



Board of Directors Meeting Minutes

Thursday, January 22, 2009

5:30 Dinner

Board of Directors Meeting – 6 p.m.

Gateway Community & Technical College

Boone Campus

BOARD MEMBERS PRESENT:

Katheryn Cook
Richard Fowler
Rick Jordan (Chair)
Cindy Sproehnle (Staff Representative)
Dee Wright (Faculty Representative)

Brent Cooper (Parliamentarian)
Martha Johnson (Vice Chair)
Ken Paul (Secretary)
Theresa Wiehoff (Student Representative)

BOARD MEMBERS ABSENT:

Scott Draud

OTHERS PRESENT:

GCTC Faculty/Staff:

Mr. Mike Baker, Vice President, Business Affairs
Ms. Laura Cook Kroeger
Dr. Ed Hughes, President/CEO
Dr. Doty Latuszek, Associate Provost, Academic & Student Affairs
Ms. Sharon Poore, Executive Assistant & Recording Secretary to the Board of Directors
Dr. Angie Taylor, Vice President, Business & Industry Services

I. CALL TO ORDER

Chairman Jordan called the meeting to order at 6 p.m. at the Gateway Community and Technical College Boone Campus. The record will reflect that a quorum was present. The media has been notified of the meeting.

II. APPROVAL OF MINUTES OF THE NOVEMBER 20, 2008, BOARD MEETING

The minutes of the November 20, 2008, Board meeting were approved as distributed.

III. OFFICER REPORTS

A. Chairman's Report

- Chairman Jordan convened the meeting and congratulated the college on achieving accreditation by the Commission on Colleges of the Southern Association of Colleges and Schools.

B. President's Report – Dr. Hughes began his report noting the following highlights (a copy of the President's Report is attached to the permanent minutes):

- Dr. Hughes called attention to the letter in each Board member's packet that was received January 9 confirming accreditation and membership in the Commission on Colleges of the Southern Association of Colleges and Schools that is retroactive to January 2008. The Registrar's Office will communicate to the registrars of schools where GTC students have transferred to apprise them of the retroactive status. Chairman Jordan asked what other KCTCS institutions are in the accreditation process. Dr. Hughes responded that Bowling Green is the only remaining institution that is currently in the accreditation process, and it is seeking accreditation as a technical college.
- **Preliminary Enrollment Spring 2009** – Dr. Hughes noted that preliminary spring enrollment is up dramatically compared to last spring. Through January 21, headcount enrollment of 2,942 was up 2.1 percent compared to the final spring 2008 enrollment. Year-to-date full-time equivalents (FTE) enrollment of 2,407 increased 16.6 percent on the same basis. Dr. Hughes noted final spring enrollment figures will not be available until after students have registered for the next three sessions, and dual credit enrollment at Area Technology Centers are finalized. Gateway leads the System in all enrollment categories and is the only college with an increase in headcount as of this date.

Chairman Jordan asked about enrollment in the other KCTCS colleges. Dr. Hughes responded that nine institutions are down in both headcount and FTE as of this date. The system President's Leadership Team will be meeting next week to further review system-wide enrollment.

- **Student Government Association Activities** – The SGA successfully sponsored the Christmas Wish List again this year. This year, over 132 children were assisted by faculty, staff, and other student benefactors. The recipients were all

from families with a member in the Gateway Community and Technical College Ready-to-Work program.

