



## Board of Directors Meeting Minutes

*Thursday, September 23, 2010*

**5:30 Dinner**

**Board of Directors Meeting – 6 p.m.**

***Gateway Community & Technical College  
Boone Campus***

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### **BOARD MEMBERS PRESENT:**

Brent Cooper (Parliamentarian)

Jeff Groob

Rick Jordan (Chair)

Cindy Sproehnle (Staff Representative)

Dr. Michelle Deeley Wilhite (Faculty Representative)

Richard Fowler

Martha Johnson (Vice Chair)

Ken Paul (Secretary)

Jason Schomaker (Student Representative)

### **BOARD MEMBERS ABSENT:**

Katheryn Cook

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### **OTHERS PRESENT:**

#### ***GCTC Faculty/Staff:***

Mr. Mike Baker, Vice President, Business Affairs

Ms. 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

Mr. Mike Riley, President, Gateway Faculty Senate

Dr. Angie Taylor, Vice President, Workforce Solutions

Ms. Margaret Thomson, Director of Public Relations

Dr. Laura Urban, Vice President/Provost, Academic Affairs

Mr. Andre Washington, Director, Admissions and Recruitment

Ms. Ingrid Washington, Vice President, Student Affairs

### ***GUESTS:***

Donna Moore

Jeff Moore

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## 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 13, 2010, BOARD MEETING

The minutes of the May 13, 2010, Board meeting were approved as distributed.

## III. OFFICER REPORTS

### A. Chairman's Report – Chairman Jordan delivered the following report:

- Chairman Jordan welcomed and introduced the new faculty representative to the Board, Dr. Michelle Deeley Wilhite. Dr. Wilhite is Associate Professor of oral communication and coaches the Gateway Speech and Debate Team.
- Mr. Ken Paul, Secretary to the Board of Directors, administered the Oath of Office to Dr. Deeley Wilhite, who was duly sworn in as a Board member.
- Chairman Jordan welcomed Dr. Laura Urban, new Provost/Vice President for Academic Affairs.
- Mr. Jordan reminded Board committee chairs of the need to present both oral and written reports at the November annual meeting. He asked that written reports of committee activities be submitted to Sharon Poore by November 5 to be included in the mail-out of meeting materials prior to the November 18 meeting.
- Strategic Planning Process – Mr. Jordan explained a change in the structure of board meetings to focus on the strategic plan in light of all the work being done to create and implement the 2010-2016 plan. In addition, the President's Report will be mailed to Board members in advance of meetings, but will not be delivered at the meeting. If Board members have questions relating to the President's Report, they should ask them during the President's Report on the agenda.

### B. STANDING COMMITTEE REPORTS – The Standing Committee Chairs provided reports as follows:

- **Bylaws Committee** – Parliamentarian Cooper – there was no committee activity to report.
- **Budget Committee** – Secretary Paul referred members to the materials originally included in the Board packet previously mailed. Mr. Paul reported that revenues exceeded expenses for fiscal year 2010; Mr. Baker reported the excess was \$1.2 million. In addition, Mr. Baker reported that fall 2010 tuition will exceed the budgeted amount. Benchmark data from KCTCS has been shared with the Board. Gateway is in line with KCTCS benchmarks, except for an under-allocation related to public service. Workforce Solutions budget will be reclassified as public service in the budget to be more in line with benchmarks. Dr. Hughes noted that national benchmarks do not exist

according to the research department at the American Association of Community Colleges (AACC). Mr. Paul made a motion to accept the Budget Committee report, and Mr. Brent Cooper seconded. The motion passed unanimously. Mr. Jordan said benchmark data made great progress and will continue and thanked Norma Northern for the work she had done with the breakdown by program.

- **Performance Evaluation of the President** – Committee Chair Richard Fowler reported that all deadlines were met during fiscal 2010, and the President's evaluation was completed in a timely manner. The committee will report to the Board in November on the process for fiscal 2011 in order for the committee to begin the process in spring 2011. Mr. Fowler thanked the Board for its participation in the evaluation process and indicated that Dr. Hughes' contract for four years was renewed by System President McCall.

**IV. UNFINISHED BUSINESS** – Chairman Jordan noted there was no unfinished business that needs to be brought before the Board. He added that if there are items a member would like to discuss, to let him know prior to the next meeting and that item(s) would be placed on the November agenda.

## **V. NEW BUSINESS**

Dr. Hughes introduced the discussion of annual plan development by reading an editorial from *China Daily* titled "Attracting Talent for the Future," which he had visited with a Northern Kentucky delegation earlier in September. Many of the issues China is dealing with, such as an aging population and lack of an educated workforce, are quite similar to U.S. issues. China is seeking to move from a labor-intensive to a talent-rich economy.

