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| GATEWAY TECHNICAL COLLEGE DISTRICT BOARD |
| Regular Meeting |
| August 21, 2014 |

The Gateway Technical College District Board met on Thursday, August 21, 2014 at the Racine Campus, 1001 S. Main Street, Quad Rooms R102, Racine, WI. The meeting was called to order at 8:00 am by Gary Olsen, 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

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| Ram Bhatia | Present |
| William Duncan | Present |
| Ronald J. Frederick | Present |
| Susan Greenfield | Present |
| Bethany Ormseth | Present |
| Scott Pierce | Present |
| Roger Zacharias | Excused |
| Pamela Zenner-Richards | Present |
| Gary Olsen | Present |

Also in attendance were Bryan Albrecht, Kelly Bartlett, Mary Harpe, and 18 citizens/reporters.

III. Approval of Agenda

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

IV. Approval of Minutes

- A. It was moved by R. Bhatia, seconded by P. Zenner-Richards and carried to combine the approval of minutes of the June 19, 2014 Regular Meeting and the July 14, 2014 Organizational Meeting.

V. Citizen Comments

- A. No citizen comments were submitted.

VI. Chairperson's Report

A. Dashboard Monitoring –

- Gary Olsen review the new dashboard report layout. Enrollment is up, but yearly average is still down. There was a drop in enrollment due to students dropped for non-payment.
- Bryan Albrecht handed out a facts sheet on Gateway. Facts on this page include enrollments, student demographics, programs offered, major funding sources, Foundation and scholarship information. Stephanie Skiba mentioned that the facts sheet is updated regularly. Scott Pierce asked to see more statistics on transfers from high schools to Gateway included on the facts sheet.
- John Thibodeau announced that starting this fall College Connections will fall under Gateway's College Access Department for unified direction. All recruiters will work together with Recruiter tools to reach high school students and adults.

- Debbie Davidson spoke on apprenticeship programs. Apprenticeships are strong and have surpassed Gateway's goal in growth four fold. Gateway is experiencing growth due to more employers wanting apprenticeship.
- B. Board Goals Monitoring – A new form has been created to highlight activities that the Trustees are involved in.

Board Goals Monitoring

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| <p style="text-align: center;"><u>Effective Meetings:</u></p> <ul style="list-style-type: none"> • Very nice meeting • Very productive meeting with review of current policies and procedures with discussion on future needs of the College • Appreciated the tour of the new program/facility improvements and the presentations on the current and future improvements • Excellent presentations by staff and excellent questions and discussions among board members • It was an informative and well conducted meeting | <p style="text-align: center;"><u>Business and Community Involvement:</u></p> <ul style="list-style-type: none"> • Kenosha Chamber Annual Luncheon • WTCS District Boards Letter Campaign • Mark Sommers • Premier Business Solutions |
| <p style="text-align: center;"><u>District Boards Association Involvement:</u></p> <ul style="list-style-type: none"> • 6 Trustees attended the District Boards Association Summer Meeting July 17-19, 2014 | <p style="text-align: center;"><u>College Involvement:</u></p> <ul style="list-style-type: none"> • ABB Day at Gateway • Blueprint Grant Announcement • Law Enforcement Graduation • Apprenticeship Graduation |

- C. President's 2015 Goals - Bryan Albrecht's 2015 goals were reviewed and discussed by the Board of Trustees.

VII. President's Report

A. Announcements –

- Journey Members in Attendance: Neil Petersen and Dee Ford
- Zina Haywood spoke on the service learning project that took place in Nicaragua and Costa Rica with students and faculty. Over the past 6-7 years Gateway has increased the study abroad programs. VITA organization worked with Gateway staff and students on this project. Gateway is so proud of the faculty and students. The doctors in Costa Rica were impressed with the professionalism of Gateway students and staff. The students got to do dental extractions, fillings and help deliver babies.
- NC3 Credential: Debbie Davidson announced that Matt Janisin has done a great job with connecting high school teachers to NC3 and Snap-on so they can earn the credentials needed to train their students and share best practices.
- Bane Thomey spoke about Risk Management. DMI awarded additional grants to schools and Gateway received some of these. Gateway sent in seven applications for various safety prevention matters and communication tools. Gateway will save approximately \$27,000 in safety tools for emergency which will be given by DMI and will be managed by Ray Koukari.
- Jeff Robshaw spoke about VANguard and the success of the program. This program continues to grow and additional high schools, including Union Grove and Wheatland J1, have recently signed up with Gateway. People are really seeing the benefits of VANguard.

