

# GATEWAY AS A LEADER

#### Facilities

The Madrigrano Conference Center remodel will be completed on time for the first scheduled event on January 17, the Police Academy graduation. The new Board Room will also be finished by then.

Construction on the \$6.5 million addition and remodel on the iMET Center has begun with an expectation of completion by late August of 2019.

The ribbon cutting at The Cut in Burlington was held on November 12th. It is an absolutely beautiful facility.

# ACADEMIC AND CAMPUS AFFAIRS

#### **General Studies Division**

The Teaching Challenges Brown Bag discussion group met this past Friday. This year's topic is building effective strategies for teaching students with autism spectrum disorder. Brown Bag participants this semester include Dr. Suzanne Sublette (facilitator, social science), Colleen Aird (social science), Jason Gerber (mathematics), Lisa Packard-Rykel (communications), and Ann Stotts (communications).

#### School of Allied Health/Veterinary Sciences

The PTA students organized a massage fundraiser event on December 4<sup>th</sup> which was a great success. In addition to offering quality massages to Gateway students and staff, they also had a bake sale that proved to be very popular. Dr. Jennifer Lucas, Pharmacy Technician chair and Dean Mike O'Donnell represented the School at the Waterford Career Night event on December 3<sup>rd</sup>. The two also attended the Open Arms Free Clinic (Elkhorn) annual gala held at the Abbey in Fontana on December 7. Open Arms is a clinical site for the Pharmacy Technician program.

The MA program in Elkhorn hosted a blood drive in Elkhorn this month. Dean Mike O'Donnell has participated in the selection process for the new Director, Wisconsin Area Health Education Centers (AHEC) with the goal of having a new Director on board after the first of the new year. He attended the AHEC Board of Directors meeting on December 6 hosted by UW-Madison School of Medicine and Public Health. Mike is meeting with Indian Trail Academy (ITA) on December 17<sup>th</sup> to discuss transcripted credit possibilities.

Mike has also met with the leadership of Froedtert South and Advocate Aurora Health Care this month to discuss clinical growth in the 3-county area and what emerging needs have been identified specific to the build out of Foxconn in Mt. Pleasant.

#### COMMUNITY AND GOVERNMENT RELATIONS

#### Marketing

Spring semester push campaign has been launched and continues the current Life is Big. #BePrepared campaign messaging. The campaign includes a combination of billboard, print, radio, targeted digital ads and an all postal customer mailing. The campaign also includes continued promotion to existing students encouraging retention and promotion of Quick Start enrollment events. In addition a billboard and digital ad campaign are underway to promote the new Advanced Manufacturing and MMOPP programs.

The Marketing Department successfully launched Phase I of a three phase website redesign on Nov. 3. The new site has been well received and we are continuing to monitor its effectiveness with heat mapping and analytics data. Work has already begun on Phase II which includes new program of study pages set to launch in February.

Planning and work are underway for many upcoming spring events including EcoFest (Saturday, March 16 from 9 am - 1 pm in Racine), Celebrate Earth Day (Saturday, April 13), Martin Luther King Celebration (Monday, January 21) and commencement.

New program videos are being developed ongoing and are being utilized on program web pages and social media to promote Gateway programs. Recent videos include <u>Automotive</u> and <u>Welding</u>.

#### Foundation

Thank you to our donors who choose to support Gateway students and the community through Gateway Foundation.

As of December 5, 2018 the Foundation has raised \$254,718. The generous gifts were from individuals (including Gateway faculty and staff as well as alumni), corporations, foundations, and service organizations. Donors have contributed to areas such as the mission of the Foundation, student scholarships, the endowment,

the Gateway Promise Endowed Fund, student emergency funds, and the Short Term Training fund.

The Gateway Promise Endowment Campaign has reached \$2,473,684 in gifts and pledges.

The Foundation was pleased to receive the following gifts from organizations:

• Potpourri Garden Club renewed its support of its Horticulture Program scholarship in the amount of \$1,000.

This year, Foundation significantly increased our efforts and outreach for #GivingTuesday and raised \$1,405 between our Facebook Fundraiser and email to Gateway Alumni. Our devoted alumni match inspired \$300 in new gifts from alumni. In total, we raised \$1,705 on #GivingTuesday.

