



PRESIDENT'S REPORT

December 13, 2012

GATEWAY AS LEADER

Research, Planning & Development

The Research, Planning & Development department has completed the Needs Demonstration for the Veterinary Technician and Veterinary Assistant programs. Fifty-two percent of the employers responded to the needs assessment survey. Of those respondents, 81% expect to increase the number of full-time technicians they employ over the next three years. Nearly all (96%) indicated that they sometimes or always have difficulty finding qualified employees, with 80% stating that they recruit employees from outside of the Gateway District. The Needs Demonstration documents have been submitted to the WTCS for approval to proceed to the next stage of development.

ENROLLMENT

Spring enrollment is currently at a decrease of -20.9%. Current year enrollment is down 8.4% compared to the same time last year. There has been a change when nursing program students register for their clinical courses. These additional registrations will increase the spring and current year enrollments; bringing current year enrollment to a decrease of -6.9%. An enrollment task force has been developed to work on initiatives to positively impact spring enrollments.

FINANCE AND FACILITIES

The Comprehensive Annual Financial report was presented to the District Board at the November 15th meeting. It is now available on the website at:

<http://www.gtc.edu/forms-publications/financial-reports>.

Bane Thomey, Director of Budget and Internal Audit, in collaboration with Ray Koukari, Dean of Campus Affairs, Racine Campus, provided Adaptive Planning Best Practices training at the Wisconsin Technical College System Administrative Services Committee (ASC) meeting held in Milwaukee, November 16th. Bane and Ray highlighted the ways Adaptive Planning assists in the development of annual budgets. Several of the Colleges showed interest in partnering with Gateway in utilizing the Adaptive Planning process.

The FY 2013-2014 Budget Council recently held their first meeting for development of the FY 2013-14 budget. The council is made up of twenty staff members with the purpose to communicate, explore and develop cost efficiencies under the guidelines of the budget parameters adopted by the Gateway Board of Trustees. During the first council meeting, members were provided General Fund year-to-date history for

comparison of the last two fiscal years to the current fiscal year. The comparison provides a better understanding of revenues and expenditures fluctuations during a certain point of the fiscal year, thus allowing for better speculation for the development of the upcoming budget year.

LEARNING INNOVATION DIVISION (LID)

Distance Learning

We are working to build and equip video/lecture capture studios on each major campus. Faculty will be able to use these rooms to capture lectures to be streamed in online video formats. We are also promoting the use of Camtasia Relay as a lecture capture tool that faculty can access from their laptop computers. We hope to pilot this approach with some internal training videos for staff. Our Distance Learning Support technicians handle a large volume of student and staff request for technical support related to our primary distance learning application - Blackboard - as well as other technologies that enable video conferencing. We have expanded the deployment of secondary videoconferencing units to several VANguard schools as demand for videoconferencing in those schools continues to grow.

Information Technology

The IT team continues to modernize and improve our network architecture. A major project underway is an effort to streamline and modernize our IP address schema to reflect current practices and a more efficient design approach. This will enable multiple monitoring and logging functionality that will improve our inventory approach as well as enable additional efficiencies in the area of network security.

Information Systems

The IS department is working on a large number of projects requested by various divisions in the college. We are implementing Ellucian's Retention Alert product and we are in the planning stages for the E-Advising module scheduled for later this year. We are also in the planning stages for the deployment of Ellucian's Business Objects reporting and data analytics system. This effort will help us enhance our reporting capabilities and put more reporting options in the hands of our end users.

We are planning to relocate staff to the Kenosha Conference Center next semester, and we are optimizing our internal processes for monitoring project progress as well as devising efficient methods to accommodate project requests from customers.

WORKFORCE AND ECONOMIC DEVELOPMENT DIVISION (WEDD)

Construction of the iMET Center is on track and the WEDD staff and faculty will be moving from the Kenosha Madrigrano Center to the iMET Center in December and training will be offered at the iMET Center in mid-January!

