



PRESIDENT'S REPORT

February 20, 2014

GATEWAY AS LEADER

On January 7th the Blain's Farm & Fleet corporate (based in Janesville, WI) recruiter for automotive toured Horizon and met with staff. He was very impressed with the facility and the certifications like torque, multimeter, and diagnostics that our students receive. He wants to work with Gateway to help our students find careers and not just as auto technicians, but also service writers and service managers. They have a lot of open positions in the Midwest. The closest store is in Sturtevant, but with locations in Oak Creek, Woodstock, Janesville, and Waukesha, there are plenty options surrounding our tri-county area. He was very impressed with Gateway as a college and how open and easy we are to work with.

ENROLLMENT

Spring enrollments are currently at a decrease of -9.1%. Current year enrollment, including the summer, fall and spring registration is down -6.2% compared to the same time last year.

FINANCE AND ADMINISTRATION

FY15 Budget Process Update - Budget Managers have been working to develop budgets for their respective areas and have inputted these submissions into our budget management software, Adaptive Planning. Submissions were due February 3, 2014. We are closely monitoring the effects of the new performance based State Aid funding model becoming effective starting FY14-15. There are also considerable discussions regarding the Tax Levy buy-down and how this will affect Gateway in short and long term planning.

Benefits Distribution Review - Business Office, Payroll Department and Information Systems staff are reviewing and checking Colleague parameters for health, dental & life insurance employee benefit calculations. The purpose of the review is to ensure an understanding by all departments of how Colleague assigns employee benefit calculations amongst various GLs and funds.

Pcard Program Update - Beverly Hansen, Bane Thomey, and Judy Braun met with Wells Fargo on January 29th for the 2013 Pcard account review. The Pcard program with Wells Fargo was established in 2003, with the Purchasing Pcard being added in 2007. The first revenue sharing rebate that the college received was in January of 2008 of \$58,629.25. This has grown steadily to the rebate that the college received this January, 2014 of \$101,911.18.

The 2011 implementation of the e-Procurement solution, SciQuest, streamlined the procurement process for Pcard holders and has driven more of the college's spend towards contract vendors. Two of these contract vendors are now in the top merchant by spend category or by payments category. The College is able to obtain better pricing while purchasing necessary equipment and supplies.

DMI Risk Manager's Meeting Update - Sue Debe participated in the District's Mutual Insurance (DMI) Risk Manager's quarterly meeting January 24, 2014. Highlights of the meeting include:

- Applications and information for the FY 2014-2015 insurance renewal are due to the college's insurance underwriters by February 14, 2014. This includes worker's compensation, casualty, property, automobile, crime and employee dishonesty, foreign travel and campus violent acts coverages.
- DMI is sponsoring a logo design contest accepting design concepts from all students (18 years of age or older) of the Wisconsin Technical College System. Submissions are due by April 1, 2014 with the winner to be announced on April 25, 2014. A \$1,000 award and letter of recommendation will be presented in May 2014 to the student with the winning design. More information regarding this contest can be found on the DMI website: <http://districtsmutualinsurance.com/dmi-logo-design-contest-2014/>.
- Gallagher Higher Education Practice provided an extensive presentation on Collaborative Risk Management in higher education. Key concepts discussed as a result of institutional collaborative risk management included the exploitation of opportunities as well as preventing problems, provision of support of business objectives and strategies, working collaborative risk management within the organization's culture and how it is integral to decision making, ensuring risk management applies to all levels of the organization and to all activities. Examples of recent implementations at other educational institutions highlighted successful programs and encountered challenges.
- Empathia Black Swan Solutions provided Disaster Information Management System (DIMS) information, reviewing the services they can provide/integrate within college emergency response plans.

ACADEMIC AND CAMPUS AFFAIRS

Academic Operations

On February 14, several visited WCTC to discuss their experience with infosilem, a room scheduling software, and see "live" how it works. Also, connecting with Ad Astra (a scheduling software previously reviewed), and EMS (our current scheduling software) to see what improvements and/or changes they have made that might accommodate our needs.

