

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD
Regular Meeting
November 20, 2014

The Gateway Technical College District Board met on Tuesday, November 20, 2014 at the SC Johnson Integrated Manufacturing and Engineering Technology (iMET), Sturtevant, WI. 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	Excused
William Duncan	Present
Ronald J. Frederick	Present
Susan Greenfield	Present
Bethany Ormseth	Present
Scott Pierce	Present
Roger Zacharias	Present
Pamela Zenner-Richards	Present
Gary Olsen	Present

Also in attendance were Bryan Albrecht, Kelly Bartlett, Mary Harpe, and 19 citizens/reporters.

**III. Approval of Agenda**

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

**IV. Approval of Minutes**

- A. It was moved by R. Zacharias, seconded by P. Zenner-Richards and carried to approve the minutes of the October 21, 2014 Regular Meeting.

**V. Citizen Comments**

- A. No citizen comments were submitted.

**VI. Committee of the Whole**

- A. Racine County Economic Development Corporation (RCEDC) Overview – Jenny Trick, Executive Director RCEDC and Jim Ladwig, Racine County Executive.
- RCEDC: The Basics
    - 501 c(3) Private Non-Profit
    - 28-Member Board of Directors: 9-member Executive Committee; No Public Official can serve as an Officer
    - Committees: Executive and Loan Committee
    - 16 Staff with average tenure of nine years, with three staff having 20 years or more
    - Five divisions
  - Racine County Economic Development Plan Challenges
    1. Encourage an Entrepreneurial Culture.
    2. Focus on a Proactive Business Recruitment Program and the Expansion of Existing Companies


3. Promote a Positive Image of Racine County Based on Natural and Cultural Resources, Recreational Opportunities and Locational Advantages
  4. Capitalize on Our Strategic Location in the Chicago-Milwaukee Corridor
  5. Link Education and Training to maintain a Competitive Workforce
- Racine County Economic Development Plan
    - Five Challenges, led by five partners
      - Challenge #2 is led by RCEDC
      - RCEDC staff work-plans are designed to coordinate with the EDP outcome expectations
  - Business Development Division
    - Recruitment
      - Attract new business investment to Racine County
    - Business Retention & Expansion
      - Assist growing Racine County companies via technical or financial assistance
    - Research
      - Key efforts in recruitment and maintaining demographic data

RCEDC SNAPSHOT SCORECARD 2013 Goals, Results and 2014 Goals Business Development			
Activity	2013 Goal	2013 Results	2014 Goal
1. Companies Recruited	4	5	4
2. Retention/Expansion Projects	12	13	12
3. Business Call Visits	100	59	60
4. Technical Data Requests	80	112	100
5. Entrepreneur Interviews	25	27	NA (a)
6. Establish "Drop-In" Center	6/1/13	Opened 10/22/13	NA (b)


(a) Launch Box staff to be transferred from RCEDC to Gateway Technical College.  
 (b) Drop-In Center open to public and has 44 business and 9 partner members. ®

Three-Year Business Development Results	
Racine County	2011-2013
Projects	78
Job Creation	2,040
Job Retention	1,432
Project Costs	\$217.6M
Construction Costs	\$98.2M
Weighted Average Wage	\$19.12


**Business Development Projects**




German 2m PTF Production - US location in Racine County



Kerry Ingredients - Building Expansion



Land and Lakes Groundbreaking



McLane Foodservice - Building Expansion

- Case Study:
  - Project:** Kerry Ingredients
  - Community:** Sturtevant
  - Need:** Corporate Consolidation; Sturtevant facility at risk of closure.
  - Process:** RCEDC worked with company to understand the project. Facilitate economic assistance with Village of Sturtevant, Racine County and Wisconsin Economic Development to retain company and encourage growth.
  - Result:** Company decides to expand in the Village; invests \$6,500,000 in the 77,000 sq ft expansion. Retained 78 existing jobs and the creation of 25 new over 3 years.
- Business Development Trends and Issues
  - Businesses expanding or relocating from Illinois
    - Kenosha's geography reaping the greatest benefit
  - Low vacancy rate of industrial buildings
    - Current industrial vacancy rate for Racine County: 3.7%; Kenosha County: 4%; Regional rate: 5.5%
  - Business Development Trends and Issues
    - Border Adjustment & Utility Agreement
    - Limited land in 94 corridor with public water and sanitary sewer
    - Risk associated with extending public utilities without development "in hand"
  - Workforce Development Issues: Area Development Annual Top 10 Site Selector Criteria
    - Availability of Skilled Labor
    - Highway accessibility
    - Labor Costs
    - Building & Construction Costs
    - ICT Availability
    - Available Building
    - Corporate Tax Rate
    - Incentives (jumped up 5 spots from 2013)
    - Low Union Profile
    - Energy Availability and Costs

Bryan Albrecht presented Jim Ladwig with a Crystal Apple Award on behalf of Gateway Technical College to thank him for going above the call of duty by helping Gateway start youth boot camps.