One of our new donors is Brian Lannoye, a three-time scholarship recipient, who wrote on our Facebook Fundraising page "Gateway led me to a great career and I benefited from three scholarships. One of them was the John Campagna Memorial scholarship. I want to give some of it back in appreciation for my education."

We had another new gift from an alum who gave in memory of one of his classmates. He had read about #GivingTuesday in the Alumni e-newsletter and marked the date on his calendar so he would make a gift on that day.

# ENROLLMENT

Spring enrollment is down -4.6% when comparing to the same timeframe as last year. Year-to-date enrollment, including summer, fall and current spring, is down - 1.9%.

# FINANCE, ADMINISTRATION and FACILITIES

# Joint Review Board for Tax Incremental Districts Updates

Bill Whyte has and will be participating in the following Joint Review Board meetings for the following municipalities:

- Village of Bristol November 27, 2018 Organizational Joint Review Board meeting regarding the Village's proposed Tax Incremental District No. 1
- City of Kenosha November 28, 2018 Tax Incremental District Joint Review Board Meeting - 5 projects on the agenda
- Village of Union Grove December 19, 2018 Tax Incremental District Joint Review Board Meeting

### Grant Accounting Update

This month continues the budgeting process for Special Revenue Fund for new grant proposals and renewals of existing grants for the Wisconsin Technical College System funding which are due December, 2018 and January, 2019.

# Security

Active Shooter training began in November with our first class on the Kenosha Campus. We also hosted a class on the Racine Campus as well this month. We are looking forward to the training with Student Services on all campuses to kick off the new year!

# Budget Update

Budget development week for FY19-20 kicked off during the week of December 10-14. During this week, the budget office travels to all of the campuses to allow budget managers and opportunity to review and analyze their budgets in a one on one setting. Budget managers have through the end of January to prepare their initial submission to the budget office for review.

# HUMAN RESOURCES

#### **KABA Awards Dinner**

Bill Whyte attended the KABA Awards dinner at Parkside where Gateway was recognized for the Promise Program.

#### Administration & WEAC Meeting

Bill Whyte, John Frost, & Jacqueline Morris represented Gateway at the second quarterly meeting with the WEAC unions on November 15 although nobody from the GESP was in attendance. Various pay related issues were discussed and Bill presented an update on the budget challenges for FY20.

#### Accessibility Steering Committee

Nominations were submitted for representatives from all Divisions to be part of the Accessibility Steering Committee.

#### **Appeals Officer Training**

Bill was trained as one of the Appeals Officers for Title IX complaints. Josh Vollendorf conducted the first Appeals Training for our college appeals staff.

#### Non-Renewal Process

John Frost Initiated the annual non-renewal process with Deans. Process is rolling in preparation for Spring 2019.

#### WTCS HR Conference

Jacqueline Morris, John Frost, and Bill Whyte attended the quarterly WTCS HR Conference in Green Bay.

#### 403b Consortium Meeting

Debbie Miller participated in a 403(b) consortium meeting at Waukesha to discuss 403(b) responsibilities, requirements, and solutions. This will be a 2019 project as fiduciary responsibilities are being recognized and audited in higher education.

# NaBITA Conference

Debbie also participated in the National Association of Behavioral Intervention Training Association (NaBITA) conference. Participation at this conference included other members from Gateway's CARE Team. This conference is an excellent resource in behavioral threat assessment best practices.

# Title IX & Equal Opportunity Events

In the month of November there were several Title IX and Equal Opportunity tabling events targeted towards student awareness.

# Racine Unified School District (RUSD) SEE Your Future Expo

Lisa Guerrero attended the RUSD *SEE Your Future Expo* where she demonstrated interviews for the students. Mary Halberstadt participated in the virtual interviews from her office in the Administration Center.

# **Diversity, Equity, & Inclusion Committee**

Jacqueline has been added to Gateway's Diversity, Equity, & Inclusion committee.

# **INSTITUTIONAL EFFECTIVENESS**

John attended the Complete College American annual convening in Chicago on December 4-6 as the two-year-college representative on the Wisconsin CCA Alliance Team. Our state alliance team includes individuals from Gateway, Parkside, UW System, Milwaukee Succeeds, and the state legislature. The convening is an opportunity to learn from other state alliances, obtain technical support from CCA, and work on local plans to advance the adoption of game-changing strategies for student success.