Follett Bookstore: Textbook and material on-line orders by students using the eFollett website have seen a large increase since last year. April 2012 thru March 2013 on-line eFollett orders totaled 523. During the current year, April 4, 2013 to January 31, 2014, on-line eFollett orders have increased to 2,535. Of those orders 60% were shipped directly to students' home addresses. This has had a positive impact, including intercampus moving of books between campuses which went down and also reduced the number of books lost via intercampus mail. Students saved time, gas money, and energy by not traveling around to different campuses to acquire their course materials and not having to stand in lines during peak book buying periods. Students received out-of-stock materials more quickly, as other store locations were able to fulfill their orders quicker. The IS department is finalizing a few things on their end for the addition of Book Now implementation. This feature will further streamline students' ability to order books via Web Advisor. Hopefully this will go live for summer 2014. Plans are still being reviewed on better options for book delivery for students who attend centers

(Burlington, iMET, Horizon) for their classes. It is anticipated that a new process should be in place for the 2014 summer book buying season.

Business and Information Technology

Graphics instructor, Laura Laznicka, and two students, Gregory Kirstein and Joseph Felgenhauer, created their rendition of Salvadore Dalis inspired “Key-Cock”. All three worked tirelessly on this and submitted to the AACC event in Florida where their work was chosen to represent Gateway. Pictures and details to follow upon their return.

Business Pathways Scholarship between UW-Parkside and Gateway: UW-Parkside and Gateway Technical College have partnered in the Business Division to assist students who take advantage of the Articulation Agreement between the two colleges. Graduating Gateway business students who are planning to enroll in UW-Parkside’s Business program will have the opportunity to apply for a joint scholarship; \$500 from Gateway and \$500 from UW-Parkside. This will be made possible through the Mahone Foundation and will be the first year that students will be selected. They will be recognized at the Mahone Foundation Reaching for Rainbows Annual Event.



Graphics Program: Students were encouraged to participate in the 2014 “In Celebration of Dr. Martin Luther King, Jr. Day” contest. Graphic communications student, Steven Samuleson, was awarded first place in the visual art category at the college level. Below is a picture of the mixed media relief painting. This was on display at Carthage College on January 18 for the Chicago Mass Choir concert and at the Dr. Martin L. King program on Monday, January 20, in the Madrigano Auditorium. This was also displayed at the BIT divisional meeting and will have a permanent site on campus. This is a prime example of faculty encouraging their students to achieve their dreams and inspire others.

Developmental Education

ABE Faculty are piloting new GED materials for the spring 2014 semester: Teaching Adults: A 2014 GED Test Resource Book; Kaplan GED Big Book; Scoreboost for the 2014 GED Test; 3 GED writing books; and the TI Scientific calculators. Gateway has been issued 525 GED READY Practice tests from WTCS. ABE Faculty started issuing the practice tests the week of February 3rd.

The SI sections for spring 2014 are Chemistry, Psychology, and Anatomy and Physiology.

The first draft of the AEFL Grants has been submitted.

Development Education has partnered with Student Development and the BITS Division to apply for a Career Pathways Grant. We are proposing to implement the Business Management and Marketing Career Pathway. If successful, 50 students would be recruited from Levels 5 and higher, ABE/ELL, ABE/ELL Immersion Program and GED/HSED for the pathway.

The first semester of the Tell Me More computer software pilot for ELL has been completed. 206 students participated.

Twenty-four ELL students are registered at Levels 2/3 at the Delavan/Darien School District for spring 2014.

General Studies

Two of the new courses created as electives in the Communications Department ran for the spring semester: English Composition II (which replaces Written Communication 2) and Creative Writing. In addition, the department continues to run its new focused English Composition I sections successfully. These special sections address the same outcomes as English Composition I, but they do so by focusing on one topic per section that is of interest to students, such as World Cultures or Censorship.

In Science, instructor Dr. Richard McLaughlin's abstract to the 4th ASM (American Society for Microbiology) Conference on Enterococci was accepted. In addition, he received the following email recently about a manuscript:

Dear Dr. McLaughlin:

It is a pleasure to accept your manuscript entitled "Isolation of *Lactococcus garvieae* Strain TRF1 from the Fecal Material of a Timber Rattlesnake" in its current form for publication in the Current Microbiology.

