



Board of Directors Meeting Minutes

Thursday, September 17, 2009

5:30 Dinner

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

BOARD MEMBERS PRESENT:

Katheryn Cook	Brent Cooper (Parliamentarian)	Martha Johnson (Vice Chair)
Rick Jordan (Chair)	Ken Paul (Secretary)	Jason Schomaker (Student Representative)
Cindy Sproehnle (Staff Representative)	Dee Wright (Faculty Representative)	

BOARD MEMBERS ABSENT:

Richard Fowler

OTHERS PRESENT:

GCTC Faculty/Staff:

Dr. Tony Clarke, Assistant Professor and Division Chair
Ms. Laura Kroeger, Vice President, Resource Development & External Affairs
Ms. Patricia Goodman, Dean, Institutional Research, Planning, & Effectiveness
Dr. Ed Hughes, President/CEO
Dr. Doty Latuszek, Provost/Vice President for Academic Affairs
Ms. RuthAnne Kolumba, Coordinator, Academic Success & Weekend Services
Ms. Theresa Little, Associate Dean for Retention & Multicultural Affairs, EEO Coordinator
Ms. Sharon Poore, Executive Assistant & Recording Secretary to the Board of Directors
Dr. Angie Taylor, Vice President, Business Solutions
Ms. Margaret Thomson, Director of Public Relations
Ms. Ingrid Washington, Vice President for Student Affairs

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 MAY 28, 2009, BOARD MEETING

- A. The minutes of the May 28, 2009, Board meeting were approved as distributed.

III. CHAIRMAN'S REPORT

A. Chairman Jordan

- 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 SGA Student Government Association. Each Board member introduced themselves to Mr. Schomaker.
- Mr. Ken Paul, Secretary to the Board of Directors, administered the Oath of Office to Mr. Schomaker.
- **Appointment of Nominating Committee** – Chairman Jordan called on Parliamentarian Cooper to read Article 4, Section 2 – Election of Nominating Committee. Chairman Jordan opened nominations from the floor. Nominations were: Mr. Ken Paul, Chair; Ms. Cindy Sproehle, and Rev. Richard Fowler. Upon motion by Martha Johnson and seconded by Brent Cooper, the motion passed unanimously.

B. 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 – Secretary Ken Paul reported that the Budget Committee met on September 3, 2009, at which time Mr. Mike Baker, vice president of business affairs, presented the budget report for 2008-09.

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. Preliminary figures are reported in the attached report, and a complete audited budget will be presented later in 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 an increase in the enrollment being experienced.

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.

Mr. Paul asked for a motion to accept both budget reports. Upon motion by Katheryn Cook and seconded by Martha Johnson, the 2008-09 and the 2009-10 budget reports were approved as presented.

- Performance Evaluation of the President – no report.

IV. UNFINISHED BUSINESS

- A. Board Retreat Follow Up – Chairman Jordan asked Dr. Hughes and Ms. Patricia Goodman for a brief follow-up report from the Board Retreat that was held on April 25, 2009 (a copy of the report presented is attached to the permanent minutes).

Ms. Goodman began her report with a summary of the retreat (page one) and how the items in the report relate to the goals of the KCTCS 2010-16 Strategic Plan (page 2). Most items are in the research/development stage and are being aligned with Strive/Vision 2015 goals. In addition, on page ~~three~~3, Ms. Goodman presented the rough draft model for a structured plan for Gateway's future growth.

- B. Customer Service Report – Chairman Jordan asked Ms. Patricia Goodman to update the Board regarding the Customer Service Reports.

Ms. Goodman began her report by distributing the student and employee customer service surveys, as well as a summary of both reports which reflects a three-year data trend. ~~456~~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 ~~admittance~~admission, and advising.

The results of the Customer Satisfaction Surveys will be integrated into the 2010-16 Strategic Plan to ensure that those items are addressed with sustainable results.

Brent Cooper recommended that communication be made a top priority.

V. NEW BUSINESS

A. Revised Mission, Vision, and Values Statements – Ms. Patricia Goodman presented Gateway’s revised Mission, Vision, and Values Statements for the Board’s review. During the fall semester of 2007, Gateway, in alignment with KCTCS, began developing its strategic plan for 2010-16. Following a comprehensive environmental scan, the college began an in-depth review of its Mission, Vision, and Values statements. Employees were provided with the opportunity to review and provide feedback to the current statements through an electronic process that was scheduled for the time period of February 2009 through March 2009. After the electronic process, the following meetings were held to review the feedback (a copy of the revised statements is attached to the permanent minutes):

- March 27, 2009 – The Institutional Effectiveness Council (IEC) met and reviewed the feedback and prepared an initial draft for discussion.
- April 25, 2009 – The Gateway Board of Directors held a planning retreat where they reviewed the feedback and provided additional feedback to the college on the draft statements.
- June 26, 2009 – IEC held its annual retreat at which time the council members reviewed the draft. Further edits were made and the IEC made endorsement to present the final draft to the college in August 2009.
- August 10, 2009 – ~~the~~The fall college-wide symposium was held at which time the final statements were reported. The college’s employees endorsed and recommended the revised statements to the Board of Directors for adoption and submission to the KCTCS Board of Regents.
- A motion was made by Martha Johnson and seconded by Brent Cooper for the Board to approve the revised statements. The motion passed unanimously. The Board then requested the President/CEO of the college to forward the action (Resolution 04-2009 is attached to permanent minutes) to the KCTCS President and Board of Regents for approval at its earliest convenience.

