

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD
Regular Meeting
April 17, 2014

The Gateway Technical College District Board met on Thursday, April 17, 2014 at the HERO Center, Room H101, 380 McCanna Parkway, Burlington, Wisconsin. The meeting was called to order at 8:00 am by Ram Bhatia, Chairperson.

**I. Call to Order**

A. Open Meeting Compliance

- K. Bartlett confirmed the meeting was duly noticed in accordance with state statutes for open meeting compliance.

**II. Roll Call**

William Duncan	Present
Susan Greenfield	Present
Gary Olsen	Present
Bethany Ormseth	Present
Scott Pierce	Present
Neville Simpson	Present
Roger Zacharias	Excused
Pamela Zenner-Richards	Present
Ram Bhatia	Present

Also in attendance were Bryan Albrecht, Kelly Bartlett, Mary Harpe, and 17 citizens/reporters.

**III. Approval of Agenda**

- A. It was moved by S. Pierce, seconded by P. Zenner-Richards and carried to approve the agenda.

**IV. Approval of Minutes**

- A. It was moved by G. Olsen, seconded by W. Duncan and carried to approve the minutes of the March 20, 2014 Regular Meeting.

**V. Citizen Comments**

- A. No citizen comments were submitted.

**VI. Committee of the Whole**

A. Vision 3.2.1. Strategic Plan Update – Anne Whynott

- Reviewing plan as we prepare to being year 3, Enrollment measure declining, Want to bring more focus to the overall strategic direction of the college.
- Same Objectives Organized into Two Over-Arching Goals:
  - Goal 1 – Increase enrollment to 6,000 FTEs by 2017: enhance transfer opportunities, design proactive systems for student success, develop pathways that connect student goals to completion of credentials, increase job placement, develop new programs and delivery methods, provide campuses that are learning destinations for the community
  - Goal 2 – Create a culture of excellence and continual improvement: promote teaching excellence and inspirational learning environment, engage employees to build a collaborative climate, work together on continuous quality improvement, offer industry recognized national certifications, be

a college of first choice in the local higher education market, establish partnerships that create educational opportunities

- Connection to Performance-Based Funding

Strategic Directions	Goal 1: Increase enrollment to 6,000 FTE by 2017.	Goal 2: Create a culture of excellence and continual improvement.	Performance Based Funding Connection
1. Students will experience educational excellence and academic success.	Enhance transfer opportunities for students Design proactive systems to achieve individual student success	Promote teaching excellence and an inspirational learning environment	Criteria 9: Special Populations
2. Gateway will empower students to attain credentials and find employment in their field.	Develop pathways that connect student goals to completion of credentials Increase the career placement of graduates		Criteria 4: ABE Transition Criteria 5: ABE Services & Success Criteria 6: Dual Enrollment Criteria 1: Job Placement
3. Employees will work together in a college culture of innovation and opportunity.		Engage employees to build a collaborative college climate characterized by high productivity, employee satisfaction, and trust in leadership Create opportunities for employees across the college to work together on continuous quality improvement	
4. Gateway will strategically align programs and services with changing industry needs.	Develop new programs and delivery methods that contribute to local economic development	Offer education resulting in industry recognized national certifications	Criteria 2: High Demand Fields Criteria 3: Industry-Validated Curriculum Criteria 7: Workforce Training
5. Gateway will be valued as the community's college and a place of opportunity for all.	Provide campuses that are learning destinations for the community	Be a college of first choice in the local higher education market Establish partnerships to create educational opportunities	Criteria 8: Collaboration

- Measures

Measure	Baseline	Year 1
Graduation Rate	26.45%	***
Graduate Job Placement Rate	85.5% employed 57.5% related	Available spring 2014
PACE Teamwork Rating	3.63	Available fall 2014
Number of Programs Aligned with Industry Certifications	56% (28 of 50)	55% (27 of 49)
Enrollment	23,941 6,217 FTE	22,980 5,813 FTE
Staff Participating in Quality Training/Projects		