Thank you for your fine contribution. On behalf of the Editors of the Current Microbiology, we look forward to your continued contributions to the Journal.

Sincerely,
Prof. Erko Stackebrandt
Editor in Chief, Current Microbiology

Spanish instructor Kyle Kendall has successfully grown the Spanish program to include two sections of Spanish 2 (in the past, Spanish 2 seldom ran because of low enrollment) and one section of Spanish 3 this semester, which is new at Gateway this semester. In the summer, Spanish 4 will be offered for the first time. Kendall demonstrated how "immersion Spanish" works during a recent in-service session called "Survival Spanish." The session was such a hit that we hope to offer it again at future in-services.

And finally, General Studies wishes to recognize Dr. Steve Summers, Social Science instructor, who has volunteered to become a HEADS UP Mentor for spring semester. HEADS UP is a program designed to provide male student participants with a positive connection to campus as well as intensive guidance and support as they complete their program of study and transition into their professional or post-secondary steps post-graduation. We applaud Summers' commitment to student success.

Health Careers

Final preparations are being made for the CAAHEP/MAERB site visit March 2-5. The reviewers will visit the MA program on both the Racine and Elkhorn campus locations. Several classes in Health and Science (i.e., Anatomy & Physiology) will visit the Milwaukee Public Museum this month to see the *Body Worlds* exhibit.

The Dental Assistant program will host 125 children from the Kenosha Boys & Girls Club for an afternoon of dental screenings and educational activities. Each child will leave with a goody bag filled with a toothbrush, toothpaste, floss and educational materials he/she can share with a parent or guardian, as well as referrals for children needing advanced dental care or procedures.

An updated Physical Therapist Assistant articulation agreement was developed with UW-Parkside.

MET

Instructors, Pat Hoppe—Engineering, and Kate Jerome—Horticulture, are assisting the KUSD Science committee in rewriting their science curriculum. This is typically worked on during a 5-year interval. They have asked if we'll consider assisting them again next time around.

The Automated Manufacturing System Technicians and Mechanical Design Technology Engineering students attended a tour of Better by Design on January 21. Better by Design is an automation machine designer and builder. During the tour, students were able to observe a machine assembling part for an automotive application that was ultimately for a firewall plug. Better by Design tells us they are looking to hire machine builders (AMST and EMT), mechanical designers, and electrical engineers as interns with possible full time openings for the future. They have a large order of machines coming in the next few months and have informed us they will be recruiting employees. They offered students paid internships ranging from \$10 - \$15/hr. They also said they will work around an intern's college schedule. This would be great experience for the students as well as prospects for full-time employment. The company created a video on uTube; the URL can be accessed at: <http://www.youtube.com/watch?v=i-1tLefxblU>. Instructor, JD Jones coordinated the tour and accompanied the students on the tour.

Horticulture instructor, Courtney Pfad and three horticulture students participated in the Belize Global Scholars Program during January. While in Belize, they provided a total of 240 hours of support to the local Orange Walk Community in support of a service learning project. A follow-up presentation will be held on Friday, February 21st at the Madrigano Auditorium, Kenosha Campus, for anyone that may be interested in learning more about the program's successful venture abroad.

ELKHORN CAMPUS

Construction continues in the South Building this month as we prepare for new restroom facilities. Phase two of the remodeling effort begins next month and we are relocating additional staff whose office spaces will be affected.

February 12 is "Stepping Into Your Future," a campus-wide event for high school students exploring career pathways. Many instructors in Elkhorn have opened up their classrooms for our visitors.

Elkhorn campus will host College Goal Sunday on February 23. Volunteers will be available to help new applicants and their parents complete the FAFSA paperwork and answer questions about admission and enrollment at Gateway Technical College. Elkhorn campus is recruiting good spellers to represent Gateway at the 2014 Walworth County Literacy Council Spelling Bee. This year's event will be Thursday evening, March 6, at Sperino's Monte Carlo Room.

COMMUNITY AND GOVERNMENT RELATIONS

The Marketing Department is working with Enrollment Services on the implementation team for the Recruiter module for Colleague. They are helping with formulating the marketing plan for continued follow up with prospects.

