

| |
|--|
| GATEWAY TECHNICAL COLLEGE DISTRICT BOARD |
| Regular Meeting |
| November 21, 2013 |

The Gateway Technical College District Board met on Thursday, November 21, 2013 at the Burlington Center, 496 McCanna Parkway, Room 100, Burlington, Wisconsin 531051. The meeting was called to order at 8:00 am by Ram Bhatia, Chairperson.

I. Call to Order

A. Open Meeting Compliance

- a) M. Harpe confirmed the meeting was duly noticed in accordance with state statutes for open meeting compliance.

II. Roll Call

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

Also in attendance was, Mary Harpe and 38 citizens/reporters.

III. Approval of Agenda

It was moved by S. Pierce, seconded by Pamela Zenner-Richards and carried to approve the agenda.

IV. Approval of Minutes

- A. It was moved by P. Zenner-Richards to approve the minutes of the October 24, 2013 Regular meeting with the following corrections: Section IX. Operational Agenda, (A.) Action Agenda, (1) Resolution M-2013A - Borrowing in an Amount not to exceed \$5,000,000.00; (B.) Consent Agenda, (6) Annual Procurement Review – competitive *selection* process, the motion was seconded by G. Olson and carried to approve the amended minutes of the October 24, 2013 Regular Meeting.

V. Citizen Comments

- A. No citizen comments were submitted.

VI. Committee of the Whole

- A. Strategic Plan Monitoring – Vision 3.2.1
 1. Strategic Direction # 1 – Students will experience educational excellence and academic success – Championed by Zina Haywood
 - a) Weekend General Studies certificate
 - b) Revised faculty mentoring program
 - c) Coordination of tutoring services
 - d) New Faculty Institute
 2. Strategic Direction # 2 – Gateway will empower students to attain credentials and find employment in their career field – Championed by John Thibodeau
 - a) "Finish What You Start" campaign

- b) Policy limiting number of active programs
 - c) Retention Alert software
 - d) Academic plans, mandatory orientation, financial literacy workshops
- 3. Strategic Direction #3 - Employees will work together in a college culture of innovation and support – Championed by Bane Thomey & Bill Whyte
 - a) New intranet site
 - b) Leadership training
 - c) Revised employee performance review system
 - d) Quality systems training
- 4. Strategic Direction #4 - Gateway will strategically align programs and services with changing industry needs – Championed by Debbie Davidson & Jeff
 - a) Inventory of national certifications offered in Gateway programs
 - b) Salesforce software piloted in WEDD
- 5. Strategic Direction #5 - Gateway will be valued as the community's college and a place of opportunity for all – Championed by Stephanie Sklba
 - a) Summer camp work group
 - b) Inventory of community use of facilities
 - c) Community Connections newsletter showcase for partnerships
- 6. 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) | 55% (27 of 49) |
| Enrollment | 23,941 6,217 FTE | 22,980 5,813 FTE |

321

B. Weekend College

- 1. Why Weekend College
 - a) Meet needs of students “jobbing out” with improved economy
 - i. Work schedules don’t always allow flexibility for evening classes
 - ii. Weekends a viable option for some students
 - b) Use space more efficiently
 - i. Might relieve some pressure on labs/specialized classrooms
 - c) Differentiate GTC from other colleges
 - d) Enhance transfer opportunities for students (General Studies Transfer Certificate—1+3)
 - e) Improve learning/retention
 - i. Cohorts or Learning Communities
- 2. Where Is The Potential
 - a) Learning Options Committee is exploring:
 - i. Best practices
 - ii. Benefits/challenges
 - iii. Target audience/approaches/connections
 - b) General Studies is building on its history of weekend options
- 3. What Is The Plan For General Studies
 - a) Coordinate with/participate in Learning Options Committee
 - b) Short-Term Objectives

- i. More strategic, deliberate approach to scheduling
 - ii. Better coordination within General Studies
 - iii. Clear link to articulation agreements
 - iv. More strategic use of existing full-time faculty hired for nights/weekends
 - c) Longer-Term Objective: Organized approach to meeting two goals
 - i. Program support/weekday "overflow"/additional flexibility for students
 - ii. Existing 1+3 Certificate consistent with overall college weekend plan
- C. Retention Alert – What Is It
 - 1. An addition to the WebAdvisor software which is connected to our student database system – Colleague
 - 2. It is an electronic tool to help Gateway track student progress based on specific parameters
 - 3. Used by Academic Advisors, Career Counselors, Student Support Counselors, Director of Student Support, Dean of Student Development
 - 4. Contributes to Strategic Direction by allowing Gateway to help student success through predetermined contact offering guidance of college resources and tools
 - 5. Intervention currently is over email, phone, and through face to face appointments with referrals to advising as well as other areas of the college.