- Bill Whyte reported on the building and remodeling projects taking place on the Elkhorn and Kenosha Campuses. Elkhorn is on schedule and is looking very nice. The new areas will fit the needs of the students. Kenosha is moving along nicely, LSC is moving in to the new space. The entrance is coming together. Student Services will move across the street and to the second floor in September and the phase II portion of the project will begin.
- B. Enrollment Event Updates – Zina Haywood
- Open House – this was Gateway’s second year and the results were fabulous
- 443 Prospects
 - 305 Applications
 - 112 Registered totaling 570 credits and 19 FTE
- Other Gateway Enrollment Strategies include:
- Ready, Set, Go/Registration Days/FAFSA Fridays
 - Walk-in Advising
 - Call Campaign
 - College Connection
 - Marketing Efforts
 - Fast Forward
- C. Blueprint for Prosperity Grants – John Thibodeau
- I. 1.9 Million has been awarded to Gateway Technical College for reducing program waiting lists and expanding capacity in high-demand career fields
 - II. 14 projects have been funded to serve 756 students over two years, ending in 2016
 - III. Students entering programs in six different industrial sectors of our communities will benefit through this effort
 - IV. Projects include:
 - i. Manufacturing Sector: CNC Machining Bootcamps, Welding, HVAC: Modine industry-specialized training, HVAC: Building Performance Instrument Certification, Fluid Power: Badger Meter/Fresh Water Management, Department of Corrections: CNC Training Partnership, Waste Water Treatment Apprenticeship
 - ii. Transportation, Distribution, and Logistics Sector: Accelerated logistics training, Industrial Mobile Lift Training
 - iii. Health Care Sector: Nursing, Medical Coding Apprenticeship
 - iv. Protective Services Sector: Law Enforcement Academy
 - v. Business Services Sector: Business Management Program
 - vi. Education Sector: Wisconsin Technical College System Instructor Industry Certification, High School Pupil Workforce Training
 - V. Gateway has a full time coordinator focused on tracking the spending of the grant money
 - VI. John Thibodeau explained that Gateway does not have waiting lists. Students are admitted in to programs, take classes, but might have to wait to take specific program classes. These grants help to offer additional program classes to get students through the programs faster. This grant is part of the tax levy buy down.

VIII. Operational Agenda

A. Action Agenda

1. **Resolution No. F-2014-2015C.2 – Resolution Awarding the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2014-2015C**

The administration is recommending Board approval of a resolution awarding the sale of \$1,500,000 of General Obligation Promissory Notes, Series 2014-2015C for public purpose of financing remodeling and improvement projects.

Following discussion it was moved by S. Pierce, seconded by W. Duncan and carried by roll call vote to approve Resolution No. F-2014-2015C.2 - Resolution Awarding the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2014-2015C.

Aye: 8

No: 0

Absent: 1

2. Resolution No. F-2014-2015D.1 – Resolution Authorizing the Issuance of \$2,805,000 General Obligation Promissory Notes, Series 2014-2015D

The administration is recommending approval to issue General Obligation Promissory Notes, Series 2014-2015D; in the principal amount of \$1,500,000 for the public purpose of financing building remodeling and improvement projects and an amount no to exceed \$1,305,000 for the public purpose of refunding obligations of the District, including interest on them; specifically, the 2016 and 2017 maturities of the General Obligation Promissory Notes, Series 2007-2008A, dated September 6, 2007. This borrowing is included in the 2014-15 budget. Upon approval, appropriate legal notices will be published in the official district newspapers.

Following discussion it was moved by S. Pierce, seconded by R. Bhatia and carried by roll call vote to approve Resolution No. F-2014-2015D.1 – Resolution Authorizing the Issuance of \$2,805,000 General Obligation Promissory Notes, Series 2014-2015D

Aye: 8

No: 0

Absent: 1

3. Resolution No. M-2014B – Resolution Authorizing the Signature of Facsimile Signature of the President and/or Chief Financial Officer/Vice President Finance and Administration in Place of the Signature of Facsimile Signature of the Gateway Technical College District Board Treasurer for Checks Written on Gateway Technical College Bank Accounts

The administration is recommending approval of Resolution No. M-2014B which authorizes signature or the use of a facsimile signature of the President and/or Chief Financial Officer/Vice President Finance and Administration in place of the signature or the use of a facsimile signature of the Gateway Technical College District Board Treasurer for checks written on Gateway Technical College accounts. The approval of this resolution by the Gateway District Board of Trustees would implement a cost savings measure which will eliminate the need to create a new signature form template each time a new Board Treasurer is elected.

