

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD
Public Hearing
January 10, 2013

The Gateway Technical College District Board met on Thursday, January 10, 2013 at the Kenosha Campus, Center for Bioscience and Information Technology, Room 120, 3520 – 30th Avenue, Kenosha, Wisconsin. The meeting was called to order at 7:01 pm by Ram Bhatia, Chairperson.

Open Meeting Compliance

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

In attendance were Todd Battle, Ram Bhatia, Gary Olsen, Scott Pierce, Leslie Scherrer, Neville Simpson and Roger Zacharias. Also in attendance were Bryan Albrecht, Kamaljit Jackson and 15 citizens/reporters.

Jenny Trick and Pamela Zenner-Richards were excused.

Approval of Agenda

It was moved by G. Olsen, seconded by R. Zacharias and carried to approve the agenda.

Proposed Referendum Presentation – Facilities Expansion Proposal

Z. Haywood and M. Zlevor presented project elements for the Facilities Expansion Proposal:

- A. Facility Expansion Projects:
 - a. Academics
 - b. Student Services/Support
 - c. District
 - d. Finance
- B. Academics = \$34 million
 - a. Public Safety Training Center
 - i. Land Purchase and Improvements
 - ii. EVOG Course
 - iii. Indoor Pistol/Rifle Firing Range
 - b. Renovation of Racine Campus
 - i. Freshwater Program
 - ii. Faculty Office Space
 - c. Renovation and Expansion – Elkhorn Campus
 - i. New Veterinary Technician and Food Manufacturing Labs
 - ii. New CNC, Cosmetology and Culinary Labs
 - iii. Expansion of Welding Lab
 - d. Remodel Vacated Technical Wing Space – Kenosha Campus
 - i. Create Interior Design lab and studio space
 - ii. Create Barber lab space
- C. Student Services/Support - \$8 million
 - a. Renovation and Expansion – Kenosha Campus
 - i. Create student-centered Student Services Center to enhance student experience
 - ii. Create innovative Learning Success Center
 - iii. Expand campus bookstore
- D. District - \$7 million

- a. Energy Efficiency and Infrastructure
 - i. HVAC
 - ii. Automated Building Controls
 - iii. Lighting Retrofits
 - iv. Administration Center
- E. Finance – Borrowing Costs
 - a. Estimated annual debt cost per \$100,000 property valuation
 - i. \$49 million payable over 20 years = \$9.73
 - ii. Interest cost of 4.5%
 - iii. GTC debt is 4th lowest compared to other technical colleges
- F. Finance – Estimated Operating Costs
 - a. Estimated increase of annual operating costs
 - i. Law Enforcement Center \$372,000
 - ii. Elkhorn Campus Expansion \$ 68,000
 - iii. Automated HVAC Project - Kenosha (\$50,000)
 - iv. Estimated Increase of Annual Operating Costs: \$390,000

Citizen Comments

Two citizen comments were submitted:

1. Alfonso Gardner – Economic Inclusion
2. Jeff Schultz – Public access to proposed additions

Next Meeting Date and Adjourn

Regular Meeting Date – Monday, January 14, 2013 at 8:00 a.m. at Kenosha

At approximately 7:21 p.m. it was moved by S. Pierce, seconded by L. Scherrer and carried that the meeting adjourn.

Submitted by,



Gary Olsen
Secretary

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD
Regular Meeting
January 14, 2013

The Gateway Technical College District Board met on Monday, January 14, 2013 at the Kenosha Campus, Center for Bioscience and Information Technology, Room 120, 3520 – 30th Avenue, Kenosha, Wisconsin. The meeting was called to order at 8:00 am by Ram Bhatia, Chairperson.

Open Meeting Compliance

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

In attendance were Todd Battle, Ram Bhatia, Gary Olsen, Scott Pierce, Leslie Scherrer, Neville Simpson, Jenny Trick, Roger Zacharias, and Pamela Zenner-Richards. Also in attendance were Bryan Albrecht, Kamaljit Jackson and 17 citizens/reporters.

Approval of Agenda

It was moved by S. Pierce, seconded by G. Olsen and carried to approve the agenda.

