

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD
Regular Meeting
March 21, 2013

The Gateway Technical College District Board met on Thursday, March 21, 2013 at the Horizon Center, 4940 88<sup>th</sup> Avenue, Room 106, 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, Neville Simpson, Jenny Trick, Roger Zacharias and Pamela Zenner-Richards. Also in attendance were Bryan Albrecht, Kamaljit Jackson, Mary Harpe and 20 citizens/reporters.

The following member(s) were excused from attendance: Leslie Scherrer.

### **Approval of Agenda**

It was moved by R. Zacharias, seconded by S. Pierce and carried to approve the agenda.

### **Approval of Minutes**

It was moved by T. Battle, seconded by P. Zenner-Richards and carried to approve the minutes of the February 21, 2013 Regular Board meeting.

### **Citizen Comments**

No citizen comments were submitted

### **Chairperson's Report**

- A. 3<sup>rd</sup> Quarter Goals Reminder:
  - a. K. Jackson will send notification/reminder out to complete
- B. Meeting Evaluation:
  - a. Had eight responses
  - b. Very positive
  - c. Please continue to fill out
- C. Board of Canvassers:
  - a. Following the election, required to have Board of Canvassers to certify the election results; need representative from each county
  - b. Board of Canvassers selected:
    - i. Gary Olsen (Walworth County)
    - ii. Doug Baker (Kenosha County)
    - iii. Mark Zlevor (Racine County)
  - c. Public Meeting set for the certification of results for Monday, April 15, 2013 from 7-8 am at the HERO Center

### **President's Report**

#### **Bryan Albrecht offered announcements as follows:**

- A. Introduced Journey Members:
  - a. Sue Chase; Breezan Kober; Julie Terasek; Lidia Hernandez; James Steinmetz; Steve Kratochvil and Loretta Donnelly

- B. Business Professionals of America (BPA):
  - a. Kenosha Chapter now active; Manoj Babu leading effort
  - b. Gained 15 new members; 33 members from Gateway represented in Green Bay; 10 going to Orlando, FL for Nationals
- C. Legislative Day for Students:
  - a. Student Showcase – provided opportunity for all technical colleges students to have a booth set up at the rotunda
  - b. GTC Student Government – provided opportunity to have student government visit 10 of our elected officials. They shared their stories. We have received feedback from the elected officials on how much they enjoyed meeting and hearing the student's stories
- D. Nursing Arena:
  - a. Movement in nursing arena that entry level position be the BSN and not the ADN
  - b. ADN students not allowed clinical spots
  - c. This will make it more difficult to push our ADN students through
  - d. We are having discussion (instructional/administrative groups) on the impacts to technical colleges for the ADN. Looking at how we partner with the 4-year colleges
  - e. We are looking at alternatives for clinical sites and various options available to us
- E. Tri-State Manufacturing Council:
  - a. Gateway will host first Tri-State event over the summer at the iMET; stronger pipeline with high school manufacturing program (Indiana, Illinois and Wisconsin)
- F. Referendum Update:
  - a. Ramping up listening sessions; have been in every county; governing boards; rotaries
  - b. Student Rally information time this week; tables were set up at every campus/center passing out information to students
  - c. Student government been involved; have had voter registration drive to get students involved in voting
  - d. Marketing written pieces at each campus on how each county/campus/students will be affected/impacted
  - e. Friends Group have been very active; have website up and running
  - f. Will be attending between ~70 - 72 community visits from mid-February to April 2
  - g. Friends Group have had voting rallies; will have bill boards; they are a very active group; meet weekly with them; have own website; have someone dedicated 100% working with the Friends Group on the Vote Yes piece
  - h. A lot of preparation on the planning pieces for each project; committees formed to gather relevant information on equipment, space layout, budgeting, etc. Committees have been meeting on a monthly basis
- G. Student Service Survey:
  - a. J. Thibodeau provided model for new survey tool:
    - i. Consistent and good feedback on services we provide
    - ii. Started in all centers this week, all customers who come into our center receiving comment card to provide feedback as it was received; goal is to put card in every customer's hand; this is for face-to-face
    - iii. 3 questions that we are monitoring
      - 1. Did you get what you needed
      - 2. Was it a reasonable amount of time
      - 3. Were you treated with courtesy and respect
    - iv. Phone customers are giving web address to complete survey
    - v. We are also putting this on customer email

