated that due to an illness, Dr. Michelle Deeley Wilhite was not able to attend this evening's meeting. The Board has prepared a resolution recognizing her 2016 Michael and Suzanne Osborn Community College Outstanding Educator by the National Communication Association (NCA) award. Chair Paul noted he will personally deliver the resolution to Dr. Deeley Wilhite.

Chair Paul continued with the introduction of Mr. Randy DeBerry, Associate Professor of Oral Communication and Director of Forensics, along with Gateway Debate Teams members Sawyer Edelbroich, Katie Curry, and Abigail Dyer. Chair Paul thanked the students for attending this evening's meeting and representing the speech/debate team for their passion and drive towards their careers. Mr. Paul recognized the team by awarding them a certificate of recognition.

IV. COMMITTEE REPORTS

A. Chairman's Report – Chair, Ken Paul noted the following:

- Chair Paul distributed a list of Board Committee assignments (a copy of the document is attached to the permanent minutes). He added that he believes in a strong committee system to gather information to be shared at Board meetings in order to keep everyone apprised of committee activity. Mr. Paul requested that all committees schedule meetings soon after the beginning of the new year.
- Chair Paul appointed Ms. Ivy Velez to serve as Parliamentarian for the Board of Directors. Ms. Velez accepted the appointment.
- A draft copy of the Board's Certificate of Awards acknowledging faculty and staff accomplishments was shown. Mr. Paul asked that Ms. Poore distribute an electronic copy to all Board members.
- The Transportation Technology Center ribbon cutting ceremony was held on December 7. The event was sponsored by: Rick Elliot with Ft. Mitchell Garage, and The Ford ASSET program. The ceremony was well attended by community and several Board members. Mr. Paul noted a heart-warming story from Shannon Hart, a Gateway Transportation Technologies graduate. She began as a worker making \$9/hour to a current salary of \$60,000 per year after completing her studies at Gateway.

- The subject of Board faculty and staff representatives sharing their Board meeting notes was brought to the Board's attention. Going forward, Chair Paul asked that both the faculty and staff representative include a disclaimer in their notes stating the notes are not the official minutes of the meeting, but merely a way of informing faculty and staff of discussions that occurred.
- Chair Paul noted that he had learned from KCTCS legal representatives that roundtable discussions cannot occur at special called meetings according to Kentucky Statute because the roundtable item lacks the specificity required by Kentucky law. Ms. Velez feels it should not be removed and feels like members should be able to address any concerns they may have. She requested that the roundtable topic be on the next Board meeting agenda. Mr. Ridley suggested roundtable discussions could be held in committee meetings.

B. Governance Committee – Committee Chair, Paul Whalen

- Mr. Whalen reminded members to please return their Board self-evaluations to him within the next week. Once all evaluations are received, comments will be combined to discuss at the March 18 Board Retreat.

C. Finance and Facilities Committee – Committee Chair, Joe Creaghead

- Under the new committee assignment, Mr. Creaghead will schedule a meeting in January.

D. Outcomes Committee – Committee Chair, Julie Smith-Morrow

- Under the new committee assignment, Dr. Smith-Morrow will schedule a meeting in January.

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

- Dr. Figueroa's 2016-17 goals and objectives are in the meeting packet and have been established with Dr. Box. These should be considered when evaluating Dr. Figueroa. Dr. Smith-Morrow read Dr. Figueroa's overall goals for 2016-17:
 - Goal 1 – Institutional Leadership/Management
 - Goal 2 – Educational Leadership/Internal Relations
 - Goal 3 – External Relations
 - Goal 4 – Board and Foundation Relations
 - Goal 5 – Special Priorities
- The committee looks forward to working with the process and will seek guidance from Dr. Box.

F. Foundation Update – Dr. Figueroa called upon Dr. Amber Decker to give the update. Included in Dr. Decker's report was:

- The Foundation's RiverBlast Planning Team held a meeting in November. After much consideration, the team has decided on a new venue for the 2017 event in order to reduce costs and allow for more attendance. The Champions Club at Great American Ball Park was selected.
- Gateway was fondly remembered in the will of Gary Weingartner, father of a former student, Scott Weingartner, who tragically passed away ten years ago. The family established an endowed scholarship in Scott's name at that time. Since that time, Scott's father, Gary, passed away and left about \$51,000 in his will to add to the Weingartner Nursing Endowed Scholarship.

V. Unfinished Business – Mr. Whalen

A. Proposed 2017 Meeting Schedule

- Mr. Whalen presented a draft of the 2017 Board meeting schedule. Discussion was held regarding Board meeting dates, the proposed January date for the Board Retreat, and calling attention to individual members' schedules.
- At the conclusion of the discussion, the Board Retreat was rescheduled for Saturday, March 18, 2017, from 8:30 am – 1 pm. Gateway Foundation Chair, Mr. Jim Parsons, will be invited to attend at the beginning of the retreat to share the Foundation's goals going forward.
- Proposed Board meetings dates for 2017 were: February 9, March 30, May 22, August 31, September 28, October 26, and December 7. Upon motion by Mr. Whalen, and seconded by Dr. Smith-Morrow, the 2017 Board of Director's meeting scheduled was approved.

B. Retreat Update – Members of the planning committee for the retreat are Dr. Smith-Morrow, Ms. Velez, and Mr. Whalen. The committee will work with Board members to seek input for expectations/topics for the Board Retreat. Chair Paul asked Ms. Poore to contact KCTCS legal asking if the Board Retreat will be a regularly scheduled meeting of the Board.

C. Board Self-Evaluation – Mr. Whalen once again reminded Board members to return their Board self-evaluations to him within the next week.

VI. President's Report – highlights of Dr. Figueroa's report included (a copy of the full president's report is attached to the permanent minutes):

- Shared a success story of a Gateway student, Jill Riede.
- Thanked those Board members who attended Dr. Box's Fall Forward Tour luncheon held earlier today.
- Highlighted the December 8 event where gifts were distributed to 72 children of our Work & Learn Ready to Work program students.

- Work Ready Skills and the partnership with the Northern Kentucky Chamber.
- Gateway’s welding program hosting the NKY American Welding Society. Mr. Whalen asked if the Board could invite Gateway program representatives to Board meetings in order for them to share their success stories and activities.
- Gateway’s new marketing materials were given to each Board member.
- Enrollment Update and Campus Enrollment Data.
- Program Closure Update – Pharm Tech, Exercise Science, Computer Aided Drafting, Visual Communication.
 - Mr. Creaghead asked what accommodation the college offers to these teach-out plans. Dr. VonHandorf responded that once the program suspension is announced, students have two years to complete the program.
- Student Complaint Process – Dr. Figueroa read the federal requirement that all college’s must adhere to when dealing with student complaints.
 - 4.5 of the federal requirement for Gateway’s accreditation – the institution has adequate procedures for addressing written student complaints and is responsible for demonstrating that it follows those procedures when resolving student complaints.
 - KCTCS has adopted a new Student Code of Conduct that is effective January 2017 that will be followed when dealing with student complaints (a copy of the process is located in the president’s report).
- Chair Paul called attention to the important dates listed at the bottom of the meeting agenda.

VII. New Business – no new business was brought before the Board.

VIII. Adjournment

Upon motion by Ms. Velez, and seconded by Mr. Collier, Chair Paul adjourned the meeting at 7 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

Mr. Paul L. Whalen
Secretary to the Board

Date