



## **PRESIDENT'S REPORT**

*September 19, 2013*

### **GATEWAY AS LEADER**

The Financial Aid office has streamlined a number of procedures that has enabled more efficient and faster processing of Financial Aid applicant files. The average "turn-around time" for documents submitted by students is 3 calendar days. For students who apply for Financial Aid and are not required to submit any additional documents, the "turn-around time" from when receipt of the application to having a financial aid award in place is 3 business days. We can directly relate these efficiencies to use of electronic forms and student e-mail.

### **ENROLLMENT**

Fall enrollment is currently at a decrease of -4.4% up from -13.2% in August. Proving our additional fall outreach and enrollment initiatives have been successful. Current year enrollment, including the Summer and Fall terms, is down 2.6% compared to the same time last year; an increase of 4.8% since August.

### **FINANCE AND ADMINISTRATION**

External auditors will be on the Kenosha Campus conducting the college's annual audit September 9 - 13, 2013.

FY 2014 capital equipment requests are emerging through the capital requisition process on a daily basis. ImageNow software is used for this process in order to make sure all steps in the approval of these requisitions are followed.

The third round of interviews for the Director of Budget / Internal Audit position was recently conducted. Human Resources is working on the finalization of an offer to an interviewee

Business Office staff members have participated in Ellucian Business Process Re-Engineering discussions. This two-day discussion will help the college's information systems' staff map our current processes related to third party billing.

Bane Thomey attended the Wisconsin Performance Counts Summit in Madison on August 14, 2013. From a budgetary/financial perspective, Bane attended a breakout session on placement rate as well as a session on collaboration.

Bane Thomey recently attended the statewide Administrative Services Committee quarterly meeting. Discussions on the agenda included OPEB, WTCS office report and budget update, purchasing consortium report as well as roundtable discussion.

Several Business Office staff participated in the Emergency Response Plan drill held in late August as team leaders for Logistics and Financing. The drill is held on an annual basis and provides real experience for new and returning teams.

## **WORKFORCE AND ECONOMIC DEVELOPMENT DIVISION**

### **Workforce Development**

WEDD Instructor, Randy Reusser, taught three Belden classes in August, two IBDN726 Copper classes and one IBDN746 Fiber class. Two classes were for Belden customers and one was for Carthage College. In these classes 16 people earned their IBDN726 copper certification and 9 people earned their IBDN746 Fiber certification. He also taught a BICSI ITS TE350 Technician class, the highest level telecommunication class. All students passed the “Hands-on” test and four students passed the written test and earned their BICSI TE350 Technician certification.

Randy is teaching an Electronics class for the Machine Repair Bootcamp. In August all students passed the Snap-On certification tests and earned the following: Electrical Safety and Hand Tool Safety certifications.

Two new Bootcamps started at the iMET Center on Tuesday September 3, 2013 - CNC Bootcamp XVII, and Welding/Fabrication III. There are currently four Bootcamps running at iMET; the Youth CNC and the Industrial Machine Repair (IMR) camps will continue through the fall.

In partnership with the Health Profession Opportunity Grant (HPOG) staff, WEDD has partnered with the SC Johnson-funded Gateway to Careers programming. Starting November 11, 2013 a Certified Nursing Assistant ELL/ABE I-Best program will be starting in Racine. This effort includes the cooperation of WEDD, Gateway’s Developmental Education and Health Divisions. Information sessions will be held in Racine on Friday September 20th, and Wednesdays September 25th for placement. <https://www.gtc.edu/wedd/cna-specialized-abe-ell-program>

If you have questions regarding the Machine Repair, Welding/Fabrication Bootcamps or specialized CNA programming, contact Robin Hoke [hoker@gtc.edu](mailto:hoker@gtc.edu) . If you have any questions regarding the CNC Bootcamps contact Rick Lofy [lofyr@gtc.edu](mailto:lofyr@gtc.edu).