- vi. So far we have had a 119 surveys back with 117 being face-to-face; 98% got what they wanted; 96% felt that amount of time was reasonable; 99% felt they were treated with courtesy and respect

H. State Board Feedback:

- a. WTCS Board approved unanimously the concept plan
- b. Project Concept Review required for any projects over \$1.5M
- c. Positive comments on the plan

I. Guest Presentation – Grace Deluca, District Racine Star Ambassador:

- a. Nominated in January 2013 for Star Ambassador
- b. Representing Gateway in Star Ambassador Leadership in Madison next month
- c. Attending Student Leadership Conference in April

## Operational Agenda

### A. Action Agenda

#### 1. Resolution F-2012-2013F.1: Resolution Authorizing the Issuance of General Obligation Promissory Notes, Series F-2012-2013F in an Amount of \$1,000,000

The Administration is recommending approval to issue General Obligation Promissory Notes, Series F-2012-2013F; in the principal amount of \$1,000,000 for the public purpose of financing building remodeling and improvement projects. 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 G. Olsen and carried unanimously by roll call vote to approve Resolution No. F-2012-2013F.1: Resolution Authorizing the Issuance of General Obligation Promissory Notes, Series F-2012-2013F in an Amount of \$1,000,000**

#### 2. RFP Recommendation

##### a) RFP 1403: Construction Management Services

The College conducted a competitive selection process for Construction Management Services for a three (3) year term, with the option to renew for up to four (4) additional one-year periods. Construction Management Services were requested for all, or some, of the referendum projects, which are dependent upon the success of the referendum. Request for Proposals were sent to twenty-five (25) firms and a total of eight (8) firms responded with a proposal. A committee was formed to review the proposals and ranked Camosy, Riley, and Scherrer as the top three (3) proposing firms. After further review, discussion, and deliberation the committee is recommending that, based on the responsiveness to the RFP, current workload and project experience, as well as previous relevant experience, the awards be made as follows:

Public Safety and Training Center.....Camosy  
 Kenosha Student Services Center.....Riley  
 Elkhorn Campus Expansion and Renovation.....Scherrer

**Following discussion it was moved by R. Zacharias, seconded by G. Olsen and carried unanimously to approve Recommendation for RFP 1403: Construction Management Services**

##### b) RFP 1404: Owner's Representative Services

The College conducted a competitive selection process for Owner's Representative Services for a three (3) year term with the option to renew for up to four (4) additional one-year periods. These services were requested for the Public Safety and Training Center project and the Expansion and Renovation of the Elkhorn Campus project which is dependent upon a successful referendum election. Request for Proposals (RFPs) were sent to twelve (12) firms, and a total of five (5) firms responded with a proposal. A committee was formed to review the proposals and rank the firms based on a set criteria. The Committee is recommending that the College negotiate and enter into a contract with Absolute Construction Enterprise, Racine, WI, for Owner's Representative Services

**Following discussion it was moved by R. Zacharias, seconded by G. Olsen and carried unanimously to approve Recommendation for RFP 1404: Owner's Representative Services**

## **Operational Agenda**

### **Consent Agenda**

It was moved by P. Zenner-Richards, seconded by S. Pierce 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 February 28, 2013.

### **Cash and Investment Schedules**

Approved the monthly cash reconciliation, investment schedule and investment report.

### **Personnel**

Approved the personnel report of eight (8) employment approvals-new hires/promotions/transfers; seven (7) retirements; one (1) termination; thirteen (13) employment approvals-casual, non-instructional; and no employment approvals-adjunct faculty.

