



Board of Directors Meeting Minutes

Thursday, January 27, 2011

5:30 Dinner

**Board of Directors Meeting – 6 p.m.
Gateway Community & Technical College
Boone Campus, Florence, Kentucky**

BOARD MEMBERS PRESENT:

Brent Cooper (Parliamentarian)	Richard Fowler
Martha Johnson (Vice Chair; via Live Meeting)	Rick Jordan (Chair)
Ken Paul (Secretary)	
Cindy Sproehnle (Staff Representative)	
Jason Schomaker (Student Representative)	
Dr. Michelle Deeley Wilhite (Faculty Representative)	

BOARD MEMBERS ABSENT:

Katheryn Cook	Jeff Groob
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OTHERS PRESENT:

GCTC Faculty/Staff:

Mr. Mike Baker, Vice President, Business Affairs
Dr. Patricia Goodman, Vice President, Knowledge Management & Strategic Initiatives
Dr. Ed Hughes, President/CEO
Ms. Laura Kroeger, Vice President, Resource Development & External Affairs
Ms. Sharon Poore, Executive Assistant & Recording Secretary to the Board of Directors
Dr. Angie Taylor, Vice President, Workforce Solutions
Dr. Laura Urban, Vice President/Provost, Academic Affairs
Ms. Ingrid Washington, Vice President, Student Affairs

GUESTS:

No guests were present.

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 18, 2010, BOARD MEETING

The minutes of the November 18, 2010, Board meeting were approved as distributed.

III. OFFICER REPORTS

A. Chairman's Report – Chairman Jordan

- Chairman Jordan reminded Board members that the meeting agenda and other materials for Board meetings are now available on the college website under the Board of Directors folder. He stated that the Board will be using electronic means to distribute materials as much as possible in the future to reduce paper costs/use. In addition, he stated that the President's Report will also be posted on the website. He asked members to review the content of the President's Report and bring any questions about the report to the Board meetings for discussion.

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

A. Bylaws Committee – Parliamentarian Cooper – no report.

B. Budget Committee – Martha Johnson, Chairperson of the Board Budget Committee delivered the following report:

- The Board Budget Committee met on Thursday, January 13, 2011. In the meeting, the following items were discussed:
 - The committee reviewed the quarterly budget report and noted that the budget categories now being used by the college conform to the format used by other colleges in KCTCS. In addition, the re-categorization of Workforce Solutions into the Public Service budget category is reflected in the new report.
 - Ms. Johnson reported that the college has requested additional comparison data from KCTCS to compare its budget report to other KCTCS institutions. Mr. Mike Baker will take that request to KCTCS.
 - Additional benchmarking with community colleges in regions that Vision 2015 and Agenda 360 use for comparison is being formulated so the college can have a sense for what we should consider as the college grows.

- Ms. Johnson reported that the committee reviewed the Six-Year Capital Budget Plan. The Budget Committee reviewed the list of prioritized capital projects that will be submitted to KCTCS for consideration in its overall Six-Year Capital Plan. Ms. Johnson added that it is very important to note in the resolution background that the importance of the Six-Year Capital Plan is in the relative priorities and not the details of each project. The project scope and funding needed are educated guesses based on basic cost analysis. These figures will be revised by KCTCS during the process, and they are further refined once a project is actually funded. The committee re-prioritized several projects, namely the Edgewood Parking Expansion and Technology Upgrade projects were moved higher. The committee voted to recommend to the full Board the approval of the attached list of eight projects. Dr. Hughes noted that a more detailed narrative and budgetary summary of each project was posted on the website.

Ms. Johnson explained that it is very important for the Board members to understand that the Urban Campus is contained in the first two priorities and that the college is requesting funding of the entire campus as a whole at \$62.8 million (not in phases). The reason for the total funding request is because the college needs to completely replace the Amsterdam Road Campus and the Park Hills Center. Growth needs to be planned for the next three to six years. The second priority is also for the Urban Campus and is the renovation of the Two Rivers facility as an agency-funded project (using the college's own funds derived from the sale of property, grants, and private gifts).

Dr. Michelle Deeley Wilhite asked what process the college used and how these items were selected as priorities. Ms. Johnson stated that selections were based on the Strategic Plan and the Strategic Needs Analysis. The order of the projects was discussed at the January 13 Budget Committee meeting resulting in the project list of eight priorities that is attached.