B. Strategic Plan Process and Development – Ms. Patricia Goodman presented the 2010-16 Strategic Plan process and development. Highlights of the discussion included:

- Accomplishments
 - Environmental Scanning – September 2008 – March 2009
 - Institutional Profile for December 2009 – December 2008
 - Mission, Vision, Values Review and Revision – February – March 2009
 - Employee S.O.A.R. Process – April 2009
 - Gateway Board of Director’s Retreat – April 2009
 - IEC Retreat – June 2009
 - Gateway Employee Endorsement of Mission, Vision, and Values – August 2009
 - Gateway Board of Directors approval of Mission, Vision, and Values – September 2009

- Framework for Moving Forward
 - 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).

- Next 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

Ms. Goodman will update the Board with the Strategic Planning progress at each Board meeting until the final plan is implemented in July 2010.

VI. President's Report – Dr. Hughes began his report by stating there was a change in tonight's agenda to accommodate the addressing of issues, business, and voting prior to the President's Report. He then called on the following for department reports:

- **Academic Affairs** – Dr. Doty Latuszek's report included the following highlights:
 - Final fall enrollment is estimated to exceed 4,200, which will mean 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. His report included (a copy is attached to the permanent minutes):
 - Division Highlights
 - National Science Foundation Advanced Technology Education Grand (2007-10, \$598,000)
 - 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
 - Projects/Topics for the future

- **Student Affairs** – Ms. Ingrid Washington, ~~Vice-vice President-president~~ for ~~Student student Affairsaffairs~~, introduced Ms. Theresa Little, ~~aAssociate Dean-dean~~ for ~~Retention retention~~ & ~~Multicultural-multicultural Affairsaffairs~~, ~~EEO Coerdinatorcoordinator~~, and Ms. RuthAnne Kolumba, ~~Coordinatorcoordinator~~, ~~Academic-academic Success-success~~ & ~~Weekend-weekend Services-services~~ for their report of the Office of Student Success and Retention. Highlights of the report included (a copy of the presentation is attached to the permanent minutes):
 - The mission, staffing, and programs and services of the Student Success and Retention office
 - The mission, programs and services, and membership of the Diversity and Global Awareness MV₂ Team

- **Workforce Solutions** – Dr. Angie Taylor’s report included the following:
 - Assessment Center – Ms. Cindy Sproehnle reported t-hat the Assessment Center is now testing for pre-employment ~~testscreening~~, 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. 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~~st~~; the coffee shop officially opens in January 2010.
 - Covington Partners in Prevention – Strive Roadmap for students and adults
 - 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** – Dr. Hughes invited Ms. Laura Kroeger to report on recent activities of the Gateway Foundation. Highlights of Ms. Kroeger’s report included:
 - Edgewood Campus dedication – the dedication drew a crowd filled with 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.
 - 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-and-hold~~ a Gateway week in Frankfort during the legislative session. The Advocacy Campaign also serves as a backdrop for service learning. Ms. Martha Johnson stated that she will soon be

attending her last KCTCS foundation meeting and expressed her excitement about the upcoming Advocacy Campaign.

- 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, has taken most of the summer and involved most of our departments. It 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.
 - 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 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.
- Dr. Hughes' report consisted of the following:
 - Construction and Campus Update (a copy of the update is attached to the permanent minutes):
 - ❖ 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.
 - ❖ Urban Campus Update – 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.
 - ❖ Dr. Hughes noted that the Kentucky Nominating Commission met to address the current vacancy on the Gateway Board. Three recommendations were made to the commission and the college is anticipating to soon hear from the Governor's office regarding the appointment of the new member to fill the vacancy on the Board as a result of Scott Draud's resignation last year.

VIII. ANNOUNCEMENTS

Chairman Jordan congratulated the college on the strong foundation the college has created and thanked everyone for all their hard work.

Thursday, November 5, 2009
Thursday, November 27, 2009

Board Budget Committee Meeting
Board of Directors Meeting

X. ADJOURNMENT – Chairman Jordan adjourned the meeting at 8:50 pm.

Prepared by Sharon Poore, Recording Secretary

Approved:

Secretary to the Board

Date