### **Grant Awards:**

Approved the Grant Awards – March 2013

### **Contracts for Instructional Delivery**

Approved the contracts for instructional delivery report for February 2013

### **Advisory Committee Activity Report**

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

## **Policy Governance Monitoring Reports**

### **Ends Statement Monitoring (Z. Haywood)**

**End 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.

Why State-Wide Student Success Measures?

- A. Transparent process to communicate data that depict the work of the WTCS
- B. Voluntary systems of accountability
- C. Contribute to institutional improvement and fulfill the expectations of external constituencies
- D. Commonly accepted performance measures will lead to true estimation of effectiveness

SSA: Student Success Project Outcomes:

- A. Provide a common language to define student success
- B. Create a glossary of common terms
- C. Determine indicators of student success and recommended measures

Common Student Success Definition:

- A. In the Wisconsin Technical College System (WTCS), a student is defined as being successful when they achieve their educational goal. Indicators of student success including the WTCS measures of course completion, retention, program completion, transfer and/or job placement.

Indicators of Student Success – Recommended Measures:

- A. Course Completion
- B. Retention/Persistence
- C. Program Completion/Graduation
- D. Transfer Rate
- E. Job Placement

Ensure Student Success

**ACCT Action Agenda**

- A. #14: Invest in implementation of evidence-based educational pathways for students, regardless of their level of college readiness upon entry.

**WTCS Strategic Direction 3**

- A. Goal #1: Expand adult career pathway opportunities.

**Gateway Vision 3-2-1**

- A. Goal #2.1: Gateway will develop pathways that connect student goals to completion of credentials.

**ACCT Action Agenda**

- A. #3: Request and endorse a completion agenda framework for your institution, including consistent and comparable definitions for completion and student success such as those included in the Voluntary Framework of Accountability, to ensure uniformity and quality.

**WTCS Strategic Direction 3**

- A. Goal #2: Improve completion opportunities for all students.

**Gateway Vision 3-2-1**

- A. Goal #2.1: Gateway will develop pathways that connect student goals to completion of credentials.
- B. Goal #1.2: Gateway will design proactive systems to achieve individual student success.

**ACCT Action Agenda**

- A. #7: Ensure that metrics for institutional performance and student success incorporate employment and wage data for college graduates.

**WTCS Strategic Direction 3**

- A. Goal #3: Improve quality outcomes for all students.

**Gateway Vision 3-2-1**

- A. Goal #2.1: Gateway will develop pathways that connect student goals to completion of credentials.
- B. Goal #1.2: Gateway will design proactive systems to achieve individual student success.
- C. Goal #2.2: Gateway will increase the career placement of graduates.
- D. Goal #4.2: Gateway will offer education resulting in industry recognized national certifications.

**WTCS Next Steps:**

- A. Continue discussion on ACCT action agenda: WTC Boards Association
- B. Maintain focus on student success as a strategy for economic and workforce development: Presidents' Association
- C. Work to refine measure for job placement (currently student self reported data). Include students that job out prior to graduation.
- D. Determine goals and benchmarks for measures
- E. Explore measuring how WTCS is reducing the workforce gap in Wisconsin

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

## **Executive Limitations**

### **3.4 FY2013-14 Budget/Forecasting (B. Thomey)**

#### **Governance:**

##### **A. 3.4 Budgeting/Forecasting**

Budgeting for any fiscal year or the remaining part of any fiscal year shall follow Board Ends priorities, control College financial risk, and accurately reflect projections of income and expenses. The President shall propose a budget after first seeking board input from all College constituencies. Budgets will become effective upon approval by the board.