VII. Chairperson's Report

- A. Meeting Evaluation – Had five (5) responses - It was a good meeting, and one that made me proud to be on the Gateway Board of Trustees. Applaud the efforts of facility planning team, their due diligence in exploring various options. German exchange student's intro was heartwarming. Good discussions on every subject matter. Received a lot of information which was helpful in making a decision to explore opportunities. This was the most decision packed session I have attended, but the staff did a great job preparing us for actions through materials provided beforehand, and the committee of the whole. Good dialog from all that were present.
- B. Board Goals: 1st Quarter - Activities of the Board's first quarter goals were reviewed and discussed.
- C. District Boards Association Meeting held November 7-9, 2013 in Waukesha - Focus was on Legal Issues Facing Wisconsin Technical Colleges. Performance Funding Update session particularly interesting. Was a great opportunity to learn from other Technical College Board Members.

VIII. President's Report

- A. Burlington Listening Session – Bill Whyte gave an update following the Community Listening Session held on November 14, 2013 at Gateway's Burlington Center. Panel consisted of 3 Gateway employees; 2 ChocolateFest employees, Burlington Mayor, Burlington City Administrator, Mark Molinaro, Partners In Design, and Peter Scherrer, Scherrer Group. 50 Burlington community members expressed concern regarding noise and water issues. A listing of acronyms was provided to community for their reference. Leslie Scherrer of the Scherrer Group facilitated the preliminary conversation between ChocolateFest and City of Burlington. Intent was to engage neighbors. Discussion was made on pros and cons of the Burlington site over other locations.
- B. WGTD Presentation – Dave Cole, Manager of WGTD gave a video presentation on the history and development of WGTD Radio. WGTD went on the air in the mid 1970's. It is the only public radio station in Gateway's districts (Kenosha, Racine & Walworth). Historically it has been utilized as a learning tool. In addition to staff there are about a half dozen volunteers that provide various services to the listening audience.

- C. Short Term Borrowing (Resolution M-2013 A) Clarification – At a request made during the October 2013 Board meeting that an update be provided regarding the use of Short Term Borrowing funds, Bryan Albrecht indicated that administration is currently not anticipating using the short term borrowing line of credit, however, it is established to smooth cash fluctuations should the need arise.
- D. Journey Members in attendance:
 1. Julani Bayan
 2. Sandra Beck
 3. Linda Lois
 4. Sabrina Morgan
 5. Donna Piccolo
 6. Joseph Ingel

IX. Operational Agenda

A. Action Agenda

1. FY 2013-2014 Budget Revision #1

Administration is recommending that a reserve balance of \$1,000,000 from the General Fund be transferred to the Capital Fund. The funds will be used to purchase instructional equipment.

Budget Modifications

GENERAL FUND

A budget revision is recommended to reflect the reallocation of General Fund Reserves to fund instructional equipment in the Capital Fund.

| <u>Uses / Expenditures</u> | <u>Increase/(Decrease)</u> |
|--------------------------------|----------------------------|
| Transfer out – To Capital Fund | \$ (1,000,000) |

CAPITAL FUND

A budget revision is recommended to reflect the reallocation of General Fund Reserves to fund instructional equipment in the Capital Fund.

| <u>Resources / Revenues</u> | <u>Increase/(Decrease)</u> |
|----------------------------------|----------------------------|
| Operating transfers – in from GF | \$ 1,000,000 |
| <u>Uses / Expenditures</u> | |
| Instruction | \$ 1,000,000 |

Administration is recommending reclassifying \$500,000 from General Fund Reserves to Reserve for Post-Employment Benefits as well as a reclassification of \$740,000 from Designated for Post-Retirement Benefits to Reserve for Post-Employment Benefits

