



PRESIDENT'S REPORT

March 21, 2013

GATEWAY AS LEADER

Student Finance

Student Finance Specialists are holding FAFSA Fridays the first four Fridays in March. These workshops provide free information and assistance to students and families who are completing the FAFSA (Free Application for Federal Student Aid). The FAFSA is the federally required form for students seeking financial aid, such as grants, loans, or work study. Completing the FAFSA is the first and most important step in qualifying for aid.

ENROLLMENT

Spring enrollment is currently at a decrease of -11.3 up from -13.9 in January. Current year enrollment is down 7.3% compared to the same time last year. Summer registration has begun. The summer term begins our 2013-14 academic year. Summer term FTEs will be counted toward our FY 2014 budget figures.

FINANCE AND ADMINISTRATION

Bane Thomey represented Gateway Technical College at the March 7-8, 2013 WTCS Business Officers, (formerly known as Administrative Services Committee) meeting in Green Bay. Brian Lanser from Quarles & Brady provided post-issuance compliance information as it has received greater attention in recent years due to more complex rules & increased enforcement activity by the IRS & SEC. Jim Zylstra presented an update on the changes in state aid as well as additional updates on various proposed legislation. WIPFLI provided an update on the proposed OMB Uniform Guidance for Federal Awards.

Green Belt training information - WEDD instructor Rick Lofy will provide a 12 week training session for Bane Thomey, Jeff Robshaw, Stacy Riley & KC Jackson beginning in May. The program begins with earning Green Belts and the intention of this first group is to progress to Black Belts and drive process improvements and Lean Six Sigma efficiencies throughout the college.

The budget council met in March to determine strategies for the FY14 budget. Key drivers include the addition of Phase 2 in student services, additional instructional and support staff and an increase in health & dental insurance premiums. We are also closely monitoring the governor's office regarding performance based measures for state aid.

Judy Braun, purchasing technician, has led the RFP process for both the Owners Rep & Construction Management Services. Both RFPs will be awarded at the March board meeting.

WORKFORCE AND ECONOMIC DEVELOPMENT DIVISION (WEDD)

Workforce Development

Telecommunications training - Eight students from the IBEW-127 Electrical union (7 Electricians and 1 apprentice) earned Belden IBDN 746 Fiber certifications. They also earned a total of 49 CEC's from the State of Wisconsin towards their Journeyman Electrician license renewals. The class was held on Wednesday nights (February 6 & 13, 2013) and was funded through a WTCS Workforce Advancement Training (WAT) grant.

Five students from the Forest Potawatomi Gaming Commission earned their BICSI IN250 Installer Level II Fiber certification on 2/16/13. The students took a six day BICSI class (including hands-on and written testing). Gateway instructor, Randy Reusser, will be spending a week in May working at the Casino under the Occupational Competency Grant program, working on security and surveillance systems. The Potawatomi have one of the largest and best surveillance systems in the World. For more information on telecommunications training contact Randy Reusser at reusserr@gtc.edu.

Staff from Gateway and the Racine Workforce Development Center hosted an employer meeting to discuss opportunities for a Youth CNC Bootcamp for students entering 12th grade in Fall 2013. Based on the positive response, a meeting of Racine County high school administrators is planned for mid-March. For more information on this new initiative please contact Debbie Davidson at davidsond@gtc.edu.

Welding Fabrication Bootcamp II started on March 4th at Gateway's SC Johnson iMET Center. Eleven students will progress through 15 weeks of training. CNC Bootcamp #XVI completion ceremony is scheduled for Friday, 4/19 at 1:00 p.m. at the SC Johnson iMET Center.

Workforce Advancement Training grants - Funding for 2013-14 grants remains at same levels as recent years, however, each technical college will be allowed to submit just three General Business applications by May 10th. WEDD will group companies with similar training into one application in order to maximize our competitiveness for these training dollars.

WEDD has renewed our license to provide COMMAND SPANISH which provides accelerated blended learning in common Spanish phrases for specific jobs and industries. This renewal is in response to customer requests for Spanish for customer service, sales, marketing and supervisory employees. For more information please contact Lauri Howard at howardl@gtc.edu.

