

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD
Regular Meeting
June 20, 2013

The Gateway Technical College District Board met on Thursday, June 20, 2013 at the Burlington Center, 496 McCanna Parkway, Room 100, Burlington, Wisconsin 53105. The meeting was called to order at 8:00 am by Ram Bhatia, Chairperson.

I. Call to Order

A. Open Meeting Compliance

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

II. Roll Call

Todd Battle	Present
Ram Bhatia	Present
Gary Olsen	Present
Scott Pierce	Present
Leslie Scherrer	Present
Neville Simpson	Present
Jenny Trick	Present
Roger Zacharias	Present
Pamela Zenner-Richards	Present

Also in attendance were Bryan Albrecht, Kamaljit Jackson, Mary Harpe and 9 citizens/reporters.

III. Executive Session

A. Roll Call

Todd Battle	Present
Ram Bhatia	Present
Gary Olsen	Present
Scott Pierce	Present
Leslie Scherrer	Present
Neville Simpson	Present
Jenny Trick	Present
Roger Zacharias	Present
Pamela Zenner-Richards	Present

Also in attendance was William Whyte.

At approximately 8:01 am, it was moved by P. Zenner-Richards and seconded by L. Scherrer and carried to approve the District Board move into executive session

At approximately 8:55 am, the Regular Meeting of the Gateway District Board was called to order by Ram Bhatia, Chairperson

Immediately following the call to order it was moved by P. Zenner-Richards and seconded by J. Trick that the Board has agreed to renew President Bryan Albrecht's contract and the Board is

giving President Albrecht a 2% base salary increase consistent with all non-represented employees and a discretionary performance bonus of \$7500 based on President Albrecht's performance evaluation. The motion was unanimously approved via roll call vote.

Aye: 9

No: 0

Abstaining: 0

IV. Approval of Agenda

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

V. Approval of Minutes

A. It was moved by T. Battle, seconded by N. Simpson and carried to approve the minutes of the May 6, 2013 Public Budget Hearing and the May 16, 2013 Regular Board meeting.

VI. Citizen Comments

A. No citizen comments were submitted.

VII. Chairperson's Report

- A. Meeting Evaluation : Received 7 responses; good feedback on meeting
- B. Board Goals Reminder (4th Quarter): Reminder to complete goals sheet for the 4th quarter
- C. Retreat Planning: After July organizational meeting, the Board will go immediately into retreat

VIII. President's Report

- A. Bryan Albrecht offered announcements as follows:
 - 1. Journey Members in attendance:
 - i. Diana Soares
 - ii. Terry Nelson
- B. Presented D. Sherwood with plaque from Lakeview Advance Technology Center
- C. Thanked P. Zenner-Richards for attending the Governor's meeting at Uline
- D. Apprenticeships (D. Mews and S. Breitzman):
 - 1. Three different areas
 - a. Service Trades
 - b. Construction Trades
 - c. Industrial Trades
 - 2. Apprentice must have the job first then take classes at Gateway. The apprentice gets on-the-job training and goes to school at the same time
 - 3. Culmination of a variety of different modalities. There are several different methods of entry:
 - i. Employers
 - ii. Committees
 - iii. Union and Non-union
 - iv. Sole Sponsors
 - v. Individual Business
 - vi. Apprentices are brought on and paid for their time on the job and assigned a journey worker who mentors them on specific work process based on contract

IX. Operational Agenda

A. Action Agenda

1. Resolution No. F-2013-2014A.2-Resolution Awarding the Sale of \$6,750,000 General Obligation Promissory Notes, Series 2013-2014A

The administration is recommending Board approval of a resolution awarding the sale of \$6,750,000 of General Obligation Promissory Notes, Series 2013-2014A; \$1,500,000 for the public purpose of financing building remodeling and improvement projects; \$5,250,000 for the public purpose of financing the acquisition of movable equipment. The actual sale will take place at the Board meeting. This debt issue is included in the Board-approved budget for FY 2014.

Attachment A:

John A. Mehan, Managing Director, BAIRD presented the final pricing summary:

Issue Summary:

Description: General Obligation Promissory Notes, Series 2013-14A

Amount: \$6,750,000

Dated and Settlement Date: July 2, 2013

Maturities: April 1, 2016-2023

First Interest Payment: April 1, 2014

First Call Date: Callable 4/1/2021 or any date thereafter

Moody's Rating: Aaa

True Interest Cost: 2.3720%

Following discussion, it was moved by R. Zacharias, seconded by G. Olsen, and carried by roll call vote to approve Resolution No. F-2013-2014A.2-Resolution Awarding the Sale of \$6,750,000 General Obligation Promissory Notes, Series 2013-2014A:

Aye: 9

No: 0

Abstaining: 0

2. Resolution No. F-2013-2014B-Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$1,500,000 General Obligation Promissory Notes, Series 2013-2014B

The administration is recommending Board approval of a resolution authorizing the issuance and establishing parameters for the sale of not to exceed \$1,500,000 of General Obligation Promissory Notes, Series 2013-2014B, for the public purpose of financing building remodeling and improvement projects. The actual sale will take place after the Board meeting. This debt issue is included in the Board-approved budget for FY 2014.