Gateway’s Manufacturing Expo at the SC Johnson iMET Center is being planned collaboratively by Gateway Technical College, KABA, Kenosha Area Chamber of Commerce, Kenosha County Job Center, RAMAC, RCEDC and Racine County Workforce Development Center for Manufacturing Month in October. The Manufacturing Expo is a field trip opportunity that will expose students, parent chaperones, and educators to today’s manufacturing careers and create awareness of local opportunities at world-class companies. Rudy the Red Hawk will be at the events. Middle School Tours will be held on Tuesday, October 29th between 8:00 a.m. and 12:00 p.m. High School Tours will be held on Wednesday, October 30th between 8:00 a.m. and 12:00 p.m.

As part of an initiative funded by the Wisconsin Covenant Foundation, Gateway has developed a curriculum to meet the needs of local diesel aviation manufacturer, Delta Hawk. Information sessions were held in July, participants applied and were assessed, and 16 students will begin classes at the Horizon Center starting on September 16th. The two-semester program will conclude in May 2014. The next class will begin in late May 2014. For more information on this grant-funded program please contact Debbie Davidson at [davidsond@gtc.edu](mailto:davidsond@gtc.edu).

Adult Computer Classes at Kenosha Boys and Girls Club - WEDD has sponsored adult computer classes for over a year but since spring of 2013 have increased our marketing and offerings in the computer lab provided by Gateway to include computer basics in the early afternoon and evenings. The target participants are parents of kids in the club as well as senior citizens. Content includes digital media, using the Internet, social networking, software programs and job hunting tools. The classes are very low cost and supplemental funding to cover the cost of the instructor time is covered by a grant. Attendance is steadily growing through positive word of mouth.

### **Economic Development**

Therese Fellner facilitated a full day board retreat using GrowthWheel for Absolutely Waterford, the Main Street Program that promotes the revitalization of the Heritage District and economic growth for the Village of Waterford. Absolutely Waterford received a \$3000 scholarship through WEDD's program income fund from the EDA grant to underwrite the facilitation services and board development.

Therese Fellner is co-leading a statewide initiative with UW Extension, Entrepreneurship and Economic Development, on the roll-out of GrowthWheel in collaboration with the UW Small Business Development Centers, Wisconsin Business Incubation Association, and select technical colleges (SWTC, NWTC, and CVTC). Regional meetings are taking place and a summary report on collaborative strategies will be available Fall 2013.

Fox Valley Technical College staff visited Gateway's Fab Lab at the iMET Center and we are assisting with activities to support their National Science Foundation (NSF) project. Titled Digital Fabrication Learning Community it includes design, rapid prototyping and 3D printing, creating a community of learners who can access a portfolio of projects for students of all ages.

Dr. Annette Parker, President of South Central Community College in Minnesota, and members of her leadership team visited Gateway during the NC3 conference in mid-July and were impressed enough to come back for a second visit. In mid-August she brought over 60 individuals from the college and local community for a two-day Gateway tour. South Central faculty, staff, students, local business owners, and members of the media came to see the SC Johnson iMET Center, Horizon Center, and Snap-on Corporate while learning how industry partnerships have empowered Gateway to provide a world class opportunity for our students and local employers. What they saw and learned was outlined in their local paper, Faribault Daily News, in an article entitled "Faribault business leaders learn about what makes advanced technology centers work: the partnerships" and it can be found at:  
[http://www.southernminn.com/faribault\\_daily\\_news/news/article\\_95a13e81-f71e-5358-873d-31a9e3f60381.html](http://www.southernminn.com/faribault_daily_news/news/article_95a13e81-f71e-5358-873d-31a9e3f60381.html)

WEDD staff hosted a visit from HernanLuis y Prado, President of Workshops for Warriors, a non-profit organization that has developed curriculum to train veterans for manufacturing careers. Through a Snap-in connection we identified the similarity in Bootcamp curriculum and are working towards a possible partnership and designation of Gateway's iMET Center as a Workshop for Warriors center.