### **• Recap of Strategic Plan Development**

- Dr. Hughes reviewed the development of the Strategic and Annual Plan. He summarized the planning process and timeline that led to the rollout of the 2010-2016 Strategic Plan at the August 2 and September 7 college-wide symposiums. Dr. Hughes presented a PowerPoint presentation on the Annual Plan that is provided on the Board website as well as in the permanent minutes.
- Dr. Hughes also reported that Dr. Mike McCall, President of KCTCS, has announced transformation initiatives for the entire system. These focus on Service, including Career Development, Job Placement Services, Student Services and Financial Aid; and Instruction, including Transfer, Dual Credit, Developmental Education and Curriculum Review.
- **Annual Plan Development** – Patricia Goodman reviewed the 2010-11 Annual Plan that focuses on five priority areas as follows: Urban Campus Expansion, Distance Learning, High School Transition ("15 by 12"), Career and Transfer Transition, and Sustainability Management.

- **Key Performance Indicators** – Ms. Goodman explained how operational planning at the department, program, and team levels ties departmental, program, team, and individual plans to the college and system strategic plans. Ms. Goodman indicated that the process is intended to provide a stronger link from KCTCS down to the individual employee learning plans. She said a new electronic system for high level engagement is being implemented that will help make the plan a “living document”, and that strong key performance indicators will provide a foundation for systematic evaluation of the college’s progress. She also noted annual impact reports on the college’s progress will provide greater transparent accountability to the stakeholders.
  - Mr. Groob asked about Gateway’s degree completion rates and how they compared with other institutions. Dr. Hughes explained that the national measure used is the percentage of students who complete a two-year degree in three years. The national data is 25.5%, Kentucky is 27.5%, and Gateway is 30%.
  - Mr. Jordan commented that he understands how all this ties together; the college has been going through cultural change, and he sees even more of a cultural change because of the statistics and benchmarks now being used. Mr. Jordan congratulated the institution for a job well done with the amount of change occurring.
  - Mr. Cooper stated that he had recently attended a conference in Washington, DC, and the focus of the conference was on teacher quality. A few items he noted were:
    - A bachelor’s degree is worth more than \$1 million in additional lifetime earnings;
    - Nationally, one person drops out of high school every four seconds;
    - The rising need for developmental education is a national trend; and,
    - Community colleges nationwide have similar concerns with service degrees, and whether these graduates are obtaining jobs.
  - Mr. Cooper added that he thought Gateway is ahead of many community colleges in linking with Workforce Investment Boards in career areas. He recommended tying teacher performance to student performance and suggested Gateway could be a leader in this area through teacher mentorship programs and a teacher residency program. The board engaged in additional discussion on Mr. Cooper’s comments.
  - Mr. Groob asked if community forums related to the Urban Campus had been held outside of Covington and if an analysis of the previous forums had been developed. Dr. Hughes responded that additional forums will be scheduled, but are not on the calendar yet. He said the analysis will be forthcoming after all meetings are complete.
  - Mr. Groob stated that the Governor had funded three apprenticeship programs through the Workforce Investment Board. Ms. Cindy Sproehnle stated that Gateway provided testing for two programs and they have already been placed in

employment. Transportation was an issue at Boone, but was moved to Urban Center which worked better because most students were from the Covington area.

– Mr. Groob stated that he still has some discomfort with Gateway funding Chamber-sponsored events.

- **SACS Reaffirmation Overview** – Ms. Patricia Goodman reviewed the timeline of the 2013 SACS reaffirmation. A copy is attached to the permanent minutes.
- **2011 Draft Board Meeting Schedule** – Mr. Jordan distributed the dates for 2011 Board meeting schedule and noted the dates will be voted on at the November Board Annual Meeting.

## **VI. President's Leadership Team Report**

**A. Urban Campus Update** – Dr. Hughes provided an update on the Urban Center/Urban Campus. Items to note are:

- Gateway has completed the purchase of the Two Rivers building where the Urban Center is now located.
- KCTCS should complete the purchase of the Park Hills Center from Gateway in the next two to three weeks. This will enable the system to begin marketing the Park Hills Center.
- All instruction has been moved out of Park Hills.
- Gateway is leasing 14,000 square feet of the Urban Center back to Covington Independent Public Schools under a short-term lease.
- Additional Gateway courses are being moved to the Urban Center, where a Certified Nurse Aid program will be offered beginning in January. The Urban Center is beginning to offer services on a full-week basis (including Friday).
- Gateway has been asked by the Kenton County Public Library to provide community access to Urban Center classroom space. This will be done on a short-term basis.
- Covington city officials are working on a revised city plan and will talk with the college about how it fits into the plan.

**A. Construction Update** – Dr. Hughes provided an update on construction projects at the Boone Campus:

- The new Barnes and Noble Bookstore will open on October 11, 2010. The building is being shared with maintenance and operations, which will be located on the lower level of the building.
- Phase one of the new loop road and site development should be complete within the next six weeks.
- Dr. Hughes briefly reviewed the current Boone Campus site development plan.

**VII. ANNOUNCEMENTS**

<b>KCTCS Benefactors Gala</b>	October 16, 2010 Lexington, Kentucky
<b>CAM Grand Opening Celebration</b>	October 29, 2010 Boone Campus
<b>Board of Directors Budget Committee</b>	November 4, 2010
<b>Board of Directors Meeting</b>	November 18, 2010

**VIII. ADJOURNMENT** – Chairman Jordan adjourned the meeting at 8:50 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

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Secretary to the Board

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Date