Gateway hosted a team of administrators and civic leaders from Metro Tech Community College in Oklahoma City, OK for a two-day benchmarking visit to Gateway. Participants toured Gateway's manufacturing labs on the Racine Campus, the Kenosha Campus Energy Labs, the Horizon Center and LakeView Advanced Technology Center. In their follow-up note they stated the following, "***As a general note, the instructors, the students, and the facilities toured during this visit screamed WOW!, with excellence and professionalism championed and delivered at every turn.***"

Economic Development

Therese Fellner and Kate Walker will participate in GrowthWheel training at iMET on December 13th and 14th. GrowthWheel® is a tool for decision-making in start-up and growth companies. It helps entrepreneurs and advisors get focus, set agenda, and take the next step.

HED partnership representatives and stakeholders convened for the Broader Middle East and North Africa (BMENA) Regional Higher Education Partners Meeting: A Focus on Results-Based Management on Oct. 29 through Nov. 1, 2012 in Istanbul, Turkey. Gateway partners from the Entrepreneurship Project, Mike Colbert from EigerLab and Thalia Mendez from Wisconsin Business Incubation Association (WBIA) attended this workshop.

Therese Fellner moderated a panel at the WTCS Business Division state-called meeting at WCTC on November 30th. . Panelists include Kate Walker, Diane Skewes, Ray Koukari, Sue Hanneman and Cheryl Ucakar who will showcase the entrepreneurship initiatives at Gateway through the efforts of WEDD and the Academic Division. Gateway was contacted by WTCS based on our innovative intrapreneurship activities.

Kate Walker and Greg Herker coordinated and participated in four events held during Entrepreneurship Week, the week of November 12-17th, including business resources for Veterans, Business Opportunities for Barber Cosmetology Students, Minority Entrepreneurship, and an Entrepreneurship Fair and "shark tank" activity. Nine students entered the "shark tank" contest, and the top three business ideas received a certificate for a free 3-credit entrepreneurship course, over 100 students participated in the week's events.

Workforce Development

Randy Reusser's telecommunications class, BICSI IN225 Copper, was offered to the Forest County Potawatomi Gaming Commission from November 5-10, 2012. All 6 students passed the hands-on test and three of the six who took the written test passed

and earned their BICSI Certification. This high-stakes test is rigorous and those who didn't pass the test will be re-taking it on December 15, 2012.

A manufacturing employer lunch was held at the iMET Center on November 16th. More than 60 employers attended the lunch to learn more about the training and equipment capabilities that will be available at iMET starting in January 2013!

The CNC Bootcamp XV Completion Ceremony is scheduled for Friday, 12/14 at 1:00 p.m. at the Racine Campus. CNC Bootcamp XVI will begin on January 14th at the iMET Center. The Fabrication/Welding Bootcamp is in session at the Racine Campus and will complete in February. The next Fabrication/Welding Bootcamp will begin in March at the iMET Center. The Machine Repair Bootcamp will begin in Spring at the Racine Campus. For more information on any of the Bootcamps please contact your county's workforce development center.

Debbie Davidson and WEDD instructor, Rick Lofy, presented on Gateway's Bootcamps at the Association for Career and Technical Education Vision 2012 Conference in Atlanta on Nov. 29th.

Due to new Apprenticeship offerings at Gateway we applied for and were awarded \$50,000 in grants for the following apprenticeship programs: Barbering, Culinary Arts, Industrial Electrician, Maintenance Mechanic, Machine Repair, Welding & Fabricating, Industrial Manufacturing Technician and Tool & Die. The grant funds cover the cost of the instructor and up to 10% for supplies.

To-date WEDD has been awarded \$385,000 in Workforce Advancement Training (WAT) grants from the WTCS for this fiscal year. With the additional submission of seven grant proposal we are on track to receive an additional \$100,000.

ACADEMIC AND CAMPUS AFFAIRS

Academic Operations

Summer 2012 course entry is ongoing by the divisions. The deadline is December 21. We are continuing to work with Follett Bookstores on making updates/corrections to the spring 2013 textbook and materials order. The agenda for the January 5, 2013 Adjunct In-Service has been planned. So far 60 adjuncts have indicated that they will attend.

