

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD
Regular Meeting
January 21, 2016

The Gateway Technical College District Board met on Thursday, January 21, 2016 at the Racine Campus, 1001 S. Main Street, Room R102, Racine, WI 53403. 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	Excused
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 S. Pierce, seconded by W. Duncan and carried to approve the agenda.

**IV. Approval of Minutes**

- A. It was moved by R. Frederick, seconded by R. Bhatia and carried to approve the minutes of the December 16, 2015 Regular Meeting.

**V. Citizen Comments**

- A. There were no citizen comments.

**VI. Committee of the Whole**

A. Vision 3.2.1 Strategic Plan Update

- Anne Whynott, Zina Haywood, John Thibodeau, and Stephanie Sklba presented on the Vision 3.2.1 Strategic Plan Update.
- Plan Status: Currently 3.5 years into 6 year plan, Entering year 3 realigned plan to focus on two goals: Goal 1: Increase enrollment to 6,000 FTEs by 2017, Goal 2: Create a culture of excellence and continual improvement. Goal 1 work is being carried out by the Enrollment Task Force. Established a Presidential Strategy Committee to define objectives for Goal 2.
- Goal 1: Initiatives Underway: Extended communication plan for middle and high school students, Increase presence and shift to recruitment focus in Gateway district high schools, Targeted social media communication, High school & bilingual open houses, College-wide call nights, Ellucian enhancements: Student Planning & Retention tools, Higher Learning Commission Persistence and Completion Academy, Education Advisory Board membership

- Goal 1: New and Upcoming Initiatives: Strategic Enrollment Management; Consultant, College-wide comprehensive approach to enrollment (recruitment, retention, completion). The Gateway Promise, Develop process/system to determine program promotion priorities, Course Scheduling Software Implementation, Proactive advising model
- Goal 2: Presidential Strategy Committee: SOAR process around Culture of Excellence: **Strengths** - Defined culture of excellence and identified elements in our current culture, **Opportunities** – surveyed peers for ways we could build culture of excellence, **Aspirations** – described ideal future state for Gateway culture, **Results** – described concrete outcomes and measurements
- Goal 2: Promising Areas of Action Identified: Leveraging technology, Training for all employees, Employee engagement and accountability, Alignment of resources with quality metrics. Action plans for possible initiatives were submitted to ELC.
- Goal 2: Objectives: Invest in new technologies and facilities to improve efficiency, quality, customer service, and a positive learning environment. Expand the use of Lean Six Sigma as a tool to improve efficiency, customer service, and employee engagement. Expand strengths initiatives to maximize the potential of employees. Incorporate quality metrics into budgeting and planning processes. Expand employee learning opportunities to increase employee engagement. Promote cross-divisional activities throughout the college that will strengthen relationships and provide opportunities for employee engagement, connectedness, and wellness.
- Next Steps: Engage process owners and departments in new objectives, Develop action plans for new objectives and initiatives, Establish measures for the new Goal 2

## VII. Chairperson's Report

### A. Policy Review Committee Updates

- Pamela Zenner-Richards reported that the Ad Hoc Policy Review Committee is continuing to meet and reminded Trustees to view the draft documents online and give their feedback.

### B. Dashboard Report

- High school enrollments continue to grow. The Gateway College Promise will enhance our services to high school students.
- We on-boarded 5 new faculty this semester. For the year, we have reduced the number of adjunct/casual by 67 positions.
- Operational budget is where we expect it to be with additional savings in energy and snow removal.

### C. Board Evaluation Summary

- The December Board meeting evaluations were positive and highlighted by the presentation by future EMT students and the great programs Gateway provides to train our students. Walter Bumphus, AACT President's reception highlighted Gateway's national leadership role. Everyone appreciated the efficiency and time management of the chairperson.

## VIII. President's Report

### A. Announcements –

- Zina Haywood filled in for Bryan Albrecht at the January Board meeting.
- Z. Haywood introduced Victoria Weber who was attending the Board meeting as part of her Gateway Journey.
- Z. Haywood commented on the 22<sup>nd</sup> Annual Martin Luther King Celebration that took place on Gateway's Kenosha Campus. Articles from the Kenosha News and Journal Times were handed out and shared with the Trustees.
- Z. Haywood mentioned that Gateway has recently hired five new instructors including a new pilot instructor, HVAC, math, nursing, and EMT.
- Gateway is looking at an RFP for health benefits.
- There are 17 new pathway program offerings. Lots of collaboration within the college.