- Revised Plan Structure: Launch of new Presidential Strategy Committees to move the two goals forward, assign objectives to existing committees and departments for implementation
- J. Thibodeau: Gateway staff are involved in white belt training. All staff members need to complete training by the end of June 2014.
- J. Thibodeau: Employees are offered professional development opportunities including professional days, in-services, and series of workshops throughout the year.
- J. Charpentier: Gateway offers inspiration grants up to \$3,000 for staff, faculty, and students to bring innovation to the campus and classroom.
- G. Olsen: How is Gateway doing with making high school students aware of the college's opportunities? R. Koukari: Randall Consolidated School students recently visited the Racine Campus and iMET. D. Davidson: Groups throughout the year visit the college and learn about departments, programs, and college connections. S. Wilkes: College Connections has been very successful. The schools request additional time with the Gateway Coaches.

## **VII. Chairperson's Report**

- A. Meeting Evaluation – Results had seven (7) responses – Appreciated learning about the WTCS performance-based funding framework and Gateway Technical College's chosen performance measures. Especially good to learn that Gateway will reap a bigger financial report for its excellent performance. Always good to hear from staff about new programs (optician's assistant) and student achievements (graphic design and welding collaboration). Very productive meeting. Excellent presentations by Bill Whyte on public safety training issues and by ELC on performance based funding. Impressive keycock sculpture presentation and great representation by student ambassador. Thanks to Jason Nygard for budget presentation. Nice summary format. I thought it was a good meeting. I am always impressed with the presentations by Gateway staff. Very informative meeting. Well run and very collaborative. I have no comments other than these meetings are productive and efficient. I liked the budget report format a lot. A good meeting with good discussion. I appreciated the input the leadership team added to the discussion during the committee of the whole. I was very impressed with the Multicultural Resource Center and the description of the activities that take place there. I am pleased that Gateway is actively reaching out internationally as well as strongly promoting diversity. The presentations by the Star Ambassador and the Keycock artists were very impressive. The ends statement presentation was informative.
- B. Foundation Update –
- J. Charpentier: 100% of the Trustees donated to the Gateway Foundation. Bryan Albrecht and Ram Bhatia donated additional funds towards planting a tree on the Kenosha Campus for Earth Day.
  - J. Charpentier: Donations have a great impact on Gateway students.
    - Programs: Scholarships for continuing students and high school students, Student Emergency Grants, Inspiration Grants, Impact Grants
    - Continuing Student: completed as least one class at Gateway, Minimum GPA 2.0, Awarded \$96,000 in 169 scholarships in January
    - High School Student: President's Opportunity Scholarship – one awarded per high school in the district, Others include KABA Catalyst2Careers and Gateway to Success
    - Student Emergency Grants: Emergency, up to \$500 granted, Student Support Counselors
    - Inspiration Grants: For faculty, staff, or students for innovation for the classroom or Gateway experience, award up to \$3,000.
    - Impact Grants: Foundation Board agreed to raise funds, \$5,000 - \$50,000 awards, GED Testing Subsidy, New Adult Learner Scholarships, Boot Camp Tutoring
    - Fund Raising Progress to Date: \$469,775 raised, 22 new scholarships including 14 annual and 8 endowed, Increased Gateway employee participation from 24% to 33%
    - Donor Stewardship: Focus on relationship building including Garden Party and Foundation Access Newsletter, "Planning Life's Transitions" seminars

