

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD
Regular Meeting
January 22, 2015

The Gateway Technical College District Board met on Thursday, January 22, 2015 at the HERO Center, 380 McCanna Parkway, Burlington, WI. The meeting was called to order at 8:02 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	Excused
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 22 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 S. Pierce, seconded by W. Duncan and carried to approve the minutes of the December 16, 2014 Regular Meeting.

V. Citizen Comments

- A. No citizen comments were submitted.

VI. Chairperson's Report

A. Board Goals Monitoring

• Effective Meetings – Summary of Responses:

- Good meeting, as always, reports to the Board are well done. Complete Meeting, very informative. Excellent meeting. Great presentations by KC on case study, and by Zina and Stephanie on enrollment efforts. Similarly, excellent report by Stacia Thompson on HPOP report. Last but not least, very impressed by IT update by Jeff Robshaw and his team. Congratulations all. Keep up the great efforts. A productive meeting of the Board of Trustees. It is gratifying to see the continual positive progress of our many programs at our College. The meeting went well. Good meeting. Very informative. Administration always keeps us in the loop. These meetings provide information on the outstanding results this college is known for. There is transparency and accountability in the use of tax dollars. There is much to celebrate! It was a very productive and informative meetings. Jeff's review of the technology initiatives was particularly impressive. It was gratifying to see all the progress being made on facilities as well.

- Business and Community Involvement
 - There was no business and community involvement recorded.
- District Boards Association Involvement
 - Bill, Ram, Roger, Pam, and Beth attended the WTCS District Boards Association Winter Meeting.
- College Involvement
 - Ram, Bill, Ron, Susan, Beth, Scott, Roger, and Pam attended the December 18, 2014 Commencement Ceremony at Indian Trails High School.
 - Ram, Beth, and Ron attended Gateway's Martin Luther King Jr Celebration.
- B. Dashboard Monitoring
 - Gary Olsen reported there is improvement from last month. Transfers are up.
 - Bryan Albrecht recognized Jane Finkenbine for the Academy development with RUSD.
 - Jane Finkenbine reported on middle school activity outreach, tours, large scale middle school event coming up this fall with anticipation of 500-600 students exploring Gateway campuses and programs.
 - Scott Pierce is wondering if there are challenges with connecting with middle schools.
 - Jane Finkenbine responded that middle schools are very excited and there have been no issues with connecting.
- C. District Boards Association
 - Gary Olsen reported that 5 Trustees attended the WTCS District Boards Association Winter Meeting.

VII. President's Report

A. Announcements –

- Journey Members in Attendance: Josh Vollendorf, Thomas Halloran, Lauren Hernandez, Arlene Van Ess, Ra'Shi Common, Katie Graf, and Joe Sell
- Bryan Albrecht shared pictures of new gardens grown in Belize by our students that recently participated in a service learning project.
- Zina Haywood reported on the Service Learning project in Belize: Gateway has a 5 year commitment with the District of Orange Walk in Belize in conjunction with a peace work organization. We have 6 programs involved, 26 students went this year to Belize as well as 2 Parkside students. Students helped with IT, Healthcare, and other services while in Belize. This was the second year attending for two of our students. Our programs and students have a great impact on the people in Belize. They were all so thankful of the help received from our students.
- Gateway's Martin Luther King Day Celebration was again a phenomenal event. Bryan Albrecht recognized and thank everyone for all of their work on this event.
- Bryan recognized Stephanie Sklba and Manoj Babu on their work on the involvement with Mentoring Southeast Wisconsin.
- Stephanie Sklba reported that the summit was a great way to get everyone together from a mentoring perspective. Gateway has been able to work with Parkside on an agreement with mentoring. Initial conversation around what is mentoring and what are the needs. We will have mentor trainers and UW Parkside will hold a mentor conference in fall.
- Manoj Babu reported that a lot of agencies have similar obstacles and building a mentoring task force will be very beneficial.
- Bryan Albrecht acknowledged Stephanie Sklba and her team on the many donations and scholarships that have been sent to Gateway's Foundation.
- With Debbie Davidson's leadership we have a new piece of equipment coming to Gateway from Krones out of Franklin, WI. This is a piece of equipment for automated manufacturing and mechatronics. Debbie Davidson reported that we have been working with Niagra Bottling and they use Krones equipment. Niagra Bottling came to us last fall asking for opportunities in education and internships. They will be working with students on internship possibilities where they will go to school and work 6 weeks for Niagra Bottling and 6 weeks for Krones.