Six Sigma GREEN BELT training will be provided for four Gateway administrators, in a 12-week course that will be open to the public and taught by WEDD instructor Rick Lofy. For more information please contact Rick at lofyr@gtc.edu.

WEDD will be launching an EMPLOYER TRAINING NEEDS SURVEY in mid -April to solicit data for planning open enrollment professional development workshops and other workforce training initiatives. RAMAC, KABA and WCEDA will also assist us in making this survey available to the public. Please watch your email for this important survey.

Economic Development

Therese Fellner facilitated a panel of Gateway staff including Ray Koukari, Beverly Frazier, Katie Walker, Diane Skewes, Cheryl Ucakar and Sue Hanneman at a WTCS Cross-Discipline Deans State-Called Meeting on February 25. The topic was "Linking Academic Programs to Economic Development Initiatives: Creating Synergistic Relationships to Promote Entrepreneurship." Gateway has gained recognition for their leadership in this area and has been asked to share our success with other WTCS colleges.

Therese Fellner facilitated strategic planning for Sustainable Edible Economic Development (SEED) board of directors at the SC Johnson iMET Center on February 26, 2013.

Gateway hosted national certification full-day workshop on "Serving Client Companies" for regional and statewide business incubation professionals at the SC Johnson iMET Center and via videoconference on February 27, 2013.

Gateway hosted a Tri-State Alliance for Regional Development meeting and provided a tour of the SC Johnson iMET Center. Debbie Davidson and Bryan Albrecht shared information on some of Gateway's business and industry partnerships and unique delivery models in the area of manufacturing. The Tri-State Alliance plans to convene technical high school administrators from the geographic area which includes Milwaukee through Chicago into Northern Indiana for a meeting on the importance of the manufacturing economy to this region and models of providing relevant secondary education. The meeting will be hosted by Gateway at the SC Johnson iMET Center in

late June. For more information on this project please contact Debbie Davidson at davidsond@gtc.edu.

ACADEMIC AND CAMPUS AFFAIRS

Academic Operations

The Associate Dean has been working with various committees to determine adjunct pay rates and hours they can work. Planning for the May 6-10 Faculty In-Service Week continues. Textbook orders and materials for 2013-2014 are being entered into the Follett Online Adoption system. Criminal Background Checks for students that are part of the late start clinicals are being processed.

Business and Information Technology

Business Professionals of America Club

The Racine BPA Club had three students, Armando Ortiz—IT program; Suzanne Reithel and Darlene Langdon—both in Administrative Professional program, and club advisor, Office Technology instructor, Alysia Martinez, attend the BPA State Leadership Conference February 21-23 in Green Bay at Northwestern Technical College. Suzanne Reithel took first place in two competitions. She qualified to participate in the BPA National Leadership Conference in Orlando. She also received an Outstanding BPA Chapter Member Certificate. (See photos below.)



Suzanne, First Place Chapter



Advisor and Students



Suzanne Outstanding BPA Chapter

The following students qualified to go to nationals in May as well as Suzanne:

Elizabeth Klinzing--Interview Skills and Presentation Mgmt. Team

Kelly Kendra--Web Design Team

Kasey Knudson--Web Design Team

Holly Anderson--Presentation Mgmt. Team

Nicole Rugen--Advanced Interview Skills, Graphic Design Promotion, and Web Design Team

Magan Lawrence--Interview Skills and Presentation Mgmt. Team

Graphic Communications Program

Graphics students will be printing in 3D for the first time in partnership with the iMET Fab Lab and the entrepreneurship grant. Also, two more Girl Scout workshops in movie making will be held on April 6th and 20th. These are being repeated because of the popularity of the workshop this fall.

Accounting Student Club

The Accounting Club hosted Greg Krueger, the controller at Quarles & Brady, who spoke on the challenges of being responsible for the accounting function at a large international law firm. He also explained his career path, which started as an accounting student at Milwaukee Area Technical College.