Business and Information Technology

On Friday, November 30, the Association of Information Technology Professionals (AITP) club, in conjunction with TEK Systems, held an IT alumni panel discussion and dinner event for IT students. Eight of our graduates shared with students their life and

career experiences after Gateway, as well as advice on how to be successful in the IT field. TEK Systems, one of the largest contract placement firms, co-sponsored the event and representatives were on hand to provide guidance on employment and job-seeking.

The Elkhorn Campus' Graphic Design Association (GDA) recently held their first Senior Art Day community event at Holton Manor in Elkhorn. GDA was founded in 2011 on the Elkhorn campus. Laura Laznicka is the advisor for the club. The club was looking for a way that it could use graphic design and connect with the local community. The group decided to work with the seniors at Holton Manor, an assisted living facility, for an afternoon creating holiday art. GDA students came with smiles on their faces and a box full of art supplies. Working one-on-one with the residents, students helped inspire and create pieces of art that will be turned into holiday cards. The cards will then be sold with the proceeds being put into a fund to give back to Holton Manor. Ideas for giving back, range from throwing a party, buying holiday gifts or donating any needed supplies. The art work will also be mounted and displayed at Holton so all the residents and family can enjoy their own art gallery. The Holton residents enjoyed the afternoon and said they would gladly participate again. GDA students had just as much fun finger-painting, creating collages and making drawings for their "students". "All I've heard was positive feedback, from the activities director, Julie Heath, at Holton to the GDA members chatting during class," stated one of the volunteers. "Having a local organization donate their time and work hands on with people directly within the community is beneficial for everyone." GDA is hoping to continue the tradition and visit other local facilities in the future. If you are interested in purchasing a set of cards, please contact the Elkhorn Graphic Design Association (GDA) on Facebook at <http://www.facebook.com/pages/Graphic-Design-Association-Gateway-Technical-College/239502929468513>



BPA of Kenosha volunteered at the Shalom center Food Pantry as a part of their first service project of the year. A member from the Racine chapter was also part of the

group. The students thought it was great and it was truly a great way to serve our community. The Center really appreciated their stocking and sorting food items. They also took some PR pictures that they were going to post for advertisement. As you can see by the picture, they were dressed in their Gateway best.

The Marketing group here also sent out a videographer who took videos and pictures to help promote our new chapter on the Kenosha Campus. These can be seen on their facebook page and website.

The goal of the team is to volunteer or do a service project on behalf of BPA Gateway Kenosha campus once per month. With the holiday season upon us, the Shalom Center needed a great



deal of help. The staff was really impressed with Gateway students and their willingness to serve and help. Their club advisor, Manoj Babu, notes that this is truly an exciting group and he is honored to serve as their club advisor.

Developmental Education (ABE, GED, ELL, AHS, Pre-Tech)

Gateway Technical College departments using tutors are meeting twice a month along with the Academic Support Center staff to find a common process for hiring, training, paying and scheduling tutors. Currently each grant program has its own process and procedure for using tutors. We have been tackling issues such as types of tutors, recruiting, hiring criteria, salaries, and expanding offerings. We are exploring a two tiered model recommended by Provost Zina Haywood. In this model, walk-in tutoring would still be available for the core subject areas, but those students requesting specific times, and more specialized tutoring may need to schedule appointments. The grants represented in this group area: FIPSE, HPOP, TRIO, Learning Disability Services and Multi-Cultural Students.

Dean Raiana Mearns continues to meet with staff at the Kenosha Job Center to maximize services at that site. She met with case managers on Wednesday, November 28, 2012 to discuss how more students can post test after 40 hours of instructions. This will help both partners to meet grant required outcomes.

The ABE Literacy Advisory Committee met on November 19, 2012 to exchange information. The representatives from the Kenosha Job Center explained changes to the W2 delivery system. Effective January 1, 2013, all W2 distribution will be coordinated regionally. Kenosha is a part of a new six county consortium that includes: Racine, Kenosha, Walworth, Washington, Ozaukee, and Waukesha. It is not clear if

this will change how services are delivered. Currently W2 students are only eligible for 10 hours of instruction. Placement into jobs continues to be the priority.