The Strengths...Every Day Steering Committee completed its 3rd annual State of Strengths survey for Gateway's employees. They were pleased to see the growing number of staff who are valuing and sharing their talents and finding ways to use them every day in their jobs. The full results of the last three surveys are available <u>here</u>.

#### **Career Pathways**

The Director of Career Pathways and Program Effectiveness worked with faculty from the Criminal Justice Studies program to develop a new WTCS-recognized pathway certificate, Security Professional. The certificate contains 12 credits of foundational coursework that will provide students interested in obtaining employment in the security field with necessary skills and training, including introductory criminal justice and security concepts, professional communications, and report writing. The certificate was endorsed with a great deal of support from local law enforcement partners and advisory committee members. Per EMSI, there are approximately 85 annual openings in this occupation in Gateway's district, and local employers have voiced a significant need to fill several positions within their organizations. This certificate will not only be available to Gateway students in first year of the Criminal Justice Studies AAS degree but will also be targeted to high school students who are interested in entering the criminal justice career field and choose to use this credential as an access point on the pathway.

#### **Employee Learning**

One way Employee Learning supports professional development is through funding for professional conferences. In 2018, Employee Learning funded registration and travel for 26 faculty and staff to attend 21 conferences. We were even able to assist one faculty member present at an international conference in Buenos Aires, Argentina. Upon return, staff share their experiences with their peers in department meetings and in <u>writing</u> so that more people at the college can benefit from their experience.

# **Organizational Excellence**

#### **Concur Travel and Expense Report System**

In May 2016, OE began facilitating the combined Timely General Ledger and Travel and Expense Reporting projects. The project goals were to reduce the amount of time to post funds to the general ledger in order to better control budget dollars and to lessen the amount of paper and manual work that supported these activities.

During the solutioning phase of the project the team decided the use of an automated tool would solve both problems. Through the RFP process, the team selected the SAP Concur Travel and Expense Online tool to handle all P-Card, personal mileage, and travel expenses. Concur was rolled out college wide on March 1, 2108.

Concur has delivered a mostly paperless travel and expense solution that allows for online expense report submissions that encumber dollars to the budget center faster and saves time, effort and materials.

#### LOE Processes

In January 2018, the Human Resources Director approached OE about a LOE (letter of employment) project. One LOE project quickly became three. The project goals were to develop a current and future state of the LOE routing process in order to streamline the process resulting in employees paid timely. Create a streamlined approach to adjunct faculty onboarding and retention providing a single, consistent process and resource. Create a process where adjunct faculty stay within the ACA hours of work rules. Create a process that will auto generate a LOE email to casual employees saving time and effort for employees manually generating the email.

As of August 1, 2018, all project goals were met and implemented. Two new reports were created to manage the ACA hours, and 24 month adjunct faculty review. The LOE routing was changed and removed two and three steps from each process stream. The removal of these process steps free up employee time and ensure timely payment of employes. Lastly, the auto-generated email saves time from manually creating it and provides a consistent process.

#### **Targets of Excellence**

OE worked with directors and managers of all administrative units to select Targets of Excellence (TOEs)/performance measures for the 2019 fiscal year. At the end of the fiscal year, the units will review the target results, establish targets for the next year, and identify an improvement opportunity they would like to undertake.

As of July 1, 2018, seven administrative units comprising 39 sub units, submitted 88 targets to track. OE is compiling the data for all targets and will work with each unit on the results, new targets and selecting an improvement project. The goal of this project is to help find ways of using resources more effectively while assisting administrative units establish key performance indicators.

#### LEARNING INNOVATION

#### **Distance Learning**

Since moving our Blackboard learning management system to the SaaS (Software as a Service) model, we have conducted numerous upgrades to the system with zero downtime. An upcoming upgrade in December is also expected to result in zero downtime for users.

LID staff are collaborating with Meg Hunter on our roll-out of Panopto's video production system. This system integrates into Blackboard and provides a simple way for instructors to add engaging and relevant content to their digital content sites. Meg is facilitating a user group to promote the uses of this tool. Initial reporting shows that in its first two months, 254 hours of video were recorded on the system with over 2000 views of that content.