Developmental Education (ABE, GED, ELL, AHS, Pre-Tech)

The Adult Literacy Advisory Committee met on February 11. The committee had asked for an update of the GED 2014 testing process, so the Director of Testing, Teresa La Macchia, presented the latest information. Representatives from the Kenosha and Racine Literacy Councils, the Racine Family Literacy and the Kenosha County Jail were present. There was no business to warrant a third meeting this year, so we will meet again in the fall.

Both the Dean and Associate Dean attended a state-called meeting of ABE Deans on February 13 and 14. The Education Directors told us to anticipate at 5-10% reduction in grant funding if the federal sequester was implemented. We had a planning session to discuss what could be eliminated or cut from our budgets or programs. The ABE Career Pathway programs continue to be an area of interest even though some colleges struggle to find money for student tuition. We are fortunate that SC Johnson is covering the tuition costs for the ABE/ELL students in the CNC and CNA Bridges.

The Gateway Tutoring Alliance continues to meet and discuss centralizing the tutoring services. Thus far, we have agreed upon a common employment application and a common tutor training process. We are meeting with HR staff to determine the hourly limits for tutors that are both adjuncts and tutors in different departments. It is difficult to monitor the number of hours that an adjunct works when they are not assigned to a course number. Benefits can become an issue if we have adjuncts exceeding 30 hours per week.

Demolition and remodeling on the first floor of the Lake Building on the Racine campus continues. The plan is to complete the work by June and move in during July with an opening in August.

Health Careers

Planning for Spring 2013 graduating class Pinning Ceremony has already begun. The class is picking a motto and is changing the format to accommodate a larger gathering of nursing graduates since both campus locations will be pinned simultaneously.

HPOP held an open house in its new location at the north end of the Madrigano Conference Center on February 25th.

A work session was held March 7 with KUSD representatives and Gateway staff to improve the contract CNA class registration process.

All Health Advisors met in Elkhorn on February 28th to share information and hear a presentation by Tamia Wiley, Community Pharmacy Technician instructor.

Dean O'Donnell and Associate Dean Diane Skewes will attend a March 18 welcome reception for Kelly Dries, newly appointed Dean of Cardinal Stritch University's Coleman College of Nursing. Diane and Mike also attended a meeting with the UWM College of Nursing leadership to discuss ways to improve access to BSN completion pathways for our graduates.

The test writing workshop for Health faculty has been rescheduled to May 9th in Kenosha. It was cancelled February 22 due to snowy conditions for the presenter traveling from Kansas City.

CNA

Instructors have been integrating electronic health records recording using computers and software into instruction.

There will be a routine evaluation of the programs by the Department of Health and Family Services in March. Faculty and staff are well prepared.

Work continues with the high schools to streamline the process and fill all high school seats. High school CNA students will be required to meet the same requirements as all other CNA students. Previously, schools selected the students, based upon ability. Some students are entering the program unable to read or perform math skills necessary. Now high school Contract Course CNA students will be required to pass the COMPASS test at the required level of 54 for reading.

ADN

There is now a 3 ½ year wait for students to enroll in their first nursing course. The following steps are now being taken to reduce the wait time of students who are fully prepared to enter core nursing program courses:

--A summer admission process will start next year. This will provide some relief, but will not resolve the problem.

--Common traits are currently being analyzed of students who fail the licensure exam and students who are dismissed from the program due to multiple course failures. We hope to develop better assessments of students who are capable and improve retention/graduation/licensure rates.

--Increasing petition cut score on TEAS test. The goal is to improve retention and graduation rates and to reserve seats for students who are more likely to be successful.

Meetings were held with UW Milwaukee representatives to discuss dual enrollments for ADN and BSN programs. They are very supportive of the process. Meetings have also been scheduled with Cardinal Stritch staff to discuss dual enrollments for ADN and BSN students.

The Associate Dean met with Jennifer Charpentier to discuss finding supporters for the purchase of new human patient simulators.

Service Occupations

Fire Science:

The Racine County Fire Chiefs Association (RCFCA) held its annual seminar at the Burlington High School. We have been a partner with them since the inception of their seminars in the mid-1990s. The seminar outgrew the Great Lakes Room on the Racine campus. This is the third year that the seminar has been held at BHS. The 2013 speaker was Chief Dodson who presented a full day of his "Reading Smoke" information. His presentation was very timely and informative. There were many positive comments about the speaker and the overall seminar. The 2014 speaker has been scheduled. Gateway will host Retired Chief Rick Lasky and his 5 Alarm Leadership presentation on February 22, 2014 at BHS.