Approval of Minutes

It was moved by R. Zacharias, seconded by T. Battle and carried to approve the minutes of the December 13, 2012 meeting with modification to include Neville Simpson as excused from the December 13, 2012 meeting.

Citizen Comments

No citizen comments were submitted

Chairperson's Report

- A. Meeting Evaluation of the December 13, 2012 meeting:
 - a. 5 responses received; overall positive
 - b. Committee of the Whole discussions regarding referendum are valuable
 - c. R. Bhatia encouraged all members to complete meeting evaluations
- B. Board Goals – 2nd Quarter
 - a. Members completed their input on goals; R Bhatia thanked all members for completing goal sheets

President's Report

Bryan Albrecht offered announcements as follows:

- Welcomed journey member Victoria Hulback
- Thanked T. Battle for inviting GTC with out-of-state business employers
- District Boards Meeting will be held on 1/17/2013-1/18/2013; will hearing presentation on student success; Board members will be touring capital, visiting legislators and will be provided talking points on the referendum
- Racine Student Center is now open; directionals are good; space is welcoming
- Thanks to all for attending the Public Hearing on 1/10/13; we had two citizen comments:
 - 1. Request to include language on economic inclusion in RFP. B. Albrecht and M. Zlevor will coordinate this effort
 - 2. Access to computers for public at the Racine Campus. J. Thielen and R. Kourkari are coordinating this effort

- Received positive feedback on the December graduation; now gearing up for May's ceremony
- Grant awarded to Service Occupations for \$40K from the Wisconsin Department of Justice Office of Justice Assistance
- Congratulations for purchasing for securing new contract for building supplies which will result in an annual savings of ~\$17,000 annually
- Recognize D. Davidson and the Economic Development Team on their growth initiatives
- Six employees received the BICSI certification through the Forest County Potawatomi Gaming Commission; the highest level of certification earned
- Morna Foy appointed new President for WTCS
- System changes will be forthcoming from the President's Association on budget, policies, procedures, program approvals, certifications, etc
- Ribbon cutting ceremony set for 2/12/13 at 11:30 at the SC Johnson iMET Center
- Foundation Scholarship Award Ceremony was held on 1/8/13; foundation awarded \$87K in scholarships
- MLK event is scheduled for 1/21/13 from 12-1

A. Energy Efficiencies

- a. B. Albrecht presented GTC sustainability initiatives at the NCSE/CEDD.
 - i. S. Skiba provided update on electric and natural gas usage analysis
 1. Received data from WE Energies and Elkhorn Gas/Electric
 2. Usage has gone down from an energy use perspective
 3. Greenhouse gas inventory completed/carbon footprint measurement

Electric Energy Usage Analysis

Totals per Campus	FY2010 Kwh per sq ft	FY2011 Kwh per sq ft	Fy2012 Kwh per sq ft	Change
Racine	15.7	15.31	14.2	-1.11
Kenosha	13.42	13.4	13.06	-0.34
Walworth	10.93	9.92	9.81	-0.12
Burlington	8.85	7.94	7.26	-0.68
All Buildings	13.68	13.26	12.62	-0.64

Natural Gas Energy Usage Analysis

Total per Campus	FY2010 Therms per sq ft	FY2011 Therms per sq ft	FY2012 Therms per sq ft	Change
Racine	0.48	0.51	0.36	-0.15
Kenosha	0.66	0.61	0.48	-0.13
Walworth	0.46	0.49	0.38	-0.13
Burlington	0.32	0.36	0.27	-0.09
All Buildings	0.55	0.54	0.43	-0.11

- ii. Projects Completed – Data Not Included; anticipate data to be included next year
 1. Administration
 2. Madrigano
 3. Met Wing
 4. SC Johnson iMET
 5. Upcoming
 - a. Boiler for Racine
 - b. Boiler for Kenosha