## **VIII. President's Report**

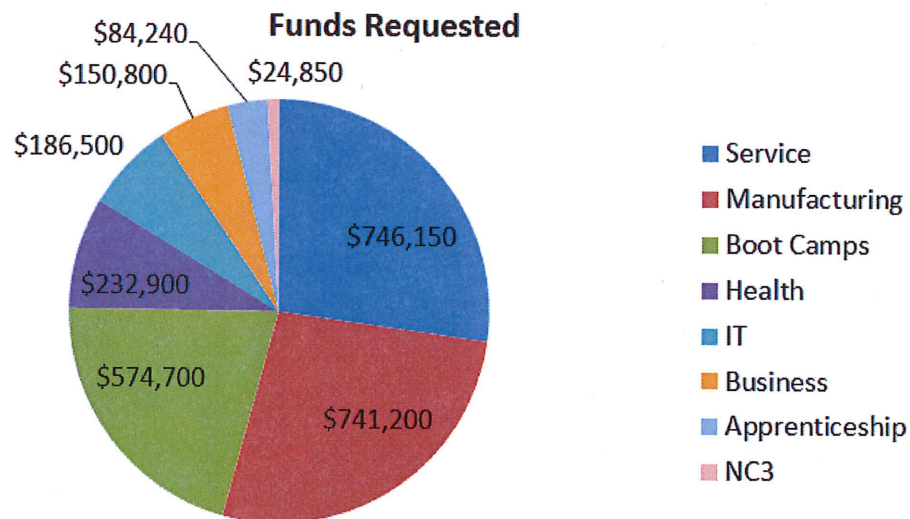
Announcements: Bryan Albrecht presented Greg Lebrick with a framed photo of Greg's photography work in capturing the I-Beam from the World Trade Center displayed at Gateway's HERO Center.

- A. CARE TEAM: Communication, Awareness, Referral, Evaluation (T. Summers)
- Mission Statement: The mission of the C.A.R.E. Team is to contribute to a safe campus environment by reducing potential threats and increase student success through the identification, assessment, and management of troublesome or concerning behaviors.
  - The purpose of the C.A.R.E. Team is to provide a route of communication, assessment, referral, and evaluation for behaviors exhibited by members of the Gateway community.
  - This multi-disciplinary team focuses on intervening in situations involving both students and staff who are experiencing distress, or engaging in harmful or disruptive behavior.

- The CARE Team participates in the WI State-Called Behavior Intervention Team (BIT) Group
- Attended NaBITA Best Practices training and National Conference in 2013
- In 2014-15 the CARE Team will focus on raising awareness and training Gateway faculty, staff and students
- The May 5-9, 2014 Faculty Development Week will focus on CARE Team topics. National speaker Bryan Van Brunt from the National Behavior Intervention Team Association (NaBITA) will be the keynote speaker
- Workshops topics: Managing Disruptive behavior, Mental illness, Suicide Prevention, Active Shooter training, Campus Safety/Workplace Violence
- Tammi Summers & Ray Koukari (Chair & Co-chair)
- Debbie Miller, Mike O'Donnell, Gary Flynn, Terry Simmons, and Steve Wilkes (HR, Campus Deans, Dean of Student Development)
- Nicole Gustafson Binger, Nicole Wheatley, and Melissa Ruiz (Student Support Counselors)
- Students, Faculty and Staff

B. Blueprint for Prosperity: Fast Forward

- SS AB 2 appropriation of \$35.4 million to DWD
  1. Reduction of technical college wait lists
  2. Industry-recognized certifications for high school students
  3. Enhanced employment opportunities for persons with disabilities
- Category 1 funding – approx. \$32 million
- Allowable Use of Funds: **Instruction** and related expenses, Minor **curriculum** modification, Minor **remodeling** – no facility expansion, **Administration** – coordinator salary, **Student support** – case management, Capital equipment **not** allowable
- Gateway Application: 20 individual projects; 6 in manufacturing, 3 boot camps, 3 in service occupations, 3 apprenticeships, 2 in business, 1 in information technology, 1 in healthcare, 1 NC3 for education
- Total Request: \$2.7 million



- Timeline:
  - April 11<sup>th</sup> – final Wait List submitted to DWD
  - April 18<sup>th</sup> – DWD enters the economic value information and returns the Wait List to each technical college
  - April 24<sup>th</sup> – final Wait List reviewed by DWD with Presidents. Submissions constitute the first draft of the "frozen Wait List" for purposes of engaging CWI.
  - May 14<sup>th</sup> – DWD submits Wait List to CWI members for review