This was the most successful seminar so far. Between 230 and 250 people registered for/attended the seminar. Fire Science instructor, John Dahms, served as a co-chair for the seminar with Raymond Fire Chief, Al Babe. The Gateway Association of Fire Students (GAFS) played a role in assuring that the seminar ran smoothly. Six of our students assisted vendors, set-up food, helped with registration and attended the seminar itself. Jack Jaspersen, Fire Science/EMT instructor, was on-hand to provide

leadership for the students and to interact with the attendees from all over Wisconsin and some from northern Illinois.

Three of our students were able to attend the "unplugged" dinner with the speaker held on Friday evening at the Burlington Charcoal Grill. This was a good opportunity to have a conversation with the speaker in an informal environment.

Culinary:

The expansion of the culinary kitchen is appreciated by staff and students. The traffic flow and efficiency of the new equipment has added to the learning experiences for the students. They are very happy to be part of this new lab. Catering has also expanded; there is now room to prepare and adequate refrigeration space.

The students continue with their efforts with community service. A group of Girl Scouts of America came in for cupcake wars; they had a great learning experience and did a great job. On March 4, students participated in the empty bowl function in Racine at the Masonic Center. Approximately 1500 people were served. Students also demonstrated how to use spring fruits and vegetables at the March 9 Spring into Spring event at Central High School.

ELKHORN CAMPUS

The campus referendum planning team continues to meet and discuss the details of the proposed new programs and facilities. Campus Dean Mike O'Donnell has made numerous community presentations to local chambers, clubs and civic organizations.

A campus team consisting of Brenda Putze and Terry Green came in second place at the Walworth County Adult Spelling Bee. The annual event, benefiting the Literacy Council, was held March 7 at Sperino's Monte Carlo Room.

Planning is already underway for the 2013 Take Your Child to Work Day to be held on each campus April 25th.

Elkhorn campus hosted its annual Job Fair on March 14.

Associate Dean for Business, Manoj Babu, is organizing a Business After Hours event in April with the Elkhorn Chamber. Mike and Manoj attended the annual Chamber banquet and awards dinner on March 2, along with instructors Pam Hillman and Laura Laznicka.

The campus Earth Day team is organizing activities and volunteers for the celebration on April 20th. We are partnering with the City of Elkhorn Parks and Recreation Dept. for an activity to involve the entire community, including small children.

Mike also met with the USG leadership to discuss plans and suggestions for the remainder of the school year.

RACINE CAMPUS

Construction has started on the first floor of the Lake Building. New walls are being framed and utility work is being installed.

With the construction of the Lake Building 1st floor, disability services and testing had to move to other areas of the campus. Disability Services is located on the third floor of the Technical building. Testing is now located on the second floor of the Technical building.

Also, two conference rooms were converted to general studies classrooms. Once all of the construction is completed in the new Student Success Center, we will be able to move the classrooms, testing and disability services to the first floor of the Lake Building.

Racine Conference Center activities:

- February 2 Hessen Exchange Program Craft & Vendor Fair
- February 7 Veteran's Brown Bag Luncheon Series 'Social Media & Employment'
- February 9 DPI-WEOP GEAR UP Program
- February 11 RUSD Truancy Informational Session
- February 12 RUSD Guiding Coalition 2-Day Leadership Workshop
- February 12 1st Aldermanic District Candidate's Forum
- February 13 Monthly Facilities Project Status Meeting
- February 19 Racine Campus Faculty & Staff Meeting
- February 21 Racine Fire Department (RFD) 2-Day Promotional Testing
- February 24 College Goal Sunday
- February 25 Family Centered Treatment Project 2-Day Training
- February 28 Referendum Listening Session

INSTITUTIONAL EFFECTIVENESS

Employee Learning

The Employee Learning department is responding to a high demand for professional development from our staff. We have added an additional section of customer service training during our May professional week. We are also hoping to bring in an outside trainer to provide a workshop on Brain-Compatible Teaching and Learning Approaches. This was offered in January and had a waiting list to get in. Our Service Learning Course Design workshops are also filling up as quickly as we schedule them.