Following discussion it was moved by R. Zacharias, seconded by G. Olsen and carried by roll call vote to approve Resolution No. F-2013-2014B-Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$1,500,000 General Obligation Promissory Notes, Series 2013-2014B:

Aye: 9

No: 0

Abstaining: 0

3. Resolution B-2013 B.1-Strategic Facility Planning Guide for State Submission - Fiscal Years 2013-14, 2014-2015 and 2015-2016

Wisconsin Technical College System Board Administrative Bulletin 04-01 states as follows: "Annual, each Wisconsin Technical College District is required to prepare and submit a Three-Year Facilities Plan to the Wisconsin Technical College System Board (WTCSB). The Plan must be approved by the District Board and submitted no later than August 1st of each year. The reporting shall be on a fiscal year basis and include information for the current and next two fiscal years. The plan will be accepted and reviewed by the WTCSB but no action will be taken, as each project continues to be subject to review and approval on an individual basis pursuant to s.38.04(10), Stats."

Following discussion it was moved by R. Zacharias, seconded by G. Olsen and carried to approve Resolution B-2013 B.1-Strategic Facility Planning Guide for State Submission - Fiscal Years 2013-14, 2014-2015 and 2015-2016

4. Resolution No. N-2013A.1-Resolution Approving the Gateway Red Hawks Mascot as the Official Mascot to Represent Gateway Technical College District

Request for Gateway Board of Trustees to approve the Gateway Red Hawks mascot as the official mascot to represent Gateway Technical College District

Following discussion it was moved by L. Scherrer, seconded by T. Battle and carried to approve Resolution No. N-2013A.1-Resolution Approving the Gateway Red Hawks Mascot as the Official Mascot to Represent Gateway Technical College District

B. 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:

1. **Finance**
 - a) **Financial Statement and Expenditures over \$2,500:** Approved the financial statement and expenditures as of May 31, 2013.
 - b) **Cash and Investment Schedules:** Approved the monthly cash reconciliation, investment schedule and investment report.
2. **Personnel Report:** Approved the personnel report of one (1) reclassification; one (1) retirement; two (2) resignation; one (1) termination; four (4) employment approvals-casual, non-instructional; and no employment approvals-adjunct faculty.
3. **Approval of Bids:**
 - a) Approved Bid No. 1408: Technical Building Entrance Modification and Stair Repair - Racine Campus
 - b) Approved Bid No. 1414: Boiler and Pump Equipment Package - Racine Campus
4. **Grant Awards:** Approved the Grant Awards – June 2013
5. **Program Approval:** Approved the Fire Medic Associate Degree (Board approval is requested for a new Fire Medic program. The program will combine the skills currently taught in the Fire Protection Technician program with those taught in the Paramedic program. The program will replace the current Fire Protection Technician program beginning in Fall 2014).
6. **Contracts for Instructional Delivery:** Approved the contracts for instructional delivery report for May 2013
7. **Advisory Committee Activity Report:** Approved the advisory committee 2013-2014 meeting schedule and new members as of June 1, 2013

8. **Board Policy Monitoring Policies 1.14 – Budget Process; 2.1 – President's Responsibilities; 2.4 – Chief Executive Compensation Review:** Approved policies 1.14, 2.1 and 2.4.

X. Policy Governance Monitoring Reports

A. Ends Statement Monitoring (D. Davidson)

1. Ends Statement #1: 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
2. Contracts for Service:
 - 263 Contracts for Service (7/1/12 – 5/31/13)
 - 16 Workforce Advancement Training Grants
 - Training and Technical Assistance Topics
 - Supervision
 - Software Applications
 - Lean Six Sigma
 - Manufacturing Technologies
3. Bootcamps:
 - 3 CNC Machine Operator Bootcamps
 - 2 Welding/Fabrication Bootcamps
 - 1 Machine Repair Bootcamp
 - 2 CNA/ELL-ABE Bootcamps
 - 2 CNC Bridge Bootcamps
4. Professional Development Workshops:
 - Fall 2012
 - 22 Workshops
 - Served 138 people
 - Spring 2013
 - 53 Workshops
 - Served 408 people
 - Survey for Fall 2013 workshops just closed
5. New Customized Training and Workshop Opportunities:
 - CAD Solidworks
 - Robot troubleshooting
 - Robot programming
 - Programmable Logic Controls (PLCs)
 - Fabrication and Welding
 - Advanced CNC (set-up and programming)
 - Quality Process Improvement
 - Bi-Lingual Instruction
6. New Opportunities:
 - Penn Foster Online and Hybrid Course Delivery
 - Industrial Academy Courses
 - Technology Orientation
 - Technical Math Skills
 - Introduction to Print Reading and Technical Drawings
 - Industrial Safety