## VII. Chairperson's Report

### A. Board Goals Monitoring

- Effective Meetings – Summary of Responses:
  - A very good, effective, informative, and productive meeting
  - Always enjoy hearing from exchange students and their experiences in our country
  - Great presentations by College Connections, Ends Statement presentation was well done
  - EMS graduation video was very moving
  - Continually impressed with how respectfully Trustees handle their differences of opinions on issues
  - Trustees are well informed, great leadership and an outstanding collage
- Business and Community Involvement
  - Ron and Beth attended the RAMAC Awards dinner
  - Pam attended the Women's Leadership meeting
- District Boards Association Involvement
  - Gary, Ram, Susan, Bill and Scott attended the ACCT Conference

- College Involvement
  - Beth assisted with the Lakeview facility meeting
- B. Dashboard Monitoring
  - The reports on the dashboard have stayed fairly consistent with the previous month.
- C. ACCT Chicago
  - Gary Olsen reported that approximately 2,000 attendees from around the country attended ACCT in Chicago to share what they are doing in comparison with other schools.
  - Gateway's Sustainability presentation was done by Stephanie Skiba, Gary Olsen, and Susan Greenfield.
  - Scott Peirce attended the preconference and brought back materials to share with the Trustees.
  - Gary Olsen reported that the value of going to the conference is to interact with other colleges. The impact technical colleges have on the communities is outstanding.
- D. Gary Olsen addressed some concerns with the way the Trustees address topics and have discussion throughout the meeting. Discussion prior to a motion helps to clarify the issues being presented. Gary Olsen announce that the Trustees will continue to have the presentation first, followed by discussion prior to motions.

## **VIII. President's Report**

### **A. Announcements –**

- Journey Members in Attendance: Anthony First and Christian Hur
- Bryan Albrecht announce that Anne Whynott, Jennifer Charpentier, and Debra Solomon have completed their green belt training.
- Bryan introduced Zina Haywood to talk about International Education Week. Zina reported the international education provides wonderful skill for our students. Study Abroad options and brining students to Gateway through our new exchange programs including Italy are proving to be very rewarding. Gateway is hosting students from Italy for the first time. Chinedu Obowu, International Education Coordinator, and Ralph Annina, Instructor, brought the group of Italian students to the Board Meeting. The students will visit and tour companies, Gateway classrooms, and view the programs that Gateway has to offer first hand. The students are here until December 2, 2014. The students are enjoying time with their host families, they will experience Thanksgiving, and enjoy shopping.
- Bryan Albrecht announced that Jane Finkenbine helped Gateway to receive another check from AT&T, this is the second donation from AT&T that will go towards College Connections. This allows high school to graduate with a diploma and industry credentials. This is a great opportunity for high school youth.
- Bryan Albrecht accompanied Kristin Niemiec and Kate Walker to the White House for the US Small Business Administration Growth Accelerator Challenge Event to be recognize for the SBA award. There were 832 applicants and only 50 awarded. Gateway received \$50,000 to support the launch box initiative. Gateway was the only 2 year college in the nation to receive an award. During the presentation they released the President' Proclamation. This proclamation exemplifies everything Gateway is doing. Bryan presented one to Debbie Davidson and the other to Zina Haywood for Manoj Babu for all of their hard work.

### **B. Veteran's Services – Anthony First**

- Anthony First is a retired Navy Veteran and also a Gateway Marketing graduate. Anthony was recently hired by Gateway as the Student Support Specialist for Veterans. Anthony works hard to collaborate with Gateway students and veterans to let them know what is available to them.
- Anthony reported on ways to better service veterans:
  - Staying the Course of 079 Grant

- Coordinating centralized campus efforts (Student Veterans of America)
  - Creating a trust across the district community (8 Keys to Veterans Success)
  - Providing a connective link to Local, State, and Federal support agencies
  - Staying steadfast on program completion
  - Staying the Course; 079 Grant
    - Build a strong foundation of support with the Dept.
    - Providing 1 on 1 assessments for better understanding of Veteran needs
    - Tracking through Case Management
    - Staying Steadfast in ensuring program completion (Enrollment to Employment)
  - Coordinating Centralized Campus Efforts: Student Veterans of America (Vet Club)
  - Creating a trust across the district community: The 8 Keys to Veteran's Success; Keeping the communication channels open
  - Events take place to provide a connective link to Local, State, and Federal support agencies
  - Enrollment to Employment helps to stay steadfast on program completion
- C. Service Clubs – Stephanie Sklba
- Stephanie reported that Gateway is a member of every tri-county organization in Gateway's district. Gateway attends many events, breakfasts, dinners, golf outings, and serves in many capacities on committees, as Chairs of Boards, and partnership is a central piece.

