

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD
Regular Meeting
August 20, 2015

The Gateway Technical College District Board met on Thursday, August 20, 2015 at the SC Johnson integrated Manufacturing and Engineering Technology (iMET) 2320 Renaissance Blvd, Room 104, Sturtevant, WI 53177. 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

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

Also in attendance were Bryan Albrecht, Kelly Bartlett, Mary Harpe, and 20 citizens/reporters.

III. Approval of Agenda

- A. It was moved by S. Pierce, seconded by R. Zacharias and carried to approve the agenda.

IV. Approval of Minutes

- A. It was moved by R. Zacharias, seconded by P. Zenner-Richards and carried to approve the minutes of the June 18, 2015 Regular Meeting and July 13, 2015 Organizational Meeting.

V. Citizen Comments

- A. There were no citizen comments.

VI. Chairperson's Report

A. Appointment of Policy Review Committee

- Pamela Zenner-Richards, Scott Pierce, and William Duncan volunteered for the Policy Review Committee.
- Scott Pierce nominated Pamela Zenner-Richards to Chair the committee. Pamela Zenner-Richards accepted the nomination.

B. Board Meeting Evaluation Process

- The Board of Trustees review the prior evaluation form and discussed what they would like to see on the form in the future. Bryan Albrecht suggested more detail questions which will help improve the agenda for future Board Meetings. The Board approved the new evaluation form.

C. Revised Dashboard Template

- Bryan Albrecht suggested replacing the old dashboard report with a new simplified form highlighting enrollment and general fund operations. The Board of Trustees discussed a new layout for the

proposed simplified dashboard report. The employment box will be added to the personnel report in the Board Booklet.

D. President's Goals

- The Board of Trustees agreed that Bryan Albrecht's goals for the upcoming year are satisfactory.

VII. President's Report

A. Announcements –

- Journey Members in Attendance: Lauri Rogers
- Bryan Albrecht thanked the Trustees for all of their feedback on the Board Meeting Evaluation and Dashboard Report.
- Bryan Albrecht thanked the Gateway faculty and staff for creating and building a positive culture at Gateway.
- Debbie Davidson spoke on the Fast Pitch event that took place the evening before the Board Meeting. 43 people pitched ideas on entrepreneurship. They were judged and the top 10 presented to everyone in attendance. The top 4 received awards. Gary Krause received the top award for EKG Concepts and received \$5,000.
- Bryan Albrecht announced the Jeff Robshaw's son Jack Robshaw was attending the Board Meeting and working on his merit badge. Jack is working his way towards becoming an Eagle Scout.
- The ELC Retreat took place on August 19. Bryan mentioned it was a great day of ideas and elevating leadership and teamwork. Bill Whyte gave a reflection of the day at Colerget Conference Center. Bill said the setting was perfect for the retreat. There was an interesting mix of self-reflection and business. The retreat gave the ELC an opportunity to know each other better and work better together as a team.

B. Summer Camps

- Jane Finkenbine and Greg Herker presented on 2015 Middle School Summer Camps. Jane mentioned this is the second year of running summer camps. There were a great mix of kids this year and they were excited they got to participate in summer camps. Many of the kids had so much fun that they didn't want to leave at the end of camp. Many were asking for the camps to run an extra week.
- 2015 Summer Camps included: Fun with Forensics, Kenosha Campus, 13 participants; Kids in the Kitchen, Racine Campus, 15 participants; Maker Camp, iMET Center, 12 participants; Fun with Graphics and Design, iMET Center, 12 participants.
- Plans for Summer 2016: Expand our Summer Camp options and increase number of participants. Brochures will go out to schools and parents by January 11, 2016. Greater variety of themes. Greater variety of times. Offerings on all campuses.

C. Starrett Partnership

- Greg Chapman presented on Starrett Partnership. Greg is an instructor at Gateway and completed the certification to lead the certification program. Starrett is the first USA manufacturer in measuring equipment and has been in business for 135 years.
- Precision Measurement Instruments Certification: 1) tape and rule measurement, 2) slide caliper measurement, 3) gauge measurement, 4) angle measurement, 5) micrometer measurement, 6) dial indicator and bore gauge measurement.
- The certification training includes: safety, terms, design/features/technology, field validation, application and usage, maintenance, and test of knowledge.
- Greg mentioned that this training is only available due to partnerships. Gateway has many strong partnerships within the community.