- Bryan Albrecht announced that we are looking at opportunities in Walworth County to expand CNC training and manufacturing. Debbie Davidson shared that our youth apprenticeship has been successful and we are looking to expand in Walworth as well.
- Debbie Davidson announced that we had 50 attendees at the session held for high school and business in Walworth County area. Out of the 15 companies that were there we had 14 interested in internships.
- Bryan Albrecht mentioned that Anne Whynott assisted Gateway in applying to become IRB authorized institution which gives us the opportunity to do research on human subjects. Zina Haywood mentioned that this is a big step for a two year college.
- Bryan Albrecht introduced Sonya Cooks and John Dahms. They are both NISOD Award Winners at Gateway this year which is self-nominated from peers.

B. NISOD Award Winners

- Sonya Cooks presented on her teaching experience with Gateway Technical College and the honor to be nominated and selected as a NISOD Award recipient.
 - Sonya uses a flipped learning style in her classroom. Flipped VS Traditional Instruction: Flipped Instruction is where the teacher instructs lessons at home through video, podcast, book, and website. Traditional Instruction is where they teach instructs, students take notes, students follow guided instruction, teacher gives assessment, and students have homework. One thing that the class uses often is simulation. Hands on simulation in the classroom allows for student assessment, formulation of what is going on and students come up with ways to handle the situation. Linking theory and clinical in the classroom allows students to think on their feet. Creative learning activities help students to learn in different ways using hands on techniques. Meeting the students where they are in their learning pattern allows them to learn the in ways that are effective for them.
- John Dahms presented on his teaching experience with Gateway Technical College.
 - This is a great learning and leading place and John mentioned he is very fortunate to come to work here every day. What Sonya is doing with her program is what fire medic degree is working towards with their program. There is not as much flexibility to be creative in that structured environment. At the HERO students instructors are able to better focus on student's needs, learning abilities, and futures. Fire and EMS is held at the HERO Center. Instructors try to work on the interpersonal level treating students and teaching them to treat people kindly with empathy, strong skill sets and people skills. Fire Medic students have to think very quickly on their feet and give good customer service at the same time. Fire Medic is in and out of district for leadership training. Gateway starts training students early with outreach in high schools. Some students come in to the Fire Medic program because they have a family member in the field and others are just interested or inspired for other reasons. Fire Medic students often tend to be risk takers that enjoy working with people.

VIII. Operational Agenda

A. Action Agenda

1. FY 2014-15 Budget Revision #2

The Administration is recommending that a reserve balance of \$200,000 be allocated to fund a Recruitment task force. Administration also recommends reclassifying \$380,000 from General Fund Reserves to Reserve for Post-Employment Benefits.

Following discussion it was moved by S. Pierce, seconded by R. Bhatia and carried to approve FY 2014-15 Budget Revision #2.

Aye: 8

Nay: 0

Absent: 1

2. Resolution F-2014-2015E.2 – Resolution Awarding the Sale of \$1,500,000 General Obligation Promissory Notes, Series F-2014-2015E

The administration is recommending Board approval of a resolution awarding the sale of \$1,500,000 of General Obligation Promissory Notes, Series 2014-2015E; \$1,000,000 for the public purpose of financing building remodeling and improvement and building addition or enlargement (Elkhorn Campus Veterinary Science Remodeling and Expansion Project) and \$500,000 for the public purpose of financing building remodeling and improvement project (Racine Campus Chiller project).

Following discussion it was moved by S. Pierce, seconded by R. Frederick and carried to approve Resolution F-2014-2015E.2 – Resolution Awarding the Sale of \$1,500,000 General Obligation Promissory Notes, Series F-2014-2015E.

Aye: 8

Nay: 0

Absent: 1

B. Consent Agenda

It was moved by R. Zacharias, seconded 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 December 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 four (4) new hires; one (1) limited-term; three (3) retirements; 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 December 2014
- 5. Advisory Committee Activity Report:** Approved the advisory committee 2014-2015 meeting schedule and new members as of January 1, 2015
- 6. Program Approvals:** Approved the submission of the request for approval for two new programs: Firefighter Technical Diploma and Human Resources Associate Degree Program – to the Wisconsin Technical College System for consideration.