Check out WEDD's monthly e-newsletter <http://eepurl.com/DxXt9> for a story on A&E Tools, an Entrepreneurial Case Study, Microsoft Workshops, Innovation Sessions, APICS classes, Lean Six Sigma and more. Be sure to sign up to receive the e-newsletter.

## **ACADEMIC AND CAMPUS AFFAIRS**

### **Provost's Office**

Cyndeane Jennings, formerly the Associate Dean of Academic Operations, began her new duties as Dean of Developmental Education on August 1, 2013.

Teresa LaMacchia, formally Testing Manager, became the new Associate Dean of Academic Operations on September 9, 2013.

With the retirement of 25 year employee Dennis Sherwood, on an interim basis Ray Koukari, Dean of Business and IT (BIT) and Racine Campus Affairs, will serve as Dean for Manufacturing, Engineering and Transportation (MET). Ray will also serve as the college's security officer on an interim basis. Gary Flynn, Library Manager, will also serve as the Kenosha Dean of Campus Affairs on an interim basis.

### **Academic Operations**

Approximately 187 adjunct instructors attended the August 24 Adjunct In-Service. The Online LOE process for instructional assignments was implemented August 26. A Q & A webinar will be set up for the associates and IS by the end of September.

The spring 2014 textbook orders and materials will be entered at the end of October. Follett bookstore has teamed up with the Business and Marketing programs for this fall to use the space of Gateway Gifts. They will be providing paid internships for the Marketing program students.

The Evening Academic Aides assisted Student Services during the Continuing Student Registration Days and Open Houses. Francisco Navarro, the Racine Academic Aide will now be housed in the Racine LSC. This will provide better access to him by the faculty, staff, and students.

### **Business and Information Technology**

In August, the Business Professionals of America Club (BPA) in Elkhorn coordinated a school supply drive for Lakeland School in Walworth County.

The Business department hosted a Youth Personal Finance Camp that 52 students attended. Kelly Infusino and Sara Skowronski co-taught half-day classes to seventh and eighth graders for two weeks. The students earned prize bucks for participation and getting the correct answers to financial questions. The pre and post test results showed how much learning went on during this two-week camp. Here are the results:

- 41 students took the pre-test with an average score of 8.5 out of 15, or 57%
- 35 students took the post-test with an average score of 12.0 out of 15, or 80%
- An overall improvement of 23%.

An Accounting student reported to Jef Halverson the following:

“Although not relevant to this assignment, I feel that my interview went very well, yesterday. I was there for nearly two hours, ultimately took a psych test, and gave them pertinent information for a background check. The HR manager even said she wishes she could hire me on the spot, but there were several other interviews already scheduled. I will hear back next week. I did send a thank-you email.

Thanks for your advice, and thanks to Gateway for a wonderful trip! Never in a million years did I think I'd be back in school, but you guys have made a great journey! All of my instructors have been A++!”

### **Developmental Education**

During the summer, there were four graduates for HSED, and 47 graduates for GED. The Summer ABE/ELL Immersion Program was successful for the Kenosha Campus, and the program may be piloted for the Racine and Elkhorn Campuses for fall. The ELL Program will pilot the Dyn Ed and Burlington English programs as part of the WTCS initiatives for ELL. Training for both programs will take place in Milwaukee. During Professional Days Week, the ELL Faculty participated in Ventures Training. Ventures is the publication used by the ELL program. The software list for Dev Ed has been updated with the help of IT/IS. The LSC Open Houses were on September 3 & 4 for the Racine and Elkhorn campuses.

### **General Studies**

Kathy Nordhaus, the new Dean of General Studies (formerly Communications Department Chair), will be moving to the Racine Campus. Lisa Kusko is the new Communications Department Chair. She is on the Kenosha Campus.