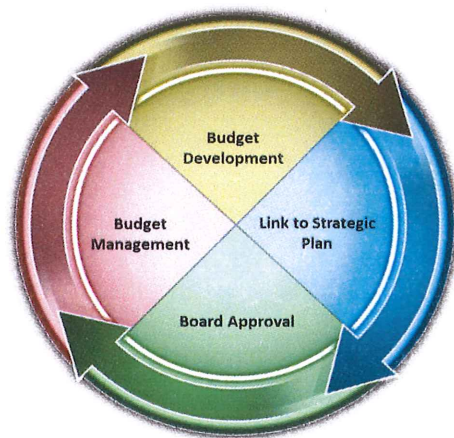
##### **B. 3.5 Financial Condition**

The President shall administer the board approved budget without material deviation and shall protect the College from financial risk.

#### **Budget Process:**

##### **A. 1.14 College Budget Process**

- a. The Board shall oversee the development of the annual budget.
- b. The Board will delegate to the President the responsibility to prepare the annual budget, budget reports and detailed schedules as required by state statute and applicable rules.



### Budget Timeline:

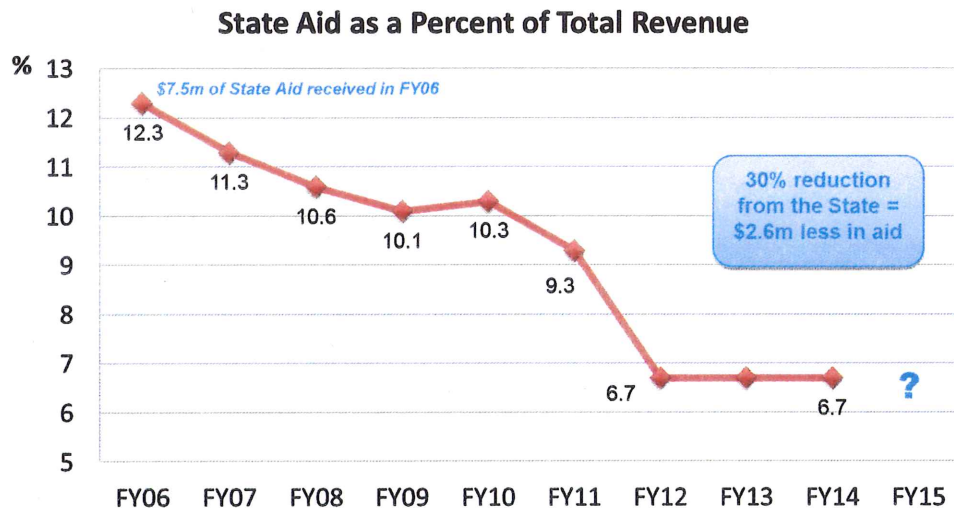
April 8	Distribute proposed budget
April 18	Approval for public hearing
April 20	Publish notice of public hearing
May 6	Public Hearing - Elkhorn
May 16	Approval of FY14 Budget
May/June	Revise budget if needed
June 20	Reserved for resubmission of budget for approval
June 30	Submit approved budget to state board

### State Budget Impact:

#### Immediate Impacts on Gateway:

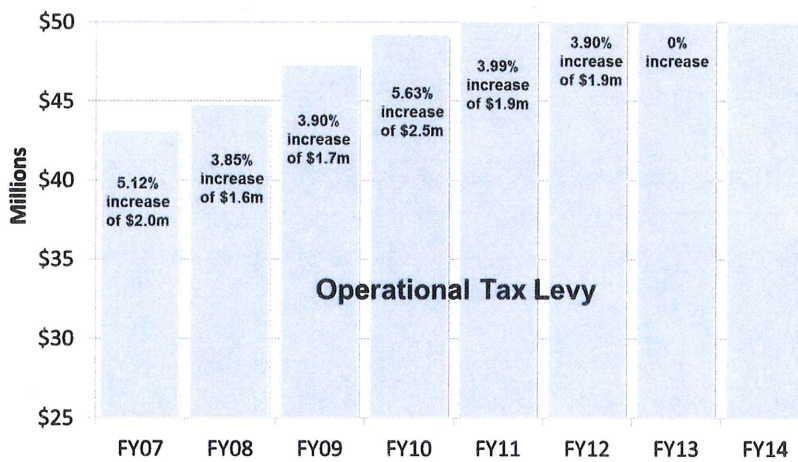
- A. State aid – Flat
  - a. Phased in Performance Based Funding (FY15)
- B. Freeze of operating tax levy

