



**President’s Leadership Team Report to the
Board of Directors
January 27, 2011**

Overview of Report

During the 2010-11 academic year, the President’s Report will be organized by the three Strategic Focus Areas contained in the 2010-2016 Strategic Plan: Pathways, Engagement, and Organizational Capacity.

Pathways

- Gateway Spring 2011 enrollment is on track to meet spring enrollment goals. Spring 2011 preliminary enrollment as of January 4, 2011 was as follows (final enrollment numbers will be available in April):

Spring Headcount:	3,567 (4,008 final spring 2010)
Spring FTE:	2,390 (2,349 final spring 2010)

Year-to-Date Comparisons:

	2010	2011	% Increase
Spring Headcount	3,189	3,567	11.8% increase
Spring FTE	2,173	2,390	9.9% increase

- The Advising Center has some personnel changes this semester. **Felicia Toliver** has accepted a new position at Elizabethtown CTC and will be replaced with a new full-time advisor. **Wendy Schindler** who has been working as one of our part-time advisors accepted a position in the new Allied Health Grant as a full-time advisor. Wendy’s part-time replacement, **Ms. Vicky VanWinkle** has been hired and started January 4. Ms. VanWinkle has a vast amount of experience in advising that she brings to Gateway. She has worked as an advisor at the University of Cincinnati, Northern Kentucky University, and currently is working at Maysville CTC as a test coordinator.
- The Director of Early College Initiatives position was filled by **Shelby Krentz**. This position will work extensively on dual credit programming with regional high schools. Shelby will start her new position in late March when she returns from maternity leave.

- Tutoring Services have been expanded to Saturdays from 11:00 am – 3:00 pm at the Edgewood Campus. Beginning, January 18, 2011, GCTC Tutoring Services in partnerships with the Division of Arts, Humanities, and Social Sciences will offer open tutoring for writing papers and improving writing skills for students at all levels. Writing tutors will be available to help them find a topic, organize their paper, cite sources, avoid plagiarism, and use correct grammar and punctuation to successfully write a required paper for any GCTC course.
- In October, Gateway submitted a draft statewide diversity plan to KCTCS for 2011-2016. The Council on Postsecondary Education (CPE) is requiring that all Kentucky State public colleges and universities submit statewide diversity plans to implement strategies, programs, and services that fulfill the educational objectives set forth in HB 1 and address the needs of and support the success of diverse populations, particularly those most affected by institutional and systemic inequity and exclusion. The plan includes four components: (1) Student Access and Success; (2) Education, Scholarship, and Service; (3) Campus Climate; and (4) Institutional Leadership and Transformation. The final draft is due to The Council on Postsecondary Education (CPE) on March 11, 2011 and will be implemented starting July 1, 2011.
- **Kimberly Connell** was hired as the Gateway College Access Center program coordinator and will be located at Holmes High School. Kimberly will provide increased recruitment, program coordination, and student support services to Holmes High School GCAC students. Kimberly will start January 18, 2011.
- The Student Support Services Program moved to the Urban Center in December 2010. The Urban Center is now open on Fridays from 8:00 a.m. – 4:30 p.m. This brings additional services including transfer counseling, tutoring, and academic assistance to the Center's students and allows for the opening of the Urban Center on Fridays. **Andre Washington**, Director of Enrollment Management, has relocated his office to the Urban Center and will be serving as the interim Urban Center Director while **Mallis Graves** is on maternity leave.
- Gateway 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 programs will be offered at the Boone campus on Friday evenings and Saturdays starting in fall 2011. As part of the agreement with Lindsey Wilson, their faculty members are working with Gateway faculty and staff on the development of an Associate Degree in Human Services.
- Gateway to NKU Transition Program – Gateway and NKU are 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. There will be an information meeting at the Gateway Edgewood Campus for interested students on February 23, 2011.
- Discussions began with the University of Cincinnati 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 “Close the Deal” session held on November 18 at Holmes High school was attended by approximately 45 – 50 parents as well as their children. The purpose of the session was to assist parents in learning about dual credit programming at Gateway and the four area technical centers: Boone, Patton, McCormick, and Holmes who organized and sponsored the event.
- The Workforce Solutions and Manufacturing and Trades Technology Divisions received a grant from the Greater Cincinnati Foundation Workforce Development Network, which provided tuition for 20 students to take the Kentucky Manufacturing Skills Standards (KMSS) Level I class and certification test. In addition, funding was provided for 50 students and dislocated workers to take the National Career Readiness Certificate test. The cost of the National Career Readiness Certificate test for 14 students from Patton Area Technology Center was also provided. The Network will have funding for Gateway to offer the KMSS Level II later in January.
- **Brenda Campbell**, Coordinator in the Workforce Solutions Department had several new Continuing Education courses approved by Kentucky and Ohio for plumbers and heating and air professionals. New offerings include Mold Awareness, Asbestos Awareness, Introduction to Wind Energy, Building Science: The Home as a System, and Lead Awareness. Service numbers include Plumbing CEUs – 110 served; HVAC CEUs - 78 served; Electric CEUs - 14 served; and Human Resources Certification Institute – 37 served.
- The Southern Association of Colleges and Schools has approved two substantive change requests (1) to offer the **Supervisory Management Certificate** at Valassis Direct Mail in Florence, effective December 2010; and (2) to offer the **CNA Certificate** at the Urban Center approved effective January 2011.

