

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD
Regular Meeting
March 20, 2014

The Gateway Technical College District Board met on Thursday, March 20, 2014 at the Racine Campus, Multicultural Resource Center, Room L006, 1001 South Main Street, Racine, WI. The meeting was called to order at 8:00 am by Ram Bhatia, 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

William Duncan	Present
Susan Greenfield	Present
Gary Olsen	Present
Bethany Ormseth	Present
Scott Pierce	Present
Neville Simpson	Present
Roger Zacharias	Excused
Pamela Zenner-Richards	Present
Ram Bhatia	Present

Also in attendance were Kelly Bartlett, Mary Harpe, and 31 citizens/reporters.

III. Approval of Agenda

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

IV. Approval of Minutes

- A. It was moved by G. Olsen, seconded by W. Duncan and carried to approve the minutes of the February 20, 2014 Regular Meeting.

V. Citizen Comments

- A. No citizen comments were submitted.

VI. Committee of the Whole

A. Performance Based Funding

- Two main components of Performance Based Funding are FTE and Assessed Value.
- 2013 Wisconsin Act 20: \$5 million annual increase in general state aid, \$88.5 million total general state aid available, new formula based on each college's performance relative to set of 9 criteria.
- 2014-15 = 10% (of each college's state fund), 2015-16 = 20%, 2016-17 = 30%, based on a veto, the proportion reverts to 0% in 2017-18; the Governor intends to address in next budget.
- Distribute remainder of general aid based on the existing state aid formula, use data for past 3 fiscal years in the formula, colleges identify 7 of 9 criteria on which to be measured
- Basic Framework: based on three years of available data, funds allocated based on nine statutory criteria; 25% equally split, 75% based on number of colleges selecting each criteria

- 9 Criteria: Job Placement, High Demand Fields, Industry-Validated Curriculum, ABE Transition, ABE Services & Success, Dual Enrollment, Workforce Training, Collaboration, Special Populations
- Which 7: Job Placement, High Demand Fields, ABE Transition, ABE Services & Success, Dual Enrollment, Workforce Training, Special Populations
- Criteria 1 Job Placement: Graduate Follow-Up Report data, funds distributed based on graduates working in jobs related to program of study; placement rate (weighted 50%), college share of number of graduates (weighted 50%)
- Criteria 2 High Demand Fields: distribute funds based on college's share of degrees awarded in identified programs
- Criteria 3 Industry-Validated Curriculum: funds distributed on each college's share of the following: active degree programs (weighted 75%), programs with Technical Skills Attainment TSA (weighted 25%)
- Criteria 4 ABE Transition: funds distributed on each college's share of adult students who have enrolled in at least 12 hours of ABE, adult high school, or ELL and completed a postsecondary course within either the same year or following year
- Criteria 5 ABE Services & Success: funds distributed on each college's share of adult students who have enrolled in at least 12 hours of ABE, adult high school, or ELL (weighted 50%) and demonstrated educational gain on AEFLA grant test (weighted 50%)
- Criteria 6 Dual Enrollment: funds distributed on each college's share of dual enrollment credits earned, includes all types of dual enrollment; transcribed credit, advanced standing, Youth Apprenticeship, Youth Options
- Criteria 7 Workforce Training: funds distributed on each college's share of FTE students served under: customized instruction contracts, employer-paid training, Registered Apprenticeship (Related Instruction), professional development seminars
- Criteria 8 Collaboration: all colleges are members of the following: WTC District Boards Association, Purchasing Consortium, Statewide Marketing Consortium, District Mutual Insurance, Wisconsin Student Government, Worldwide Instructional Design System. Funds distributed as follows: equally among the colleges (weighted 50%), each college's share of FTE students (weighted 50%)
- Criteria 9 Special Populations: people of color, Pell Grant recipients, veterans, incarcerated, dislocated workers, disabled individuals. Funds distributed as follows: each college's share of the number served (weighted 50%), each college's concentration relative to total student population (weighted 50%).

- Performance Based Funding

CRITERIA	AMOUNT
Job Placement	\$ 87,335
High Demand Fields	\$112,170
Industry-Validated Curriculum*	(\$55,922)
ABE Transition	\$112,659
ABE Services & Success	\$114,364
Dual Enrollment	\$ 89,837
Workforce Training	\$ 80,244
Collaboration*	(\$69,152)
Special Populations	<u>\$ 92,287</u>
TOTAL	\$688,896

*Not included in total

- Current Formula: \$5,639,300
- Performance Based: \$5,379,100 + \$688,896 = \$6,067,996 (+\$428.696 from current)
- Gateway would fare very well in the Performance Based Funding based on the 7 of the 9 criteria.