The Communications Department is introducing two new courses this semester. One course, Games & Culture, is offered as an elective. It's an introduction to the study of video games, video game culture, and the relationship of each within broader contemporary social, media, and cultural practices. Jay Johnson, the course instructor, is looking for opportunities to build enrollment in the course by reaching out to high school students along with our existing student body. The second course is the first of what we hope will be several variations of our existing English Composition course, which all degree-seeking students take. These “themed” sections meet all the requirements of the state curriculum while focusing on topics students may find of interest. The focus of the first section is sustainability. The department is exploring topics for future offerings. The department is also beginning to explore various possibilities to use a blended course format to “fast-track” students through courses, which might help increase retention. (See below for more information on the first of the “fast-track” sections under development.) The department is also beginning to organize a student literary magazine, which we hope to debut before Fall 2014. This magazine will be separate from a new elective course offering for Spring 2014, Creative Writing.

Textbook cost has become a great concern for both students and instructors. Addressing this challenge, Al Gomez, Math Chair, has adopted a free textbook for General Physics 1. The text is backed by the Bill and Melinda Gates Foundation, among others. It is available in a PDF form,

live on the web, or as an ePUB for the iPad and other devices. It's available to view at <http://openstaxcollege.org/textbooks/college-physics>

The Science Department has offered a new course, Nutrition Science, for Fall 2013 on the Elkhorn campus. The course has been well received and will be taught by Tiffany Garrison. Three new courses will be offered in Spring 2014. They include Animal Biology, which will be offered in Racine, Science of Technology, which will be offered in Kenosha, and an Environmental Chemistry course, being developed by Chair Don Zakutansky and Instructor Scott Stieg to meet the specific needs of our Clean Water and Sustainability Programs. One faculty member, Richard McLaughlin, has recently published research articles on two endangered species, the Timber Rattlesnake of the Upper Midwest United States and the Finless Porpoise of China. Both of these projects involved Microbiology students extracting DNA from the gut of these organisms to identify previously undiscovered microbes. Finally, Mike DuPrey, a chemist from the Elkhorn campus, is working with faculty from UW-Milwaukee on a grant to train chemistry teachers for the state of Wisconsin. The grant would allow students to complete 1-2 years of General Education requirements at Gateway then transfer to UWM to complete a dual-degree in Education and Chemistry.

Instructors Suzanne Sublette and Karen Solliday, Communications, are developing "fast track" Sociology and English Composition courses. Both sections would be blended, and students would be required to co-enroll. Through this option, students would be able to finish both courses, which would be integrated and, to an extent, team taught, in one semester. (For example, both courses might be offered T/TH at 10:15 a.m. Students might have English Composition on Tuesday and Sociology on Thursday; when the courses aren't meeting in class, they would meet online.) Students are eager to complete their General Studies courses quickly so that they may move into program courses. Departments in General Studies are exploring ways to help them do that.

Finally, Kyle Kendall, our first full-time World Languages instructor, is revamping our Spanish offerings to make them more rigorous and more likely to transfer to four-year colleges. He's coordinating and informally mentoring all adjunct language faculty (including Xin Hill, a Chinese instructor who teaches in the VANguard program), and he is creating common activities and assessment in Spanish to maintain quality and consistency. His efforts are paying off, as Spanish 2 has strong enrollment for the fall. We plan to offer Spanish 3 for the first time in the spring.

### **Health Careers**

Orientation for nursing students entering the clinical portion of their training was kicked off early Tuesday morning, September 3. Dean Mike O'Donnell and Associate Dean Diane Skewes welcomed the group, who were subsequently addressed by a multitude of Gateway resource persons. Orientation for the Spring 2014 cohort will be October 11.

The PTA program will host training for clinical instructors (CIs) on Saturday, September 21. October is National PT Month. Dean Mike O'Donnell will serve as part of a CAPTE review team for the Chesapeake Area Consortium October 12-17 in Arnold, MD.

