



## **PRESIDENT'S REPORT**

*January 16, 2014*

### **GATEWAY AS LEADER**

#### **Student Development**

Gateway Technical College held their second December commencement ceremony at Indian Trail High School in Kenosha on December 19, 2013. Kenosha physician AJ Capelli, of Aurora Medical Center, was the keynote speaker. He told the graduates to celebrate their successes and realize that earning their degree is the first step of lifelong learning. Heather Bennett gave the Student Responder address to her fellow graduating class.

The ceremony recognized 457 prospective candidates for graduation. Nearly 200 graduates attended and another 800 friends and family attended the ceremony in the Indian Trail High School Auditorium.

The commencement ceremony can be viewed on Gateway's Web site:

[www.gtc.edu/graduation](http://www.gtc.edu/graduation)

### **LEARNING INNOVATION DIVISION**

The LID division is supporting numerous college initiatives for remodeling, VDI deployment, computer hardware refresh cycles, VANguard, online learning, Colleague enhancements, etc. Our goal is to provide consulting services as well as implementation resources for college initiatives involving technology.

The IS department continues work on the identified Colleague enhancement projects, including Retention Alert, Reporting, Business Office process improvement, as well as ongoing requests from Student Services to enhance/refine systems for students and employees.

The IT department is in the midst of our annual hardware refresh cycle, both at the desktop level as well as the infrastructure level. Computers that need to be re-freshed have been identified. Similar efforts are under way at the central network level, with needed hardware being replaced.

The SVT department continues to deploy and support our VDI initiative as well as working on new projects related to file storage capabilities, etc. Our efforts in this area are supporting increased academic implementation of VDI with rollouts to additional labs/classrooms planned.

The Distance Learning department is supporting staff as they plan for the beginning of classes next week. Multimedia installs continue in coordination with campus facility directors and campus deans. Our challenge is identifying time for making these needed upgrades in classrooms, but our in-house approach has proven to be a big success. Additionally, we are collaborating with the Nursing division to test and pilot a remote test taking solution called Respondus Monitor. This effort will allow us to evaluate the

efficacy of this solution for additional programs while providing more assurances regarding test integrity for the nursing areas of the college.

We are also providing support and information for various grant initiatives that will utilize technology to assist instruction.

### **FINANCE AND ADMINISTRATION**

Bane Thomey met with the City of Delavan Joint Review Board for an update on their outstanding Tax Incremental Districts. The meeting will be held annually unless there are any interim modifications needed for any of the Delavan TIF districts.

Bane Thomey, Beverly Hansen & Jason Nygard are scheduled for a Moody's bond rating call in regards to the upcoming final issuance of \$1,500,000 of funds to be borrowed in the FY14 budget. The bond sale is expected to take place at the 01/16/14 Board Meeting.

Titus is scheduled to interview various staff throughout the finance department and across the district in an effort to identify financial opportunities for improved controls and continuous improvement. As a result of this initiative, the Business Office anticipates to identify a continuous improvement project that will also strengthen financial controls.

Bane Thomey met with the City of Kenosha Joint Review Board for a \$5,000,000 amendment to TID 17. The amendment will allow for additional investment in the TID.

### **INSTITUTIONAL EFFECTIVENESS**

The Employee Learning department hosted our second New Faculty Institute Launch Pad orientation for five new instructors who start their Gateway careers this semester. We now have two cohorts of new faculty in our orientation program.

The Gateway Journey 3.0 orientation has passed 100 participants since the end of 2013, and 28 employees have completed the program. Over 260 Gateway Employees--more than one-third of our workforce--have been oriented through the Journey program since 2008. Journey 4.0 is already in the planning stages.

### **RESEARCH, PLANNING, & DEVELOPMENT**

The Grants Office has been busy working on a number of new grant submissions. The Great Lakes Student Success grant, which would enhance the early identification of at-risk students, was submitted on January 6th. Grant proposals currently in development include a large proposal to the U.S. Department of Labor Youth Career Connect program, as well as eleven grant applications to the Wisconsin Technical College System for funding under the Adult Education and Family Literacy Act, Carl D. Perkins Career and Technical Education Act, and Wisconsin General Purpose Revenue funds.