## Tri-County Community Organizations

- |  |  |
|--|--|
| • Whitewater Chamber of Commerce                   | • Walworth County Workforce Development Board                                    |
| • Union Grove Chamber of Commerce                  | • Walworth County Literacy Council   |
| • Geneva Lake West Chamber of Commerce             | • United Way of Racine   |
| • East Troy Chamber of Commerce                    | • United Way of Kenosha  |
| • Elkhorn Chamber of Commerce                      | • United Way Walworth County   |
| • Racine Area Manufacturers and Commerce           | • Twin Lakes Park Commission   |
| • Kenosha Area Chamber                             | • Boys and Girls Club of Kenosha   |
| • Lake Geneva Chamber of Commerce                  | • Boys and Girls Club of Walworth County   |
| • Burlington Area Chamber of Commerce              | • YMCA of Racine   |
| • Waterford Area Chamber of Commerce               | • YMCA of Lake Geneva  |
| • Delavan/Delavan Lake Chamber of Commerce         | • Kenosha Literacy Council   |
| • Kenosha Area Business Alliance                   | • Racine Workforce Development Board   |
| • Walworth County Economic Development Association | • Hispanic Business Professional Association                                     |
| • Racine County Economic Development Corp.         | • Young Professionals of Racine  |
| • Kenosha Rotary                                   | • Y-Link   |
| • Racine Rotary                                    | • American Association of University Women – Racine and Walworth County chapters |
| • Kenosha Workforce Development Board              | • Community Advisory Board – UWP   |
| • Tri-County Youth Board                           | • Education Foundation – Kenosha   |
| • Racine County Food Bank                          | • Walworth County Visitors Bureau  |
| • Leadership Racine                                | • Kenosha Achievement Center   |
| • Leadership Kenosha                               | • Alliance on Mental Illness   |
| • Sustainable Edible Economic Development          |  |
| • Root-Pike WIN                                    |  |

- Bryan Albrecht stated that he is very proud of all of the groups that Gateway is involved in. There are lots of opportunities to provide leadership in our communities.

## IX. Operational Agenda

### A. Action Agenda

1. **Resolution B-2014 E – Remodel & Expansion of Veterinary Science Building (Current Job Center Building), Elkhorn Campus**

Gateway Technical College is proposing to remodel 6,500 square feet and expand 300 square feet of the Elkhorn Campus Job Center Building into a Veterinary Science Building for instructional and office space. The proposed remodel and expansion will provide for the instructional requirements of the Veterinary Technician Program and will accommodate growth.

Following discussion it was moved by W. Duncan, seconded by R. Zacharias and carried to approve Resolution B-2014 E – Remodel & Expansion of Veterinary Science Building.

2. **Resolution B-2014 F – Lease Agreement Between Gateway Technical College Foundation, Inc. and Gateway Technical College for Property Located at 3626 30<sup>th</sup> Avenue, Kenosha, WI**

The administration is recommending approval by the Gateway Technical College District Board of Resolution No. B-2014 F for approval of the property Lease Agreement by the Gateway Technical College District Board for property owned by the Gateway Technical College Foundation, Inc. and located at 3626 – 30<sup>th</sup> Avenue, Kenosha, WI. The annual lease payments will be funded by General Fund operations.

Following discussion it was moved by S. Pierce, seconded by W. Duncan and carried to approve Resolution B-2014 F – Lease Agreement Between Gateway Technical College Foundation, Inc. and Gateway Technical College for Property Located at 3626 30<sup>th</sup> Avenue, Kenosha, WI.

#### B. Consent Agenda

It was moved by R. Zacharias, seconded by P. Zenner-Richards 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 October 31, 2014.
  - b) **Cash and Investment Schedules:** Approved the monthly cash reconciliation, investment schedule and investment report.
2. **Personnel Report:** Approved the personnel report of seven (7) new hires; three (3) promotions; one (1) limited term position; two (2) retirements; two (2) resignations; no employment approvals-casual, non-instructional; and no employment approvals-adjunct faculty.
3. **Grants Awards:** Approved the Grants Awards – November 2014
4. **Contracts for Instructional Delivery:** Approved the contracts for instructional delivery report for October 2014
5. **Advisory Committee Activity Report:** Approved the advisory committee 2014-2015 meeting schedule and new members as of November 1, 2014
6. **Program Title Change Request:** Approved the program title change request for 10-607-7 Land Survey Technician
7. **Approval of BID:** Approved the following BID:
  - a) Racine Lake Building Lower Level Toilet Renovation Racine Campus, Bid No. 1461

#### X. Policy Governance Monitoring Reports

##### A. Ends Statement Monitoring

- 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. Comprehensive Annual Financial Report for Fiscal Year Ending June 30, 2014 (CAFR) (B. Thomey).
- Dave Maccoux and Bryan Grunewald from the College's audit firm, Schenck S.C., discussed the 2014 Comprehensive Annual Financial Report, Single Audit Report for fiscal year end June 30, 2014, and Management Communications for fiscal year end June 30, 2014

- The CAFR can be found on Gateway's website at <https://www.gtc.edu/sites/default/files/files/Publications/2014-Gateway-Technical-College-CAFR.pdf>
- Single audit report indicated no findings or weaknesses, there were no difficulties doing the audit. No adjustments were indicated.