- **Other Student Activities** – The college’s first-ever international education student group trip will be taken March 12-19, 2009. The trip is part of a course being team-taught by professors Alan Hall (History) and Melissa Fry (English). Nearly 40 students and employees have signed up for the week-long trip to Paris, France.
- **Admissions** – Dr. Hughes noted the success of the Admissions Office and the new Director of Admissions, Andre Washington, in developing a targeted recruitment effort that is contributing significantly to increased enrollment.
- **Workforce Solutions Report** – Dr. Angie Taylor, Vice President for Workforce Solutions (WS), reported the following:
 - Gateway has procured a grant/contract for \$100,000 from the state to train 2,000 Women, Infants and Children (WIC) caseworkers in online classes in eight training areas over the next year. WS will design the curriculum, operate a help desk and provide certificates to successful completers. Christi Dover, formerly an administrative assistant, has been promoted to Workforce Development Liaison/Project Manager, and will lead the project team.
 - WS tracks monthly sales projections and revenue as part of KCTCS’ new Workforce Competitiveness Initiative. The team has been praised by KCTCS for this performance tracking, particularly new ROI data being shared with employers.
 - KCTCS is introducing KCTCS Online as its online college. Gateway is involved in a soft rollout of the initiative through the Business Administration program.
 - The Allied Health Career Pathway project launched Jan. 1. The project is designed to enroll more than 600 “nurse pending” students into other Gateway majors leading to more immediate employment opportunities. (Gateway’s nursing program can accept only 100 students per year.) The AHEC staff, nursing faculty, career counselors from the Assessment Center and others will be involved in providing career workshops to these students. Patti Carter has been hired under a Department of Labor grant to assist with the effort.
 - The new Energy Utility Technician certificate program, also funded through a separate DOL grant, will begin in February. Duke Energy has agreed that students who earn a certificate will be given preference in hiring.
 - The Entrepreneurial Learning College has introduced a Spirit of Innovation recognition program open to groups and individuals in the college. The ELC developed recognition criteria and an application process. All projects will be recognized, and the most significant will be submitted to the League for Innovation. The team/individual chosen for the League entry will have an opportunity to attend the League’s annual conference at Lake Tahoe.
 - Dr. Hughes added that Dr. Angie Taylor has been selected to serve on the Workforce Solutions Leadership Council under the direction of the Greater Cincinnati Foundation. This council has been created to lead new and innovative workforce development strategies for our region.

- **Academic Affairs** – Dr. Doty Latuszek, associate provost for academic affairs, reported the following (a copy of Dr. Latuszek’s report is attached to the permanent minutes):
 - In preparation for expected enrollment growth, Academic Affairs has been studying ways to increase efficiency. The department has analyzed course enrollment and class sizes for the past four semesters. The analysis showed that the number of course sections is growing, reflecting an increase in adjunct faculty. This has resulted in an overall reduction in class size, which indicates progress toward the desired goal of creating capacity for growth. Class sizes for some courses, such as history and other general education classes, have increased, reflecting growth. Other classes have remained small or decreased in size, depending on the topic and the need to cap classes due to instructional requirements, e.g., equipment.
 - A discussion followed among Board members Brent Cooper and Ken Paul:
 - Mr. Cooper asked if Gateway was satisfied with the current class size and feels that with the information provided by Dr. Latuszek that it is a good capacity planning tool.
 - Mr. Paul asked what Gateway’s plans are for those students in the nursing pending slots. Dr. Hughes responded that various Gateway departments are working together to successfully matriculate over 600 Nurse Pending students into other Gateway majors and employment opportunities.

- **Gateway Foundation and Major Gifts Campaign Report** – Laura Cook Kroeger, Vice President of Resource Development and External Affairs, reported on the following items:
 - The campaign received a multi-year \$125,000 pledge from the Butler Foundation that is eligible for a match funds program from KCTCS. The Butler Foundation will provide \$50,000 before June 30, 2009, which will be proposed as a match from KCTCS as our endowment. The new endowment will be used for scholarships for students who reside in the urban core of the region.
 - Appointments have been set or are about to be set to deliver four lead gift proposals.
 - The campaign chairs will be meeting in March to discuss the progress of the campaign and the context of the economic challenges.
 - The Foundation will again be the recipient of the Call to the Post luncheon proceeds. We are sponsoring the unveiling of the Lane's End poster, designed again by one of our students. This year we will frame several for sale and for display. Orders will be taken for framed posters of all three years.
 - Speakers are being considered for the Second Community Leaders Luncheon.
 - A gala/fundraiser is being considered for the fall.
 - Foundation Board members direct their annual contributions toward our unrestricted fund.
 - The Foundation continues to look for partnering opportunities for the new urban campus and will soon be represented by a third party. This real estate expert will guide the process for issuing RFP’s for the Covington/Park Hills land.
 - Dr. Hughes added that with a grant writing team headed by Amber Decker, the college was awarded an \$846,670, three-year grant from the Department of Labor, Community-Based Job Training Grant. The grant is a collaboration of