### **QUALITY SYSTEMS**

The Office of Quality Systems Advisory Council (OQSAC) kicked their first meeting off on December 9, 2013. The Council reviewed and prioritized the slate of 76 projects from the Global Project Registry. The prioritized list of projects was presented for discussion, review and approval by the Executive Leadership Committee (ELC) on December 16, 2013. The ELC narrowed the list down to the top 7 projects as high priority (see listing below). We will look to assign these as class projects for upcoming Black and Green Belt cohorts (2014 and 2015).

- Admission Process
- Facility Project Planning

- Employee Onboarding and Offboarding
- Technology Planning and Procurement
- Financial Aid Processing
- Retention of Students
- Student Recruitment

We are currently in the process of updating the aesthetics on the Global Project Registry. Our hope is to have this database available within the next several weeks to all Gateway employees to inform of all projects in the pipeline and including their progress to date.

### **WORKFORCE AND ECONOMIC DEVELOPMENT DIVISION**

WEDD Instructor Randy Reusser completed a CFS BICSI IN101 class and three students earned the BICSI Installer Level I certification on December 14, 2013.

WEDD received a donation of \$669.39 on December 19, 2013 from Scott Endres of Pinnacle Data Com for use in the telecommunications room (231) in the SC Johnson iMET Center. The donation is several STI Ez-Path Fire Stopping systems.

In the first week of January, four new Lean Six Sigma Green Belt classes have started along with one Lean Six Sigma Black Belt class.

The Natural Gas Vehicle Institute (NGVi) partnered with Gateway to conduct compressed natural gas (CNG) vehicle training at the Horizon Center on December 3-5th. Two classes were offered and included NGV Technician and Fleet Operations Safety Training and CNG Fuel System Inspector Training. This was the first round of three training sessions scheduled at Horizon with the next two coming in May and then again in September. After talking to both instructors from NGVi about the training they held here I'm happy to report they were very impressed with the Horizon facility and look forward to coming back in the future. They could not say enough about what a pleasure it was to be a guest and conduct training here. Participants were from all over southeastern Wisconsin and northern Illinois, so this doubled as a great way to introduce the Horizon Center to area technicians and businesses who might not have visited Gateway before.

Work continues on the planning and coordination for hosting Snap-on and all of their Industrial Account Managers at their annual spring training. This will happen over multiple days in January and February, but will culminate on February 10th with the Education group who will be at Horizon all day and then tour the Trane Energy Labs and Pike Creek Horticulture Center before a dinner in the Madrigano Auditorium. The industrial Account Managers are the front line Snap-on representatives that spread the Gateway and NC3 story to schools across the nation. They also initiate many of the tours we give at the various Gateway campuses like Horizon and iMET. It is a great opportunity to host them while providing a live Gateway experience that they can share with schools across the country.

December 13 was the big high school tour event at Horizon that included schools from all three counties. As always the Horizon staff did an amazing job. Every single instructor (Auto, Diesel, and Aviation) showed up to help, which was good as the final count was close to 250 students that toured the transportation campus. This was the first large scale high school campus tour event done in coordination with the instructional faculty and college connection coaches and it was a great success. The college connection coaches did an amazing job and are using this event as the model for other Gateway campuses. As usual Gateway seems to be the best kept secret in town. From the students to the guidance counselors who attended: "We didn't know this was here" or "This is not what I expected from an Auto/Diesel Program" were

common responses when talking to our visitors. The students who got to fly the flight simulator of course had a blast. We will be doing this again for CTE month in February on the 17th and this time Gateway classes will be in session, so there might be much more interaction between the high school students and our Gateway students, which could be a very cool experience for all involved.

The completion ceremony for CNC Boot Camp 17 was held on 12/6/13 at the iMET Center. The completion ceremony for Welding/Fabrication Boot Camp was held on 12/13/13 at the iMET Center.

