

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD
Regular Meeting
December 16, 2014

The Gateway Technical College District Board met on Tuesday, December 16, 2014 at the Center for Bioscience and Information Technology, 3520 30th Avenue, Kenosha, WI. The meeting was called to order at 3:00 pm 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	Present
Scott Pierce	Present
Roger Zacharias	Present
Pamela Zenner-Richards	Present
Gary Olsen	Present

Also in attendance were Bryan Albrecht, Kelly Bartlett, Mary Harpe, and 28 citizens/reporters.

III. Approval of Agenda

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

IV. Approval of Minutes

- A. It was moved by S. Pierce, seconded by W. Duncan and carried to approve the minutes of the November 20, 2014 Regular Meeting. R. Bhatia abstained due to not attending the November 20, 2014 Regular Meeting.

V. Citizen Comments

- A. No citizen comments were submitted.

VI. Committee of the Whole

A. 3.1.6 Strategic Plan Vision 3.2.1.

- Bryan Albrecht mentioned that this is the second half of a two part series of Vision 3.2.1. and will give more in depth discussion. The three updates covered will be on quality, enrollment, and facilities.
- John Thibodeau reported that Anne Whynott is the facilitator of Vision 3.2.1. which started with five strategic directions. 3 Counties, 2 Goals, 1 Vision. A committee on culture and excellence was recently launched. This committee is talking to coworkers, gathering input, and will prioritize in February 2015 to come up with strategic initiatives to enhance the quality of the college.
- Kamaljit Jackson reported on Gateway Technical College: Our Journey to Quality – A Case Study.
- The Quality Group: Provides customized blended e-learning solutions (1992), Based in Atlanta, International office - London, United Kingdom, 60 colleges across the nation

- The Partnership: The Quality Group – 2006, Lean Six Sigma Green/Black Belt Certification; 440 individuals, 40 different organizations (MFG; NFP; GVT; HE and HC), why not us?
- Our Journey: September 2013: created Office of Quality Systems, Developed infrastructure/model; October 2013: The Quality Group Advisory Member, pre-planning discussion – Lean in Education; December 2013 – June 2014: Developed Lean in Education modules; August 2014: Gateway chosen as pilot site, Lean in Education (pilot deployed); September 2014: National Council for Continuing Education Training (NCCET), Presentation: Gateway's quality journey; October 2014: Case study showing Gateway's journey; November 2014: Distribute nationally
- Training Completed / In Progress: 2013: 7 Green Belts and 4 Black Belts; 2014: 604 White Belts and 11 Green Belts; 6 Green Belts to begin Spring 2015 and 2 Green Belts on hold for Fall 2015.
- Bryan Albrecht asked the Trustees if they would all agree to become White Belt certified and they all agreed.
- Zina Haywood and Stephanie Sklba reported on enrollment.
- Z. Haywood: 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.
- S. Sklba: Data: 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, Education Advisory Board Membership, \$30 VIP cards, Call Nights, Smartsheet.
- Going Forward: Needs of the working adult, potential new markets, retention, broaden the committee.
- Bill Whyte reported on Gateway's Facilities Updates taking place in Elkhorn and Kenosha.
- Elkhorn Campus is currently undergoing expansion and remodeling projects. Remodeling is taking place in the eastern end of the South Building. There is a new location for the conference center, student commons south, and building entrance. Tent commons is bright and updated and full of windows.
- Kenosha Campus is currently undergoing renovation and addition to the Student Success Center. There is a new entrance to student services. The student success lobby is large with an open layout to allow groups of students to meet. The Learning Success Center includes new testing labs, a conference room, and a large open area for students to learn. The Kenosha Campus has an inviting welcome center to better meet the needs of the students.
- Student Services is still located across 30th Avenue in the Gateway Professional Building.
- G. Flynn reported on feedback received on the new additions and remodels: Gateway is able to provide an improved quality of service for students giving them a larger, better Gateway experience.

VII. Chairperson's Report

A. Board Goals Monitoring

- Effective Meetings – Summary of Responses:
 - It was yet another good meeting. I do believe we should consider an avenue for spending more time in review of the annual financial report
 - I liked the committee of the whole and Gary is doing a good job of keeping us in order. Kudos!