- Stephanie Skiba – Performance Based Funding was an exciting meeting after we received the information. There were surveys that were done with staff, faculty, and deans. The response from staff was similar to the seven that were chosen. The positive in this is the opportunity to be able to shift in future years. What we chose today does not have to determine what we choose for future years. It validates how hard we are working in these areas.
- Jeff Robshaw – The results are validating because it is an objective process. It is good to know we are on the right track. I think this is good for the system. This process tells all of the colleges what the focus is and what each college should be focusing on to improve. It is an overall positive move.
- Debbie Davidson – Number 7 is a very targeted report card. We are glad to be acknowledged in the criteria. The focus on workforce training and apprenticeship has been elevated with the past year. It is great to have recognition of funding sources, fast forward grants that companies can write, workforce training, and a stronger emphasis on apprenticeship, as well as internally raising our goal for the division. This helps us to strive harder and work harder with business partners.
- Bill Whyte – We were happy with the results once we totaled everything up. We walked out thinking this is going to work out fine. It's a competitive process. It doesn't tell you how to spend the money, but tells us we need to invest our money where our strengths are.
- Bane Thomey – It is a relief to see the extra money. My concern was the cash flow position; if we would get this at the same time as state aid. The buy down of the levy will change our cash flow, but not our financial position. We are performing at a higher level than some of the other colleges. It's good to hear this from the state office and see the numbers and rankings.
- Bryan Albrecht – Gateway will continue to strive to collaborate with other colleges. Areas of strength are ABE for Gateway. We have a lot of adults that need additional support services. Performance Based Funding emphasizes the need for services such as the Multicultural Resource Center and Testing Services in providing help to our students and provide guidance to take the next step to the next transition point. An area to grow on is workforce development training and we are continuing to work in that area. We are not projecting any strategic changes at this point. We are the third best in state right now for Dual Enrollment. Gateway will continue to work hard in this area.

VII. Chairperson's Report

- A. Meeting Evaluation – Reminder emails were sent to the Board Members that did not complete the survey. There was a good amount of responses this past month with 7 of the 8 attending Trustees submitting their comments. Results had seven (7) responses –Thanks to Paul Gabriel and Russ Moyer to visit us. Paul's update on legislations was of great value. Nice presentations. Similarly great presentation on Wellness Program, and financial aid. Student services and testing is awesome. Very well run and informative meeting. Power point presentations were very helpful and informative. Thought it was a good meeting. The presentation on financial aid was helpful. Meeting went fine. Great meeting, it was nice to hear from Paul Gabriel and Russ Moyer on legislation in Madison. I was very pleased both Russ and Paul made the effort to attend our board meeting. I found both presentations informative. The presentation on financial aid definitely increased my understanding of the options available to students and its importance to the students and GTC success. It dovetailed nice with what I learned and lobbied for at the Legislative Summit in DC. The presentation on testing and the testing center was very useful and most was new to me. They are doing good work. Over all it was a very good meeting despite the nasty weather. Excellent meeting with good financial reporting and updates on Gateway programs and initiatives. Good discussions among board members.

VIII. President's Report

Announcements:

- Anne Whynott reported on how colleges now have to apply for state grants in a competitive manor against other colleges. During the previous year we were awarded 10 grants totaling about 633K, this fiscal year there were new guidelines and new categories under which to apply. We received 5 grants totaling 1.1 million, nearly doubling our funding. These grants include supporting Student Support, Veterinary Technician program, Career Pathways – Dual Enrollment, and ABE.
 - Zina Haywood reported on the Multicultural Resource Center. This center will serve as a home for Gateway students, staff, and faculty to receive resources and training on cultural issues impacting the Gateway community. The center also strives to create a climate that is welcoming to all and promotes advocacy, leadership, and access. Some activities that have taken place in the MRC include: Diversity Week, Dress for Success, Bible Club, Alliance for Multicultural Students, Step-Up Club, Heads Up Mentor Program, Spring Workshop Series, Mental illness Webinars, Lunch & Learns, Final Exam Study Sessions, USG Bingo and Officer Meetings, Disability/Deaf & Hard of Hearing activities. Future events include: ABE/ELL Immersion Program, Cultural Competency Sessions, MRC Peer Advocates, LGBT Club & Veterans Club Meetings, Adding Language Training (Mandarin, Spanish, English, French, German, Italian), Cultural Events, and Hosting International Orientations & Welcome Receptions for Netherlands, Italy, and Germany.
 - Ophthalmic Medical Assisting Technician: Stacia Thompson displayed the new ophthalmological cart and equipment. The Ophthalmic Medical Assisting Technician Certification will be an add on to the Medical Assistant program. HPOP is in the fourth year of grant funding. The new equipment was paid for through this grant funding. Medical Assistant students will need to take three additional classes to become certified as an Ophthalmic Medical Assisting Technician. The new equipment is digital. There are Ophthalmologist in the area that do not have this equipment yet. Our students are learning the most cutting edge technology. We will train currently employed staff at area vision facilities. Gateway hired an adjunct instructor to teach these classes. There are 15 students beginning in May that will take this program.
 - Rudy the Red Hawk is at the Racine Zoo: Stephanie Sklba announced that Gateway has officially partnered with the Racine Zoo in adopting a red tail hawk. This hawk comes from Michigan and is a rescued hawk. We are working with the zoo on the exhibit and care of the hawk. The Racine Zoo will house Rudy the Red Hawk as an educational tool.
- A. Introduction of the 2014 District Star Ambassador, Jacquita Hughes: Jacquita was excited to be at the Board meeting. This was her first event as a Star Ambassador. She is currently in the Human Services program and attaining certificates in aspects of Disabilities, Gerontology, and AODO. She is anticipating graduation in December 2014. Jacquita noted that she is a leader, confident, but has a fear of public speaking. Gateway is helping her to overcome that fear. She mentioned that Gateway Technical College has been awesome and she loves having the chance to tell everyone what Gateway has done for her. Getting the award gave her confidence. Jacquita will be representing Gateway Technical College at the Leadership Conference in Madison in April. She is hoping to meet new people and share her positive energy about Gateway.
- B. Greg Kirstein, graphic communications student and Joe Felgenhauer, welding student presented on their story behind the creation of Keycock. Keycock started as a class project for Greg, which started as a miniature version made out of coat hangers and recycled materials. One year later, Greg submitted the details to the Dali Museum and it was selected. Joe picked Gateway as his next step after attending high school at Central High School. He walked through the welding classroom doors at Gateway and saw newspaper articles about what Gateway students have done in the past. His thought was 'how cool would it be to leave such a positive footprint on Gateway'. Greg and Joe collaborated joining the two programs together to make this Keycock a success. The large Keycock is made from all recycled materials, including keys from the area symbolizing

keys to success. The students traveled to St. Petersburg, Florida to showcase Keycock at the Dali Museum and made many connections while they were there. Greg and Joe are both receiving brand new state of the art welding helmets through one of their new connections. The Keycock will be housed on each main Gateway campus for a couple weeks and then moved permanently to IMET. Greg and Joe are hoping that more programs continue to join together at Gateway.

C. Journey Members in attendance:

1. Courtney Pfad, Horticulture Instructor
2. Justin Hoffman, Automotive Technology Instructor
3. Missy Ruiz, Student Support Counselor
4. Natasha Hanson, Background/Health Information Associate

IX. **Operational Agenda**

A. **Action Agenda**

1. **Performance Based Funding**

Following presentation lead by Zina Haywood and discussion by the Committee of the Whole, it was moved by G. Olsen to approve the Administrations' recommendation regarding the Wisconsin Technical College System's Performance Based Funding criteria as presented during the Committee of the Whole, seconded by P. Zenner-Richards, and carried by roll call vote to approve Performance Based Funding.

Aye: 8

Nay: 0

Absent: 1

B. **Consent Agenda**

It was moved by P. Zenner-Richards, seconded by 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 February 28, 2014.
- b) **Cash and Investment Schedules:** Approved the monthly cash reconciliation, investment schedule and investment report.
2. **Personnel Report:** Approved the personnel report of two (2) new hires; three (3) promotions; four (4) retirements; three (3) resignations; twenty nine (29) employment approvals-casual, non-instructional; and no employment approvals-adjunct faculty.
3. **Grant Awards:** Approved the Grant Awards – March 2014
4. **Contracts for Instructional Delivery:** Approved the contracts for instructional delivery report for February 2014
5. **Advisory Committee Activity Report:** Approved the advisory committee 2013-2014 meeting schedule and new members as of March 1, 2014
6. **Approval of Bid Package for Kenosha Campus:** Approved the following Bid Packages:
 - a) Bid Package #8: Entry Canopy Repair Project (Bid #1441)

X. **Policy Governance Monitoring Reports**

A. **Ends Statement Monitoring (J. Thibodeau)**

1. 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. Student Success – Service Occupations (Z. Haywood and W. Whyte).