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 Statement #5.

#### B. Executive Limitations

- 3.4 Budget/Forecasting – FY 2015-2016 Budget Assumptions/Parameters & Budget Process Calendar (J. Nygard)
- **Preliminary FY 2015- 2016 Budget Parameters**
  - **Enrollments:** The initial budget for FY2016 will be prepared using a flat enrollment. Projections will be based on the year end forecast.
  - **Tuition and Fee Revenue:** Tuition and Fees will be budgeted flat for FY2016. The budget for this will be projected using forecasted FY2015 results for tuition and fees. This will result in the tuition per credit to remain at \$125.
  - **State Aid – Historical/Performance based:** Based on current enrollments and the economic environment, State Aid will be budgeted flat. Preliminary estimates will be updated as the criteria for Performance Based Funding develops. Performance based funding will increase from 10% to 20% in FY2016.
  - **State Aid – Property Tax Relief:** Property Tax Relief Aid is expected remain flat based on a projected assumption property evaluations will remain flat for FY2016.
  - **Projected Property Valuations:** Property values will be budgeted flat in the calculation of the mill rate for the FY2016 budget. Per Act 10, there is no increase in tax levy for operations.
  - **Contracts for Service and High School Contracts:** Contracts for Services and High School contracts will be budgeted as expected for FY2016.
  - **Salary and Wage Expense:** Salaries will be in accordance with Act 10 negotiating parameters.
  - **Vacant Position Savings:** A savings goal of \$1 M will be set based on vacant positions. This will be continually monitored to ensure the goal is met.
  - **Employee Benefit Expense:** The initial budget will include a medical insurance rate with an increase of 10%. A 5% rate of increase will be used to budget dental insurance, life insurance, and other employee fringe benefits.
  - **Other Expenses:** Total current expenses will be budgeted based on FY2014 year-end results. Meetings will be held to discuss additional requirements needed for FY2016.
  - **Debt Service/Long-Term Borrowing:** A total of \$13 million is projected in borrowing for FY2016 for capital equipment and facility remodeling and repairs.
- **Preliminary FY 2015-2016 Budget Calendar**
  - **November 20, 2014** Gateway District Board of Trustees (District Board) Review and approve budget parameters and budget calendar for FY2016
  - **December 3, 2014** Budget Officers - Budget kickoff meeting
  - **January, 2015** Budget on Campus All Staff – Budget Development
  - **January 26, 2015** Administrative In-service
  - **January 30, 2015** All operating and capital budgets due to Budget Office (all data must be entered into Adaptive Planning by this time)
  - **February 9, 2015** ELC - Review preliminary budget
  - **February - March, 2015** Budget owner meetings ELC - Review and Develop list of recommended budget strategies and adjust budget as necessary

- **March 19, 2015** Budget status report to District Board
- **April, 2015** Budget on Campus Administrative In-service
- **April 3, 2015** Distribute proposed budget to District Board
- **April 16, 2015** District Board Approve preliminary budget for public hearing
- **April 18, 2015** Publish Class I notice of public hearing
- **May 4, 2015** District Board Public Hearing - Racine
- **May 14, 2015** District Board Approve budget (if change is not needed from public hearing)
- **May – June 2015** Budget on Campus Revise budget (as determined as a result of the public hearing)
- **June 18, 2015** District Board Approve FY 2016 Budget, if needed
- **June 30, 2015** Submit approved FY 2016 Budget to State Board
- **July, 2015** Administrative In-service October, 2015 District Board, Reaffirm tax levy, Administrative In-service

Following discussion, it was moved by W. Duncan, seconded by S. Greenfield and carried to approve 3.4 Budgeting/Forecasting.

R. Zacharias left the meeting at 10:00 am

**XI. Board Member Community Reports**

- Susan Greenfield will miss the January 2015 and March 2015 Board Meetings.
- Gary Olsen and Bill Duncan plan to attend the Nurse Pinning.

**XII. Next Meeting Date and Adjourn**

- A. Regular Meeting – Tuesday, December 16, 2014, 3:00 pm, Bioscience
- B. At approximately 10:04 a.m. it was moved by S. Pierce, seconded by P. Zenner-Richards and carried that the meeting was adjourned.

Submitted by,



Ronald J. Frederick  
Secretary