B. Security Measures

- a. D. Sherwood presented the GTC annual security report
 - i. August 2012 conducted table top exercise provided to new administrators
 1. This will be conducted on a quarterly basis at the administration meetings in addition to the annual event
 - ii. October 2012, D. Sherwood and R. Kourkari attended a three day training related to Threat Assessment
 - iii. All campuses equipped with high definition cameras
 - iv. Maxient Reports now utilized to report and track criminal activities, injuries (staff, student and visitors), violation of GTC policies, C.A.R.E. Reports, Information and Academic
 1. Total of 1,077 reports filed in 2012
 - a. 401 reports filed on the Kenosha Campus
 - b. 531 reports filed on the Racine Campus
 - c. 69 reports filed on the Elkhorn Campus
 - d. 43 reports filed on the Burlington Campus
 - e. 33 reports filed but no attached to a campus
 - v. C.A.R.E (Communication, Awareness, Referral and Evaluation) Team:
 1. Established to take proactive approach with persons posing threat or potential of threat to the campus community
 2. Has handled 35 cases ranging from physical threats to staff, general behaviors of concern and students who are/were under duress
 - vi. Security Staff
 1. Contract with G4S Security Solutions
 2. On duty ~15 hours a day (M-F); limited hours on Saturdays
 3. Contract expires 6/30/13; currently have RFP seeking quotes for a 3 year contract period

Operational Agenda

A. Action Agenda

a) **Resolution No. F-2012-2013D.2 - Initial Resolution Authorizing Obligation Bonds or Promissory Notes in an Amount Not to Exceed \$49,000,000**

The District Board of Gateway Technical College District has determined it is necessary, desirable and in the best interest of the District to make capital expenditures for projects which are included in the District's facility plan consisting of constructing new buildings and facilities; adding to, upgrading, remodeling, and improving existing buildings; acquiring furnishings, fixtures and equipment; and acquiring and improving property (the "Program"); with total costs of the Program not to exceed \$49,000,000.

The initial resolution authorizes the purchase of bonds or promissory notes in an amount not to exceed \$49,000,000 for the public purpose of paying the cost of capital expenditures for projects which are included in the District's facility plan consisting of constructing new buildings and facilities; adding to, upgrading, remodeling, and improving existing buildings; acquiring furnishings, fixtures and equipment; and acquiring and improving property. **Following discussion it was moved by N. Simpson, seconded by R. Zacharias and carried unanimously by roll call vote to approve Resolution No. F-2012-2013D.2 - Initial Resolution Authorizing Obligation Bonds or Promissory Notes in an Amount Not to Exceed \$49,000,000**

b) **Resolution No. F-2012-2013D.3 - Resolution Providing for a Referendum Election on the Question of the Approval of an Initial Resolution Authorizing the Issuance of General Obligation Bonds or Promissory Notes in an Amount Not to Exceed**

\$49,000,000

The District Board of Gateway Technical College District has determined it is necessary, desirable and in the best interest of the District to make capital expenditures for projects which are included in the District's facility plan consisting of constructing new buildings and facilities; adding to, upgrading, remodeling, and improving existing buildings; acquiring furnishings, fixtures and equipment; and acquiring and improving property (the "Program"); with total costs of the Program not to exceed \$49,000,000.

The initial resolution, adopted by the Gateway Technical College Board of Trustees, authorizes the purchase of bonds or promissory notes in an amount not to exceed \$49,000,000 for the public purpose of paying the cost of capital expenditures for projects which are included in the District's facility plan consisting of constructing new buildings and facilities; adding to, upgrading, remodeling, and improving existing buildings; acquiring furnishings, fixtures and equipment; and acquiring and improving property.

The resolution for referendum election authorizes the Board Secretary to submit the Initial Resolution to the electors including:

1. Referendum Election Date: directing to call a referendum election April 2, 2013 for the purpose of submitting to the qualified electors of the District the proposition of whether the Initial Resolution shall be approved
2. Notice to Electors: causing a Notice to Electors of adoption of initial resolution
3. Notice of Election: election to be held on Tuesday, April 2, 2013 providing question submitted to a vote of the people
4. Notice of Referendum
5. Official Referendum Ballot

Following discussion it was moved by N. Simpson, seconded by R. Zacharias and carried unanimously by roll call vote to approve Resolution No. F-2012-2013D.3 - Resolution Providing for a Referendum Election on the Question of the Approval of an Initial Resolution Authorizing the Issuance of General Obligation Bonds or Promissory Notes in an Amount Not to Exceed \$49,000,000

c) Resolution No. F-2012-2013E.1 – Resolution Authorizing the Issuance of General Obligation Promissory Notes, Series F-2012-2013E in an Amount Not to Exceed \$1,500,000