#### **Information Systems**

The implementation of Ellucian Elevate is in progress.

The implementation the Infosilem Enterprise product to replace EMS, our current room scheduling product, is nearing roll out.

The implementation of a new reporting system to replace the Colon Prompt is in progress.

The investigation of options to compensate for the eventual phasing out of Web Advisor in favor of Self Service is in progress.

The 2.21 and 1.21 versions of Self Service and the WebAPI respectively have been made live.

Several changes were made to nightly processes to better support integration with Advise.

#### **Technology Operations**

The Tech Ops staff and all of LID are giving their best wishes to Dave Dosemagen as he retires (one last time!) from Gateway. For nearly the last 15 years, Dave has contributed to Gateway's technology success as a casual employee after having retired from Gateway as a former instructor, individual contributor, and administrator. And if that's not enough, Dave is also a Gateway graduate! We are grateful to have had the opportunity to work with Dave and appreciate all that he's done for us and for Gateway. Dave will be missed!

The Infrastructure Team is putting the finishing touches on Racine 2nd Floor remodel project. The new network closet, classrooms, meeting rooms, and offices are nearly ready for occupancy! The team did an outstanding job implementing our new multimedia standard.

The Information Security Team has been busy drafting a new Data Security policy which was recently submitted to the ELC for approval. Additionally, the team has begun meeting with departments to review their use of secure data and PII (personally identifiable information) to ensure it is being adequately protected. These meetings will be ongoing as we continue to apply new tools and methods to protect the College's data.

#### **User Experience**

Work on documentation has continued. We had the opportunity to have some of our documents translated into Spanish. Documentation has also been updated to reflect visual changes with some applications and services.

Campus technicians are finishing the conversion of anti-virus applications on our computers. We have until December 21st to complete this task, which is the date that the current product will not receive updates anymore.

Equipment has been relocated for the Racine Building 2nd Floor remodel. Techs have been installing the equipment as it has become available.

UX has been working with the Kenosha campus preparing for the Academic 2nd Floor remodel that will begin this spring.

# STUDENT SERVICES & ENROLLMENT MANAGEMENT

# College Access

The month of November has been filled with events, tours and happy students. The New Student Specialist team held two Explore Gateway events. First one was held at our Burlington/Hero Center and the second one was at our Kenosha Campus. The two Explore Gateway events presented to over 400 eager students the variety of programs that are offered here and toured our beautiful campuses. The Admissions team are diligently processing all documents to ensure quick program acceptance. Our Dual Credit Team were hosts to all of the District High School Counselors at a Lunch and Learn where they learned about All Things Dual Credit. This event was held at Elkhorn, Kenosha, and Racine Campus. Lastly, if you want to learn more about our Dual Credit opportunities please visit our page on the Gateway Website: https://www.gtc.edu/admissions/audience/high-school-students/earn-college-credit-high-school

# Academic Advising

We are excited to announce several self service upgrades such as the click, and drag feature for academic plans, there is now a graduation applied button that confirms if a student applied for graduation, along with nicer/cleaner version of students schedules. The advisors are working through three measurements to demonstrate 1) initial contact with new advisees; 2) academic plan creation; 3) retention.

#### Career & Employment Services

CES hosted the Engineering & Manufacturing Career Fair at the SC Johnson iMET Center on November 6 th.

#### **Express Services**

Express Services has been assisting students this month with navigating the new Gateway website and My Gateway student portal. Students can now, with only one log-in, access all of their Gateway accounts and information, including email, Blackboard, Webadvisor/Self-service & announcements. The Student Services Centers are decked out with festive seasonal decor offering students a warm and

welcoming place to drop in for questions or assistance in preparing for the spring semester.

# LEARNING SUCCESS

#### Veteran Support

November has been a very busy month for the Veterans Support Services team. The team was challenge to take the Veteran Week and make it a Veteran month. To accomplish this task Veteran Support staff & committee conducted 8 events district-wide. This year Gateway held the 4th annual Veterans Honors on November 6th with close to 100 students, staff and veteran community members in attendance. Veteran Honors received rave reviews for the ROTC performance, alumni speaker and veteran fellowship.