Following discussion it was moved by S. Pierce, seconded by P. Zenner-Richards and carried to approve Resolution No. M-2014B – Resolution Authorizing the Signature of Facsimile Signature of the President and/or Chief Financial Officer/Vice President Finance and Administration in Place of the Signature of Facsimile Signature of the Gateway Technical College District Board Treasurer for Checks Written on Gateway Technical College Bank Accounts

Aye: 8
No: 0
Absent: 1

4. **Resolution B-2014 D.1 & D.2 – Lake Building Lower Level Restroom Remodel Racine Campus**

Gateway Technical College is proposing to remodel the existing Lake Building Lower Level Restrooms on the Racine Campus. The restrooms are adjacent to the SC Johnson Student Life Center. The restrooms will be remodeled to ADA standards and will include downsizing and relocating the rooftop exhaust unit that serves the restrooms. The estimated cost to remodel the existing Lake Building Lower Level Restrooms on the Racine Campus will be \$222,000.

Following discussion it was moved by W. Duncan, seconded by P. Zenner-Richards and carried to approve Resolution B-2014 D.1 & D.2 – Lake Building Lower Level Restroom Remodel Racine Campus

B. **Consent Agenda**

It was moved by R. Frederick, seconded by W. Duncan 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 July 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 fourteen (14) new hires; five (5) promotions; four (4) retirements; two (2) resignations; one (1) terminated; one (1) deceased; no employment approvals-casual, non-instructional; and no employment approvals-adjunct faculty.
3. **Grants Awards:** Approved the Grants Awards – August 2014
4. **Contracts for Instructional Delivery:** Approved the contracts for instructional delivery report for June and July 2014
5. **Advisory Committee Activity Report:** Approved the advisory committee 2014-2015 meeting schedule and new members as of August 1, 2014
6. **2013-2014 Non-Resident Fee Remission Report:** Approved the 2013-2014 Remissions of Out-of-State Tuition Report

IX. **Policy Governance Monitoring Reports**

A. **Ends Statement Monitoring**

1. **End Statement #4 – Gateway models** integrity, social responsibility, and continuous improvement in its internal and external processes and relationships. Staff and Faculty Evaluation Process (B. Whyte and Z. Haywood)
 - a) Faculty Evaluations are based on 16 criteria within teaching and professionalism: knowledge of field or discipline, practical application, teaches to the competencies as outlined in the course syllabus and in accordance with catalog descriptions and the schedule of classes, environment for learning and critical thinking, instructor/student relationship, presentation of course material, evaluation methods and timely feedback, scholastic records, syllabi, use of technology, compliance with established college policies

- and procedures, accessibility, recruitment and retention activities, college, division and program committees, meetings and events, and collaboration and support of colleagues
- b) Teaching and Professionalism
 - i. 16 Criteria Rubric: strong, competent, marginal, unsatisfactory
 - c) Sources of Information: Students – IDEA survey, Faculty Member – Self-Evaluation, Supervisor – Observation, Blackboard Review, Evaluation Meeting
 - d) Evaluation Cycles
 - i. Category A: no marginal or unsatisfactory, full evaluation in 3 years (self-evaluation every year)
 - ii. Category B: no unsatisfactory, 1 or more marginal, targeted evaluation by supervisor the following year, performance improvement plan, self-evaluation
 - iii. Category C: 1 or more unsatisfactory, full evaluation every year until no unsatisfactory, performance improvement plan
 - e) Employee Evaluation features: all employees except faculty, success factors, self-rating component, goals, mid-year review, career interests, one-up approval
 - f) Selection Criteria: Employees/Supervisors Choose 5-7 Criteria: adaptability/flexibility, reliability, interpersonal, collaboration, execution/decision making, leadership, innovation, conflict management, problem solving, continuous improvement, passionate customer care, technical skill, tolerance
 - g) Ratings: Outstanding (O), Commendable (C), Acceptable (A), Unacceptable (U), Too new to rate (T)
 - h) Merit Increases – Non-represented: Outstanding = 3.0% - 4.0%, Commendable = 2.0% to 3.0%, Acceptable = 1.0% - 2.0%, Unacceptable = O, Too new to rate
 - i) Increase Distribution
 - i. Represented Employees – GTEA & GESP = Negotiated CAP of 1.46% (2/3 – 400)
 - ii. Non-represented Employees – Merit Increases = 0 to 4.0% (1/3 – 200)

Following discussion, it was moved by P. Zenner-Richards, seconded by W. Duncan and carried that this report is evidence that the college is making progress on Ends Statement #4.


X. Board Member Community Reports

- Pamela Zenner-Richards attended the Law Enforcement Graduation and commented on the video saying how hard are student work in their training.
- Gary Olsen agreed with Pamela Zenner-Richards and also commented that many of the Law Enforcement students are very young.

XI. Next Meeting Date and Adjourn

- A. Regular Meeting – Thursday, September 18, 2014, 8:00 am, Kenosha Campus
- B. At approximately 9:54 a.m. it was moved by R. Bhatia, seconded by W. Duncan and carried that the meeting was adjourned.

Submitted by,


Ronald J. Frederick
Secretary