IX. Policy Governance Monitoring Reports

A. Ends Statement Monitoring

- 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. FY 2014-2015 Quarterly Financial Update (B. Thomey)
 - **Financial Update:**
Revenues – General Fund revenues are expected to be about \$1.8 million less than budget; student fees \$1.6 million shortfall; high school contracts \$200,000 shortfall
 - **Expenditures:**

Salaries favorable by \$567,000; benefits favorable by \$474,000, favorable health insurance costs, favorable WRS; other expenses favorable by \$802,000

- Overall Expected Results:
Anticipated (budgeted) draw on reserves; administration will continue to monitor enrollment, expenses & trends
- Tax Rates – By Total Levy: total tax rate of \$0.77, 5th lowest, 12% below state level
- Tax Rates – By Operational Levy: operating tax rate of \$0.51, 9th lowest, 9% above state average
- Tax Rates – By Debt Levy: debt tax rate of \$0.26, 5th lowest, 38% below the state average
- Cost Per FTE:
 - FY2011: Gateway = \$12,824, State Average = \$13,010
 - FY2012: Gateway = \$13,398, State Average = \$13,320
 - FY2013: Gateway = \$13,535, State Average = \$14,005

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 #5.

2. Ends 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. Academic Programs and New Teacher Certification (Z. Haywood)

- Interpretation: New program development and high quality faculty are important components of providing effective academic programs and services.

Arboriculture/Urban Forestry:

- “Model” WTCS Concept Review/Program Proposal, MET division, Elkhorn Campus, Only program in SE WI, Graduates will be prepared for the WI Pesticide Certification Exam, Average hourly salary - \$16.30 (\$14.42 - \$20), 32 Employers, DNR, WE energies, WI Arborist Assoc. attended advisory committee meeting, EMSI reports +25% employment demand (13% nationally), Needs assessment survey to 43 companies – 14 responses, 859 current employees – Urban Forestry Technicians, 46% of employers saw increase (53) in past 3 years, 92% of employers expecting increase in next 3 years, 127 FT & 28 PT annually
- Occupational Outlook: More workers will be needed to keep up with the increasing demand for lawn care and landscaping services from large institutions and individual homeowners. Job prospects should be very good.
- Business growth is reason for anticipated increase in jobs. 33% of employers also preparing to replace retirees.
- Skills: Tree planting, trimming, pruning, Health maintenance, diagnosis, and treatment of tree problems, Data collection to understand urban forest environments, Operate, inspect, and maintain equipment Tree climbing using ladders and bucket machinery
- Possible Job Titles: Arborist Technician, Plant Health Care Technician, Utility Arborist, City Forester, Tree Foreman, Urban Forestry Specialist

Veterinary Sciences:

- WTCS Approval obtained for Vet Technician/Vet Assistant, Organizationally housed in Gateway's Health Division, Located on the Elkhorn Campus at 100 Centralia Street, Other WI Vet Tech programs found at MATC-Madison, Globe U, Milwaukee Career College, Active Advisory Committee with more than 17 members, Pursuing accreditation from CVTEA, Partnerships with local shelters/rescue organizations, Local employers express difficulty in finding qualified employees, Half of those employers expect to increase hiring over next 3 years, Employers are willing to have students job shadow/clinical rotation, Support of Wisconsin

Humane Society, Program Director still practicing veterinary medicine/surgery, State of the art training facility planned; TEAL Classroom, Projected Class Size = 12

- One Year Technical Diploma, Local full-time wage \$8.00 - \$16.00/hour Mean \$11.27/hour, Maintain/Sterilize instruments and equipment, Feed/Bathe animals, Clean/Disinfect cages, kennels, exam rooms and operating rooms, Collect samples such as blood, urine or tissue, Perform routine lab tests, Two year full-time Associate Degree, Eligible to take national CVT certification exam, Must be licensed in state of Wisconsin, Local full-time wage \$11.00 - \$18.00/hour Mean \$14.40/hour, Performs all assistant duties, plus: Provides emergency first aid/nursing care for sick or injured animals, Administers anesthesia, Takes and develops x-rays, Gives medications and vaccines, Takes patient histories

Certification – Faculty Quality Assurance System (FQAS)