On behalf of the committee, Ms. Johnson read the following excerpts of an email by Board member Jeff Groob who was not able to attend: "Based on the material in the advance packet, I don't see enough information to evaluate the dollar amounts we are being asked to endorse in Resolution 01-2011 Six-Year Capital Plan, such as the line items of \$62,881,129 for the Urban Campus or the \$38,874,000 for the Classroom and Student Center at the Boone Campus. If detailed financial oversight is not in our jurisdiction and is provided by the KCTCS Board, then perhaps our resolution should support the narrative of relative priorities, but omit approval of specific dollar amounts. Otherwise, I would like the Board to have access to our administration's planning basis for these numbers (no matter how rough or preliminary they may be) before we vote to publicly support over \$180 million dollars in capital requests for the next six years."

Ms. Johnson reiterated that the figures were based on the previous Six-Year Plan. Dr. Hughes informed the Board that the details of the estimates, including gross square footage estimates, were included in the project summaries posted on the website. He indicated that KCTCS wanted our cost estimate as part of the

plan and that he felt it was prudent and transparent to provide the Board with those cost estimates since Gateway was going to be required to provide them to KCTCS.

Ms. Johnson recommended the approval of Resolution 01-2011 for adoption by the Board as distributed. Mr. Jordan reminded the Board that a committee recommendation did not require a second vote. There being no further discussion, the resolution was approved unanimously by voice vote.

C. Performance Evaluation of the President – Committee Chair Richard Fowler reported that no activity occurred; therefore, there will be no report.

Chairman Jordan stated that, without objection, all committee reports were accepted as presented.

V. UNFINISHED BUSINESS – Chairman Jordan asked Drs. Hughes and Goodman to report on the findings of the seven community forums that have been held and completed.

A. Urban Campus Community Input Forums Update – Dr. Patricia Goodman presented highlights of the report which is attached to the permanent minutes.

- Gateway held a series of seven community engagement forums in 2010 that focused on the development of the college's Urban Campus. The forums were held at various locations throughout the river cities and each followed a common agenda.

Chairman Jordan stated that the location, bus service, and library are all major contributors to the success of the Urban Campus. He noted the information in the report confirmed the decisions of the college to develop the Urban Campus at the Scott Boulevard location.

B. SACS Reaffirmation – Chairman Jordan called upon Dr. Patricia Goodman to give the Board a brief report of SACS reaffirmation activities. Dr. Goodman's presentation consisted of the following highlights (a copy of the report is attached to the permanent minutes):

- Timeline:
 - Internal Audit of Compliance – August – December 2010
 - QEP Topic selection – August 2010 – January 2011
 - SACS Reaffirmation Orientation in Atlanta – January 31, 2011
 - Compliance Certification due – March 15, 2012
 - Off-Site Peer Review conducted – May 8 – 11, 2012
 - Quality Enhancement Plan due – Four to six weeks prior to on-site visit
 - On-Site Peer Review Conducted – between September 10 – November 16, 2012
 - Review by Commission on Colleges – June 18 – 20, 2013

Chairman Jordan asked how many institutions that participate in reaffirmation are denied reaffirmation. Dr. Hughes answered very few are denied, but it is not unusual for recommendations to be made to the college during reaffirmation.

- Four QEP Topic Themes:
 - 310 topics were submitted; the Gateway reaffirmation team narrowed the 310 topics into four broad themes: student engagement; support for student success; first year experience/right start; and innovations in teaching and learning
- Four proposals were chosen: LinC: Learning in Community Course Model; Read and Write Gold Literacy Software to Improve Student Outcomes; Technology Literacy Initiative; and Writing and Communication Center

Dr. Hughes commented that even though many submissions were not selected as the final QEP topic, the college would still benefit from many of them for future process and planning purposes.

VI. NEW BUSINESS – Chairman Jordan reported that the college’s Strategic Plan addresses three main areas (Pathways, Engagement, and Organizational Capacity), and in each area there are Key Performance Indicators (KPIs) that will be reviewed as part of the Board’s role to advise the college on the strategic initiatives. He has asked Drs. Hughes and Goodman to share with the Board over the next three Board meetings indicators and trend analysis for those three areas that can help the Board understand how well the college is meeting the overall goals of the Strategic Plan. Tonight, Dr. Goodman will update the Board on Pathways.