Associate Dean Ja'Tawn Pinson and Dean O'Donnell met with the leadership of the Racine Community Health Center on August 21 to discuss the possibility of locating the new Ophthalmologic Technician program at the Center. We are developing a formal clinical affiliation and will pursue ideas once the document is finalized and executed.

National Surgical Technology Week is September 15-21, 2013.

Advisory Committee meetings have been scheduled or will meet in September and October:  
HPOP Advisory Committee met in Kenosha on September 18,  
Medical Assistant Advisory Committee will meet in Racine on October 2,  
CNA Advisory Committee will meet in Burlington on October 8, and  
ADN Advisory Committee will meet in Kenosha on October 10.

Gateway's Health Sciences programs will be involved with the state Bioscience Project Lead the Way (PLTW) initiative. The kick-off meeting is in Madison on September 27.

Mike and Diane, along with our Provost and other staff, met with representatives of UWM College of Nursing on September 4 to further discuss dual enrollment possibilities. Mike attended the new faculty reception in Racine on August 30. He attended the September 11 meeting of the board of the Milwaukee Area Health Education Center (MAHEC) and will attend the state AHEC board meeting in Madison on September 20. Mike ran in this year's Al's Run (8K) to benefit Children's Hospital and Health System on September 14.

### **MET**

The WTCS T&I Supervisory Meeting was held at Gateway with all district colleges participating in a 2-day training/meeting sessions at the iMET in Sturtevant this summer.

One exceptional summer automotive student will be starting his senior year at Tremper High School. The student, Steve Slana, plans to pursue an engineering degree once finished with high school. We're proud to say he's already taken the automotive classes with Gateway and completed successfully.

Automotive students experienced a unique field trip to the Road America Track Day hosted by GT Racing Tires. Our students saw a different aspect of their career field, lending from track operations and safety, to a driver's training course (classroom only). Participants came from all over the country and included successful businesses. There was much interaction between participants and students. Feedback from both students and participants was portrayed as very positive. We plan to continue to develop these relationships in the future.

Horizon Transportation Center again hosted the NC3 train-the-trainer. Four of our Gateway instructors earned a total of 20 certifications. Additionally, Gateway won the inaugural Dennis Unice Award for the most certifications awarded in the past year.

As part of an Occupational Competency Grant, auto instructor Ken Dotzler completed Emissions Inspector Training; he was the only trainer to do so. Ken worked 40 hours in one of the

Emission Program's Technical Assistance Centers, diagnosing and repairing 37 vehicles and performing 18 inspections. The experience and knowledge gained by Ken during this training will be utilized in our Engine Performance class, Evaporative Emissions, and WISETECH training courses (currently under development).

Gateway Engineering program instructors hosted PLTW training for Computer Integrated Manufacturing as coordinated through MSOE. They and the PLTW Master Teachers enjoyed our facilities for an entire week and are planning to hold next year's training here as well. Instructor Pat Hoppe led the event with assistance from MSOE professors and our divisional associate, Stacey Jenrette.

MET division is happy to announce that we have on the fall adjunct roster, the first past student, female adjunct to teach at our facilities. Ms. Candace Buggs completed our Gateway welding program successfully, has been out in the workforce welding and is now assisting us via teaching welding basics and fundamentals courses on the Racine Campus.

Horticulture instructors and students participated in the Gateway Garden Party. Instructors Kate Jerome and Courtney Pfad, along with students worked diligently preparing the farm and gardens for this event. Vegetables from the urban farm were used in the food served and provided fun table decorations which were also available for guests to take home. Kathy Estep, technical specialist, and Jane Edwards, adjunct instructor, prepared floral arrangements for tables using flowers from the gardens that students had planted and cared for on a regular basis.

Instructors Kate Jerome, Courtney Pfad, and Kate Field participated in the recent BAHCO Training and achieved NC3 certification.

