

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Regular Meeting

September 17, 2015

The Gateway Technical College District Board met on Thursday, September 17, 2015 at the Kenosha Campus – Academic Building, Room S100A, 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	Excused
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 20 citizens/reporters.

**III. Approval of Agenda**

- A. It was moved by R. Zacharias, seconded by P. Zenner-Richards and carried to approve the agenda.

**IV. Approval of Minutes**

- A. It was moved by R. Frederick, seconded by R. Bhatia and carried to approve the minutes of the August 20, 2015 Regular Meeting.

**V. Citizen Comments**

- A. There were no citizen comments.

Susan Greenfield arrived at 8:10 am.

**VI. Committee of the Whole**

A. Board of Trustees Group Photo

- The Board of Trustees meet with Greg Lebrick who took their group photo to be used for display and informational purposes for Gateway Technical College.

B. Strengths and Team Building

- Zina Haywood and John Thibodeau discovered the benefits of knowing strengths with the Board of Trustees. The Trustees completed the strengths assessment prior to the September Board meeting. Zina prepared activities for the Trustees to learn about their strengths and explained how this will help to work together as a team.
- Learning strengths allows a team to discover what they do well, learn where they have unique strength contributions, where are the gaps, what they might not do as well, and what they should celebrate.

- Truths in strengths: as you grow you become more aware of who you already are; you are going to grow and develop the most in your areas of strength; what your team needs of you most of all is for you to bring your strengths deliberately.
- What strong teams have in common: conflict doesn't destroy strong teams because strong teams focus on results; strong teams prioritize what's best for the organization and then move forward; members of strong teams are as committed to their personal lives as they are to their work; strong teams embrace diversity.
- Strength based teams: productive teams have a variety of strengths represented and a balance of strengths and weaknesses; people need not be well rounded, but teams should be.

## **VII. Chairperson's Report**

### **A. End Statement Committee Report**

- Pamela Zenner-Richards reported that the Ad Policy Review Committee met for the first time, Scott Pierce was unable to attend. John Thibodeau put together materials and facilitated the meeting. The committee worked on the statement that comes before the Ends Statements. The Ad Hoc Committee will continue to meet opening up the meeting to all of Gateway Trustees. Notices for these meetings will be sent to the media.

### **B. Board Evaluation Summary & Dashboard**

- It was suggested to move the employment details back to the dashboard instead of the personnel report in the Board Booklet.

### **C. District Boards Association Report – Layla Merrifield**

- Bryan Albrecht introduced Layla Merrifield, Executive Director Wisconsin Technical College District Boards Association. Layla worked in the capital for 13 years in Madison, WI. Layla is very pleased to stay within the Technical College System. Layla briefed the Board of Trustees on the events and discussions going on in the capital.

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

### **A. Announcements –**

- Journey Members in Attendance: Christine Sanchez
- Bryan Albrecht recognized Lidia Hernandez Geezar on her hard work and dedication towards Hispanic education and announced that Lidia was recognized by The White House, Bright Spots in Education. Gateway is a leader and we are very proud to be in this position. Lidia is leading events on an off campus to help Hispanic youth and their parents by getting them involved in Gateway classes.

### **B. State Board Meeting**

- Bryan Albrecht announced that Gateway will be hosting the State Board Meeting in July 2017. At the past State Board Meeting three business partners spoke to the Board; Mike Reader from Precision Plus, Chuck Jester from Ocean Spray, and Dominic Cariello from Badger Meter.

### **C. Student Representative**

- Bryan Albrecht announced Zaida Hernandez. Zaida is the District and Kenosha Star Ambassador. Zaida shared her story with the Board of Trustees on what it means to her to be the Star Ambassador. Zaida has a degree in Cosmetology and is currently an engineering student. Zaida thanked her teacher, Pat Hoppe, for seeing something in her that she didn't see on her own. Pat Hoppe nominated Zaida to become a Star Ambassador. Gateway has helped Zaida to find confidence in herself and she is happy to share her story. Zaida said she will always be an ambassador for technical education.

