

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD
Regular Meeting
March 17, 2016

The Gateway Technical College District Board met on Thursday, March 17, 2016 at the Bioscience Center, Room 120, 3520 30<sup>th</sup> Avenue, Kenosha, WI 53144. 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	Present
Bethany Ormseth	Present
Scott Pierce	Present
Roger Zacharias	Present
Pamela Zenner-Richards	Excused
Gary Olsen	Present

Also in attendance were Bryan Albrecht, Kelly Bartlett, Mary Harpe, and 14 citizens/reporters.

**III. Approval of Agenda**

- A. A motion was made by S. Pierce and seconded by R. Zacharias to amend and approve the agenda with removal of the executive session.

**IV. Approval of Minutes**

- A. It was moved by R. Frederick, seconded by W. Duncan and carried to approve the minutes of the February 18, 2016 Regular Meeting.

**V. Citizen Comments**

- A. There were no citizen comments.

**VI. Chairperson's Report**

A. Policy Review Committee Updates

- W. Duncan and S. Pierce reported on the process of the Ad Hoc Policy Review Committee. The committee expects to complete their work within a couple more meetings. It is encouraged that all Trustees look at the draft revisions that are shared with them.

B. Dashboard Report

- FY 16 vacant position savings are on track to save \$1,000,000.
- Our Quality team will be establishing a FY 16 Green Belt project on automating our ledger process called The Timely Ledger Project.
- FY 17 budget discussions have leveraged new opportunities for future savings in staffing and operational expenses.

C. Board Evaluation Summary

- Trustees felt the facility and program improvements on the Elkhorn campus are making a positive impact on meeting the needs of the business community.
  - The presentation on veteran services expands our outreach and supports an important service for our veteran students.
- D. Nominating Committee for the District Boards Association
- Gary Olsen asked the Board of Trustees if they would like to nominate a Trustee for a position. No nominations were suggested at this time.

## VII. President's Report

### A. Announcements –

- B. Albrecht introduced the following employees that were attending the Board meeting as part of their Gateway Journey: Ken Loftus and Erik Mekhsian.
- B. Albrecht announced that Zina Haywood has been selected as a 2016 Women of Distinction.
- Jayne Herring and team released a new marketing campaign focused on addressing affordability of college and hire-ability of graduates. This is shared through social media and billboards placed through the communities.
- Bryan recognized Anne Whynott and her leadership of her team. Gateway received a Federal Grant called Right Signals through AACC.
- Bryan announced that Board Appointments take place on March 31, 2016. Three candidates have applied for three open positions.

### B. WGTD 91.1

- Dave Cole presented on WGTD:
- Fast Start to a New Year - An amazing number of initiatives have come together all at once to better serve residents of Kenosha, Racine and Walworth counties, and increase the influence of WGTD and Gateway Technical College. Here's an update.
- New Website: Our main online presence better supports the more important elements of our air product, provides a stronger, overall interface with the community and improves linkage with Facebook. Results include: Local and regional news and Greg Berg's "Morning Show" is emphasized with a home page presence. During a recent two-week period, the new site has logged nearly 16,000 unique visitors. [www.wgtd.org](http://www.wgtd.org)
- Mobile-Friendly Website: Results include: Local and regional news is now easier than ever to obtain on the fly.
- WGTD App: Our four audio streams---WGTD, WGTD 24/7 Jazz HD2, Sportsweb and the Gateway Radio Reading Service—are now available on your smart phone. Results include: The value and accessibility of our services greatly increase.
- Video Story-Telling: As they say, a picture is sometimes worth a thousand words. That's when we use new video capabilities to produce professional-grade video that's branded to tell the inspiring stories of our neighbors. Videos are shot and edited on a souped-up iPhone and posted online. Results: Our first video—a story about a Tremper student who diffused a bullying situation—has been viewed on Facebook alone over 12,000 times and has had 236 shares.
- 24/7 Jazz HD2 Initiative: We're working with an engineer who helps AM stations gain FM band access through low-power translators. The up-shot for us is a multi-faceted project that'll expose a greater number of Kenosha area listeners to jazz, big band and the blues via 'regular' analog radio. Our HD2 is currently limited to digital radio and an online presence.
- Other Items of Interest:
- Fine Arts Director and Morning Show host Greg Berg marks his 30th anniversary at WGTD: Librarians at Carthage College take note and begin amassing a collection of books whose authors have appeared on the Morning Show. The collection—over 150 volumes and growing—is available to the public.

- Story-sharing with WRJN: Racine's heritage AM station and WGTD now work cooperatively to share news stories. Coverage duplication is eliminated, enabling us to cover more ground with fewer resources.
  - Campaign coverage: WGTD recently teamed up with Kenosha Community Media to produce a candidate forum that included candidates running for Kenosha Mayor, City Council and County Board. The online-only event drew over 5,000 listeners to wgtd.org. The debate between mayoral candidates John Antaramian and Bob Johnson may likely turn into the only face-to-face session between the two of the campaign.
- C. On Campus Health Clinics
- Bill Whyte reported on health clinics that are coming to Gateway campuses for employees covered under Gateway's health insurance carrier.
  - GHT, Gateway's health insurance provider will be funding these on campus health clinics through contracted services with Wheaton Franciscan Healthcare.
  - There will be a clinic in Racine, Kenosha – Bioscience, and Elkhorn. Current unused spaces are being converted into clinics.
  - An RN and Nurse Practitioner will be hired for these clinics.
  - These services will be available in Kenosha three and a half days per week, Racine three and a half days per week, and Elkhorn for one full day per week.
  - Anyone on Gateway's health care plan will be eligible to use these services including families, but excluding children age two and under.
  - There will be an open house on each campus to introduce these clinics. The open houses take place: April 6 in Elkhorn from 10:00 am – 3:30 pm, April 13 in Kenosha – Bioscience from 10:00 am – 3:30 pm, and April 20 in Racine from 10:00 am – 3:30 pm.