CNC Bootcamp 18 began on January 6, 2014 with 16 students.

Discussions are taking place between the Wisconsin e-school network and Gateway related to online technical course offerings for high school students.

Debbie Davidson, Lauri Howard, and Mary Jo Jiter attended the LERN Conference in San Francisco in November. The conference provides access to resources and tools for contract training and technical assistance, along with training trends and topics.

Badger Meter provided an in-depth tour of their Racine facility to Bryan Albrecht, Beverly Frazier, and Debbie Davidson. Opportunities were identified for machinists, mechatronics, welding, process improvement, and other areas of need.

Debbie Davidson and Therese Fellner completed their Lean Six Sigma Green Belt program on January 9, 2014.

Two workshops were held in the Fab Lab in December which allowed participants to use the equipment to customize a project.

Fab Lab Coordinator, Greg Herker, is attending the Digital Fab Lab Consortium national workshop in Florida along with Gateway Mechanical Design instructor, Greg Chapman. This opportunity is made possible through Gateway's engagement in a National Science Foundation grant for the Fab Lab.

## **ACADEMIC AND CAMPUS AFFAIRS**

### **Academic Operations**

The book orders for spring 2014 are now finalized for new classes, new book editions, and book changes.

The Adjunct in-Service/Training was held on January 4 in the Madrigano Auditorium. Over 130 adjunct instructors attended. Letters were sent out by the Deans to the adjuncts explaining the yearly adjunct in-service requirement if they wish to continue teaching. The process of tracking adjunct hours is being reviewed. They are not allowed to exceed a specific number of teaching hours.

The purpose of an on-site visit to WCTC, planned for February 14, will be a discussion of their experience with Infoslem room scheduling software and see "live" how it works.

A new initiative called Book Now was implemented January 3 with the assistance of the IS department. It will help improve and streamline how students can order their books.

Staff is working with ABE and testing departments to develop an ABE/GED orientation that allows more options, inclusion of new student specialists, disability support

specialist, and testing. Our goal is to help improve retention rates of these students during and after they receive their GED/HSED.

### **Business and Information Technology**

The Kenosha Biz Squad had their semester presentations. Two projects were proposed for Keith Bell. One was for his church and the other was for his cleaning service. The class also worked on two projects for Careers Industries in Racine. One was for marketing their garbage bag fundraising program available to other non-profit organizations to use as fundraisers, and the other was to develop a marketing plan for their Greater Grains Gluten Free products store. Additionally, the group wrote a business plan for Andrae Harrell to start a new employment agency. These were very successful presentations for the students, community, and faculty. Biz Squad provides the community useful information through their consulting practices.



Armando Ortiz, president of the Kenosha chapter of the Business Professionals of America submitted the winning design for the organization's national pin contest. Armando will receive 5 free pins and half of his State Leadership Competition registration fees will be paid by the national organization. Armando is an IT-Computer Support Specialist.

Gateway hosted the Printing, Graphic Design, Visual Communication and Animation state-called meeting on November 1. It had great attendance with representation from across the state.

Gateway's Graphic Communications highlights that were recognized across the state:

- Above state average employment rate with recent graduates
- Promotion of our student design show to showcase recent graduates to local businesses, educational institutions, and the community

- Gateway collaborates across departments (Graphics & Manufacturing) to fabricate student design show awards (Fab Lab)
- Graphic Communications program transcribed credit agreements with academy high schools in Kenosha (Indian Trail and Harborside)
- Gateway's International Programs with colleges and businesses; John Mizer's international connection with Leo Burnett Advertising Agency (Paris, France)
- Gateway's BIZ Squad course, how we use cross disciplines and team teach to work on "real life" projects from businesses and non-profit organizations
- Transitioning to a Student Lap Top Program to decrease program cost
- The implementation of using Lynda.com as a replacement to using textbooks
- The graphics faculty worked together on bringing the state spotlight to Gateway.