## **IX. Operational Agenda**

### **A. Action Agenda**

#### **1. FY 2014-2015 Budget Revision #5**

The Administration is recommending approval to amend the fiscal year 2015 budget based on prior year results.

Following discussion it was moved by S. Pierce, seconded by P. Zenner-Richards and carried to approve FY 2014-2015 Budget Revision #5.

**Aye: 9**

**Nay: 0**

**Abstaining: 0**

**2. Resolution No. F-2015-2016C.2 – Resolution Awarding the Sale of \$500,000 General Obligation Promissory Notes, Series 2015-2016C**

The administration is recommending Board approval of a resolution awarding the sale of \$500,000 of General Obligation Promissory Notes, Series 2015-2016C for the public purpose of financing building remodeling and improvement projects.

Following discussion it was moved by R. Bhatia, seconded by W. Duncan and carried to approve Resolution No. F-2015-2016C.2 – Resolution Awarding the Sale of \$500,000 General Obligation Promissory Notes, Series 2015-2016C.

**Aye: 9**

**Nay: 0**

**Abstaining: 0**

**3. Resolution B-2015 C.1 & C.2 Law Enforcement Academy Renovations, Academic Building, Kenosha Campus**

Gateway Technical College is proposing to renovate 4,800 square feet of the Kenosha Campus Academic Building for the Law Enforcement Academy. The proposed renovation will accommodate growth, improve efficiencies, and enhance the student experience. The estimated cost to renovate the Kenosha Campus Academic Building Law Enforcement Academy is \$500,000.

**4. Resolution B-2015 D.1 & D.2 Shooting Range Expansion, Academic Building, Kenosha Campus**

Gateway Technical College is proposing to expand 13,400 square feet of the Kenosha Campus Academic Building for a Shooting Range. The proposed expansion will accommodate growth, improve efficiencies, and enhance the student experience. The estimated cost to expand the Kenosha Campus Academic Building Shooting Range is \$1,500,000.

Following discussion it was motion by R. Zacharias and seconded by R. Bhatia to combine Resolution B-2015 C.1 & C.2 Law Enforcement Academy Renovations, Academic Building, Kenosha Campus; and Resolution B-2015 D.1 & D.2 Shooting Range Expansion, Academic Building, Kenosha Campus. R. Zacharias motioned to approve the combined resolutions and B. Ormseth seconded the motion.

**B. Consent Agenda**

It was moved by R. Zacharias, seconded W. Duncan and carried that the following items in the consent agenda be approved:

**1. Finance**

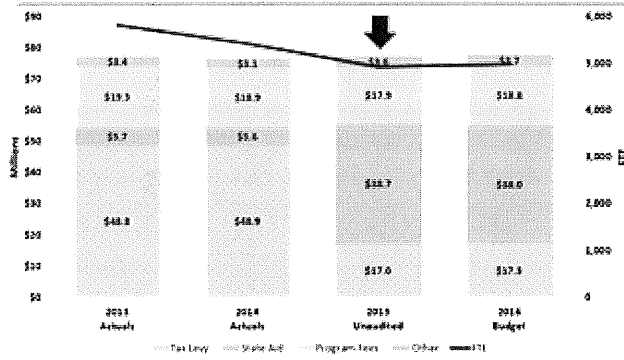
- a) **Financial Statement and Expenditures over \$2,500:** Approved the financial statement and expenditures as of August 31, 2015.
- b) **Cash and Investment Schedules:** Approved the monthly cash reconciliation, investment schedule and investment report.
2. **Personnel Report:** Approved the personnel report of eight (8) new hires; one (1) new hire 40 week position; one (1) limited term; three (3) promotions; one (1) retirement; one (1) resignation; no employment approvals-casual, non-instructional; and no employment approvals-adjunct faculty.
3. **Grants Awards:** No Grant Awards for Approval
4. **Contracts for Instructional Delivery:** Approved the contracts for instructional delivery report for August 2015
5. **Advisory Committee Activity Report:** Approved the advisory committee 2015-2016 meeting schedule and new members as of September 1, 2015
6. **Program Approvals:** Approved the following programs for submission to WTCS for consideration: Mold Maker Apprentice, Machinist Apprentice, Industrial Manufacturing Technician, and Maintenance Technician Apprentice.
7. **AACC Pathways Project Approval:** Approved the AACC Pathways Project
8. **Approval of BID:** Approved Bid Numbers 1484 and 1487