Engagement

- **Shelby Krentz**, the Director of the Advising Center, will be taking the new position of Director of Early Scholars Initiatives starting in April. **Ms. Ann Schultz** will act as the Interim Director for the spring semester while Ms. Krentz is on maternity leave. Ms. Schultz has been working in the advising center as a part-time advisor and is well prepared to work in the interim position. The transition from general advising in the advising center to specialized advising has been completed. Advisors have met with program advisors/division chairs to make connections and get special training in their programs. Any new student coming to Gateway will now be advised from the beginning by an advisor that is specialized in their program. This specialized training for advisors will be ongoing as they build relationships with their specialty areas.
- Talks have begun with the Teacher’s College of the University of Cincinnati to place their graduate students enrolled in the Postsecondary Literacy Instruction Certificate with Gateway full-time developmental faculty members. Gateway faculty members will serve as mentors for the UC students, while Gateway students receive the benefit of having two teachers.

- To celebrate the Martin Luther King Holiday, Gateway will have on display an exhibit showing the events and personalities of the civil right movement from 1955 to Dr. King's assassination in 1968. Dozens of stunning photographs and numerous quotes from Dr. King's most important speeches complement this important exhibit. The display includes 20 poster panels and will travel between the four campuses from January 10 – January 27.
- Gateway partnered with Oasis, Inc., NAACP, and local African American Churches to celebrate the legacy of the Dr. Martin Luther King Holiday. The event took place on Saturday, January 15 – Monday, January 17. On Saturday, January 15, **Theresa Little**, Associate Dean for Retention and Multicultural Affairs, led a group discussion during the Breakfast at Our Savior Church in Covington. On Sunday, January 16, an interfaith prayer service was held at the Cathedral Basilica, and on Monday, January 17, the NAACP hosted a luncheon at the Newport Syndicate. Gateway donated funds towards the speaker fee.
- There were 37 participants representing 27 companies at the November 17 Gateway Manufacturing Consortium meeting. Employers provided guidance concerning marketing and training needs. They anticipate continued employee hiring and want to be involved in preparing their current workforce and those to be hired with the technical skills needed to keep their companies financially solvent.
- **Angie Taylor**, Vice President for Workforce Solutions and Innovations, attended the National Association of Manufacturing Talent Development Roundtable in Washington, DC on December 1, 2010. The invitation only roundtable consisted of 35 representatives from manufacturing, postsecondary education, and thought leaders from various institutions across the United States. Dr. Taylor has submitted an article for the NKY Chamber of Commerce Journal providing information about the meeting outcomes.
- **Phil Accardi**, Director of Workforce Development, provided facilitation for the review of the Northern Kentucky Area Development District's Workforce Investment Board members' strategic plan in a four- hour session during the month of December.
- **The LEAD Class V** members met November 19 and participated in Community Partnership Day. Speakers included May Bowman, Dave Schroeder, Rhonda Whitaker, Dan Groneck, Alice Sparks, and Candace Klein. On December 10, the class members participated in Community Organization and Government Day at the Kenton County Courthouse with the following guest speakers: Rob Sanders, Debbie Simpson, Jack Moreland, Bill Scheyer, Steve Stevens, Alecia Webb-Edgington, and Rick Robinson.
- **Phil Accardi** and **Angie Taylor** provided the DACUM and ACT Job Profile for Emerson Electric and Mubea Manufacturing in December.
- **Ressie Hall**, manager of business operations for the Workforce Solutions Division, reported that the staff is serving 27 local companies with awarded KY WINS funding totaling \$1,057,249.