Graphics instructor Michelle Quinn coordinated a Holiday Card Project with her students in the Graphic Design Professional Practices class. It was filmed and featured in the Gateway Holiday Video Card that was sent out to the staff from the president, Bryan Albrecht. Michelle's professionalism and expertise to coordinate our Graphic design resources in a short amount of time is just another example of the visual presence we have established at Gateway. Please see provided link for the Gateway Holiday Video Card: <https://www.youtube.com/watch?v=fykYKxC11fg>

### **General Studies**

This past holiday season, the Elkhorn Campus continued its annual gift drive for the Twin Oaks Shelter, the sole homeless shelter in Walworth County. Psychology Instructor Tom Hanson and members of the fall psychology classes organized and facilitated this tradition and partnership between Gateway and Twin Oaks that spans 20 years. Students contacted the shelter to collect information about the residents' gift preferences, as well as wrapped and delivered the presents. Acquiring the gifts involved campus community members—including students, staff, and visitors—selecting an ornament and purchasing the items. The Elkhorn Campus Sunshine Committee also raised nearly \$200 to buy gift-wrapping supplies and any gifts for ornaments left on the tree.

Dr. Soheila Brouk, Social Science instructor and chair, also helped out in the community during the holiday season. United Way requested that she present to a group of Advancing Family Assets (AFA) coaches about how to handle stress and depression over the holidays. The presentation was well received.

### **Health Careers**

Cory Busch has been hired as an instructor in Surgical Technology. Cory is a graduate of the Gateway ST program and has an impressive background in the OR and more recently in the vascular lab. She replaces Linda Hillesheim who retired last year.

With the cooperation of the Registrar's Office, more than 60 new nursing graduates were able to get their Statements of Graduation processed and signed before the Christmas break. These forms were mailed to Madison and are required as part of the authorization to take the national NCLEX exam. We are moving to the on-line application system (OLAS) established by the WI Department of Safety and Professional Services so that our processing times will be reduced even further for the Spring 2014 graduates.



Mike O'Donnell and Diane Skewes also attended an academic Open House event at Rogers Memorial Hospital on January 6 and at Aurora Health System on January 9. They also welcomed the new clinical class of nursing students during orientation that was held at the Madrigano Auditorium on January 13.

The HPOP project office has moved into rented office space in the Gateway Professional Building at 3535 30<sup>th</sup> Avenue in Kenosha.

A meeting of all health program advisors with the three health deans will be held January 28<sup>th</sup>. This is a terrific problem-solving group and has proven to be an effective communication vehicle for updates to new and proposed programs.

A delegation from Gateway, including Dean Mike O'Donnell, Associate Dean Ja'Tawn Pinson, and two PTA instructors met with UW-Parkside officials on December 18 to update the present articulation agreement for Physical Therapist Assistant. Dr. Bryan Lewis from UW-P is redrafting the document based on our discussion and we hope to have a new agreement in place in early 2014.

Dean Mike O'Donnell will attend the quarterly board meeting of the Milwaukee Health Education Center (AHEC) on January 15. It will be his first meeting as the newly elected board secretary. He will be attending the 2014 WORKING TOGETHER conference for EMS professionals in Milwaukee January 29-February 1.

## **MET**

From the Graphic Communications and Welding departments:

I am proud to present "Keycock" to everyone. Please, enjoy the video slideshow of the making of this amazing sculpture to which will be exhibited at the National American Association of Community Colleges' National Workforce Development Institute held in St. Petersburg, Florida, January 29<sup>th</sup>–February 1<sup>st</sup>. The link to view the slideshow is--  
<http://www.youtube.com/watch?v=St0zBt4mo7c&feature=youtu.be>

Photos of the piece will also be displayed at The Dali Museum during a reception held there for the AACC conference. Stephanie Sklba, Vice President, Community and Government Relations worked with the curator of The Dali Museum, who agreed to showcase one piece of artwork from a community college student or students – and Greg Kirstein's piece was selected.

The piece, called "Keycock," is made of keys and other metals in the shape of a peacock. The keys on the metal sculpture metaphorically unlock a bright and solid future filled with success for Gateway – and all community college – students.