- May 28th – CWI meeting in Madison. Presidents in attendance.
  - May 30th – Concurrence meeting with DWD Secretary to review final recommendations. Wait List will be considered "frozen" for purposes of managing wait list reduction and reporting once concurrence is received from DWD.
  - June 30th – deadline for transferring grant monies to respective technical colleges
- C. Sustainability Video: Stephanie Sklba reported that Gateway Technical College came in fourth overall in the Second Nature Climate Leadership Award Video Voting Competition, but came in 1<sup>st</sup> in the Technical College division. Creating this video allowed Gateway to showcase sustainability in our community and around the country. This video voting was only a small piece of the overall award. The staff did a fabulous job putting this video together.
- D. Journey Members in attendance:
1. Shayne Steliga – Testing Associate

## IX. Operational Agenda

### A. Action Agenda

#### 1. Vision 3.2.1.

Following presentation lead by Anne Whynott and discussion by the Committee of the Whole, it was moved by N. Simpson, seconded by P. Zenner-Richards, and carried by roll call vote to approve Vision 3.2.1.

Aye: 8

Nay: 0

Absent: 1

### B. Consent Agenda

It was moved by P. Zenner-Richards, seconded by G. Olsen and carried that the following items in the consent agenda be approved:

1. **Finance**
  - a) **Financial Statement and Expenditures over \$2,500:** Approved the financial statement and expenditures as of March 31, 2014.
  - b) **Cash and Investment Schedules:** Approved the monthly cash reconciliation, investment schedule and investment report.
2. **Personnel Report:** Approved the personnel report of three (3) new hires; two (2) promotions; three (3) retirements; four (4) resignations; seventeen (17) employment approvals-casual, non-instructional; and no employment approvals-adjunct faculty.
3. **Contracts for Instructional Delivery:** Approved the contracts for instructional delivery report for March 2014
4. **Advisory Committee Activity Report:** Approved the advisory committee 2013-2014 meeting schedule and new members as of April 1, 2014
5. **Program Approval:** Approved the submission of the request for approval for a new program – Information Technology – Solutions Developer Technical Diploma to the Wisconsin Technical College System for consideration.

## X. Policy Governance Monitoring Reports

### A. Ends Statement Monitoring (B. Thomey)

1. End Statement #5 – **Gateway provides** a positive return on taxpayer and community investment by leveraging its core capabilities in a financially and socially responsible manner. FY13-14 Quarterly Financial Report (B. Thomey)