- It was a well run meeting I particularly enjoyed seeing the students from Italy attending the meeting and highlighting the extensive international outreach that Gateway has. I appreciate Gary's clarification of the meeting protocols as well.
- Business and Community Involvement
 - There were no Business and Community events attended for December
- District Boards Association Involvement
 - There were no District Boards events scheduled for December
- College Involvement
 - Gary Olsen attended the Law Enforcement Academy Graduation
 - Gary Olsen and Bill Duncan attended the Nurses Pinning Ceremony
- B. Dashboard Monitoring
 - High School Outreach and Enrollment has been added to the Dashboard Monitoring Report.

VIII. President's Report

- A. Announcements –
 - Journey Members in Attendance: Alberta Heinen, Elizabeth Gridley, Jacqueline Watson, Kathy Tenaglia, Mary Liesch, Vicki Wahler, Ann Grossman, and Reva Kaplan
 - Bryan Albrecht announced that Graduation will take place December 18, 2014 and Tom Buhler from Butter Buds will be the commencement speaker. Tom Buhler was also on our December radio show with 91.1 WGTD.
 - Bryan recognized some of Gateway's faculty and staff on items published. Staff is engaging in research and publishing and its happening right here at Gateway. Bryan acknowledged Jeff Robshaw and the initiative of his team on their article in the Guide on Climate Resiliency that will have a national release. This is a direct impact for our broadband initiative. Another faculty member, Dr Soheila Brouk wrote articles to promote the disease of Alzheimers and featured in Racine Journal Times, Jessica Gleason had articles released and will release a novel in February 2015. Matt Janisin wrote a book on the automotive industry and Jim Buck also wrote a book.
 - Ed Grochowski was elected the President of the State Marketing Association NWI as the DECA Advisor of the year.
 - Bryan Albrecht recognized the great service lead by our students on campus especially during this time of year. Events include: Santa on Campus lead by Student Government Association, Christmas Tree on the Elkhorn Campus giving gifts to kids and families in need, hat and mitten drives, all provide great opportunities for our students and communities.
 - Bryan Albrecht recognized Bill Whyte and his team for their efforts on Wellness: Gateway is 1 of 22 institutions of higher education that was recognized for the tobacco free campus award.
- B. HPOP Report – Stacia Thompson
 - HPOP = Health Profession Opportunity Program
 - Health Profession Opportunity Grant Year 4 Progress Report
 - Gateway HPOP – What is it? HHS-ACF-OFA, Competitive Award, 32 grant recipients, TANF, GA, low-income. Focus on: Basic skills and job training, recognized certificates/diplomas, academic and social support services, work with WIB & One-Stop & Employers, speed transition to self-sustaining income.
 - Who are our students: 93% female, 90% HS or GED, 10% TANF or GA, 32% unemployed. Ethnicity: 37% Black, 44% White, 13% Hispanic, 4% Mixed Race.
 - New Enrollment: Projected 75, Actual 133
 - Active Enrollment: Projected 410, Actual 482
 - Completion: Projected 101, Actual 168
 - Employment: Projected 256, Actual 408

New Enrollment	Projected	Actual
Registered Nurses	148	188
Radiologic Technologists	2	6
Emergency Medical Technicians	23	8
Paramedics	6	21
Pharmacy Technicians	2	9
Surgical Technologists	15	18
Licensed and Vocational Nurses	10	77
Medical Records and Health Info Techs	8	17
Health Technologists and Technicians, All Other	4	4
• Nursing Aides, Orderlies, and Attendants	27	97

New Enrollment	Projected	Actual
Physical Therapist Assistants	12	7
Miscellaneous Healthcare Support Occupations	5	0
Dental Assistants	9	13
Medical Assistants	26	34
Medical Transcriptionists	2	0
Phlebotomists	2	8
• Receptionists and Information Clerks	27	39

Employment by Occupation	Projected	Actual
Registered Nurses	16	11
Radiologic Technologists	2	0
Emergency Medical Technicians	10	7
Paramedics	5	2
Pharmacy Technicians	3	1
Surgical Technologists	2	1
Licensed and Vocational Nurses	22	30
Medical Records and Health Info Techs	2	1
Health Technologists and Technicians, All Other	5	2
Home Health Aides	0	34
• Nursing Aides, Orderlies, and Attendants	72	108