Reclassification

GENERAL FUND

A budget revision is recommended to reflect the reclassification of General Fund Reserves to a Reserve for Post-Employment Benefits.

| | <u>Increase/(Decrease)</u> |
|--|----------------------------|
| Transfer from Unreserved-Designated for Operations | \$ (500,000) |
| Transfer to Reserve for Post Employment Benefits | \$ 500,000 |

Reclassification

GENERAL FUND

A budget revision is recommended to reflect the reclassification of Funds Designated for Post-Retirement Benefits to A Reserve for Post-Employment Benefits.

| | <u>Increase/(Decrease)</u> |
|--|----------------------------|
| Designated for Post-Retirement Benefits | \$ (740,000) |
| Transfer to Reserve for Post Employment Benefits | \$ 740,000 |

Following discussion, it was moved by R. Zacharias, seconded by W. Duncan, and carried by roll call vote to approve the administration is recommending approval administration's recommendation to reclassify and amend the fiscal year 2014 budget based on current and estimated fiscal year activity.

Aye: 8

Nay: 0

2. **Resolution No. F-2013-2014 C.1 – Resolution Authorizing The Issuance of General Obligation Promissory Notes, Series F-2013-2014C In An Amount Not To Exceed \$1,250,000**

Administration is recommending approval to issue General Obligation Promissory Notes, Series F-2013-2014C; in the principal amount of \$1,250,000 for the public purpose of financing building remodeling and improvement projects on the Kenosha Campus (\$1,000,000 for Learning Success Center project, \$150,000 Academic Building Toilet Room Renovation project, and \$100,000 for various building and improvement projects). This borrowing is included in the 2013-14 budget. Upon approval, appropriate legal notices will be published in the official district newspapers.

Following discussion, it was moved by R. Zacharias, seconded by P. Zenner-Richards, and carried by roll call vote to approve Resolution No. F-2013-2014 C.1 – Resolution Authorizing The Issuance of General Obligation Promissory Notes, Series F-2013-2014C In An Amount Not To Exceed \$1,250,000.

Aye: 8

Nay: 0

B. Consent Agenda

It was moved by R. Zacharias, seconded by G. Olsen 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 October 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 six (6) new hires; four (4) promotion; one (1) termination; three (3) retirements; one (1) deceased; sixteen (16) employment approvals-casual, non-instructional; and no employment approvals-adjunct faculty.
3. **Contracts for Instructional Delivery:** Approved the contracts for instructional delivery report for October 2013
4. **Advisory Committee Activity Report:** Approved the advisory committee 2013-2014 meeting schedule and new members as of November 1, 2013
5. **Program Approval**
 - a) Program Modification Request – Title Change – 10-152-3 IT-WEB Developer/Administrator
6. **Approval of Bids:**
 - a) Bid No. 1424 – Electrical Service Upgrade, Elkhorn (South Building) Campus
 - b) Bid No. 1425 – Toilet Room Renovation, Elkhorn (South Building) Campus
 - c) Bid No. 1426 - Culinary Demonstration/Classroom Equipment, Racine Campus

X. Policy Governance Monitoring Reports

A. Ends Statement Monitoring

1. End Statement #5 – **Gateway provides** a positive return on taxpayer and community investment by leveraging its core capabilities in a financially and socially responsible manner. 2013 Comprehensive Annual Financial Report (CAFR)
 - a) Dave Maccoux and Bryan Grunewald from the College's audit firm, Schenck S.C., discussed the 2013 Comprehensive Annual Financial Report and Single Audit Report for the fiscal year ended June 30, 2013, Single Audit Report and Management Communications. Discussions included:

- i. 2013 Comprehensive Annual Financial Report (CAFR) (available online at <http://www.gtc.edu/formspublications/financial-reports>)
- ii. Gateway awarded the Association of School Business Officials International's Certificate of Excellence in Financial Reporting Award
- iii. Single audit report indicated identification of two OMB Circular A-133 findings. Administration took a proactive response and corrections are in place to monitor progress.
- iv. Audit team indicated that the staff was well prepared and very cooperative during their onsite visit

Following discussion, it was moved by R. Zacharias, seconded by S. Pierce and carried by roll call vote that this report is evidence that the college is making progress on Ends Statement #5.

