

**Executive Summary
Board of Directors Meeting
September 17, 2009**

Chairman Jordan called the meeting to order. A quorum was present. The media was notified but none attended. The minutes of the May 28, 2009, meeting were approved.

Chairman's Report

Chairman Jordan welcomed and introduced the new student representative to the Board, Mr. Jason Schomaker. Jason is a Business major at Gateway and Treasurer of the Gateway Student Government Association. Ken Paul, secretary to the Board of Directors, administered the Oath of Office to Mr. Schomaker.

As required by the bylaws, the following directors were elected to the Nominating Committee: Ken Paul, Chair; Cindy Sproehnle, and Rev. Richard Fowler.

Standing Committee Reports

Bylaws/Rules Report – Parliamentarian Brent Cooper reviewed the committee's recommended changes to the Board of Directors' Bylaws. Final review and approval will occur at the November Board meeting.

Budget/Summary Review – The Budget Committee met on September 3, 2009. In the absence of Mike Baker, Dr. Hughes reported that the college ended the year with approximately \$349,000 in excess of plan, which will add to the fund balance for the year. For the 2009-10 budget, Dr. Hughes reported that full tuition revenues have already exceeded the plan. The use of the planned fund balance has resulted in an increase in the instructional budget from 34.84% to 43.58%. This has allowed for serving the current increase in enrollment. Dr. Hughes indicated that some of the non-recurring funds made available by increased enrollments will help fund increased advocacy campaign activities like travel for a team to staff the GCTC week at the General Assembly and increased travel to Washington, D.C., to seek federal funds.

Unfinished Business

Board Retreat Follow Up – At Chairman Jordan's request, Patricia Goodman, dean of institutional research, planning and effectiveness, presented a summary of the retreat and how items discussed at the retreat relate to KCTCS strategic goals. Most items are in the research/development stage and are being aligned with Strive/Vision 2015 goals.

Customer Service Report – Ms. Goodman also updated the board on student and employee customer service surveys, including a three-year data trend. One hundred fifty-six students completed the student survey, and approximately 40% of employees responded to the survey. Surveys are conducted electronically through a system that allows responses to be given anonymously. The following is a summary of items that were top notable declines and increases:

Student Survey – notable declines: call in issues, course scheduling, and information needed; notable increases: physical facilities, bookstore, and library.

Employee Survey – notable declines: food service, financial aid, telephone calls; notable increases: web requests, student recruitment and admission, and advising.

New Business

Revised Mission, Vision, and Values Statements – Ms. Goodman presented Gateway’s revised Mission, Vision, and Values Statements and reviewed the process that led up to the revisions. The Board unanimously approved the revised statements and requested Dr. Hughts to forward the action to the KCTCS president and board of regents for approval at its earliest convenience.

Strategic Plan Process and Development – Ms. Goodman reviewed the 2010-16 Strategic Plan process and development, which involved employees and directors in a process that began in September 2008. She noted the following:

- *KCTCS strategic goals* – 1) advance excellence and innovation in teaching, learning, and service; 2) increase student access, transfer, and success; 3) cultivate diversity, multiculturalism, and inclusion; 4) enhance the economic and workforce development of the Commonwealth; and 5) promote the recognition and values of KCTCS.
- *Gateway Mission, Vision, and Value Components* – 1) accessibility; 2) career and technical education; 3) community outreach; 4) developmental education; 5) diversity and global awareness; 6) economic development; 7) facilitator success; 8) general education; 9) resource development; 10) student success; 11) support for learning; and 12) transfer preparation.
- *Collaboration Model for Gateway* – Covington Business Council (focus group sessions – what can Gateway do for you in Covington), National Influence (use of national data and projects); Gateway Students (focus group sessions); Gateway Employees (various opportunities for input); External Community Partners (working sessions); and Education Partners (various opportunities for input).

She also noted the timeline for remaining steps:

- Strategic Planning Collaborative Activities – August – December 2009
- Gateway Mission approved by KCTCS Board of Regents – December 2009
- Strategic Planning Collaborative Activities – January – April 2010
- KCTCS Strategic Plan 2010-16 approved by Board of Regents – March 2010
- Gateway Strategic Plan 2010-16 approved by Board of Directors – May 2010
- Gateway 2010-16 Strategic Plan Implemented – July 1, 2010

President’s Report

Dr. Hughes called on the following for department reports:

Academic Affairs – Dr. Doty Latuszek reported that final fall enrollment is estimated to exceed 4,200, an increase of 18% - 24% over fall 2008 enrollment.