- Current WTCS Certification Requirements (TSC 3): Curriculum and Course Construction (#50), Technical and Adult Education in the WTCS (#51), Teaching Methods (#52), Educational Psychology (#53), Educational Evaluation (#54), Guidance and Counseling (#55), Educational Diversity (#69), Part-time provisional instructors must complete one (1) of the seven (7) requirement courses (two credits) per certification period. Full-time instructors must complete three (3) of the seven (7) requirement courses (six credits) each certification period
- Background: In 2011, our system began a review of several shared processes – PAPI. The Faculty Quality Assurance System recommendations were presented to President Foy and approved by the System Board on March 20, 2013. FQAS supports high quality teaching faculty with ongoing professional development to help ensure student success.
- First Step is to conduct a DACUM. A Panel of Experts representing all 16 colleges participated on January 29, 2014. An Occupational Task Analysis was conducted to determine a broad list of duties & tasks. Knowledge, Equipment & Tools, Attitudes and Trends were also identified. The second step is the Post DACUM survey. Validate the DACUM with a wider audience to identify common or similar tasks. Provide Deans/Supervisors/ISAs an opportunity to identify tasks that are important that did not come out in the DACUM. 1,000 survey responses. March 6, 2014 – survey results were shared with District FQAS Transition Team Designees via webinar. Step three was FQAS Competencies. April 15, 2014 - district teams came together to identify/write/revise competencies in each of the seven FQAS professional development areas. 37 participants, each college had at least two participants nominated by their District FQAS Transition Team Designee. Step four – Vet Draft with faculty. Team members shared draft competencies and performance standards with their District FQAS Transition Team Designees and others as determined by each college for broader and specific feedback. Vetting occurred from April 15 – June 12, 2014 - faculty on-line survey.
- All FQAS competencies have a set of performance standards to define successful performance: Assessment, Behavioral Management, Course Design, Data & Evidence Analysis, Embracing Diversity, Student Success, Teaching Methods & Technology
- Instructors shall complete competencies in these areas within 3 years if full time or within 5 years if part time.
- Course Design: Examine performance-based learning course design concepts, Designate exit learning outcomes and external standards, Develop competencies that describe intended learning outcomes, Create a performance-based plan for a course, Create performance assessment tasks, Write learning objectives for each competency, Design a learning plan, Prepare a syllabus, Utilize a quality review process to validate curriculum.
- FQAS – Remaining Work Groups: Diversity – Dr. Tammi Summers, Mentoring – Sophia Petraitis, Professional Development – Josh Vollendorf, Subject Matter Experts/Selectino & Hiring/Evaluations – Diane Skewes
- Gateway Action: FQAS Transition Task Force – M. Halberstadt, Z. Haywood, J. Morris, Dr. J. Thibodeau, J. Vollendorf, B. Whyte; subcommittees: Professional Development, Adjunct

Evaluation, Occupational Experience. Crosswalk with FQAS, Evaluation, FPDP/CPDP, Faculty encouraged to finish 5 year certification requirements, draft form for exceptions.

Following discussion, it was moved by R. Zacharias, seconded by W. Duncan and carried that this report is evidence that the college is making progress on Ends Statement #1.

B. Executive Limitations

1. 3.4 Budget/Forecasting (J. Nygard)

- No changes to the Parameters and Calendar presented at the November 20, 2014 Board meeting. Continue to follow and assess news regarding the state budget process paying special attention to performance based state aid formula and state aid property tax relief. Continuing to monitor FTE's for FY15 and strategize for FY16.
- As part of the revised budget process, Budget on Campus meetings were held and budget updates will be presented at the Administrative in-service on January 26, 2015. These meetings are in place of the budget council and are intended to provide greater participation and communication channels throughout the entire budget process.
- FY15-16 non-permanent salaries and current expenses have been budgeted based on FY13-14 actuals. Meeting will be held in February with Departments to determine any needs beyond what is being proposed.

Following discussion, it was moved by R. Zacharias, seconded by R. Bhatia and carried to approve 3.4 – Budget/Forecasting.

X. Board Member Community Reports

- Ram Bhatia reported that he completed the White Belt training.
- Ram Bhatia commented on the enjoyable and very emotional Martin Luther King at Gateway. He thanked everyone involved in organizing the event.
- Ram Bhatia commented that he attended the District Boards Association Meeting.

XI. Next Meeting Date and Adjourn

A. Regular Meeting – Thursday, February 19, 2015, 8:00 am, Kenosha Campus

B. At approximately 10:02 a.m. it was moved by W. Duncan, seconded by P. Zenner-Richards and carried 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 and the President's goals. 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

XII. Executive Session

At approximately 10:05 am the Board convened in executive session. The Board did not reconvene in open session.

Submitted by,



Ronald J. Frederick
Secretary