- **Phyllis Yeager**, Director of Human Resources, attended the following networking events:
 - NKY Chamber Economic Forecast Breakfast on October 27 at the Northern Kentucky Convention Center
 - Boone Campus Grand Opening – October 29
 - Cincinnati Business Courier Best Places to Work Luncheon, Millennium Hotel Downtown Cincinnati – November 4
 - GCTC Boone Camps Book store grand opening – November 8
 - KCTCS HR Peer Team meetings:
 - At the November 10 – 11 meeting, the Department of Labor presented on the Fair Labor Standards Act, Non-Exempt vs. Exempt status. HR Directors began reviewing a process for internal review of all KCTCS positions/job descriptions to make sure they are accurately classified. The System and HR Directors will continue discussion and planning at next HR peer team meeting scheduled for December 1.
 - December 1 – System and HR Directors began reviewing job classifications and implementing a process to begin reviewing positions at each college and accurately classify. All will submit a review of positions and present at the next HR peer team meeting scheduled for February 9. In addition, the HR Directors will participate in a “Change Management Program” on January 10 at KCTCS.
- Northern Kentucky Society for Human Resource Management (NKYSHRM) – HR Staff attends monthly meetings focusing on HR topics; November – Business Partner Expo followed by “2010 Labor and Employment Law – The Year in Review”, presented by Rob Hudson, Frost Brown Todd, LLC. The December meeting was cancelled due to weather conditions.
- **Amber Decker** and **Phil Accardi** will be chairing the college’s first Innovation Awards recognition to be launched during the spring term.

Organizational Capacity

- **Terri Green** has moved from the DOL Nursing Expansion Grant Coordinator to the Director of Health Professions Opportunity Grant. **Colleen Heneghan** has moved from Admissions to the Administrative Assistant position with the new Health Grant. Two new part-time Allied Health Resource Center Specialists were hired, and **Abigail Kessinger** is the new Coordinator of the Allied Health Resource Center.
- **Colleen Kane**, **Abigail Holder**, and **Angie Brinkman** took an online seminar, “Distance Matters,” December 1 – 16. The topic was accommodating students taking online classes and the accessibility of technology used to deliver online classes.

- The Center for Innovation presenter, **Mike Koch**, Adjunct Instructor, provided professional development training on November 5. The training provided a brainstorming session in support of the Quality Enhancement Plan (QEP) and faculty and staff members used the brainstorming method of implementation vs. payoff to weigh the value of each idea. On December 1, the Center for Innovation meeting was used as a venue for innovative thinking taking place across the country. **Ms. Tess Burns**, Webmaster, was the showcase presenter.
- **Phyllis Yeager**, Director of Human Resources and **Amy Hatfield**, staff member in HR, travelled to KCTCS on December 2 and 3 to participate in the applicant tracking/online application system presentations provided by three (3) vendors. One of the vendors will be selected to replace the current applicant tracking system used by KCTCS and colleges systemwide, MyCareerNetwork.
- The Mid-Year Individual Learning Plans (ILP) planning is scheduled to begin January 10 with submissions made to HR on January 30. During the Mid-Year Review, it is important that supervisors review their direct report's ILP progress; the ILP should show a direct connection to those action steps developed in their department, program, or team Annual Plans.
- The college has added the following new employees:
 - **Wendy Schindler** – Advisor, Health Profession Opportunity Grant
 - **Jon Seymoure** – Custodial Worker II, Maintenance & Operations
 - **Bridgett Sullivan** – Director of Counseling Services/Intervention Specialist, Student Affairs
 - **Jessica Glover** – Campus Assistant, Admissions (Note: Jessica was the recipient of the President's Award at the 2010 commencement and is continuing her education at NKU on a part-time basis)
- The College is very active in accreditation activities related to the 2013 reaffirmation with the Southern Association of Colleges and Schools, Commission on Colleges. Five individuals from the local SACS leadership team will attend a one-day orientation for reaffirmation in Atlanta, Georgia on January 31, 2011. An initial audit of compliance with the Principles of Accreditation has been completed and updating of the material will begin in January. Through the SACS Quality Enhancement Plan (QEP) process (required as part of reaffirmation), four proposals were submitted for consideration for the College's first QEP. The final selection of the topic will be completed by the end of January 2011.
- On January 3, the Office of Knowledge Management formally announced the Phase I development of an electronic "Knowledge Management System". This system will maintain all accreditation activities for SACS, the 2010-2016 Strategic Plan, unit Annual Plans, and the college's team process. This system provides a new level of transparency within the college, as every full-time employee has a user account and can view all information contained in the System. This System will provide for great efficiency and accountability tracking toward the college's reaffirmation of accreditation and progress toward the Strategic Plan.