Employment by Occupation	Projected	Actual
Nursing Assistants	0	33
Physical Therapist Assistant	5	6
Miscellaneous Healthcare Support Occupations	2	1
Dental Assistants	2	9
Medical Assistants	14	14
Medical Transcriptionists	2	1
Phlebotomists	3	5
• Receptionists and Information Clerks	13	17

Hourly Wages by Occupation	GY 4
Registered Nurses	\$24.73
Licensed and Vocational Nurses	\$19.60
Surgical Technologists	\$18.90
Physical Therapist Assistants	\$17.94
Medical Records and Health Info Techs	\$17.00
Miscellaneous Healthcare Support Occupations	\$15.23
Receptionists and Information Clerks	\$13.56
Medical Assistants	\$13.27
Phlebotomists	\$12.95
Medical Transcriptionists	\$12.75

Hourly Wages by Occupation	GY 4
Dental Assistants	\$12.28
Healthcare Support Workers, All Others	\$12.21
Health Technologists and Technicians, All Other	\$11.50
Nursing Aides, Orderlies, and Attendants	\$11.47
Nursing Assistants	\$11.38
Nursing Assistants	\$11.38
Emergency Medical Technicians	\$11.05
Pharmacy Technicians	\$10.25
Paramedics	\$10.00
Home Health Aides	\$8.96

GY 4 Employment, Enrollment & Wages Rank Order	Enrollment	Employment	Wages
Registered Nurses	1	5	1
Nursing Assistants / Nursing Aides, Orderlies, and Attendants	2	1	12
Licensed Practical and Vocational Nurses	3	2	2
Receptionists and Information Clerks	4	3	7
Medical Assistants	5	4	8
Paramedics	6	10	15
Surgical Technologists	7	13	3
Medical Records and Health Info Techs	8	14	5
Dental Assistants	9	6	10
Pharmacy Technicians	10	12	14
Emergency Medical Technicians	11	7	13
Phlebotomists	12	9	9
Physical Therapist Assistants	13	8	4
Radiologic Technologists	14	16	16
Health Technologists and Technicians, All Other	15	11	11
Miscellaneous Healthcare Support Occupations	16	15	6

First-Time Employment	GY3	GY4
Average Wage Healthcare	\$12.40	\$12.25
Average Wage Any Sector	\$11.71	\$12.40

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IX. Operational Agenda

A. Action Agenda

1. Resolution No F-2014-2015E.1 – Resolution Authorizing the Issuance of \$1,500,000 General Obligation Promissory Notes, Series F-2014-2015E

The Administration is recommending approval to issue General Obligation Promissory Notes, Series F-2014-2015E; in the principal amount of \$1,500,000 for the public purpose of:

- Financing building remodeling and improvement project and a building addition or enlargement (\$1,000,000 – Elkhorn Campus Veterinary Science Remodeling Project)
- Financing the building remodeling and improvement project (\$500,000 – Racine Campus Chiller Project).

Following discussion it was moved by S. Pierce, seconded by R. Zacharias and carried to approve Resolution No F-2014-2015E.1 – Resolution Authorizing the Issuance of \$1,500,000 General Obligation Promissory Notes, Series F-2014-2015E.

B. Consent Agenda

It was moved by R. Zacharias, seconded R. Bhatia 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 November 30, 2014.
 - 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; one (1) promotion; three (3) retirements; one (1) termination; no employment approvals-casual, non-instructional; and no employment approvals-adjunct faculty.
3. **Grants Awards:** No Grant Awards
4. **Contracts for Instructional Delivery:** Approved the contracts for instructional delivery report for November 2014
5. **Advisory Committee Activity Report:** Approved the advisory committee 2014-2015 meeting schedule and new members as of December 1, 2014