STUDENT SUCCESS

NTO/Displaced Homemaker Program

In the month of February, both the NTO and Displaced Homemaker programs have been pressing forward in recruitment efforts through classroom and club presentations. In collaboration with College Connection, the NTO program recently facilitated a tour with Union Grove High School. This tour allowed prospective students to take their placement tests as well as receive more information on the academic program areas offered at Gateway and the support services available for those pursuing a non-traditional career path. As a new NTO activity this year, several of our female criminal justice students will participate in a job shadowing initiative with local law enforcement. These students will spend several hours on a job site to gain perspective on daily responsibilities and first-hand insight on career opportunities.

TRiO SSS Program

One objective of the TRiO SSS program is to promote the completion of a Bachelor's Degree. The grant objectives include the need to see 20% of our students transfer from Gateway to a 4-year college after graduation. To promote this objective, TRiO is planning three transfer trips to 4-year colleges this spring. We will take students to visit UW-Parkside, Carthage, and Marquette this year. Students will be introduced to staff (including TRiO and DSS staff, if they are available), tour the campus, and learn all about the application process as it applies to transfer students.

Multicultural Program

Minority Participation Advisory Committee 2012-2013

A renewed partnership was developed with the Minority Participation Advisory Committee 2012-2013 through the sponsoring of the Multicultural program. The committee met on January 31, 2013. The intent of this meeting was to promote collaboration efforts through various academic disciplines from different departments within Gateway and the community. This committee will be utilized as well as to assist with Multicultural program development and student outreach. Also, this committee will

assist in formulating new grant ideas that may be included into the 087/054 grant writing process.

Outreach for Math Academic Support: Ongoing

The Multicultural program is currently reaching out to adjunct instructors to become tutors for active students in the Multicultural program. Subject areas that are being sought out are math, computers, English, and social sciences. Currently, there are four tutors available in all subject areas.

Flute Juice Performances: February 12 – 14, 2013

The Multicultural program sponsored Flute Juice performances throughout the district in Gateway's Student Commons to promote African American Heritage during African American history month. Traditional African American cuisine was served to students during the performance.

Recruitment & Outreach

The New Student Specialists began offering new student workshops. These include weekly Get Ready workshops that will inform prospective students about Gateway and how to get started. Additionally a series of Get Set workshops are scheduled which will assist students that have decided to attend Gateway with the admission and financial aid process and provide a dedicated time for them to complete their COMPASS assessment.

COMMUNITY AND GOVERNMENT RELATIONS

Referendum

Work on the referendum is continuing. Materials have been developed and letters have been sent to the community members. Listening sessions have taken place throughout the three counties and will continue until the vote on April 2nd. We have also attended a number of local events and meetings in the tri county area.

Sustainability

SEED (sustainable edible economic development) organization held an annual meeting at Veteran's Terrace on March 6th that Gateway participated in. Gateway was a sponsor of the Sustainability Summit that was held in Milwaukee, March 6-8. Work is beginning on the Energy Knowledge Center that will be housed in the Center for Sustainable Living (CSL). We are also working with Gateway students on the development of a walking path through the CSL property.

Legislative

Gateway was represented at the Student Showcase that was held at the Capital in Madison. Each technical college had a display in the rotunda around student activities and initiatives. Gateway shared information on service learning, sustainability and international education. We continue to work with our elected officials to ensure that they have an understanding of the upcoming referendum and other initiatives at the college.

Board Development Committee is in the process of recruiting Foundation Board and Committee members. Our first committee member has been appointed to the Golf Committee: Michelle Randall of Racine.

As of March 5, the Foundation has raised \$565,930 in funds for FY 2013. The gifts have been in support of the SC Johnson iMET Center, Bootcamp program, scholarships, Student Emergency Grants, Inspiration Grants and general operating support.

Presidential Opportunity scholarship for graduating high school seniors has 40 applicants from 17 district high schools.