VIII. Operational Agenda

A. Action Agenda

1. **Resolution No. F-2015-2016B.2 – Resolution Awarding the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2015-2016B**

The Administration is recommending Board approval of a resolution awarding the sale of \$1,500,000 of General Obligation Promissory Notes, Series 2015-2016B; \$1,100,000 for the public purpose of financing building remodeling and improvement projects; \$400,000 for the public purpose of financing the construction of building additions or enlargements at the Elkhorn Campus.

Following discussion it was moved by R. Frederick, seconded by R. Zacharias and carried to approve Resolution No. F-2015-2016B.2 – Resolution Awarding the Sale of \$1,500,000 General Obligation Promissory Notes, Series F-2015-2016B.

**Aye: 8
Nay: 0
Absent: 1**

2. Resolution No. F-2015-2016C.1 – Resolution Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2015-2016C

The administration is recommending approval to issue General Obligation Promissory Notes, Series 2015-2016C; in the principal amount of \$1,000,000 for the public purpose of financing building remodeling and improvement projects. This borrowing is included in the 2015-16 budget. Upon approval, appropriate legal notices will be published in the official district newspapers.

Following discussion it was moved by R. Zacharias, seconded by W. Duncan and carried to approve Resolution No. F-2015-2016C.1 – Resolution Authorizing the Issuance of \$1,000,000 General Obligation Promissory Notes, Series 2015-2016C .

**Aye: 8
Nay: 0
Absent: 1**

B. Consent Agenda

It was moved by P. Zenner-Richards, seconded S. Greenfield 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, 2015.
 - b) Cash and Investment Schedules:** Approved the monthly cash reconciliation, investment schedule and investment report.
- 2. Personnel Report:** Approved the personnel report of five (5) new hires; three (3) limited term; seven (7) promotions; six (6) resignations; one (1) termination; no employment approvals-casual, non-instructional; and no employment approvals-adjunct faculty.
- 3. Grants Awards:** Approved the Grants – August 2015
- 4. Contracts for Instructional Delivery:** Approved the contracts for instructional delivery report for July 2015
- 5. Advisory Committee Activity Report:** Approved the advisory committee 2014-2015 meeting schedule and new members as of August 1, 2015
- 6. Approval of BID:** Approved Bid No. 1482

IX. Policy Governance Monitoring Reports

A. Ends Statement Monitoring

1. End Statement #1 – **Gateway provides** academic programs and services that meet the current and future postsecondary technical education needs of our tri-community and assists in the preparation and transition of all learners. *Enrollment Management – Z. Haywood, S. Skiba, S. Riley, A. Becerra-Chvilicek*
 - Interpretation – Planning and managing enrollment from recruitment to student retention involves strategic planning and continuous improvement in order to meet the current and future needs of our tri-county community.
 - Student Services Vision: Students confidently navigate their educational journey through meaningful connections with staff and recognize the Student Success Division as a welcoming and caring partner in their development.
 - What's Ongoing: 'New' Student Services Model – 3 years old!, Contact Center – 3 years old!, Admissions Processing – 24-48 hour!, Financial Aid Processing – Up-to-Date!, New Student Specialist, Combined adult and high school team – 1 year, Increase emphasis on middle school, Recruiter – 1 year old!, SALT Financial Literacy
 - Process Improvements: VA Kaizen – Scope: Create a streamlined Veteran Education Benefits process to allow for reduced audit findings, improved customer service and a seamless work environment. Petitioning – Black Belt Project.
 - VA Audits – 2015: Elkhorn – no finding; Racine – 3 findings; Kenosha – waiting for final report.
 - Process Improvements – Petitioning: Project Goals – agree upon petition requirements, remove unnecessary/duplicate requirements, automate processing; significantly reduce manual processing time, transparent for students and staff
 - Technology: Student Video Kiosk – Burlington Center – students experience as close to in-person as possible, high quality cameras allow for identity verification, direct connection to contact center, printer, fax, and scanning available; Student Self-Service Tools – Replace WA components; Ellucian Portal – starting point for students and staff; Ellucian Mobile.
 - Recruitment Initiatives: Adult Recruitment – Get Ready Sessions, Walk-in Availability, All Things Admissions Related, New Student Orientation, Outreach Initiatives. High School Recruitment – Get Ready Sessions, Open Houses, Campus Tours, National Signing Day, On-site Testing, On-site Registration Days.
 - Get Ready Session – over 500 information sessions offered to new students, 4-6 sessions offered on each campus each week, each session holds 10-15 students, 1900 new students participated in the sessions.
 - Get Ready Session in High School – conducting information sessions in the classroom at the high schools, provide students an opportunity to come to open lab and sign up for Gateway.
 - Campus Tours – hosted over 30 high school tours, hosted 11 middle school tours, total over 500 students on tours this year
 - High School Open House – first high school focused Open House held on 4/28 and serviced over 100 students, will continue to hold twice a year; one in October and one in April to attract Juniors and Seniors to Gateway.
 - On-Site Testing and Registration – hosted on-site COMPASS testing at the high schools, tested over 150 students in their high school, hosted registration events at the high school, registered over 200 students for Summer and Fall classes.
 - National Signing Day – over 55 students and guests showed up to sign their commitment to Gateway Technical College, over 12 high schools participated in the event.
 - New Student Orientation – rolled out the New Student Orientations, served over 500 new students at all 3 campus locations, now at least 1 NSO will be held at each campus every term.