- The Gateway Promise will be announced on Thursday, February 11, 2016 on the Racine Campus in the SC Johnson Student Life Center.

#### B. Gateway College Promise

- Zina Haywood and Stephanie Sklba presented on Gateway's College Promise.
- The Gateway Promise represents: A vision for all southeast Wisconsin high school students that assures preparation for college and career success through the alignment of Gateway's programs and services. A vision for southeast Wisconsin employers that assures access to an increased pipeline of highly qualified employees with college and career experience. A vision for families that guarantees all promise high school graduates access to an affordable college education.
- The Need for a Gateway Promise: 48% of high school students enrolling directly in Gateway are underprepared, 50% of the high school student population in urban communities within the Gateway district are economically disadvantaged, 56% of degree seeking program students receive financial aid, Currently 14% of high school students enroll directly into Gateway, The Gateway Promise Goal is to increase *direct* high school enrollment
- The Gateway Promise includes: **Academic Support:** Aligns with the Wisconsin Student Academic Career Plan, Gateway summer bridge program to prepare students for college, Assistance with the college admission process. **Career Support:** Career counseling, Job readiness activities supporting employability skill development. **Financial Support:** Assistance in completing the FAFSA, Promise awards are made after all local, state, and federal grants have been applied, Promise includes tuition and fees with a maximum of \$10,500 per student up to six semesters.
- High School Student Eligibility Criteria: Graduate on track from a high school within the Gateway district or reside in Kenosha, Racine, or Walworth County, Achieve a minimum composite score of 16 on the ACT, Achieve a minimum cumulative 2.0 GPA by the end of their junior year of high school, Enroll as a full-time student at Gateway Technical College during the fall semester after graduation (minimum 12 credits), Apply for admission to Gateway Technical College by February 1<sup>st</sup> of their senior year and enroll in an academic program that meets eligibility requirements for federal and Wisconsin financial aid, Complete the Free Application for Federal Student Aid (FAFSA) by March 1. Must have an Expected Family Contribution (EFC) of \$3,000 or lower to be eligible.
- Once accepted into the program, students will be required to: Participate in summer bridge program, Maintain full-time enrollment (minimum 12 credits), Maintain a 2.0 program GPA at Gateway, Attend academic success, career planning, and job readiness workshops, Participate in career related activities such as service learning, HEADS UP mentoring, global studies, student clubs, professional organizations, etc.
- Gateway Promise Student Financial Support: All Promise High School students meeting the Promise requirements will be guaranteed funding for program tuition and fees. The Promise will be applied after state, and federal grants and cover program tuition and fees ( 12 -18 credits/sem) up to \$10,500 over six semesters of college.
- Gateway Promise Endowment: The Gateway Promise will be operated by the Gateway Technical College Foundation, a 501(c)(3) Not-for-Profit foundation dedicated to support, promote, and facilitate the education activities of Gateway Technical College: Initial \$1,000,000 endowment campaign will generate \$50,000 annually for Gateway Promise beginning in 2017. \$3,000,000 endowment is the targeted goal to sustain the Gateway Promise for perpetuity.

### IX. Operational Agenda

#### A. Action Agenda

There were no action agenda items.

#### B. Consent Agenda

It was moved by W. Duncan, seconded P. Zenner-Richards 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, 2015.
  - b) **Cash and Investment Schedules:** Approved the monthly cash reconciliation, investment schedule and investment report.
2. **Personnel Report:** Approved the personnel report of eight (8) new hires; two (2) promotion; two (2) reclassifications; three (3) retirements; one (1) resignations; no employment approvals-casual, non-instructional; and no employment approvals-adjunct faculty.
3. **Grants Awards:** There were no grant awards for approval
4. **Contracts for Instructional Delivery:** Approved the contracts for instructional delivery report for January 2016
5. **Advisory Committee Activity Report:** Approved the advisory committee 2015-2016 meeting schedule and new members as of January 1, 2016