Golf Scramble will be on Thursday, May 23, 2013 at the Kenosha Country Club.

HUMAN RESOURCES & FACILITIES

Jacqueline Morris reports we filled 2 positions in the last month. We are currently recruiting for 9 positions and we are beginning our adjunct recruitment for the summer term.

Jacqueline Morris states that we are now operating in our new on-line hiring environment (NEOGov). Some of the features we've successfully used are applicants self-selecting their own interview times, electronic letters (no more paper), remote on-line screening for supervisor (they can screen applicants from work, home, etc.), and interest cards (system will send an automatic email to individuals based on their interests). NEOGov has monthly (free) webinars to unite all of their higher education customers to review new tools and to share best practices.

Jacqueline Morris attended the quarterly EEO meeting in Wausau. Mary Halberstadt attended the Southern Consortium meeting for curriculum review.

Labor Relations is working on 2 Records of Consultation – preparation and delivery, 12 investigations regarding employee issues, and 8 issues for review and opinion, and 1 termination. There is one active grievance which is in process to settle.

Bill Whyte has assumed responsibility for the Facilities function. He attends almost all of the referendum project meetings to get up to date with those projects and consequently February has been a whirlwind of activity. He and the facilities directors have met with Dan Scanlon, Director of Facilities Development, for the State office, to discuss the requirement for us to submit a "Project Concept Review" as a precursor to our referendum. We were able to meet Dan's due date of March 1st in order to get it on the State Board Meeting agenda this month. Bryan will present the plan to the State Board on March 20th in Eau Claire. The packet includes an overview of the referendum, a description of each of the major projects, a floor plan and building renderings, an analysis of square footage usage and a cost breakdown for each project. It turned into a substantial document, but a very useful one.

Bill Whyte reported there are 2 RFPs for review. One for Owner's Representative Services and a second for Construction Management Services. These are on the March Board agenda for approval. For Owners Representative Services, we are recommending Absolute Construction for the Public Safety Training Center and Elkhorn Campus projects. For Construction Management Services, we are recommending 3 firms for the larger projects: Camosy for the Public Safety Training Center; Scherrer for the Elkhorn Expansion and Renovation; and Riley for the Kenosha Student Services Center.

Debbie Miller has 3 pending student Title IX investigations and has closed 2 investigations involving students. An OCR complaint was filed against Gateway on February 13, 2013. Tammi Summers has been in contact with the OCR to receive further information and instruction. Gateway received a formal disability discrimination allegation which was filed by a former employee with the Department of Workforce Development, Equal Rights Division. An initial response has been drafted and mailed to Equal Rights. The Complainant now has 20 days to submit a response to our position statement. Debbie also reported that the OSHA 300 Report has been completed and is now posted at all of our facilities.

Debbie Miller reports we are researching and preparing for the impact of the Health Care Reform Pay or Play Rules for Employers which affect us in January 2014. She participated in a M3 webinar on the Patient Protection Affordability Care Act. While the webinar answers questions, it also raises additional questions such as how will we move forward with adjunct hiring and recording work time. M3 is assisting with a Benefits audit of our COBRA, HIPAA, FMLA and other benefit policies and practices.

Our Leadership Mentoring program is underway with the mentees and their mentors meeting on a regular basis. The latest session for leadership training was held on February 28 and Performance Progress was reviewed. The session was led by Debbie Miller & Meg Hunter.

John Frost continues to conduct HR on Campus sessions in 2013. The March sessions were held on March 6th and 7th.

Payroll has completed many updates to the Web Time Entry software and final beta testing is on-going. The push for completion of the Electronic Signatures process continues.

The Wellness Committee is beginning the 2014 Wellness preparations. The Committee welcomed 2 new members: Ray Koukari and Kamaljit Jackson. The following initiatives:

Stress relieving chair massages on each campus which continues to be a big success.

The 'Miles of Smiles' initiative ended on March 3, 2013. It was a 4 week oral hygiene challenge to encourage brushing (twice daily) and flossing (once daily). We had 73 employees participate.

Corporate Cup is starting and Weight Watchers on site continues.

Gateway has now provided employees a local business discount program entitled "G8WAY REWARDS".