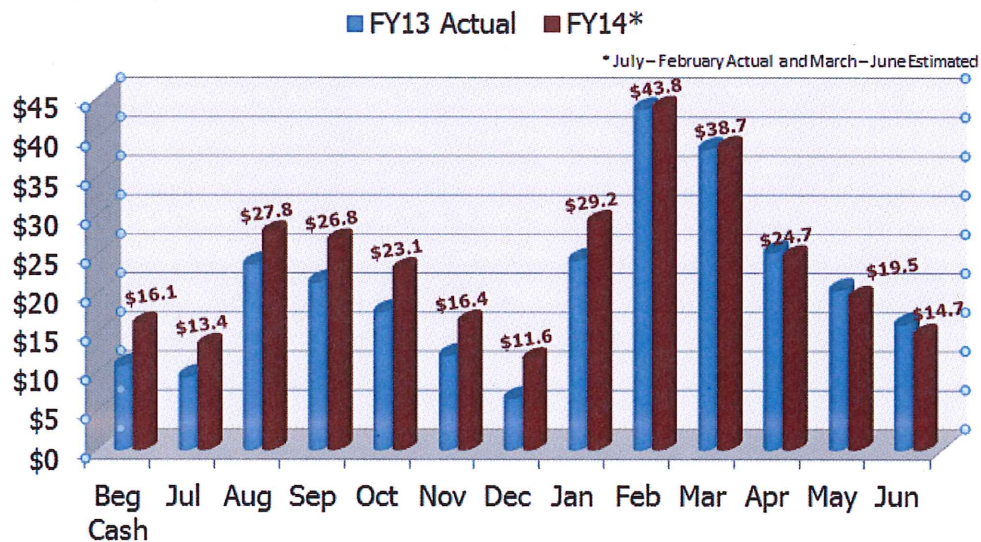
a) FY14 General Fund Financials

**General Fund Operations**

<i>Stated in Thousands</i>		FY13 Actual	FY14 Budget	FY14 Forecast	Favorable (Unfavorable)
Tax Levy	\$	48,790	48,830	48,899	69
State Aids		5,662	5,265	5,352	87
Tuition & Fees		19,521	20,619	18,960	(1,659)
Other Revenue		3,361	3,545	3,048	(497)
<b>TOTAL REVENUES</b>	\$	<b>77,334</b>	<b>\$ 78,259</b>	<b>\$ 76,259</b>	<b>\$ (2,000)</b>
Salaries & Wages	\$	44,241	46,115	45,789	326
Benefits		15,986	18,606	17,453	1,153
Other Expenses		12,567	13,538	11,989	1,549
<b>TOTAL EXPENSES</b>	\$	<b>72,794</b>	<b>\$ 78,259</b>	<b>\$ 75,231</b>	<b>\$ 3,028</b>
Transfer of Fund Balance	\$	(1,000)			
<b>General Fund - Surplus (Deficit)</b>	\$	<b>3,540</b>	<b>\$ -</b>	<b>\$ 1,028</b>	<b>\$ 1,028</b>

Tuition & Fees and Other Revenue are expected to come in less than budget. Savings are expected in the Salaries, Benefit & Other Expenses. Overall, a surplus in the range of \$1M is projected for FY2014.

- b) FY14 General Fund Revenue: Tax levy slightly higher by \$69K or 64% of total revenues, State aid trending slightly higher by \$87K, Student fees are \$1.7m less than budgeted, Other revenues are tracking \$497k below budget, Overall General Fund revenues are currently under budget
- c) FY14 General Fund Expenses: Salary savings of \$326,000 due to vacant positions and adjunct salaries expected to exceed budget, benefit savings of \$1,153,000 due to positions budgeted for family and WRS & FICA budgeted at a higher salary, overall expenses are \$3,000,000 below budget
- d) FY14 Other Funds: Special Revenue Fund (grant activity) no significant variance from budget for FY14, SRF Non-Aidable Fund (financial aid, student activity funds, student clubs and consortiums) revenues and expenses expected to come in under budget, Capital Projects Fund (capital purchases) over \$11.5M in capital purchases made year-to-date; as of 3/31/14, \$5.1M in equipment \$6.4M in remodeling/construction, Debt Service Fund (debt activity for capital purchases) spending this year includes \$.74M in debt principal payments and \$1.4M in interest payments on debt, Enterprise Fund (activities financed through user fees) no significant cost variances from budget for FY14; revenue and expenses expected to come in under budget
- e) FY14 Operating Cash Balances



Following discussion, it was moved by S. Pierce, seconded by W. Duncan and carried that this