**X. Policy Governance Monitoring Reports**

**A. Ends Policy Monitoring**

College Ends Policy – The tri-county community benefits from affordable higher education that allows residents to develop knowledge and skills for family-supporting careers that contribute to the growth and sustainability of the local economy at a cost commensurate with the value of services provided. **2) Businesses benefit from a well-trained, educated workforce and access to customized business and workforce solutions that support a positive business climate.** *D. Davidson*

- Telecommunications/Cable Installer Boot Camp: Telecom Safety and Installation, Telecom Fire stopping, OSHA 10, BICSI IN101 Installer Level I, Customer Service, Speaking Principles, Mathematics I, Applied Telecommunications Installer Operation, Lift Training, Excel 1, Word 1
- Student receive multiple certificates including: Belden IBDN 303 Design and Concept – certificate of completion, Belden Copper & Fiber certificates, Fire Stop certificates, BICSI Installer Level 1 certification, along with other certifications: OSHA 10 Card, ETA/Certified Customer Service Specialist
- Telecom Cable Installer Employers: Potential Employers within 50 Miles of Milwaukee 2,326: Computers and Equipment: Networking Installation, Networks, Cable and Wire Installation, Repair and Maintenance. Utilities Contractors: Telephone and Television Cable Contractors, Underground Wire and Cable Contractors, Telecommunications Wiring and Cabling, Cable Detection, Installation & Splicing. Wage Info \$29,000 to \$70,000 annually.
- Employer Guests that joined the discussion were: Jacki Rupp from CC&N and Dennis Usky from Kelley Communications.

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 Policy #2

**B. Executive Limitations**

1. **3.4 Budget/Forecasting – FY2017 Budget Preparation Update – J. Nygard**
  - The FY 2017 budget parameters were approved by the Board at the November 19, 2015 meeting. For the administration to be in compliance with Executive Limitations, Policy 3.4, an update on development of the FY 2017 budget will be provided.

Following discussion, it was moved by R. Bhatia, seconded by W. Duncan and carried to approve 3.4

## **Budget /Forecasting – FY2017 Budget Preparation Update.**

### **2. 3.5 Financial Condition – FY2015-2016 Quarterly Financial Update – B. Thomey**

- Financial Update: Revenues: General Fund revenues are expected to be about \$739,000 less than budget, 3% Reduction to Student Fees: \$539,000 shortfall, High School Contracts: \$200,00 shortfall
- Expenditures: Salaries favorable by \$319,000, Benefits favorable by \$215,000: Favorable health/dental costs, Favorable FICA withholding, Favorable WRS. Other Expenses favorable by \$205,000.
- Overall Expected Results: Approved draw on GF reserves for \$200,000 (\$100k Marketing Initiatives and \$100k Strategic Enrollment Management Services). Administration will continue to monitor enrollment, expenses & trends.
- Tax Rates – By Total Levy – Total tax rate of \$0.79, 6<sup>th</sup> lowest, 10% below state average.
- Tax Rates – By Operational Levy – operating tax rate of %.052, 9<sup>th</sup> lowest, 12% above state average.
- Tax Rates – By Debt Levy – Debt tax rate of \$0.27, 5<sup>th</sup> lowest, 34% below the state average.
- Cost per FTE: Gateway = FY2012 \$13,398, FY2013 \$13,535, FY2014 \$14,775
- Cost per FTE: State Average = FY2012 \$13,320, \$14,005, \$14,926

**Following discussion, it was moved by W. Duncan, seconded by R. Frederick and carried to approve 3.5 Financial Condition – FY2015-2016 Quarterly Financial Update.**

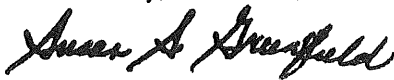
### **XI. Board Member Community Reports**

- R. Bhatia attended the Foundation Board meeting.
- W. Duncan attended the District Board meeting in LaCrosse.
- B. Ormseth thanked Zina Haywood for all of her work on the MLK event.

### **XII. Next Meeting Date and Adjourn**

- A. Regular Meeting – Thursday, February 18, 2016, 8:00 am, Elkhorn Campus, Rooms 112/114
- B. At approximately 10:21 am it was moved by R. Frederick, seconded by S. Pierce and carried that the meeting was adjourned.

Submitted by,



Susan Greenfield  
Secretary