Kate Field presented a discussion on Permaculture at the UW-Coop Extension Summer Field Days event at Boerner Botanic Gardens. She has also completed the 'Landscape For Life' sustainable landscape certification from the Sustainable Sites Initiative (SITES) and American Landscape Architects Association.

A new certificate has been approved and added to the horticulture program. The Permaculture Design Certificate is an internationally recognized certification which teaches people how to live more sustainably by growing their own food, using less fossil fuel, composting and reducing waste, capturing storm water runoff and using alternative building and heating methods. The certificate requires 72 hours of instruction which is covered in the Permaculture course.

Gateway is now a certified training site listed on the SITES website and can offer this 10 hour workshop for continuing education credit and/or for landscape professionals to become certified. Horticulture is offering an alternative schedule this month. Permaculture is offered as a 3 credit/blended course meeting once a month June through November. Enrollment is already filling up with 17 students.

Our Permaculture class visited Growing Power in Milwaukee and students planted a pear tree guild in the new campus orchard.

Instructors Kate Jerome and Kate Field acquired a large donation of perennials from DeVroomen Bulb Company that is being used in campus beds during class.

Kate Jerome serves on the Pleasant Prairie Community Development Authority, Hawthorn Hollow Friends Board (president), and Kemper Center Landscape Commission.



## **ELKHORN CAMPUS**

Congratulations and best wishes to Erin Brower, Student Finance Specialist, who recently accepted an advisor position at Blackhawk Technical College. Erin leaves Gateway with over 12 years of service and we will all miss her.

New student orientation on the Elkhorn campus took place the afternoon of August 27.

Discussions about South Building renovations and construction timetables continued throughout the summer and culminated in a meeting with the construction manager on August 30.

Dean of Campus Affairs Mike O'Donnell participated in the Kenosha Literacy Council's run/walk on August 3 and staffed the Elkhorn Chamber of Commerce booth one afternoon at the Walworth County Fair. On August 22, Mike met with the new superintendent of Elkhorn Area Public Schools (Jason) and the new principal of Elkhorn High School (Chris). Mike helped organize the campus kick-off for the United Way campaign on August 26 and Gateway Days on September 3-4. He also accompanied Dr. Albrecht to the Wisconsin State Fair on August 11 where he helped to accept an award for Gateway's exemplary service to our state's veterans. Mike is chairing the DAAB this academic year and presided over its first meeting of the year on August 30.

## **KENOSHA CAMPUS**

The roof of the Kenosha Campus Academic Building underwent resurfacing over a 6-7 week period; it was expected to be completed by September 6. The new roofing is expected to last 25 years.

Campus Events:

On September 3 and 4, Gateway Days were held to welcome students back to the campus.

USG sponsored a drive-in movie night on Friday, September 6th in the parking lot east of the Madrigrano Auditorium. It began with a 6:30 p.m. cookout, and two movies followed after sunset; "Cars" and "Fast and Furious 6".

## **RACINE CAMPUS**

The Racine campus-heating project is going as planned, both tunnels are under construction, and hopefully they will be closed up within a week. The Lake building roof is now completed and work is scheduled to begin on the Library section next.

The following activities were held in the Racine Campus Conference Center:

August 1	United Way of Racine County 2013 Employer Campaign Coordinator Training
August 5-16	Financial Literacy Workshops (middle school students)
August 8	Racine Campus Open House
August 13	RUSD Superintendent & Administrator's Meeting
August 13	Service Learning Annual Report & Breakfast
August 14	Monthly Facilities Project Status Meeting

August 21 WDC Division of Rehabilitation Tri-County Meeting  
August 21 Gateway Registration Days  
August 22 Gateway Leadership Training  
August 22 United Way/Gateway 'Back to School' Outreach Program  
August 28-30 New Faculty Orientation  
August 30 RUSD Early Childhood Program 'Early Learning Level'

### **INSTITUTIONAL EFFECTIVENESS**

The faculty's professional week (August 26-30) was a whirlwind of activity for the Institutional Effectiveness division. On Tuesday, we hosted over 70 faculty at workshops on curriculum, assessment of student learning, and program evaluation. A consultant from WIDS was on hand to introduce faculty to the new web-based curriculum software we will all be using. We also completed another successful Service Learning Course Design workshop for faculty as well as sections of Service: A Degree Above and Verbal Defense and Influence for Educators.