**report is evidence that the college is making progress on Ends Statement #5.**

**B. Executive Limitations - Policy 3.4 – FY14-15 Budget/Forecasting and 3.5 Financial Condition (J. Nygard)**

- 1) 3.4 Budgeting/Forecasting: Budgeting for any fiscal year or the remaining part of any fiscal year shall follow Board Ends priorities, control College financial risk, and accurately reflect projections of income and expenses. The President shall propose a budget after first seeking board input from all College constituencies. Budgets will become effective upon approval by the board.
- 2) 3.5 Financial Condition: The President shall administer the board approved budget without material deviation and shall protect the College from financial risk.
- 3) FY15 Proposed Budget Summary
  - a) Revenues: Tax Levy \$17,250,083, State Aid \$37,989,039, Tuition and Fees \$19,885,378, Other Revenue \$4,120,500, Total Revenue \$79,245,000
  - b) Expenses: Salaries and Wages \$46,514,566, Employee Benefits \$19,077,512, Other Expenses \$13,652,922, Total Expenses \$79,245,000
- 4) Property Tax Impact: Operating tax levy increased \$256,122, levy budgeted at \$51,417,122; \$32,036,039 of tax levy has been shifted to state aid as part of the .89 levy buy down by the state; 8.08% increase in debt levy or \$718,000; slight operating levy increase of .5% from last year; total mill rate is .80513 compared to 1.63471 last year, a decrease of 50.75%; tax rate assumes assessments will fall by 2%
- 5) FY15 Key Expense Drivers
  - a) Increase to Expenses: Implemented half of Phase III of Student Services, Added an additional 4.0 FTE, Current Expenses 13.8% increase over FY14 forecast, 3.5% increase to health insurance
  - b) Reduction of Expenses: Budgeted \$1,000,000 for vacant position savings
- 6) Long Term Capital Financing: The capital borrowing plan includes \$13M borrowing for general equipment, building expansion, improvement, and repairs. Borrowing increase of \$2M over last year, 8.08% increase in debt levy totaling \$9,600,000, Increase of \$718,000

**Following discussion, it was moved by N. Simpson, seconded by W. Duncan and carried that this report is evidence that the college is making progress on Executive Limitations 3.4 – FY14-15 Budget/Forecasting and 3.5 Financial Condition.**

**C. Executive Limitations – Policy 3.1 General Executive Constraint, 3.2 Human Relations, and 3.3 Human Relations, Comp, and Benefits (J. Thibodeau)**

- 1) 3.1 General Executive Constraint: The President shall act at all times in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President shall act in a manner consistent with Board policies and with those practices, activities, decisions, and organizational circumstances which are legal, prudent, and ethical. Accordingly, the President may not: 1. Deal with students, staff, or persons from the community in an inhumane, unfair or undignified manner. 2. Make decisions except by a process where openness is maintained. 3. Permit financial conditions which risk fiscal jeopardy or compromise Board Ends priorities. 4. Provide information to the community, board, or College constituencies which is knowingly untimely, inaccurate, or misleading. 5. Permit conflict of interest in awarding purchases or other contracts or hiring of employees. Allow the day-to-day operations to impede the vision or prevent the achievement of the Ends of the College. 7. Manage the College without adequate administrative policies. 8. Fail to take prompt and appropriate action when the President becomes aware of any violation or potential violation of any laws, rules, or regulations, or of any breach of Board policies. 9.

Enter into any lease or purchasing agreement for any land or facilities nor name facilities or parts of facilities without prior Board knowledge and authorization.

- 2) 3.2 Human Relationships: The President shall create and sustain an environment for learning, working, and teaching that supports the development and realization of human potential and promotes the College's core values. Treatment of and dealing with students, staff, and persons from the community, shall be humane, fair, and dignified. Accordingly, the President may not: 1. Operate without administrative policies and/or procedures which set forth staff and student rules, provide for effective handling of grievances (complaints), and protect against wrongful conditions. 2. Fail to comply with all laws, rules, and regulations pertaining to employees and students including those pertaining to: Discrimination, Equal Opportunity, Sexual Harassment, Rights of Privacy; 3. Prevent students and staff from using established grievance (complaint) procedures. 4. Fail to acquaint students and staff with their rights and responsibilities. 5. Fail to maintain confidentiality where appropriate
- 3) Accordingly, the President may not: Operate without administrative policies and/or procedures which set forth staff and student rules, provide for effective handling of grievances (complaints), and protect against wrongful conditions. Administrative Procedures and College Practices Manual, Student Handbook, Faculty Handbook, Employee Handbook. These documents are distributed in hard copy and are on Gateway's Internet site and/or Intranet site.
- 4) Accordingly, the President may not: Fail to comply with all laws, rules, and regulations pertaining to employees and students including those pertaining to: Discrimination, Equal Opportunity, Sexual Harassment, Rights of Privacy
- 5) Accordingly, the President may not: Prevent students and staff from using established grievance (complaint) procedures.
- 6) Accordingly, the President may not: Fail to acquaint students and staff with their rights & responsibilities. The Family Medical Leave Act (FMLA) is a law (both Wisconsin and Federal) that deals with personal or family member qualified absences for illness, childbirth, or adoption that allows an employee up to twelve (12) weeks time off during a fifty-two (52) week period.
- 7) Family and Medical Leave Summary of Benefits:
  - FY2007-2008 Requests: 76
  - FY2008-2009 Requests: 64
  - FY2009-2010 Requests: 69
  - FY2010-2011 Requests: 61
  - FY2011-2012 Requests: 72
  - FY2012-2013 Requests: 70
  - FY2013-2014 YTD Requests: 81
  - Employees Currently on FMLA: 30
- 8) 3.3 Compensation and Benefits: The President shall maintain fiscal integrity and a positive public image with respect to employment, compensation, and benefits to employees, consultants, and contract workers. Accordingly, the President may not: Change his or her own compensation and benefits. The Board adjusts B. Albrecht's contract annually. Provide for or change the compensation and benefits of other employees except in accordance with collective bargaining agreements entered into by the Board or in accordance with salary schedules and plans adopted by the Board. All staff except 76 administrators are covered by the Collective Bargaining Agreements. Promise or imply permanent or guaranteed employment. Employ persons not covered by a collective bargaining agreement for more than one year's duration without Board approval. All administrators work with one-year contracts.