Center for Advanced Manufacturing Update – Dr. Tony Clarke gave an update on the Manufacturing and Trades Technologies Division, noting in particular the National Science Foundation Advanced Technology Education Grant (2007-10, \$598,000); a congressionally directed Grant (Rep. Geoff Davis, 2008-09, \$276,000); Department of Labor High Growth Job Training Initiative Grant (2008-11, \$398,000) Gateway to Energy Careers; and projects for the future.

Student Affairs – Ms. Ingrid Washington, vice president for student affairs, introduced Ms. Theresa Little, associate dean for retention & multicultural affairs, EEO coordinator, and Ms. RuthAnne Kolumba, coordinator, academic success & weekend services for their report of the Office of Student Success and Retention. Highlights of the report included the mission, staffing, and programs and services of the Student Success and Retention office; and the mission, programs and services, and membership of the Diversity and Global Awareness MV₂ Team.

Workforce Solutions

- Assessment Center – Ms. Cindy Sproehle reported that the Assessment Center is now testing for pre-employment screening, certification, and licensures. The center has also increased tests available to the public and now offers PCAT, MCAT, and LSAT which is the first step of becoming a Prometric Professional Center. The college has made a formal application to become a Prometric Professional Center and will learn more about their requirements later this fall.
- Dr. Angie Taylor reported that the Workforce Solutions division launched its first online training module for 200 case workers in the state’s Women, Infants, and Children’s Program with the online Civil Rights module.
- Gateway’s ELC (Entrepreneurial Learning College team) activities included the following: the team submitted a report to be published in the Entrepreneurialship Journal and hosted their first business venture (coffee shop) within the college on May 1; the coffee shop officially opens in January 2010.
- St. Elizabeth EPIC Training – the project goal is to train all St. Elizabeth employees in EPIC software creating a complete system for electronic medical records. Project cost is approximately \$1.7 million, and training will take place over an 18-month period.

Gateway Foundation and Major Gifts Campaign Report

- Ms. Laura Kroeger reported that the Edgewood Campus dedication drew a large crowd of elected officials and legislators and honored the family of the late Henry E. “Bud” Pogue. Mr. Pogue chaired the state Board of Education for many years and was instrumental in establishing what became known as Gateway’s Edgewood Campus. She also reported that Dr. Ed Hughes was presented the prestigious Unity Award by the Northern Kentucky Chamber of Commerce at its annual dinner on September 29. The Unity Award is awarded to individuals that have shown leadership in bringing Northern Kentuckians together to solve regional challenges.
- The *major gifts campaign* to-date has raised \$5,898,112.17 in cash, pledges, and in-kind donations.
- *The Advocacy Campaign* – Transforming Lives. Transforming Kentucky - will be a major focus this fall and winter. Laura Kroeger will assist Dr. Hughes in coordinating the campaign. Two groups will provide input and leadership; the local Impact Team comprised of employees, and the Opportunity Council comprised of key Board, Foundation, campaign, and community friends of Gateway who are connected to Frankfort. A town hall meeting will be held on December 9 to initiate a media campaign regarding our need for more funding; the college will host a Gateway week in Frankfort during the legislative session.

- *The Sitecore project*, a total revamping of Gateway's web site, went live on September 15. The intensive project, managed by our public relations department with guidance from KCTCS, offers a new look, easier navigation, and easy-to-read content. Ms. Tess Fredwest, web services coordinator, and Ms. Margaret Thomson, director of public relations, gave a demonstration of what the new web site looks like and how easy it is to navigate.
- *The Gateway Print Center*, staffed by Mr. Henry Bang, will be printing 31 new program brochures, as well as being involved in printing projects for KCTCS sister institutions.

Construction and Campus Update

Dr. Hughes reported that the Center for Advanced Manufacturing Boone Phase II is approximately 65% complete. Boone Phase II Maintenance and Bookstore facility bid has been approved with work commencing this week; completion anticipated in August 2010. Boone Phase II additional parking and landscaping work is to be completed by August 2010. Gateway and Covington Independent Schools have a hand shake on purchase price and lease price of the Two Rivers Middle School property; a lease will be executed for the first year.