The Administration is recommending approval to issue General Obligation Promissory Notes, Series F-2012-2013E; in the principal amount of \$1,500,000; \$1,100,000 for the public purpose of financing building remodeling and improvement projects and \$400,000 for the public purpose of financing site improvement projects, consisting of the S C Johnson iMET Center parking lot, Sturtevant, WI. This borrowing is included in the 2012-13 budget. Upon approval, appropriate legal notices will be published in the official district newspapers. **Following discussion it was moved by R. Zacharias, seconded by S. Pierce and carried unanimously by roll call vote to approve Resolution No. F-2012-2013E.1 – Resolution Authorizing the Issuance of General Obligation Promissory Notes, Series F-2012-2013E in an Amount Not to Exceed \$1,500,000**

Operational Agenda

Consent Agenda

It was moved by R. Zacharias, seconded by P. Zenner-Richards and carried that the Board approve the following items in the consent agenda.

Financial Statement and Expenditures over \$2,500

Approved the financial statement and expenditures as of December 31, 2012

Cash and Investment Schedules

Approved the monthly cash reconciliation, investment schedule and investment report

Personnel

Approved the personnel report of nine (9) employment approvals-new hires/promotions/transfers; one (1) resignation; one (1) retirement; twelve (12) employment approvals-casual, non-instructional; and no employment approvals-adjunct faculty.

Grant Awards

Approved the Grant Awards – January 2013

Program Approval

Approved – Perioperative Nursing Advanced Technical Certificate

Board approval is requested to submit the Request for Initial Approval for a new Perioperative Nursing Advanced Technical Certificate to the Wisconsin Technical College System for consideration

Contracts for Instructional Delivery

Approved the contracts for instructional delivery report for December 2012

Advisory Committee Activity Report

Approved the advisory committee 2012-2013 meeting schedule and new members as of January 1, 2013

Board Policy Monitoring

Approved the report for Board Policies 1.6 to 1.12

Policy Governance Monitoring Reports**Ends Statement Monitoring (M. Zlevor)**

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

A. Revenues:

- a. General Fund revenues are expected to be about \$1.0 million less than budget
- b. Student Fees - \$1.4 million shortfall
- c. Contracts for Service - \$500,000 favorable

B. Expenditures:

- a. Salaries favorable by \$1.7 million
- b. Benefits favorable by \$2.5 million
 - i. Long-term care settlement
 - ii. Favorable health insurance costs
- c. Other expenses close to budget

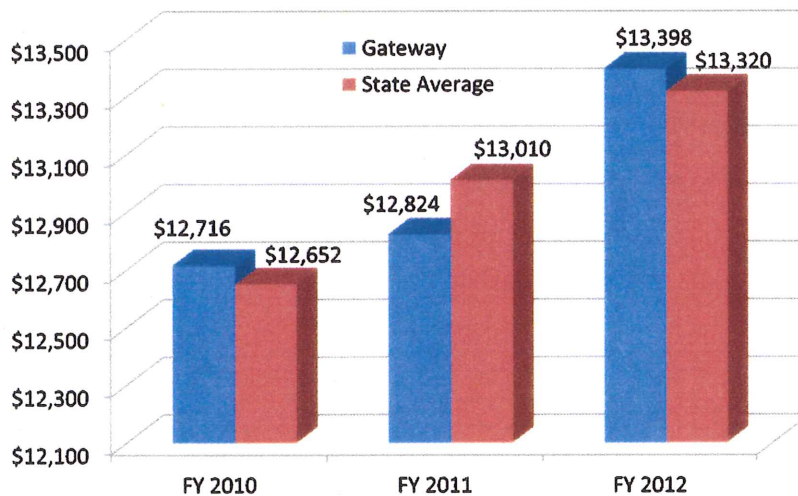
C. Overall expected results:

- a. Favorable by \$3.0 million
- b. Approximately 4% of total operating budget

D. Tax Rates:

- a. Total tax rate of \$1.56 – 5th lowest; 10% below state average
- b. Operating tax rate of \$1.34 – 7th lowest at state average
- c. Debt tax rate of \$.22 – 4th lowest; 44% below the state average