X. Policy Governance Monitoring Reports

A. Ends Statement Monitoring

1. End Statement #2 – **Gateway provides** innovative and entrepreneurial programs and services that align with the educational, economic, and tri-county community needs for students' regional and global competitiveness. Technology Systems (J. Robshaw)
 - Interpretation: Gateway's Learning Innovation Division provides innovative and entrepreneurial services and technology resources that support students' regional and global competitiveness and are aligned with regional educational and economic needs.
 - Fiber Ring-Community Area Network: Gateway partnered with KUSD and Kenosha County to implement a fiber network. Since then we have extended the fiber network to include all Gateway locations. This effort promotes education, economic development, public safety and new partnerships. Note that our Racine and iMET locations are on a similar ring in Racine along with RUSD schools. New partners include Westosha SD and Walworth County.
 - Wireless Consortium: Gateway has partnered with Kenosha County, KABA, Carthage College, Kenosha News, and the City of Kenosha to provide free wireless internet access in the downtown area. This effort will promote education, economic development, local activities, entertainment, and provide access to local government services, general internet, etc.
 - Server Virtualization: 145 IT & SVT Servers Virtualized on 4 hosts. 26 IS Servers Virtualized on 2 hosts. Rapid provisioning and testing. Faster restorations from backup. Provides resources and flexibility to aid in outage recovery
 - VDI – Virtual Desktop Infrastructure: Secure mobile access to Gateway computer resources. 4 Staff Servers / 350 Staff Desktops. 4 Student Servers / 560 Student Desktops. Clients available for PC, Mac, Linux, iOS, Android, and Modern Web Browsers. Central point for updating desktops.
 - Planet Press: Planet Press takes existing Colleague report output and reformats it to use different fonts and graphics to provide more readable and professional looking output.
 - Recruiter: Provides our Online Admissions Application which integrates with Colleague and eliminates re-keying of data. Makes application processing more efficient reducing processing time by more than 50%. Allows applicants to easily see what else they need to do or provide to be admitted to the college. Enables better communication with and tracking of potential applicants.
 - Blackboard Mobile App: Mobile app for Mobile Web, Android, and iOS. Initially deployed in July, 2013. Includes 19 unique applications that have been deployed to support students. Highlights include Mobile Learn, Course Search, TechConnect, Library, WiCC, Bookstore
 - Respondus Monitor: Online testing tool that adds webcam monitoring to confirm student ID and reduce cheating. Available to all faculty. Nursing and EMT have been using this with students. EMS is using this with high school students for online, on-ground, and VANguard classes.
 - VANguard: Consortium of regional schools and enrichment providers using cutting-edge video conferencing to deliver Gateway and High School courses. Innovative technology includes live streaming, on-demand recording, and flexible/mobile access. Innovative program mix with online, on-ground, and videoconferencing content. New Gen Ed offerings from Gateway include: Writing Principles, Speaking Principles, and Speech.
 - ReadSpeaker: Screen and document reader for web sites. Integrated into Blackboard. Provides audio content for visually impaired students, students who want an audio component, or multiple learning styles. Gateway prompted vendor to develop pdf reading capabilities.
 - LifeSize Carts: Provides a mobile video-conferencing solution which leverages our infrastructure investments; fiber network, video-conference bridge appliance, secure video

storage and playback. Flexible approach used for: classroom instruction, staff meetings to reduce travel, student club meetings across campuses, Board meetings for remote guests. Same solution used by our VANguard member schools

- Wearable Cameras for Campus Security: Used by our campus security guard staff, video is downloaded to our enterprise storage for review as needed.

Following discussion, it was moved by W. Duncan, seconded by S. Pierce and carried that this report is evidence that the college is making progress on Ends Statement #2.

Beth Ormseth left at 4:43 pm.

XI. Board Member Community Reports

- Scott Pierce reported that he attended the Workforce Development Board Meeting in December with Bill Duncan.
- Pamela Zenner-Richards reported that she was in contact with a student that graduated with her 4 year degree and was coming to Gateway for additional training. She is in the Graphic Design program now at Gateway and gave lots of wonderful feedback.

XII. Next Meeting Date and Adjourn

- A. Regular Meeting – Thursday, January 22, 2015, 8:00 am, HERO Center, Burlington
- B. At approximately 5:00 p.m. it was moved by R. Zacharias, seconded by P. Zenner-Richards and carried that the meeting was adjourned.

Submitted by,



Ronald J. Frederick
Secretary