- Retention – What is the HLC Persistence and Completion Academy: Collaborative learning opportunity led by the HLC staff and senior scholars, Cohort of institutions of higher education participating in learning and quality improvement activities, Online community of participants sharing progress, challenges, questions, and best practices, Fulfilling the quality initiative requirement for years 5-9 of Open Pathway accreditation process
- What we are doing - Year One (2014-15) focus was on organizing and interpreting our student data, Years Two-Four (2015-2018) focus will be on designing interventions to improve persistence and completion, On-going online collaboration and two face-to-face events with cohort colleges.
- Target Student Population – Perkins Cohorts - Student accepted to a program and 12 postsecondary credits completed, Students in Remediation - Students required to take remedial reading, writing, or math courses, Online Students - Students in the 6 fully online programs (also considering examining just online course takers).
- Data Projects - Data Dictionary, DFW Course Report, Student Intent Data, Use of Student Support Services, Remedial Course-taking Behavior, Leaver Data, Online Target Group, Non-cognitive Factor Survey
- Enrollment Task Force – Provost, VP Community & Government Relations, Associate VP Student Success, 2 Deans, 2 Marketing Faculty, 2 Marketing Staff, 2 Student Success Staff, 1 Academic Advisor
- Charge – Develop a short-term and long-term plan for continuous FTE growth - Deepen the brand with all of the constituency groups we serve, Reduce barriers for HS students to access Gateway, Invest in program marketing where the job market is strong and we have open seats, Budget: \$200,000
- H. S. data - 2013 & 2014 HS graduates enrolled at Gateway - program and H.S., Report indicating Gateway district students going out of district, Program Performance Report, EMSI regional labor market reports, Student Success Reports, Ideas from everywhere!
- Initiatives Completed - \$500 drawing, \$30 VIP cards, Call Nights, Smartsheet/Calendar, National Signing Day for High School Students, Middle School Event, Yo Puedo – Hispanic High School Student & Parent Event; Elkhorn, Financial Aid Nights, ELL/ABE Transition Workshops, FAFSAs, ACT scores received, <6 credits remaining, July "Gateway Rocks" Open Houses, Education Advisory Board Membership
- Step into Your Future Event – Juniors/Seniors, College Wide Call Nights – Madigrano – August, 2015, October, 2015, December 2015
- Projects Planned - HS communications track – hire staff writer, Deepening the Brand, Recognition program for program advisors Spring 2016, Alumni events, Transcribed Credit Care Pkg., Establish system for review & determination of programs for marketing focus, Include NSS with academic advisors, Transcribed Credit event in October 2015, meet the needs of the working adult, potential new markets, broaden the committee

Following discussion, it was moved by R. Bhatia, seconded by P. Zenner-Richards and carried that this report is evidence that the college is making progress on Ends Statement #1.

X. Board Member Community Reports

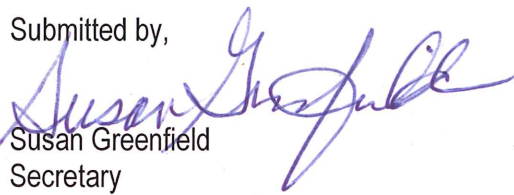
- William Duncan attended the Prairie Party in Elkhorn and mentioned the event was very well organized.
- Gary Olsen and Beth Ormseth attended the Chrysler announcement. Gary mentioned that the amount of energy was amazing and that Nick Pinchuk is an unbelievable speaker and speaks from his heart.

XI. Next Meeting Date and Adjourn

A. Regular Meeting – Thursday, September 17, 2015, 8:00 am, Kenosha Campus

B. At approximately 9:35 a.m. it was moved by R. Zacharias, seconded by R. Bhatia and carried that the meeting was adjourned.

Submitted by,


Susan Greenfield
Secretary