The Foundation raised \$407, 478 as of January 31, 2014. It was a great success to award \$96,000 with 169 scholarships at the Continuing Student Scholarships Award Ceremony held in January; 300 guests attended the event held at the Madrigano Auditorium, Kenosha Conference Center. A donor reception for 40 donors was held prior to the Continuing Student Scholarships Award Ceremony.

"Planning for Life's Transitions" seminars and luncheons co-sponsored with the Gateway Wellness Initiative will be hosted in February for Gateway employees and retirees. Community professionals will be speaking about health care after retirement, financing your retirement, life insurance, wills and trusts. A seminar will be held on each of the campuses: Kenosha, Elkhorn, and Racine.

There is a variety of work going on in the area of sustainability at the college. It was announced that Gateway is a finalized for the Second Nature Sustainability award. As part of this award, a video needs to be created. We are developing the outline for this video and will have it completed in March to submit. The Greenhouse Gas Inventory was submitted for the President's Climate Commitment. This report is for the 2011 fiscal year and we had reduced our emissions by about 1%, but that is with an increase of over 500 FTE. We are working with the facility directors on a new energy project for the iMET center. Many new projects are being developed at the Center for Sustainable Living as we prepare for Earth Day. Visits are being made to the school districts to showcase how they can utilize the center and organizing tours.

The summer camp program is being developed in conjunction with the Boys and Girls Club. This summer we will offer two camp opportunities for the members of the club. We will also be offering a summer camp experience at the Center entitled "Youth Leaders in Sustainability". This is currently being developed.

Legislatively, there are a number of activities going on. The college is in the process of responding to the Fast Forward funding request that was mentioned in the Governor's State of the State address. The ACCT Legislative Summit was held Feb. 10-13. This was an opportunity to visit our elected officials and other organizations in DC with the other technical colleges in Wisconsin. The WACTE Legislative seminar was held on Feb. 18th. Six students will be attending this event and we have visits scheduled in the Capital with our Senators and Representatives for the afternoon. Also, on Feb. 18th, is the student showcase in the Capital. This is an opportunity for the technical colleges to showcase programs with displays in the rotunda. We will be having students participate in this to discuss the programs that we are highlighting – HPOP, Trio and multicultural.

INSTITUTIONAL EFFECTIVENESS

Our curriculum office has published curriculum sheets for 2014-15 on schedule. This information is necessary for students to plan their coursework for this summer. Also, our program effectiveness specialist has briefed the academic advisors and other student success staff on the curriculum changes for the coming year.

LEARNING INNOVATION DIVISION

The IS department continues work on the electronic time entry system requested by HR/Payroll. We are piloting the new system in the LID area and working with HR/Payroll to clarify any remaining project requirements prior to the HR rollout of this system to the larger college community.

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. We also shared our hardware/software inventory assessment project with academic staff to identify their requirements for the use of this tool going forward. We have a tremendous amount of data from using this new tool that will give us excellent insight into hardware and software inventory control.

QUALITY SYSTEMS

The White Belt Training has been pushed to the testing group and their review and feedback is due by Wednesday, January 29. We hope to deploy this training to the entire college by end of January.

An invitation has been extended to Dr. JoAnn Sternke, Superintendent of Schools, Pewaukee School District, for a round table discussion on their journey to creating a culture of quality improvement and their path to the Malcolm Baldrige. She has enthusiastically accepted the invitation and we are in the process of narrowing down some dates for the visit.

STUDENT SUCCESS

College Connection

In December, the College Connection team began registering Youth Options students for Gateway courses. Youth Options Nights were held on each campus, through the efforts of the College Connection team, Academic Advisors, staff from Disability Services, and the New Student Specialists, the Youth Options Nights were a great success! We received over 340 approved Youth Options applications for the Tri-County school districts and even a few outside of our district.

Over 500 students earned Gateway credits through first semester transcribed credits. Soon, we will begin the course registration process for second semester. The College Connection Coaches are currently planning campus events to celebrate February Career and Technical Education Month, and to promote Career Pathways with our high school students. These February events are called "Step Into Your Future". Similar events will be held at the Horizon and iMET centers, as well. We expect almost 2,000 high school students for these events. CC Coaches have also led career panels, campus tours, and college/career presentations to community partners and high school students. Additionally, the Coaches continue to assist high school students with their admission applications for Fall 2014.