## X. Policy Governance Monitoring Reports

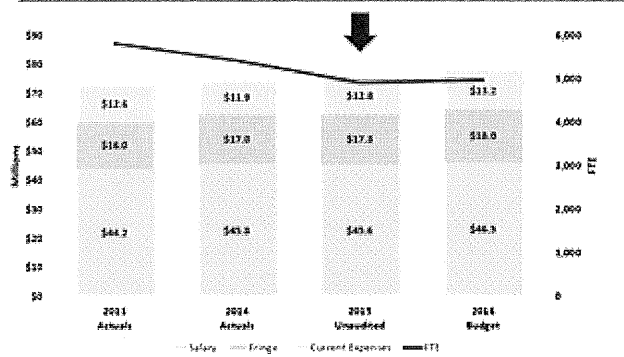
### A. Ends Statement Monitoring

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. *FY14-15 Preliminary Finance Results (unaudited) - B. Thomey*
  - 3.1 General Executive Constraint: "The President may not permit financial conditions which risk fiscal jeopardy or compromise Board Ends priorities."
  - 3.4 Budgeting/Forecasting: "Budgeting for any fiscal year or the remaining part of any fiscal year shall follow Board Ends priorities, control College financial risk and accurately reflect projections of income and expenses."
  - 3.5 Financial Condition: "The President shall administer the Board approved budget without material deviation and shall protect the College from financial risk."
  - Timeline: September – Auditors complete audit field work, October – Final statements are prepared and the CAFR is assembled, November – FY15 audited financial statements presented to the Gateway Board at the November 19th meeting, December – Financial statements submitted to the WTCS Board on or before December 31, 2015
  - \$1.6M Net Operating Revenue; total revenues exceeded expenses
  - Total revenues were below the budgeted revenue by \$1.7M
  - Overall expenses came in under budget by \$3.7M
  - Transferred \$150k Fund Balance to Capital Projects Fund
  - Transferred \$380k to OPEB
  - Net effect: \$1.1M net change to Designated for Operations

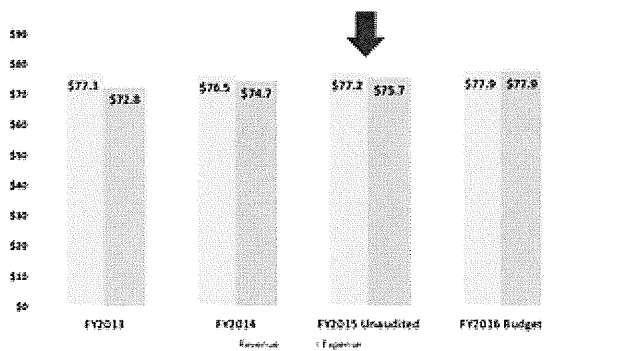
## General Fund Revenue Trend



## General Fund Expense Trend



## Year-End Financial Results Trend (Unaudited)



## FY15 Year-End Financial Results (Unaudited)

\* Numbers are shown in thousands

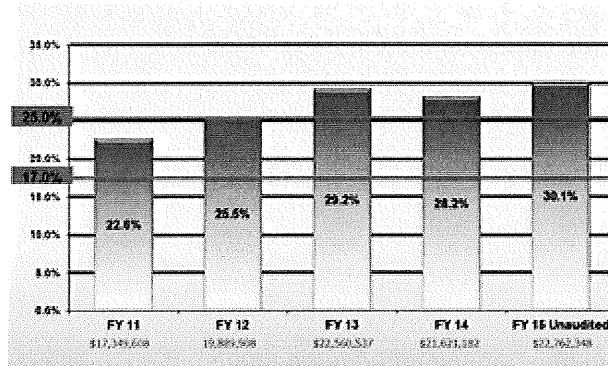
Revenues	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	Fav (Unfav)
Tax Levy	\$48,885	\$17,048	\$17,040	\$ (8)
State Aid	5,617	38,191	38,679	488
Student Tuition and Fees	18,916	19,885	17,925	(1,960)
Transcripted Credits	775	600	1,045	445
Contracted Revenue	1,374	2,300	1,604	(696)
Other Income	991	950	978	28
<b>Total Revenues</b>	<b>\$76,558</b>	<b>\$78,974</b>	<b>\$77,271</b>	<b>\$ (1,703)</b>