A. Key Performance Indicators – Pathways (a copy of Dr. Goodman’s report is attached to the permanent minutes).

- The broad headings under Pathways represent KPIs for the 2010-16 Strategic Plan. The data elements under each heading represent specific performance measures that will be tracked throughout the life of the Strategic Plan. Together, these data elements represent a comprehensive framework for ensuring institutional quality. Those broad headings are:
 - Matriculation – students transitioning to credit-bearing courses at Gateway from educational pathways made possible by partnership with high schools, Adult Education, and business and industry
 - Enrollment – enrollment composition at Gateway, including student demographics, full-time equivalency (FTE), credit hours generated, and participation rate of the adult population
 - Businesses served – number of businesses served through Workforce Solutions and Innovations that invest in their employees through training
 - Completion – the number of associate degrees, diplomas, certificates, and GEDs awarded
 - Transfer – transfers both into and out of Gateway, including in-state transfers, out-of-state transfers, students transferring additional credit, transfer credit, and transfer credit applied to degree programs and transfer rates

- Licensure/Certification Pass Rate – annual percent of first-time takers passing licensure and certification exams required by their professions for entry-level positions
- Employment – employment success of program graduates, measured through placement rates and the occupational wage index

VII. President’s Leadership Team Report – Dr. Hughes referenced his distributed report and noted the following highlights:

- Several Gateway employees and Board members attended the Covington Business Council luncheon today. New Kenton County Judge Executive, Steve Arlinghaus, was the presenter. One highlight of the Judge’s comments was Gateway’s Urban Campus in Covington and that he wants to be immersed in the process and planning of the campus.
- Gateway has signed an agreement with Lindsey Wilson College to offer a weekend college program at the baccalaureate and master’s level in human services and counseling.
- The Gateway and Northern Kentucky University transition program will be providing a seamless transition between the two institutions for students who complete appropriate developmental and general education courses with Gateway. The courses will be taught by Gateway faculty on the NKU campus. An informational meeting will be held at the Edgewood Campus for interested students on February 23, 2011.
- Discussions have begun with the University of Cincinnati’s Criminal Justice Program staff for the development of an articulation agreement for Gateway Criminal Justice students. Both institutions hope to finalize an agreement in the next few months.
- The Director of Early College Initiatives position has been filled. Shelby Krentz will work extensively on dual credit programming with regional high schools.
- Gateway has just announced the 2011 New Horizons Outstanding employee recipients. The 2011 recipients are: Amber Decker – Outstanding Administrator; Linda Brandenburg – Outstanding Staff Administrator; and Susan Chaney – Outstanding Faculty. The three will be formally recognized in May at the KCTCS New Horizons Conference.
- Gateway will be nationally recognized on NBC in a special segment reported by Tom Brokaw to be aired in early March. The segment will spotlight the changes from “brawn” to “brain” in the skills required to work in the U.S. manufacturing sector.

- Ms. Ingrid Washington, Dean of Student Affairs, distributed a flyer highlighting a student recruitment initiative called “Super Sunday”. The event will specifically target students and families of color with information and resources to support admissions and enrollment. System-wide implementation is targeted for February 27, 2011. Gateway’s Super Sunday event will be held at the Urban Campus from 3 – 5 p.m. on the above date.
- Dr. Angie Taylor, Vice President of Workforce Solutions and Innovations, distributed an invitation to Board members to attend the February 4 Center for Innovation event “Cultivating Student-Run Businesses”. Joseph Guy, who serves as the CEO of Flier Enterprises at the University of Dayton, will be our guest speaker and will look at ways to nourish, give light to, and nurture the future of student run businesses. The invitation for the event was designed by Tess Burns, Gateway’s Web Services Manager.
- Dr. Hughes announced the 2nd Annual Status Report on the Urban Campus Project to the community will be held at the Urban Center on February 16, 2011, beginning at 10:30 a.m.

VIII. ANNOUNCEMENTS

Board of Directors Budget Committee	March 10, 2011
Board of Directors Meeting	March 24, 2011

IX. ADJOURNMENT – Chairman Jordan adjourned the meeting at 7:26 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

Kenneth Paul
Secretary to the Board

Date