- Interpretation: The Service Division programs serve a diverse population of students in a wide range of programs and faculty are engaged in continuous improvement based on industry needs.
- Programs, Credentials, and Certifications:
 - Fire Protection: Fire Fighter 1 State Certification, Fire Fighter 2 State Certification, Driver Operator Pumper Certification, Fire Inspector Certification, Driver Operator Aerial, Fire Officer 1 Certification, Fire Officer 2 Certification, Emergency Service Instructor Certification.
 - EMS: EMT State/National Certification, EMS – AEMT – State/National Certification
 - Paramedic: State/National Certification, American Heart Association Trainings, CPR/First Aid, Medic First Aid, CPR Instructor
 - Barber Technologist: Eligible to test for State Barber's License
 - Cosmetology: Eligible to test for State Cosmetologist License
 - Law Enforcement Academy: WI State Officer Certification
 - Early Childhood Education: Shaken Baby Syndrome Certification, Sudden Infant Death Certification
 - Culinary Arts: Servsafe Certification
 - Human Services/AODA: AOCA Counselor Certification
 - Criminal Justice
- Public Safety Training Center:
 - Challenges: funding restrictions \$1.5 million for new footprint, shooting range cost, potential partners weary of shooting range
 - Opportunities: Chocolate Fest – site limitation, Burlington airport – FAA, K-Mart – size/cost of new footprint. All of these options are not looking like possibilities.
 - Continued Exploration: additional sites surfaced, still seeking potential partnerships, considering impact on other programs, land purchase may be necessary, need to consider a long term strategy
- Joe Whiten reported that legislature approved a new transition to a 17 week training program instead of the current 15 weeks, starting May 1, 2015. There will also be a new physical fitness requirement. We currently do not have a fitness center.

Susan Greenfield left at 9:50 am.

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

B. Executive Limitations - Policy 3.4 – FY14-15 Budget/Forecasting (J. Nygard)

Fiscal Year 2014-15 General Fund Budget Assumptions, Changes, and Summary.

- Property Tax Levy – This year's estimated tax levy will increase \$256,122 (net new construction) to \$49,086,122. With the passing of Governor Walker's "tax levy buy-down" approximately \$30.6 million will now be state funded. The remaining \$18.5 million will be funded by the taxpayers. This change results in an approximate savings to the taxpayers of \$89 per \$100,000 of home value.
- General State Aid – Starting 2014-15 the total State-Aid pool will increase \$5 million from \$83.5 million to \$88.5 million. In addition, the State-Aid formula changes so that 90% of the allocation will be calculated using the traditional formula and the remaining 10% will be allocated based on a new performance based formula. Gateway estimates to receive

approximately \$200K from the additional \$5 million and \$600K from performance based funding.

- Enrollment and Tuition – The fiscal year 2014-15 budget has been developed based on a projection of FTE's remaining flat compared to estimated FY2013-14 results. Tuition is anticipated and pending state board approval to increase 3% in FY2014-15 which in combination with the assumption for FTE's will result in approximately \$600K of additional revenue.
- Health and Dental benefits – The FY2014-15 budget includes a 3.5% increase in health benefits and no change in the dental budget compared to FY2013-14. This will add approximately \$300K to the budget in FY2014-15.
- General Operating Expenses - General Operating expenses have been budgeted flat in FY2014-15. Initial requests are still being analyzed to determine the priority of these requests.
- Long Term Capital Financing - Gateway Administration proposes issuing \$13 million of new debt in FY2014-15. On this new debt, \$7.5 million will be issued to fund renovation and remodeling projects while \$5.5 million will be issued to fund capital equipment.
- General Fund Summary - The General Fund Budget for FY2014-15 is built on the assumption that tax levy revenue will increase \$256,122 to \$49,086,122. This budgeted increase is related to net new construction from FY2013-14. In addition to this increase an equalized value assumption of -2% will result in an increase in the Operating Mill Rate of 2.55% bringing the rate to 1.42843. \$.89 of the \$1.42843 rate will be "bought down" by the state resulting in an effective taxpayer rate of .53843 saving them \$89 per \$100,000 of home value.

Following discussion, it was moved by N. Simpson, seconded by S. Pierce and carried that this report is evidence that the college is making progress on Executive Limitations 3.4 – FY14-15 Budget/Forecasting.

XI. Board Member Community Reports

- Ram Bhatia is making an ongoing effort to invite the Trustees to donate towards Gateway Technical College Foundation. Once nine out of nine Trustees have donated, Ram will donate an additional \$200.

XII. Next Meeting Date and Adjourn

- A. Regular Meeting – Thursday, April 17, 8:00 am, HERO Center, Burlington
- B. At approximately 10:20 a.m. it was moved by N. Simpson, seconded by W. Duncan and carried by roll call vote 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. The Board reserves the right to reconvene in open session to take action on items discussed in executive session.

Aye: 7

Nay: 0

Absent: 2

XIII. Executive Session

At approximately 10:25 am, the Board convened in executive session.

XIV. Open Session

At approximately 10:40 am, the meeting was called to order by Ram Bhatia, Chairperson.

It was motioned by S. Pierce, seconded by G. Olsen to accept the recommendation by the administration to issue a preliminary non-renewal notice to a named instructor.

At approximately 10:45 am, it was moved by S. Pierce, seconded by G. Olsen and carried that the meeting adjourn.

Submitted by,

A handwritten signature in blue ink, appearing to read "Pamela Zenner-Richards", is written over the "Submitted by," text.

Pamela Zenner-Richards
Secretary