Student Life

Three USG Officers attended a Wisconsin Student Government meeting on January 17 & 18, at Fox Valley Technical College. Students were able to connect with other student leaders throughout the state and prepare for the upcoming Legislative Seminar in February. The highlight of the conference was attending the District Boards Association Banquet. Students were able to dine with members of Gateway's Board and share their experiences of being a Gateway student leader.

Student Finance Specialists

The Student Finance Specialist hosted 12 Exit Counseling workshops for December 2013 graduates. The purpose of the workshops was to encourage and assist students in completing their federal loan counseling which involves choosing a repayment option and understand their next steps for repayment after graduation. These workshops reinforced the relationship with the student and Gateway after graduation and focused on preventing students from defaulting on their student loans. This is one initiative in our increased financial literacy efforts.

Financial Aid

Starting with the 2014-15 academic year Gateway's Census Date will change to the 14th calendar day of each semester. This will allow additional time for students to ensure they are attending classes prior to the census date. It will also allow for most of the instructor drops to happen prior to the census date; ensuring the college is awarding student financial aid as accurately as possible.

Registration & Records

Effective with the 2014-15 academic year the required \$40 registration deposit is being removed. Students will not need a \$40 registration deposit to hold their classes. Payment option deadlines will remain. This change is based on an analysis of the expected impact related to charging a registration deposit. The analysis indicated no positive correlation between the registration deposit and course attendance, completion, and auto-deregistration numbers.

WORKFORCE AND ECONOMIC DEVELOPMENT DIVISION

Congratulations to WEDD Instructor Randy Reusser! Randy successfully passed the high-level BICSI Registered Commercial Data Designer on January 3, 2014 to become a BICSI RCDD. It took 10 months of study and classes along with over 60 hours of focused study.

All 16 students in the CNC XVIII Boot camp earned the Snap-on Electrical Tool Safety Certificate on January 23, 2014. It was offered as an added certification in their Workplace Safety -MSSC class.

Kate Walker conducted 12 GrowthWheel sessions with Entrepreneurs focused on new product development. Of those sessions 4 are new clients.

Greg Herker hosted four Deans from Rose State College (OK) January 23rd for a full day visit to the iMET Center to learn about the Fab Lab at Gateway. Laurie Howard, Kate Walker, Neil Petersen, Debbie Davidson, and Greg Chapman assisted with this presentation.

Lt. Governor Rebecca Kleefisch's interest in Fab Labs prompted her January 31st visit to iMET to learn how she impact this technology being more readily available at more Wisconsin technical colleges and high schools. In addition to Gateway personnel, Matt

Wagner from SC Johnson was available to discuss the partnership with Gateway. The Lt. Governor was very clear at the end of the session that she would like to see more Fab Labs in Wisconsin similar to the Gateway model. Greg Herker will be meeting with her again at a high school Fab Lab in Stoughton in several weeks. She is seeking our assistance in rolling more Fab Labs out to technical colleges and high schools throughout the state.

The Snap-on Spring Training events that were held at Horizon on January 15th and 31st were a great success. Snap-on brought in hundreds of their Account Managers from across the country for their annual training and held part of it at Gateway to showcase the partnership between the two organizations. These are the same account managers that help schools and invite many of them to come visit Gateway, which has fueled the growth in NC3. All the instructors at Horizon were a big help and gracious in working their class schedules around the disruptions. Specifically Bob Braun, Rod Gordon, Bill Fell, Justin Hoffman, and Joe Palecek worked directly with the Snap-on folks and a couple students, Ashton Brown in particular, helped out and did a really nice job explaining things to the Snap-on Account Managers. Ashton got a nice pile of freebies from Snap-on for being a great source of information. A unique opportunity that can only be seized by Gateway students. As usual Jodie Carstens-Berberich, Wes Wojciechowski, Lorenc Gasparov, and Dan Jaworski did a great job being flexible and accommodating to our guests and ensuring they had a great Gateway experience.