- Quality Controls Systems
- 7. Economic Development Programs
 - Business Start Up and Accelerations
 - Rapid Growth and Innovation
 - New Patent Workshops
 - GrowthWheel® Tool
 - Business Concept
 - Organization
 - Client Relations
 - Operations
 - Fab Lab:
 - Inventors and Entrepreneurs Club
 - Enactus® Student Entrepreneurship Club
 - Local companies

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 Ends Statement #1

B. Executive Limitations

A. Strategic Plan Vision 3.2.1 (A. Whynott)

1. Strategic Directions:
 - a. Students will experience educational excellence and academic success
 - b. Gateway will empower students to attain credentials and find employment in their career field
 - c. Employees will work together in a college culture of innovation and opportunity
 - d. Gateway will strategically align programs and services with changing industry needs
 - e. Gateway will be valued as the community's college and a place of opportunity for all
2. Year One Activities:
 - a. Strategic directions, goals and measures communicated to all staff
 - b. Launched committee for each of the five strategic directions
 - c. Committees developed 3 year action plans
 - d. Committees developed additional measures and targets
 - e. ELC reviewed and approved all action plans
 - f. Monthly progress reports to Board
3. College Measures:

Measure	Baseline	Year 1
Graduation Rate	26.45%	Available in fall 2013
Graduate job placement rate	85.5% employed 57.5% related	Available in spring 2014
PACE Teamwork rating	3.63	Available fall 2014
Number of Programs Aligned with Industry Certifications	56% (28 of 50)	Available in fall 2013
Enrollment	23,941 6,217 FTE	Available in August 2013

4. Next Steps:
 - a. Final reports on Year 1 objectives due July 1
 - b. ELC reviews Year 1 outcomes and makes process improvements for Year 2 if needed
 - c. Committees reconvene and begin work on Year 2 objectives
 - d. Monthly monitoring by ELC and Board

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 Strategic Plan Vision 3.2.1

C. Strategic Plan Monitoring – Vision 3.2.1 (B. Whyte and B. Thomey)

A. Strategic Direction #3 – Employees will work together in a college culture of innovation and opportunity

1. Executive Limitation 3.1.6: The President shall not operate without a Board-approved three-year strategic plan
2. Goals:
 - a. Gateway will engage employees to build a collaborative college climate characterized by high productivity, employee satisfaction, and trust in leadership
 - b. Gateway will create opportunities for employees across the college to work together on continuous quality improvement
3. Measures:

MEASURES	2011-12 BASELINE	2012-13 TARGET	2013-14 ACTUAL	2014-15 ACTUAL
1. Teamwork climate category rating (PACE)	3.63	3.69		
2. Top Workplace Survey	#21 – large employer	20		
3. WELCOA	Gold Award	Platinum Award		
4. Number of cross functional participants involved in Six Sigma training.	-----	4		

4. Objectives – Goal #1: Gateway will engage employees to build a collaborative college climate characterized by high productivity, employee satisfaction, and trust in leadership
 - a. 1.1 Information Resources: Employees need a central source of information that is easily accessible and reliable
 - b. 1.2 Leadership Training: The post ACT 10 environment is a significant change for Deans and management. Three union contracts were condensed into an employee handbook requiring much more problem solving/decision making
 - c. 1.3 Employee Learning Day: Once a year all employees attend an in-service with a focus on professional development
5. Goal #1 Activities:
 - a. Finalize and implement a new intranet site. All Divisions will continually update and improve their respective sites
 - b. The Leadership Training committee will coordinate bi-monthly half-day mandatory training for all management employees
 - c. A volunteer cross-functional group of employees will plan and coordinate the annual Employee Learning Day activities
6. Objectives – Goal #2: Gateway will create opportunities for employees across the college to work together on continuous quality improvement
 - a. 2.1 Wellness Committee: Gateway received recognition three years ago as a 'Well Workplace' with a Gold Award from WELCOA. A cross-functional team meets monthly to plan and monitor activities

- b. 2.2 Performance Appraisal Task Force: A new performance appraisal form is needed for all non-faculty employee groups that includes a self-evaluation element
- c. 2.3. Six Sigma: A continuous quality improvement initiative with a cross-functional group of employees trained and projects identified
- 7. Goal #2 Activities:
 - a. The Wellness Committee will continue and will submit a new application to WELCOA to renew Gateway's recognition as a 'Well Workplace'
 - b. A new performance appraisal form will be in place for this year's activity. Management will be trained in June of 2013
 - c. The initial Six Sigma will complete training and implement their project. Additional employees will be recruited to be trained and the process will cascade throughout the organization

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 Strategic Direction #3

XI. Board Member Community Reports:

- R. Bhatia attended the Foundation Board Meeting and Uline meeting with the Governor
- R. Zacharias continues to field questions on Gateway's future plans for facilities

XII. Next Meeting Date and Adjourn

- A. Organizational Meeting – Monday, July 8, 2013, 8:00 am
- B. Board Retreat – Monday, July 8, 2013, 10:00 am
- C. **At approximately 10:37 a.m. it was moved by S. Pierce, seconded by R. Zacharias and carried that the meeting adjourn.**

Submitted by,



Gary Olsen
Secretary