Other events for Veteran Month include: Veterans on Campus Training, Military Movies, My Story (a Gateway veteran story on each campus), Red Shirt Day (our Gateway Supports Veterans shirt), Ribbon-Cutting for the new Vet Lounge in Kenosha, Veteran Cut-A-Thon, and the Annual landstuhl Hospital Care Project & collection.

Also, this month Veteran Support Specialist Edwardo Vargas and Robert Swanson attended the Veterans Services State Called meeting in Lacrosse, WI on Nov. 28. The agenda covered changes with the WDVA, WTCS updates, and Apprenticeship Opportunities for veterans. See pictures of the numerous Veteran Month activities.







#### KOGNITO VETERANS ON CAMPUS TRAINING Tuesday, November 27 · 1:00 - 2:00 p.m.

Kenosha Campus - Academic Bldg., Room A228 Wednesday, November 28 - 1:00 - 2:00 p.m.

Elkhorn Campus - North Bldg., Room S241

Thursday, November 29 · 1:00 - 2:00 p.m.

Racine Campus - Technical Bldg., Room 302 Kognito Veterans on Campus training will raise your awareness about the experiences of veterans and how you can become an ally for veterans on campus.

#### VETERANS HONORS EVENT

Tuesday, November 6 · 4:00 p.m. – 6:00 p.m. Kenosha Campus - Atrium

The Veterans Honors event recognizes the achievements and service of Gateway's veteran students as well as those organizations that support area service members.

#### MILITARY MOVIE SCREENING | MY STORY Thursday, November 8 · 11: 00 a.m. -1:00 p.m.

Kenosha Campus - Academic Bldg., A130 - Hacksaw Ridge Elkhorn Campus - North Bldg., N215 - Unbroken Racine Campus - MRC - L006 - 15:17 to Paris Veterans share their personal experiences after movie screening.

#### RED SHIRT DAY | VET LOUNGE RIBBON-CUTTING

Monday, November 12 · 11: 00 a.m. Kenosha Campus - Veterans Lounge

Wear your Red Shirt to show your support for Veterans.

#### VETERAN CUT-A-THON

Wednesday, November 14 · 10:00 a.m. - 5:00 p.m. Kenosha Campus - Academic Bldg., Barbering Studio

Free hair cuts. Donations accepted to support Gateway's Student Veterans of America club.

#### Equal Opportunity Employer and Educator

Empleador y educador que ofrece igualdad de oportunidades

#### ANNUAL LANDSTUHL HOSPITAL CARE PROJECT & COLLECTION

Donate November 19 - December 7 to support injured military service members. Donations accepted in Student Services.

Requested items include protein snacks, jerky, tuna and chicken foil packs, pepperoni sticks, protein bars, single serving nuts. No cans please. Cash donations will be used towards shipping costs.

JOIN THE DISCUSSION. BROADEN YOUR KNOWLEDGE, SHARE YOUR PERSPECTIVE AND UNIQUE INSIGHTS AT GATEWAY'S DIVERSITY 365 VETERANS WEEK EVENTS ON CAMPUS.

Sign language interpreter available upon request. Contact Lisa Sadowski at sadowskil@gtc.edu.

Presented by Gateway's Veterans Support Services program and the Diversity 365 Committee.

> Questions? Contact Robert Swanson at swansonr@gtc.edu.

> > GATEWAY

# Diversity 365 Gateway Technical College



# **Testing Services**

Testing Services, in partnership with the World Language Department and the Registrar's Office, have updated the Spanish Placement exam process! Now students are approved for testing via an easy, automated system. When students arrive for testing, they no longer have to fill in the bubble on a scantron sheet; they

are greeted with a easy to navigate, computer-based software program. Students also receive their scores in record time! Once the exam is completed, students will receive an email with their score, placement information, links to register for their class as well as contact information if they have any remaining questions - all with 24-48 hours of completing their exam!

The Spanish Placement exam allows students to showcase their current language knowledge and places them into the right Spanish course for their skill level. Students can place into Spanish level I, II, III or IV. By earning a B or better in the course they placed into, students may be awarded proficiency credit for the lower level courses. With this option, students can accelerate the time it takes to complete their Certificate saving time and money!

# **Disability Support Services**

The Disability Support Services, Deaf/Hard of Hearing Department hosted its firstever, Hear a Better World Event on October 16th on the Kenosha Campus. This three-hour interactive event welcomed over 100 students, staff, faculty, and community members. It was an opportunity to learn about hearing loss and hearing protection.