### State Budget-State Aid:



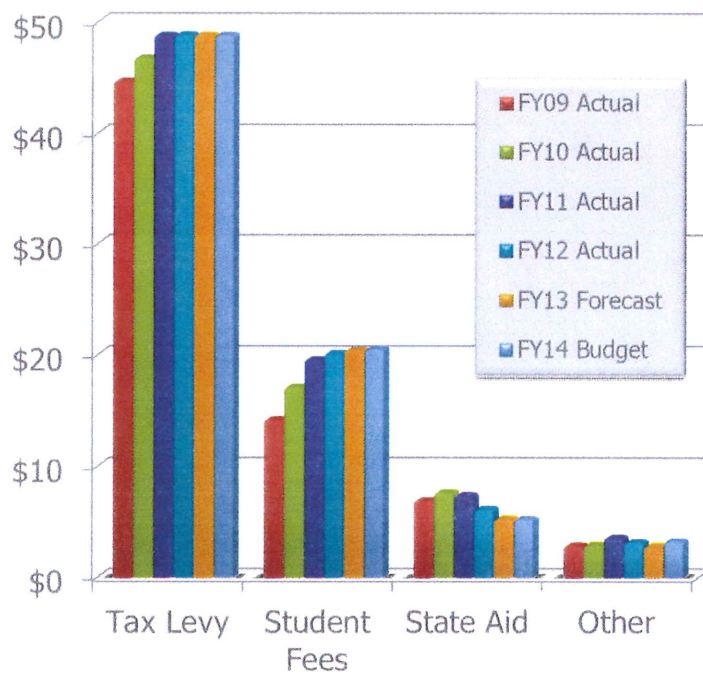


### State Budget-Levy Freeze:



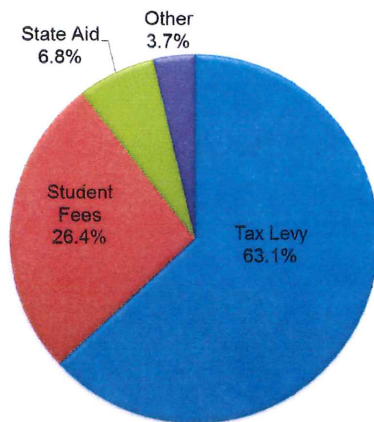
### Revenue Resources (No Levy Change in 4 Years):

- A. No increase in operational tax levy
- B. 2.9% net decrease in Student Fees
- C. State aid budgeted flat
- D. Other revenues increase slightly for transcribed credits & contracts for service