GCTC the Northern Kentucky Workforce Investment Board, St. Luke/St. Elizabeth Hospital, Kenton County Sheriff's Department, Northern Kentucky Council of Partners, and Centro de Amistad. The funds will be used to expand the Criminal Justice program to include three new certificates in Computer Forensics, Homeland Security/Information Management, and Information Security. In addition, \$115,000 in scholarships will be available to students from the grant. The criminal justice grant was one of 68 out of 274 applications awarded nationwide.

IV. STANDING COMMITTEE REPORTS – The Standing Committee Chairs provided oral and written reports as follows (a copy of each report is attached to the permanent minutes):

A. Bylaws Committee – Parliamentarian Cooper reported that the Bylaws Committee had not met, but would be meeting in the near future and a report will be prepared for the March meeting on a change in the by-laws.

B. Budget Committee – Secretary Paul reported on the Budget Committee and discussed the following (a copy of the report is attached to the permanent minutes):

- Ken Paul reported for the Budget Committee that revenues exceeded projections by approximately \$275,000 for the fall semester and approximately \$300,000 for the spring semester due to increased enrollment. He applauded Dr. Hughes and Mike Baker for their success in managing the budget during tough economic times.
- Mr. Paul asked for a motion to accept the budget report. Upon motion by Richard Fowler and seconded by Katheryn Cook, the budget report was approved as presented.

C. Performance Evaluation of the President – Committee Chair, Mr. Richard Fowler, reported that the annual process will begin soon in order to complete the evaluation, as required, by May.

V. UNFINISHED BUSINESS

A. Date for Board Retreat – After a discussion by those present, the board members agreed to conduct a board retreat on April 25 to focus on the college's strategic plan and opportunities for the future. Mr. Michael Glenn will lead the retreat. Dr. Hughes will work out details and location of the retreat.

VI. NEW BUSINESS

A. Approval of the 2010-16 Capital Plan – Resolution 01-2009 – Dr. Hughes presented the college's 2010-16 Capital Plan (a copy of the resolution is attached to the permanent minutes). The Urban Campus remains the number one priority in the plan. The only addition is the request for additional parking at Edgewood. Upon motion by Martha Johnson and seconded by Brent Cooper, the Board formally approves for submission to the Kentucky Community and Technical College Systems President the capital budget request for 2010-16. Motion passed unanimously.

VII. EXECUTIVE SESSION

Chairman Rick Jordan announced that the Board would move into a closed session following KRS 61.810 (1) (b), "Future Acquisition or Sale of Real Property" – "Deliberations on the future acquisition or sale of real property by a public agency when publicity would be likely to affect the value of the property." Martha Johnson made a motion to move into Executive Session, Katheryn Cook seconded; motion carried.

Upon motion by Ken Paul and seconded by Brent Cooper, the Board meeting was resumed by Chairman Jordan at 7:38 p.m. Chairman Jordan announced that no action was taken in the Executive Session.

VIII. OTHER BUSINESS

- A. Martha Johnson shared information about the upcoming media literacy session "Should you trust the messenger – method, meaning, and media in the 2008 campaign" to be held on Thursday, January 29, 6:30 p.m. at the Boone County Main Public Library (a copy of the flyer is attached to the permanent minutes). The public is welcome.
- B. Cindy Sproenhle inquired as to when the Board might expect action from Governor Beshear to fill the vacant Board seat created by the resignation of Scott Draud. Dr. Hughes replied that the Governor's office is in the process of making a decision that will be announced via a media announcement.

VIII. ANNOUNCEMENTS

Thursday, January 15, 2009
Thursday, January 22, 2009
Thursday, May 21, 2009

Board Budget Committee Meeting
Board of Directors Meeting
GCTC Commencement

IX. ADJOURNMENT – Chairman Jordan adjourned the meeting at 7:40 pm.

Prepared by Sharon Poore, Recording Secretary

Approved:

Secretary to the Board

Date