Foundation Report

- The Foundation has received a \$5,000 grant from US Bank to assist with costs for the Major Gifts campaign.
- PNC Bank provided a second \$5,000 contribution to match the scholarship donation of Paul Chellgren.
- The College's first ever, year-end solicitation has so far brought in over \$500 in new dollars.
- The Gateway Foundation provided financial support for the following activities: the opening of the Gateway Center for Advanced Manufacturing, several Phi Theta Kappa honor society scholarships, operation of the LEAD leadership class, and sponsorships for the upcoming Convene the Dream community event on January 17, Covington Business Council Awards. This support keeps GCTC in a high profile position within the community and region.
- The Foundation has formed an investment committee. The committee includes Bob Elliston, Steve Frank, Laura Kroeger, Ken Lucas, and Paul Verst. Steve Frank, senior vice president of Wells Fargo Advisors, is the chair. The committee's goal is to invest the proceeds from the Park Hills property sale, leading to an endowment that will ensure the continuing work of the Foundation for years to come.
- Gateway's Fulfilling the Promise Campaign has received a \$250,000 pledge from an anonymous foundation to establish the Gap Funding Endowed Scholarship. The first year's pledge of \$50,000 will be used for outright scholarships, with the remaining \$200,000 pledged over four years used to assist students who have experienced a "gap" in financial aid by exhausting all other available resources.
- Community Input Sessions on the Urban Campus were held in Campbell County in December. The sessions, held in Newport, Bellevue, and Dayton, Kentucky were attended by over a dozen individuals and hosted with the help of community partners Vision 2015, Southbank Partners, and the Center for Great Neighborhoods.
- Approximately 300 people attended the October 29 grand opening of the Center for Advanced Manufacturing.
- **Amber Decker**, Coordinator of Grants Management, and **Terri Green**, Program Coordinator, attended the HPOG (Health Professions Opportunity Grant) conference to assist in submitting the final workplan and to hear about the process for submitting our new workplan and budgets each year. Much work has been accomplished to date in hiring the 13 full-time people covered by this new grant.

Facilities Management

- The college has begun its Sustainability Management programs via an energy audit which began with a lighting audit completed in January. All campus buildings were involved, with the exception of the Amsterdam Road/Park Hills Campus, since those facilities will be sold in the near term.
- Additional lighting will be installed at the Urban Center during the spring 2011 term in order to more fully illuminate the facility. In addition, new signage has been installed and with some additional external signage to be installed at a later date.
- The Urban Center received an IT upgrade in December. The capacity of the center was doubled and now exceeds 500 wireless devices being used at any one time. Special thanks to Jeff Miller and Chris Boggess of the IT department for getting this project completed before classes started.
- A major upgrade of the bandwidth to the Boone Campus is being upgraded in February and will double capacity for the campus IT capability which is critical to online simulations available to instructional programs.

Honors and Recognitions of Employees, Students, and Partners:

- Students enrolled in the Visual Communications Program won several awards from the Advertising Club of Cincinnati. Students won a Judges Choice award, five (5) Gold Addy Awards, and two (2) silver Addy Awards. All of these students will be going on to the District competition; if they win at this level, they will go on to the National Addy completion.
- **Dr. Patricia Goodman**, Vice President of Knowledge Management and Strategic Initiatives officially had her Ph.D. conferred on November 28, 2010. She received a Doctorate of Philosophy in Education with a specialization in Community College Leadership from Walden University.
- A successful internship experience with Mubea resulted in Gateway student, **Randall Williamson**, being offered full-time employment with Mubea. Randall is enrolled in the Manufacturing and Engineering Technology program. Mubea is an engineering facility and manufacturing plant that makes high quality suspension coil springs and stabilizer bars for industrial applications.
- The 2011 New Horizons Outstanding Employee recipients at GCTC were announced in January and will be formally recognized in May at a KCTCS conference. The 2011 recipients are:
 - **Amber Decker**, Coordinator of Grants management, Outstanding Administrator
 - **Linda Brandenburg**, Administrative Assistant, Financial Aid Office