## FY15 Year-End Financial Results (Unaudited) (cont.)

\* Numbers are shown in thousands

Expenditures	FY 2014 Actual	FY 2015 Budget	FY 2015 Actual	Fav (Unfav)
Full Time Salary and Wages	\$38,584	\$40,347	\$38,450	\$1,897
Overtime Wages	149	192	126	66
Adjunct, Extended and Casual	7,047	6,024	7,033	(1,009)
<b>Total Salaries and Wages</b>	<b>45,780</b>	<b>46,562</b>	<b>45,609</b>	<b>953</b>
Employee Benefits	16,999	19,020	17,305	1,715
Other Expenses	11,911	13,863	12,762	1,101
<b>Total Expenditures</b>	<b>\$74,690</b>	<b>\$79,445</b>	<b>\$75,676</b>	<b>\$3,769</b>

## General Fund Reserves – Moody's Position



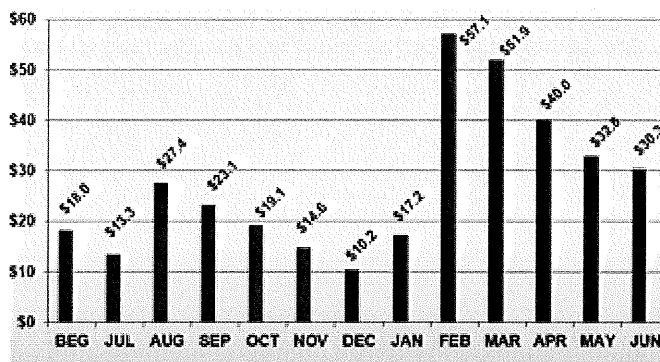
## General Fund Reserves

		Policy & FAM Guidelines
Designated for Operations	\$19,464,716	25% of Expenses
Designated for State Aids Fluctuations	588,300	10% of Budgeted State Aid
Designated for Subsequent Year*	1,826,882	
Designated for Subsequent Years	882,450	15% of Budgeted State Aid
<b>Total Fund Balance 06/30/15</b>	<b><u>\$22,762,348</u></b>	30% of Expenses

\* Increase of \$595,743 from FY14

## FY 2014-15 Actual Operating Cash Balances

\* Numbers are shown in millions



## FY 2014-15 Other Funds

- **Special Revenue Fund**
  - Revenue over expenses of \$505,311
  - Planned transfer out to Capital Fund of \$580K
    - Decrease fund balance by \$74,689
- **Capital Fund**
  - Planned transfer in from SRF of \$580k & General fund of \$150k
  - Requires a budget revision for the physical plant function
  - Decrease fund balance by \$624,603
- **Enterprise Fund**
  - Revenue over expenses of \$83,777
  - No budget issues noted in FY15

- FY 2015-16 Budget Drivers - WTCS State board approved 2% tuition increase Fall 2015 & Spring 2016:
  - Budget Impact: \$250K increase in tuition
  - Cost per credit: \$125.85 for summer, \$128.40 for Fall/Spring
  - Flat enrollment
  - Vacant Position savings budgeted at \$1.25M

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

**XI. Board Member Community Reports**

- Bill Duncan commented on the new Gateway Vet Tech facility saying it was a gorgeous space.
- Ram Bhatia commented that he attended the first evening of the State Board meeting and attended the Foundation Board meeting.

**XII. Next Meeting Date and Adjourn**

- A. Regular Meeting – Thursday, October 22, 2015, 8:00 am, Racine Campus
- B. At approximately 10:27 a.m. it was moved by R. Zacharias, seconded by P. Zenner-Richards and carried that the meeting was adjourned.

Submitted by,

  
Susan Greenfield  
Secretary