The American Association of Community Colleges Workforce Development Institute invited Nick Pinchuk, Snap-on CEO, to be a keynote speaker at their annual conference in St. Petersburg, FL on January 30-31st. He spoke very highly of career and technical education and the partnership between Snap-on, Gateway, and NC3. It was yet another national event which Gateway was in the spotlight as being a leader in CTE and certification training.

Lauri Howard, Nicci Pagan, and Sandy Brietzman attended the 26th Biennial Apprenticeship Conference in Wisconsin Dells. There were many workshops and keynote speakers, with the overall emphasis of the growth of Apprenticeship in Wisconsin. The topic of Mechatronics was discussed, and we are now working on offering it as an Apprenticeship program at Gateway. Governor Walker spoke about how the WTCS will provide education to bridge the skills gap.

On January 23rd Ocean Spray Kenosha hosted a signing event for two additional apprentices. Bryan Albrecht spoke at the event and Sandy Brietzman of the Bureau of Apprenticeship Standards was on hand for the signing as well. Ocean Spray has increased the number of apprentices within the past year and looks to add additional apprentices throughout 2014.

Bryan Albrecht and Gody Kacala, Executive Director of RCEDC, presented a proposal to the Racine Redevelopment Authority on February 3rd to have Gateway Technical College begin directing the Launch Box entrepreneurial program in the City of Racine.

Welcome new WEDD Account Manager, Michelle Talhami. Michelle's office is located at the iMEt Center. She is responsible for outreach to businesses throughout the Gateway District to uncover unmet training needs and match them with resources available through the College.

On February 5th WEDD hosted a Logistics Briefing for companies throughout the District. More than 25 employers attended and shared information related to their

training needs for entry-level and incumbent workers. Using a state grant, Gateway will develop courses that address these needs and validate with industry before offering them in the near future.

HUMAN RESOURCES & FACILITIES

JACQUELINE MORRIS REPORTS:

- **CURRENT RECRUITMENT EFFORTS:**
 - We currently have 7 unfilled positions:
 - Administrative Staff (1)
 - Faculty (1)
 - Professional/Non-Faculty (0)
 - Professional/Technical Support (0)
 - Clerical Support (1)
 - Custodial/Maintenance (2)
 - Adjunct Recruitment (6 pools)
 - I am working on reducing the costs of our employment background checks. I am currently testing the Incheck Corporation System. I have also spoken with Stacy Riley regarding the service company that they use for students.

- **CERTIFICATION:**
 - Mary Halberstadt:
 - Attended the Southeastern Consortium meeting on February 7, 2014

- **DATA INTEGRITY PROJECTS**
 - Identified 3100 adjuncts and casuals that have not been paid for the past two (2) years.
 - These records have been terminated in Colleague.

- **PROFESSIONAL DEVELOPMENT:**
 - Selina Hochertz:
 - Volunteered for the strengths steering committee
 - Participated in the White Belt online training module
 - Jacqueline Morris:
 - Submitted request for Green Belt training

- **OTHER:**
 - Jacqueline Morris
 - Attended Kenosha Kindness planning meeting
 - Attended State HR Director meeting in Wausau, WI
 - Participated in MLK planning meetings and event

JOHN FROST REPORTS:

- **UNION RELATIONS:**
 - GTEA – 5 meetings, 3 active discussions
 - GESP – 3 meetings, 5 active discussions
 - AFSCME – 0 meeting, 1 active discussion
 - Employee Issues:
 - 4 Records of Consultation – preparation and delivery
 - Investigations – 7 employee issues
 - 6 Review and Opinion
 - 1 Discharge
 - Union Certification Elections:

- Reviewed legal requirements with Gateway's legal counsel
 - GTEA & GESP timely filed for Certification Elections
 - Lists of employees formulated and forwarded to Unions & WERC
 - Elections take place in April 2014
- HUMAN RESOURCES:
 - Deans' Council (12/7) Presented HR report
 - Exit Interviews – 2 written reviews processed
 - HR on Campus Program:
 - Next Round: February 11th & 12th
- PAYROLL:
 - Web Time Entry Software – Initiating TimeClock Plus software pilot application – still waiting
 - Push for Electronic Signatures continues. Process is in the hands of the IS Department – still waiting
 - Written W-2's processed and mailed on time
 - Payroll discrepancies identified – checked number problems, printing problems, signature problems
 - Researched into the problems has commenced and continues
 - We have formulated some of the solutions and implemented
 - Review is underway into the checks/balances in payroll system
 - Review of Titus and ADP proposals continues
- TRANSITION:
 - Leadership Training: Committee met on January 14, 2014 and plans are in place for the next training session on February 20, 2014.
 - New Employee Handbook Orientations continue. The next orientation is February 18, 2014
- MISCELLANEOUS:
 - Maxient – one (1) new issue investigated
 - HR Department Budget Completed
 - Office of Quality Systems Advisory Committee meeting held on January 15, 2014
 - Gateway Days greeter on January 13, 2014

BILL WHYTE REPORTS:

- The GTEA and GESP filed with the WERC for Certification before the January 30, 2014 deadline. We have provided lists of employees as required by law to the unions and to the WERC. Elections are by phone and begin on April 1st through April 21st. We will be provided with postings that will have to be displayed on all campuses and centers. The AFSCME union did not file and therefore we will not be negotiating contracts with them for a July 1, 2014, implementation date.
- The CPI for July 1, 2014 is 1.46% which is the cap on negotiated base wages.
- The new compensation database for the 16 technical colleges was presented at a WTCS HR Committee meeting on February 5, 2014. This is the result of an RFP that was conducted by a committee that I chaired and the firm, QTI, replaced services previously provided by the Michel Best & Friedrich law firm. Services will now be provided in a much broader database with both WTCS data and national survey data.
- The WTCS health care consortium committee has presented their preliminary findings to the President's committee. It does not appear that there is

sufficient time to make decisions to join the coop or not before the end of February, which puts the July 1 implementation unattainable. The group will continue to work on the study but January 1, 2015 is the earliest date for colleges to begin the project.

- Bids are complete for the Kenosha Campus Learning Success Center and Student Life projects and will go the Board in February. The initial spaces to be renovated are vacated and work should begin toward the end of February.
- The Racine Demonstration Kitchen is complete and open. It has received very positive reviews from those who have seen it.
- A review of payroll processes will be conducted the same firm, Titus, that is currently reviewing processes within the Business Office. An initial meeting will kick the study off on February 14.
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DEBBIE MILLER REPORTS:

- **BENEFITS:**
 - I continue to Chair the WTCS Colleges Benefits Committee.
 - The WTCS Health Care Cooperative Initiative Project was reviewed with the WTCS presidents on February 2, 2014
 - We met with our Benefit consultants, M3, to discuss strategy addressing the 2018 Cadillac tax under the Affordable Care Act.
 - I am working with Charles Jacob to develop reporting to count adjunct “working” hours which is necessary under the Affordable Care Act.
 - I presented a Post Retirement benefit proposal to ELC on February 3, 3, 2014
- **WELLNESS:**
 - The Wellness Committee kicked off a new initiative, ‘Be a Loser’ weight loss competition in January 2014. It is between the three campuses and this intervention is experiencing strong participation.
 - The stress relieving chair massages continue.
 - The poster to promote our EAP program is underway. The holders for the poster will be installed in locations around the district. These locations were chosen because of access to all staff.
 - The Wellness Committee is sending an Endorsement Resolution to the District Board of Trustees in February for approval.
 - The Wellness Committee is also looking into having Relaxed Yoga classes on campuses during the lunch hour once a week. Kenosha Campus will be the testing site to see if there is a demand for the classes.
- **COMPLIANCE:**
 - I completed my investigation into a Title IX complaint involving an instructor and a student. While there was a finding of no Title IX violation, it was noted that there was several College policies violated.
- **OTHER:**
 - I continue to participate on the CARE Team.
 - I participated in the WTCS HR Directors meeting at Wausau on February 5, 2014.
 - The Leadership Training Committee met to develop the training schedule for 2014.
 - Worked on the 2014-2015 fiscal year HR budget.