## VIII. Operational Agenda

### A. Action Agenda

1. **Ad Hoc Policy Review Committee suggests the approval of the updated Board/Staff Relationship Policy**

**It was motioned by R. Zacharias, seconded by W. Duncan and carried to approve the Ad Hoc Policy Review Committees suggestion of the approval of the updated Board/Staff Relationship Policy.**

### B. Consent Agenda

**It was moved by R. Zacharias, seconded R. Bhatia 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 29, 2016.
  - 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; four (4) retirements; one (1) resignation; one (1) termination; no employment approvals-casual, non-instructional; and no employment approvals-adjunct faculty.
3. **Grants Awards:** Approved the Grant Awards for March 2016
4. **Contracts for Instructional Delivery:** Approved the contracts for instructional delivery report for March 2016
5. **Advisory Committee Activity Report:** Approved the advisory committee 2015-2016 meeting schedule and new members as of March 1, 2016
6. **Bids for Approval:** Approved Bid Numbers 1498, 1499, and 1500

7. **RFP for Approval:** Approved RFP Number 1516-53

**IX. 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. **4) Families are strengthened by the prosperity of their graduates, reduced unemployment or underemployment, and the availability of local jobs for family members.**

*Student Work Study Program and New Employer Website*

- Justin Kehring and Jayne Herring reported on Ends Policy Number 4.
- Justin presented on Federal Work Study. What is work study: The Federal Work Study program (also known as FWS or simply Work-Study) is a federally funded program in the United States that assists students with the costs of post-secondary education. The Federal Work Study Program helps students earn financial funding through a part-timework program.
- Advantages of Federal Work Study: Keep your educational loan borrowing to a minimum, gain valuable work experience and skills in your field of study, and maintain a flexible work schedule
- Who qualifies and how much is awarded: Available to undergraduate, graduate, and professional students with financial need, available to full-time or part-time students enrolled in at least 1 credit for the term, average awarded amount is \$4,617, and 81 students Awarded for the 2015-16 year.
- Application Process: Go to Wisconsin Tech Connect, Select Work Study/Student Help at the bottom of the page, Browse the available positions. To apply, click the link located in the top right corner of the position posting under Gateway Technical College's address information, when prompted, log in using your WebAdvisor username and password. Fill out the application completely and click submit. If you are eligible to participate in the Work Study program your application will be forwarded to the hiring manager for review. If you are selected for a position the Work Study hiring paperwork will be sent to your student email address.
- Current Positions: Culinary Arts, Building Services, Tutors, Library, Student Services, Horticulture, Nursing, Kenosha Unified – Even Start Family Literacy
- Jayne presented on the New Employer Website: [www.gtc.edu/employers](http://www.gtc.edu/employers)
- From Gateway's website: Employer involvement is a key driving force behind Gateway Technical College's success. We celebrate the fact that we offer technology-based career education specifically designed to meet employer and student needs. If your interests include hiring a Gateway graduate, filling a student-internship position in your company, or looking to benefit from customized training to increase productivity, Gateway is here for you. This web page is designed to connect you to the employer service departments at Gateway.

**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 Policy #4**

**B. Executive Limitations**

**1. 3.4 FY2016-17 Budgeting/Forecasting– B. Thomey**

- Revenue Drivers: Property Tax – Flat, Net New Construction \$500,000; State Aid, Shift from 80/20 to 70/30, Historical/Outcome Based Funding \$100,000; Enrollment, Flat
- Expense Drivers: Vacant Position Savings, \$1,250,000; Fringe Benefits, Health Benefits 2.7% Increase; Current Expenses \$350,000
- Continued Areas of Refinement: Tuition; Position Adjustments, vacant positions, reallocations, new position requests; salary
- Long Term Capital Financing: Total Capital Budget \$14M (\$5M Equipment and \$9M

Renovation/Remodeling)

**Following discussion, it was moved by R. Bhatia, seconded by S. Greenfield and carried to approve 3.4 FY2016-17 Budgeting/Forecasting.**

**X. Board Member Community Reports**

- Ram Bhatia shared that he attended the quarterly Foundation meeting and talked about upcoming events including the Foundation Gold Outing on May 26, 2016.
- Ram Bhatia shared that he attended an educational forum with RUSD. The focus was on what school boards are doing.

**XI. Next Meeting Date and Adjourn**

- A. Regular Meeting – Thursday, April 14, 2016, 8:00 am, Racine Campus, Room R102
- B. At approximately 9:35 am it was moved by S. Pierce, seconded by R. Zacharias and carried that the meeting was adjourned.

Submitted by,

  
Susan Greenfield  
Secretary