- **Susan Chaney**, Assistant Professor, Program Coordinator, Medical Information Technology
- Gateway professor **Tom Collins** reported that one hundred percent of the students enrolled in the outside plant technician course at Gateway Community and Technical College recently became Certified Fiber Outside Plant Technicians (CFospT) as a result of passing the internationally recognized CFospT test administered by the Fiber Optic Association.
- Gateway will be included in a special segment reported by Tom Brokaw to be aired on NBC Nightly News with Brian Williams in late January. The segment spotlights the changes from “brawn” to “brain” in the skills required to work in the U.S. manufacturing sector. An NBC producer, film crew, and Tom Brokaw visited Gateway and Cincinnati MAG in mid-December to interview our students, as well as college and company officials. The segment follows a Gateway student/MAG employee from his leaving for work at 5:30 a.m. through the workday to his participation in a Gateway manufacturing night class. Both **Dr. Hughes** and Manufacturing & Trades Technologies Division Chair **Dr. Tony Clarke** were interviewed on camera by Tom Brokaw. The story will bring **national recognition** to Gateway, the Center for Advanced Manufacturing, and the advanced manufacturing education the college offers. The film crew taped students in the Integrated Manufacturing, Machine Tool and Welding labs. **Margaret Thomson** coordinated our participation with assistance from **Dr. Clarke**, **Dr. Angie Taylor**, and Boone Campus manufacturing faculty.
- **Dr. Tony Clarke**, Division Chairman, has had his proposal to the Chair Academy’s 20th Annual International Conference accepted for inclusion at a national conference. It is a session entitled “Grants, Growth and Going Green: A Division Chair’s Leadership Journey”. This year, the conference is in Dallas, Texas.
- The Associate Degree Nursing Pinning Ceremony was held on December 14, 2010 honoring 17 December graduates.

Important Dates:

**February 4, 2011
1 p.m.**

**Center for Innovation
Guest Speaker - Joseph Guy
CEO of Flier Enterprises at the
University of Dayton**

**February 9, 2011
6 p.m.**

**Nursing White Coat Ceremony
Notre Dame Academy**

March 10, 2011

GCTC Board Budget Committee Meeting

March 24, 2011

GCTC Board of Directors Meeting

**April 21, 2011
5:30 – 7:30 p.m.**

**College Open House & Career Pathways Expo
Boone Campus**

April 28, 2011

GCTC Board Budget Committee Meeting

May 12, 2011

GCTC Board of Directors Meeting

**May 16, 2011
6 p.m.**

**Nurse Pinning Ceremony
Notre Dame Academy**

**May 19, 2011
6 p.m.**

**GCTC Commencement
Northern Kentucky Convention Center**

Priorities for the President – Past Quarter

Activities were focused on the following:

- Refocused the college on the “completion agenda” via symposia on dealing with the new learners.
- Continued to meet with key legislators, state, and local officials regarding commitments and support for the Urban Campus.
- Continued to meet with prospective donors with emphasis on the Urban Campus as part of the major gifts campaign; secured anonymous \$500,000 challenge gift.
- Completed the development of the 2010-11 Six-Year Capital Plan development process.
- Monitored the 2010-11 budget revenues and begun preparations for 2011-2012 budget development via the Strategic Needs Analysis process.
- Attended the Board of Directors meeting of the AACC; Workforce and Economic Development Commission.
- Participated and co-chaired the Transformation Team for Career Development for KCTCS.
- Continued discussion to expand the Edgewood Campus master plan.

Priorities of the President – Next Quarter

Activities will be focused on the following:

- Implement sustainability initiative by creating the Sustainability Management Team.
- Complete hiring of Dean of Workforce Solutions and initiate marketing plan for the Center for Advanced Manufacturing.
- Continue program planning for the Urban Campus by hiring a master campus planner through KCTCS.
- Distribute the Second Annual Report to the Community on the Urban Campus in February.
- Participate in the Chamber of Commerce DC Fly In to inform Congress of the region’s needs, one of which is the Urban Campus, a priority project for the Chamber. Visits to Kentucky and Ohio’s delegation and to Representative Hal Rogers, House Appropriations Committee Chairman will be part of the trip.
- Continue discussion to expand the Edgewood Campus master plan for more parking.
- Complete the update to Boone Campus Master Plan.
- Initiate the College Master Plan revision process.
- Secure additional lead gifts for the major gifts campaign especially for the Urban Campus.
- Monitor the 2010-11 annual budget and prepare first security report for Board of Directors for the March Board meeting.
- Provide the leadership to implement the annual plan and restructure internal processes and organization to better implement the plan, especially in the student affairs and student engagement areas.
- Implement new internal team formation process.
- Provide leadership at KCTCS Presidents Leadership Team level.