E. Cost per FTE:



Following discussion, it was moved by S. Pierce, seconded by L. Scherrer and carried that this report is evidence that the college is making progress on Ends Statement #5

Executive Limitations

3.4 Budget/Forecasting (B. Thomey)

- A. FY14 Budget Development
 - a. December/January
 - i. Budget kickoff
 - ii. Department meetings
 - iii. Prepare preliminary budgets
 - b. February-April
 - i. Budget Council review
 - ii. ELC reviews, counsel and approval
 - iii. Board presentations
 - c. May/June
 - i. Final review
 - ii. Public Hearing
 - iii. Adjustments
 - iv. Board approval
 - v. State submission
- B. FY14 Budget Kickoff
 - a. Budget Officers met January 7th
 - b. President shared college strategies and priorities in our strategic plan
 - c. Guidelines, parameters and calendar discussed
 - d. Promote efficiency and productivity
 - e. Manage costs in line with expected revenue
 - f. Maintain adequate reserves

Following discussion, it was moved by R. Zacharias, seconded by G. Olsen and carried that this report is evidence that the college is making progress on Executive Limitations 3.4 – Budget/Forecasting

Strategic Plan Monitoring Vision 3.2.1 (Z. Haywood)

Strategic Direction #1 – Students will experience educational excellence and academic success

- A. Goals:
 - a. Gateway will enhance transfer opportunities for students

- b. Gateway will design proactive systems to achieve individual student success
- c. Gateway will promote teaching excellence and an inspirational learning environment

B. Measures – current status:

- a. Graduation rate – baseline 26.45% (Perkins cohort data)
- b. Students enrolled in dual enrollment programs
- c. Semester to semester retention rate – baseline

	Spring to Summer	Summer to Fall	Fall to Spring
2012	34.6%	76.4%	73.1%

- d. Strong and competent faculty

C. Improvement Actions:

- a. Gateway will enhance transfer opportunities for students
 - i. Weekend General Studies Certificate Program – Spring 2013
 - ii. Dual Enrollment with UW-P for General Studies Certificate – Spring 2013
 - iii. Began discussions with UWM on ADN transfer/dual enrollment
- b. Gateway will design proactive systems to achieve individual student success
 - i. Mandatory assessment and placement of students who wish to enroll in alternative delivery courses
 - ii. Coordination of tutoring services
 - iii. Multicultural Centers
 - iv. 321 Contact – Prior to Application, at Program Acceptance, and orientation – “Navigating Gateway Systems”
 - v. Mobile access to Blackboard
- c. Gateway will promote teaching excellence and an inspirational learning environment
 - i. Restructure of Faculty Mentoring Program
 - ii. New Faculty Institute
 - iii. Faculty Evaluation and Continuing Professional Development Plans

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

Board Member Community Reports

G. Olsen:

- Attended GTC Graduation Ceremony (December 20, 2012)
- Will be attending DBA Meeting in Madison (January 17-18, 2013)

S. Pierce:

- Attended GTC Graduation Ceremony (December 20, 2012)

R. Bhatia:

- Attended Foundation Scholarship Awards Ceremony (January 8, 2013)
- Foundation Board Meeting (January 2013)
- Foundation Board Retreat (January 2013)

N. Simpson:

- Met with Rick Schmitt of United Hospital
- Will be attending DBA Meeting in Madison (January 17-18, 2013)
- Will be attending ACCT Legislative Summit in Washington, DC (February 11-15, 2013)

Next Meeting Date and Adjourn

Regular Meeting Date – Thursday, February 21, 2013 at 8:00 a.m. at SC Johnson iMET, Sturtevant
At approximately 9:47 a.m. it was moved by R. Zacharias, seconded by N. Simpson and carried that the meeting adjourn. Following the regular meeting, the Gateway Technical College District Board will meet in executive session pursuant to Wisconsin Statutes 19.85 (1)(c) to discuss personnel issues and the President's goals. The Board reserves the right to reconvene in open session to take action on items discussed in executive session

Submitted by,

A handwritten signature in black ink, appearing to read "Gary Olsen", written over the printed name.

Gary Olsen
Secretary