The sculpture was fabricated in the welding lab at the Elkhorn Campus. The fabrication of the sculpture represents collaboration between the Graphic Communications and Welding departments at Gateway. Greg Kirstein, a Graphic Communications student and Joe Felgenhauer, a welding student worked hand in hand to create the metal sculpture under the support and direction of Scott Rhode and Laura Laznicka.

"My idea was to make sure that I received keys from all three counties Gateway serves, to ask the community to be a part of the sculpture," says Kirstein. "To me, the subliminal message is that Gateway is the key to your success, to the success of students and our communities."

## **ELKHORN CAMPUS**

Construction continues in the South Building this month as we prepare for new restroom facilities. The Admissions Office has been moved to the North Building adjacent to Student Services.

Dean of Campus Affairs, Mike O'Donnell, chaired his first board meeting as Elkhorn Chamber of Commerce President on January 7. The meeting included members of the local state delegation of elected officials who briefed the board on activities in Madison. Mike also participated in a Walworth business support discussion with other key Gateway stakeholders on January 8.

## **RACINE CAMPUS**

Remodeling of the culinary classroom continues. The wall between the classroom and Breakwater dining room is now open and ready for the glass. Repair of the library room on the Lake building continues as crews try to complete the job prior to the New Year. Racine Campus Conference Center hosted the following events:

December 3	Finance & Investment Challenge Bowl (FICB) Racine/Kenosha Regional Tournament
December 4	Racine County Human Services Department Child Care Unit Conference
December 5	Faculty Excellence Committee Meeting
December 5	Racine Campus faculty & Staff Monthly Meeting
December 6	WPCore Workshop
December 7	AITP PC Clinic
December 11	Monthly Facilities Update Meeting
December 12	AHIMA Annual Audio Seminar & Luncheon
December 13	Welding Fabrication Boot Camp Graduation & Interviews
December 17	Student Services Holiday Party
December 18	Wellness Program Chair Massages

## **STUDENT SUCCESS**

### **College Access: Recruitment, Admissions & Testing**

As the New Year is upon us, there are many new and exciting things happening in the College Access Department. First, the Admissions team has moved to room N219 of the Elkhorn Campus North building which is located right next to the Student Services Center. In order to accommodate our increasing flow of new students, the New Student Specialists have transitioned to expanded Get Ready workshop offerings and walk-in hours.

We are also excited to announce the beginning stages of our Customer Relationship Management software implementation. A special thanks to all of the staff members who are working to add the "Gateway" touches so that we can offer more efficient communication processes with our current and future students. Stay tuned for updates over the next several months.

Finally, as we closed out 2013 we have also phased out the 2002 series of GED testing and will begin the new computerized GED testing for 2014.

## **COMMUNITY AND GOVERNMENT RELATIONS**



The Foundation Board met in December for their board meeting. The financial report showed \$193,680 was raised to date.

Three Foundation Board members attended Secretary of Labor Perez's visit to Gateway Technical College and were also in attendance for our Boot Camp Completion Ceremonies.

The Foundation Executive Director, Jennifer Charpentier, was elected to a one year term of Vice President of Education in the Association of Fundraising Professionals--Southeastern Wisconsin Chapter.

There were more than 20 graduating Gateway alumni that stopped by the Alumni Association booth at the December graduation.

We hosted a visit from Senator Baldwin's office. Benjamin Juarez toured the iMET center in mid-December and met with Bryan and Stephanie.

Right before the holidays, Governor Walker signed a number of bills into law. One of those bills relates to nursing board exams and when a student can take them. Diane Skewes and others from the technical college system worked very hard to ensure that this bill would be one that we are comfortable with and still meet the needs of the students and the college. We are happy to report that changes were made based on the input from the technical colleges prior to it being signed and is something we feel that will work within our program.

Graduation was held at Indian Trail and the entire department was involved in a variety of ways – logistics, communication, printing, attending the ceremony, etc.