Aye: 8

Nay: 0

B. Executive Limitations

1. Policy 3.4 – Budgeting/Forecasting – 2014-2015 Budget Assumptions/Parameters & Budget Process Calendar. Jason Nygard provided the report with information including:
 - a) Preliminary FY2014-2015 Budget Parameters
 - i. Enrollments
 - ii. Tuition and Fee Revenue
 - iii. State Aid
 - iv. Contracts for Service and High School Contracts
 - v. Projected Property Valuations
 - vi. Salary and Wage Expense
 - vii. Employee Benefit Expense
 - viii. Other Expenses
 - ix. Debt Service/Long-Term Borrowing
 - x. Reserves
 - xi. OPEB
 - b) Preliminary 2014-2015 Budget Calendar
 - i. November 21, 2013: Gateway District Board of Trustees (District Board) Review and approve budget parameters and budget calendar for FY 2015
 - ii. December 2013 – January 2014: Budget Officers - Budget kickoff meeting; All Staff Budget Development
 - iii. January 31, 2014: All operating and capital budgets due to Jason (all data must be entered into Adaptive Planning by this time)
 - iv. February 10, 2014: ELC; Review preliminary budget
 - v. February, 2014: Budget Council; Develop list of recommended budget strategies and forward to ELC
 - vi. February - March, 2014: Budget Council and ELC; Review and adjust budget as necessary
 - vii. March 20, 2014: Budget status report to District Board
 - viii. April 7, 2014: Distribute proposed budget to District Board
 - ix. April 17, 2014: District Board; Approve preliminary budget for public hearing
 - x. April 19, 2014: Publish Class I notice of public hearing
 - xi. May 5, 2014: District Board; Public Hearing - Kenosha
 - xii. May 15, 2014 District Board; Approve budget (if change is not needed from public hearing)

- xiii. May – June 2014 Revise budget if necessary (if change is determined necessary as a result of public hearing)
- xiv. June 19, 2014 District Board; Approve FY 2015 Budget, if needed
- xv. June 30, 2014 Submit approved FY 2015 Budget to State Board
October, 2014 District Board; Reaffirm tax levy

Following discussion, it was moved by W. Duncan, seconded by S. Pierce and carried by roll call vote that this approve the 2014-2015 Budget Assumptions/Parameters & Budget Process Calendar.

Aye: 8

Nay: 0

C. Strategic Plan Monitoring – Vision 3.2.1

Following discussion during the Community of the Whole, it was moved by P. Zenner-Richards, seconded by R. Zacharias and carried that this report is evidence that the college is making progress on Strategic Plan Monitoring – Vision 3.2.1.

XI. Board Member Community Reports:

- Ram Bhatia – Attended the WTCS District Boards Quarterly meeting where the focus was on Legal Issues Facing Wisconsin Technical Colleges. Performance Funding Update session particularly interesting.
- Roger Zacharias – The Wisconsin Supreme Court voided Dane County Judges' contempt order against state officials that barred them from enforcing ACT 10.
- William Duncan - Attended the WTCS District Boards Quarterly meeting. The keynote presentation on the 5 Issues in Campus Safety and Security was interesting and informative.
- Scott Pierce – Attended the WTCS District Boards Quarterly meeting. Update on Act 10 was a widely attended session.

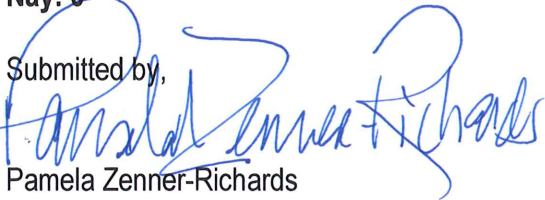
XII. Next Meeting Date and Adjourn

- A. Regular Meeting – Thursday, December 12, 2013, 2:00 pm, SC Johnson integrated Manufacturing and Engineering Technology Center (iMET)
- B. **At approximately 10:30 a.m. it was moved by R. Zacharias, seconded by W. Duncan and carried by roll call vote that the meeting was adjourned and the District Board move into executive session.**

Aye: 8

Nay: 0

Submitted by,



Pamela Zenner-Richards
Secretary