Our three-day New Faculty Institute launch pad was a great success. Eight new instructors worked together on team-building activities, learned essential information for starting their Gateway teaching careers successfully, and made connections to the people who will support their work.

The IE division also completed the annual Program Performance Report, which will be used by our deans and faculty to support improvements in their programs.

### **COMMUNITY AND GOVERNMENT RELATIONS**

We have been working with the state system on Assembly Bill 177. This bill was slated for a public hearing on August 29th but was cancelled. We believe it will be rescheduled sometime this month. AB177 would effectively eliminate technical college districts as a form of local government and recreate them as fully state-controlled colleges. This would be done via a referendum that would be placed on a spring 2014 statewide ballot. Gateway is working with our local businesses to write letters in support of the current system and to have individuals attend the public hearing, once it is rescheduled.

James Gray, the Center for Sustainable Living manager, accepted a full time position in Illinois so he is no longer with the college. We are in the process of reviewing the job description and reposting the position. The work at the CSL will continue. We are in the process of connecting with the schools and on the development of our 2nd annual High School Environmental Summit. There are still many projects on our campuses. We have been working with the campuses and architects in creating the Gateway Experience in the new Learning Success Center, the Breakwater Dining room and the demonstration kitchen.

With Bryan, we are participating in a Living Learning Lab webinar that will take place on September 10th. This is a national webinar hosted by SEED. We will be showcasing the many sustainable student projects and programs that we have on our campuses and discussing the importance of these projects as learning tools.

The Global Water Center grand opening in Milwaukee will be attended by individuals from Gateway. We are also participating in a press conference on the casino development and a roundtable discussion on immigration reform.

The marketing department is focusing its efforts in final preparation to roll out our “Rudy” mascot. A cutout of Rudy appeared at the Open Houses for photo opportunities. We held tryouts to serve as Rudy and the handler. The first costume arrived and we have scheduled appearances during Gateway Days. We are also working on the addition of a temporary floor decal along with switching out a couple of the lightpole banners on each campus to promote the Gateway Red Hawks.

We are pleased with the success of the Open Houses. Advertising and promotional mailings delivered strong crowds at each campus. Good registration and admission results from this event. On the Racine Campus we continue to work on signage and graphics at the Learning Success Center, Breakwater Restaurant and Multicultural Resource Center.

Other projects include the signing of media advertising contracts, producing this semester's Gateway Days informational piece for students, and working on the redesign of “Connect” student newspaper.

The Foundation has recruited five new individuals to serve on the Foundation Board, with the election at the Annual Meeting in September.

The Foundation staff has been at many events in the communities and meeting with potential donors to share the Foundation’s story.

We were hosts to the first Foundation summer garden party for donors and scholarship recipients. More than 50 donors, Gateway Board members, Gateway Foundation Board members, Gateway staff and scholarship recipients participated in the Foundation Garden Party. Fredrick and Joanie Brookhouse were recognized for starting an endowed scholarship for horticulture students.

The Student Scholarship application opened on August 27, 2013. Applications will be open until October 8.

Dollars raised to date: \$35,471.29.

## **HUMAN RESOURCES & FACILITIES**

Jacqueline Morris reports:

- **STAFFING:**

- o We have filled 36 positions since January 1, 2013.
- o We currently have 10 unfilled positions:
  - § Administrative (2)
  - § Faculty (0)
  - § Non-Faculty Professional (2)
  - § Technical (2)
  - § Clerical (4)
  - § Facilities (2)

- **CERTIFICATION:**

- o Mary Halberstadt is working with staff on certification documentation.
  - o The final audit information should be available by the end of September
- Mary processed over 350 letters of employment the week of 09/02/13.