## **HUMAN RESOURCES & FACILITIES**

### **JACQUELINE MORRIS REPORTS:**

- STAFFING:
  - We currently have 3 unfilled positions:
    - Administrative (1)
    - Faculty (1)
    - Non-Faculty Professional (0)
    - Technical (0)
    - Clerical (1)
    - Facilities (0)
  - Worked with the facilities leadership to fill 3 openings. The openings were only offered to current facility staff through an informal recruitment process.
- ADJUNCT RECRUITMENT FOR DECEMBER 2013
  - Adjunct, Interior Design
  - Adjunct, Psychology
  - Adjunct, Sociology
- COMPENSATION
  - Completed a comprehensive compensation survey.
  - Conducted a phone conference to explain our compensation structure.
- OTHER:
  - Jacqueline attended the following
    - Kenosha Kindness Planning meeting
    - Martin Luther King Planning Meeting

- NEOGov Webinar

### **JOHN FROST REPORTS:**

- UNION RELATIONS:
  - GTEA – 2 meetings, 3 active discussions
  - GESP – 4 meetings, 6 active discussions
  - AFSCME – 1 meeting, 1 active discussion
  - Employee Issues:
    - 3 Records of Consultation – preparation and delivery
    - Investigations – 5 employee issues
    - 4 Reviews and Opinions
    - 1 Discharge
- HUMAN RESOURCES:
  - Deans' Council (12/7) Presented extensive HR report
  - Exit Interviews – 3 written reviews processed
  - HR on Campus Program:
    - December 4<sup>th</sup> & 5<sup>th</sup> : Great Sessions
    - Next Round: January 28th & 29th
- PAYROLL:
  - Web Time Entry Software – Initiating TimeClock Plus software pilot application
  - Push for Electronic Signatures continues. Process is in the hands of the IS Department.
  - Grant Effort Reporting – coordination with Grant Department (12/3 & 12/13)
  - Electronic W-2 Process Rolled Out
- TRANSITION:
  - Leadership Training: January 14, 2014 the committee will be meeting to develop future plans.
  - New Employee Handbook Orientation (12/10)
- MISCELLANEOUS:
  - Maxient – working on 3 issues
  - Budget Officers Kick-Off Meeting (12/10)
  - HR Budget Review (1/14)
  - Office of Quality Systems Advisory Committee Meeting (12/09)
  - Development of HR Presentation at In-Service (1/10)

### **BILL WHYTE REPORTS:**

- The Public Safety Training Center due diligence continued in December with a half-day planning session to further examine the alternatives. We are considering other possible locations for the EVOC track as well as options to the K-mart facility but nothing has been taken off the table yet. Leslie Scherrer and I are working on the various options but no decisions will be made this month.
- We received preliminary results from the Milwaukee Journal-Sentinel Top Workplace Employee Survey. We won't know for a few weeks if we will make the top 100 but the increase in our scores this year over last are remarkable!
- The new WTCS compensation/benefits/working conditions survey for the 16 colleges was completed. Since this is the first time the data was collected in this format, it consumed a lot of staff time but having the information accessible in a user friendly format will be a significant tool. The data will be

available to us in early February and will contain outside market information as well as WTCS data for the first time.

- The move of the Kenosha Learning Success area to the Professional Building across the street was completed and will be operational when classes resume the week of January 13, 2014.

#### **DEBBIE MILLER REPORTS:**

- **BENEFITS:**
  - I continue to Chair the WTCS Colleges Benefits Committee.
  - I continue to participate in the WTCS Benefits Consortium project. Bill Whyte and I travelled to Appleton (12/13) to review the WTCS Health Care Cooperative Purchasing Initiative.
  - We continue to research and prepare for the Affordable Care Act.
- **WELLNESS:**
  - The 2014 Wellness Plan is in process. We will be kicking off a new initiative, 'Be a loser Weight Loss Competition' which is between all three campuses. It begins on January 15, 2014.
- **COMPLIANCE:**
  - I am investigating a Title IX complaint involving an instructor and a student.
- **OTHER:**
  - I continue to participate on the CARE Team.