Following discussion, it was moved by S. Pierce, seconded by N. Simpson and carried that this report is evidence that the college is making progress on Executive Limitations 3.1 General Executive Constraint, 3.2 Human Relations, and 3.3 Human Relations, Comp, and Benefits.

**XI. Board Member Community Reports**

- Scott Pierce reported that he spoke with Representative Samantha Kerkman regarding the possibility of the Public Safety Training Center at the old dog track location; however, he is pretty confident that the Governor will support the casino project for that location.
- Susan Greenfield reported that having a casino in the area will likely increase the need for more law enforcement. Gateway finding a location for the Public Safety Training Center is a big priority.
- Susan Greenfield announced that she is stepping down as Executive Director of Root-Pike Watershed Initiative Network, but will still be associated with the organization for another year.
- Gary Olsen reported that he attended the Breakwater Dining Room at the Racine Campus and the culinary students served a wonderful dinner and their presentation was top notch.
- Ram Bhatia thanked the Trustees for the support of the Gateway Foundation. Many students have talent and skill, but can't afford school without the help from the Foundation.

**XII. Next Meeting Date and Adjourn**

- A. Public Budget Hearing – Monday, May 5, 2014, 7:00 pm, Kenosha Campus
- B. Regular Meeting – Thursday, May 15, 2014, 8:00 am, SC Johnson Integrated Manufacturing and Engineering Technology Center (iMET)
- C. At approximately 10:45 a.m. it was moved by S. Pierce, seconded by G. Olsen and carried by roll call vote that the meeting was adjourned and the District Board move to executive session pursuant to Wisconsin Statutes 19.85(1)(c) to discuss personnel issues. The Board reserves the right to reconvene in open session to take action on items discussed in executive session.

**Aye: 8**

**Nay: 0**

**Absent: 1**

**XIII. Executive Session**

At approximately 10:50 am, the Board convened in executive session.

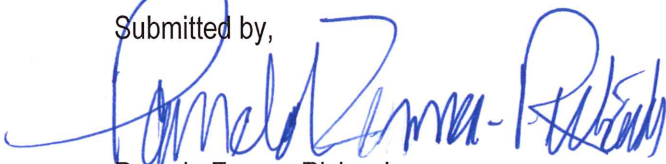
**XIV. Open Session**

At approximately 11:20 am, the meeting was called to order by Ram Bhatia, Chairperson.

It was motioned by S. Pierce, seconded by W. Duncan to accept the recommendation made by the administration for a faculty member non-renewal.

At approximately 11:22 am, it was moved by S. Pierce, seconded by G. Olsen and carried that the meeting adjourn.

Submitted by,



Pamela Zenner-Richards  
Secretary