John Frost reports:

- **UNION RELATIONS:**

- o GTEA – 2 active discussions
- o GESP – 4 active discussions

- o AFSCME – 1 active discussion
  - o Employee Issues:
    - § 3 Resignation / Terminations
    - § 3 Records of Consultation – preparation and delivery
    - § Investigations – 5 employee issues
    - § 6 Review and Opinion
  - HUMAN RESOURCES:
    - o 08/20/13 Presented numerous HR topics at the Deans’ Council
    - o Exit Interviews – 1 in-person Interviews, 3 written reviews processed
    - o HR on Campus Program:
      - § Next Round – September 10 & 12, 2013
    - PAYROLL:
      - o Web Time Entry Software – Reviewing TimeClock Plus software and application
      - o Push for Electronic Signatures continues. Process is in the hands of the IS Department.
      - o CWS withholding Issue – Identified 6/18/13. Resolution in process 6/25/13. 941-X Quarterly Tax Reports all filed, revised W-2 forms in process with mailing beginning week of 09/09/13
      - o Independent Contractor vs. Employee issues identified 8/1/13. Presentation was made at Leadership Training on 08/22/13.
  - TRANSITION:
    - o Leadership Training held on August 22, 2013. Next session is 09/18/13.
    - o Handbook reviews and final review is on 08/13/13.
- Bill Whyte reports:
- o We had some significant turnover of long-service employees with performance issues during the month including two custodians and two management employees. This was the culmination of substantial effort from the HR Team.
  - o I assumed the vice-chairperson position of the Leadership Kenosha Board.
  - o We continue to narrow our options for a potential site for the Public Safety training facility including shooting range, classrooms, and an EVOC track. We will have a recommendation for the Board’s October meeting.
  - o Riley Construction was selected as Construction Manager (CM) for the Kenosha Learning Success Center remodel and Student Services expansion. Camosy was selected as Construction Manager (CM) for the Elkhorn South Building remodel.
  - o We are evaluating the potential of leasing space across the street from the Kenosha Campus to temporarily house the employees displaced during the campus remodeling projects.
  - o The morning session of the October 16<sup>th</sup> all staff Employee Learning Day is being taped and scripted. *Soaring to Success* is the theme.
- Debbie Miller reports:
- BENEFITS:
    - o I continue to Chair the WTCS College Benefits Committee. Much of our current effort addresses PPACA compliance.
    - o I continue to participate in the WTCS Benefits Consortium project.

- o I continue to review PPACA compliance requirements. The upcoming ACA requirement is providing Market Exchange documents to all employees.
- o We are preparing for AFLAC and FSA 2014 open enrollments
- WELLNESS:
  - o We are working on the 2014 Wellness Plan. We have initiated the first wellness activity (Walktober) which addresses physical activity.
  - o We have added team members to our Wellness Committee from IT and the Kenosha Dean of Campus Affairs.
  - o Terry Strash is leading the Wellness Fair event at the Employee Learning Day.
- COMPLIANCE:
  - o We have received an OCR complaint alleging Title VI discrimination based on national origin. The student alleges a hostile environment by her program instructors. We continue to participate in mediation in an attempt to resolve the complaint.
  - o We are still awaiting a response from the Equal Rights Department regarding the terminated employee alleging disability discrimination.
  - o I met with a student complaining about not being hired as a computer lab monitor by the College. He inferred that it was because of his ethnicity. The reason he was not placed is because he had been suspended from the College previously for violating the computer usage policy.
  - o Dennis Sherwood and I conducted several training sessions on Workplace Violence and Title IX.
- OTHER:
  - o I continue to participate on the CARE Team.
  - o The Benefits Team conducted several employee pre-retirement sessions.