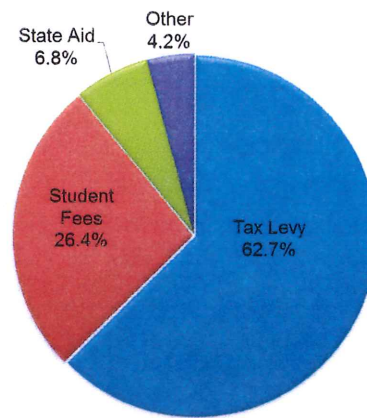




### Revenue Comparison:



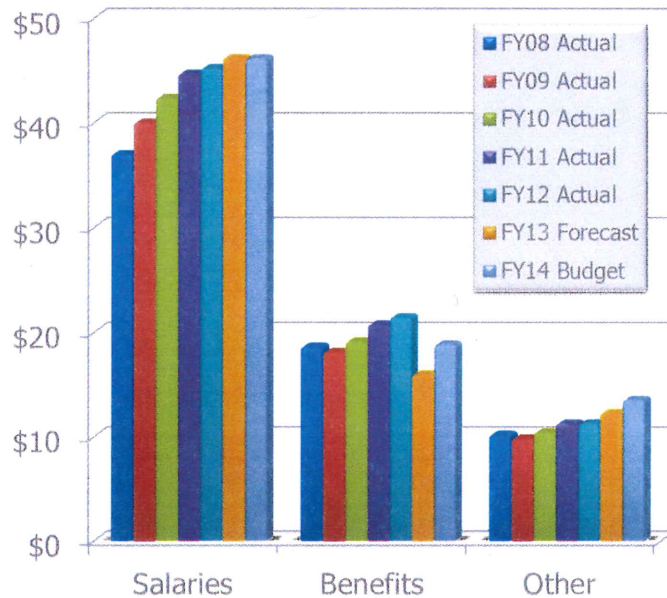
FY13 Forecast



FY14 Budget

### Expenses:

- A. Includes Phase 2 of Student Services Restructure
- B. Includes 9.5% Health & Dental Insurance Increase
- C. Includes 7% for WRS Estimate



### Long-Term Capital Financing:

- A. The FY14 capital borrowing plan includes \$12 million for general equipment, building expansion, improvement and repairs
- B. Borrowing flat from prior year

#### Preliminary Budget Drivers

- A. Enrollment Decline of 7%
- B. Tuition Increase of 4.5%
- C. State Aid Flat
- D. Operating Tax Levy Freeze
- E. Health & Dental Insurance 9.5% Increase
- F. All Employees Contribute 12% of Health Ins. Premium
- G. General Operations Increased 10%
- H. Implement Phase 2 of Student Services

#### Budget Council – Recommended Budget Adjustments

##### Revenues:

✓ Enrollment decline of 7%	\$ (1,480,000)
✓ Tuition Increase of 4.5%	\$ 885,000
✓ Increase in contracts for service	\$ 350,000
✓ Increase in transcribed credits	\$ 100,000
✓ State Aid Flat	--
✓ Operating Tax Levy Freeze	--

##### Expenses:

✓ New position requests	\$ 550,000
✓ Health & Dental insurance increase 9.5%	\$ 850,000
✓ Savings as a result of vacancies (delay hiring)	\$ (250,000)
✓ General Operating Expense Increased 10%	\$ 1,490,000

#### FY14 Preliminary Budget:

##### Revenue

Tax Levy	48,830,000
State Aid	5,265,000
Tuition	20,541,000
Other	3,285,000
<b>Total Revenues</b>	<b>\$ 77,921,000</b>

##### Expenses

Salary	46,148,438
Fringe	18,845,223
Other	13,556,634
<b>Total Expenses</b>	<b>\$ 78,550,295</b>

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 FY2013-14 Budget/Forecasting

### **Strategic Plan Monitoring – Vision 3.2.1 (S. Sklba)**

**Strategic Direction #5** - Gateway will be valued as the community's college and a place of opportunity for all.

#### **Goals:**

- A. Gateway will be a college of first choice in the local higher education market.
- B. Gateway will provide campuses that are learning destinations for the community.
- C. Gateway will establish partnerships to create educational opportunities.

#### **Objectives:**

- A. Review usage of 2+2 agreements – Parkside and MSOE
- B. Campaign for on-line programming
- C. Raise the overall visibility of the college
- D. Development of Summer Camps
- E. Development of Career Enrichment programs
- F. Increase community events on campuses
- G. Work with our advisory committees to showcase our current partners and create a communication plan.

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 #5

**T. Battle left at 10:00 am**

#### **Board Member Community Reports:**

- P. Zenner-Richards – attended referendum listening session in Racine
- R. Bhatia – attended school board meeting
- N. Simpson – attended Business Coalition meeting at Carthage College

#### **Next Meeting Date and Adjourn**

Regular Meeting Date – Thursday, April 18, 2013 at 8:00 a.m. at Elkhorn Campus

At approximately 10:18 a.m. it was moved by R. Zacharias, seconded by N. Simpson and carried that the meeting adjourn.

Submitted by,



Gary Olsen  
Secretary