Participants experienced first hand what it sounds like to wear a hearing aid, as well as using the assistive technology we offer at Gateway. Audiologists were on hand to give hearing tests, while Society's Assets was able to educate guests on the services and equipment they offer for home use. Comments were made such as, "Now I understand what my Dad is going through with his hearing loss." Or, "I am in the nursing program and this information is going to help me working with patients." It was a great event that we hope created an understanding of how important it is to protect your hearing, as well as what it is like to live with hearing loss.

# **BUSINESS & WORKFORCE SOLUTIONS**

# Fab Lab

To kick off Gateway's partnership with Dr John Bryant Community Center, November 8th, Fab Lab Club sponsored an event establishing Maker Music Clubs in schools and on November 9th sponsored a Guitar Workshop at iMET.





Gateway's Apprenticeship Department held its Apprenticeship Open House event on November 15th, in celebration of National Apprenticeship Week 2018. The Fab Lab was open and visitors got to experience virtual welding and also see how digital fabrication is changing manufacturing.





Mike Summers helped with an RC Workshop with Bridgehomeschool Group. He is also teaching the mechanical maintenance parts of RC and the class has taken the "Intro to Fab Lab" Training. For two semesters now he has made a lab assignment part of his Building Construction and Fabrication class!

The Lab also provided Kids Lab training for Salem Middle School, where instructors learn different ways they can apply the concepts of STEM to their teaching.



# Apprenticeship

November 15th, Gateway hosted an Apprenticeship Open House in partnership with the Wisconsin Bureau of Apprenticeship Standards, First Choice Pre-Apprenticeship Program and WRTP-BIGSTEP in celebration of National Apprenticeship Week 2018.





With the goal of fostering partnerships, making connections and spreading the word about Youth Apprenticeship, Pre-Apprenticeship and Registered Apprenticeship as well as the resources available for these programs, the event included 12 breakout sessions and 22 employer/resource booths.



Attendees were provided the opportunity to participate in hands-on activities in Barber/Cosmetology, Construction Electrical and the Virtual Welder.



Our very own FabLab and Tarnowski Hall were were great additions to the Open House, allowing participants to see what Gateway has to offer our apprenticeship students.



Food was sponsored by Johnsonville and Walworth County Economic Development Alliance, altogether serving approximately 140 attendees, including high school students from Shoreland, Waterford, Burlington, Central, Kenosha & Racine!



BWS Department employees: Matt Janisin, Dr. Stacia Thompson, Kotelia Scott and Randy Reusser attended the RAMAC Business Awards Dinner on November 8th. The following were honored that evening: Business Person of the Year, Manufacturer of the Year, Retail/Service Business of the Year, Family-Friendly Workplace of the Year, and Young Professional of the Year for Racine County. RAMAC has reached their 2018 goal of 500 members.

November 28, Stacia Thompson successfully defended her doctoral dissertation. Her study was Charting Uncharted Territory: Characteristics of Successful GED Attainment. The data set included Gateway student demographic data – race/ethnicity, gender, highest grade completed, and employment status – all completed TABE test scores, structured GED course hours, GED lab preparation hours, and GED attainment. The original data set obtained from the college included



entries representing the 1,216 students who were enrolled in either the structured GED course or participated in the GED laboratory during the abovereferenced enrollment dates.On hand was lead **GED** instructor Craig Schaumbow, and her findings will also be presented to the ABE/GED department to help support furthering successful GED attainment for students in the GTC district.



November 15th, Stacia Thompson was a panelist for the Racine and Kenosha chapter for the Society of Human Resources Management's Outside of the Box

Recruitment Panel Discussion. The discussion was centered around connecting job seekers with employers. Attendees wanted to understand how we obtain our clients, what resources are provided to them, how employers can connect with them and what, if any, additional resources are needed. Each panelist had 5-7 minutes to discuss the services their organization provides and what additional resources are needed. Following the panel discussion, there was a roundtable discussion about the information provided and determine potential solutions or what human resources professionals can do to assist. This panel took place in front of 30-40 local human resources professionals who are interested in hearing how to get their open positions in front of our students.