Plans for the Racine Learning Success Center are continuing with construction scheduled to begin in January 2013. Deans are looking at the scheduling of staff over the summer semester to insure adequate coverage in all areas.

Health Careers

The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) is visiting Gateway's Kenosha Campus on December 17th to review the Surgical Technology program as part of a regular monitoring/on-going evaluation visit.

The Health Deans and the Dean of Student Development, Steve Wilkes, met with the health program advisers in Burlington on December 13th.

Nurse pinning ceremonies were held on December 12 in Burlington, and will be held on December 18 in Kenosha.

Screening and interviews for a vacant Nursing instructor position in Kenosha have been scheduled for later December.

Orientation sessions will be held this month in Racine in preparation for a second cohort of Nursing Assistant students with ELL needs. This is a unique training opportunity underwritten by a grant from SC Johnson Wax.

Staff visited Marquette University's new center for human patient simulation, housed in the College of Nursing space on the main campus in Milwaukee. Facilities director Larry Paruszkiewicz accompanied the group to gather ideas on the proposed upcoming expansion of the lab in Kenosha.

Associate Dean Diane Skewes and Dean Mike O'Donnell represented Gateway Technical College at the November 28th Kenosha Health Care Executives Roundtable, held at the Civil War Museum. Diane and Mike will continue to be engaged with the group as it explores the issues of homelessness and mental illness in the greater Kenosha area.

The HPOP Year 3 budget was approved and the FIPSE grant was awarded a no-cost extension through Spring 2013. The HPOP staff will be transitioning to new office space in the Kenosha Conference Center in Spring 2013. Members of the staff attended the national conference for grantees held last month in Washington, DC.

Mike served as an accreditation team member last month in Washington State for the American Physical Therapy Association (CAPTE). Planning for the new Veterinary Tech program is on-going and on track for a Fall 2013 start in Elkhorn.

MET

Automated Manufacturing Systems Technology: AMST Lakeview students completed a project including a robot, PLC and HMI.

They are all now talking to each other. Three students involved were Tom Johnson, Stacy Gomez and Richard Brown. This was a huge accomplishment securing the communication from the HMI to the PLC; project was accomplished at the direction of instructor, JD Jones.



AMST instructors and 12 students attended the IMTS (International Machine and Trade Show) at McCormick Place in Chicago on Sept 13.

Instructor, JD Jones took his students to tour the company - MPC (Miniature Precision Components) on October 10 so they could learn about processes taking place in manufacturing at the MPC. The group also attended the Pack Expo in Chicago on October 28.

Instructors, JD Jones and Mike Pagliaroni, were guest participants on a manufacturing career panel held at the Wilmot High School. Approximately 125 students attended and asked questions of the panel in regard to manufacturing jobs, skills and other items related to manufacturing possibilities.

HVAC: Instructor Larry Hobbs helped to secure two donations for the HVAC area in the T&I Wing at Kenosha Campus. One was a training aid donation from Beckett Burner Inc. It included training manuals and two “new” oil burners. The other donation was a “new” high efficiency stainless steel boiler from Fluid Handling Inc. Mike Whited from FH assisted in providing this 300,000 BTU hot water boiler after touring our HVAC labs. The equipment has arrived and will be ready for student utilization in spring.

Dean Beverly Frazier and HVAC Instructors, Tom Niesen and Larry Hobbs, met with Modine representatives to discuss providing a training plan and 2013 schedule for their employees in regard to learning Geothermal applications. Tom Niesen will be working directly with Modine over the next year to coordinate this training. It will be on the Kenosha Campus and be an ongoing training partnership with Gateway and Modine.

The T&I Wing remodel has been completed and all classrooms are being used.

Instructors Mike Schuck, Jim Jadzewski, and Tom Niesen manned booths at the EcoFair that was held at the Kenosha Museum on Oct 20. The event was held in conjunction with the traveling Sustainable Living/Housing display on loan from the University of Minnesota. We supplied interactive displays and information on worm bed composting, solar PV, Geothermal, and FreshWater Technology. Gateway students were on hand to assist with information to the public.

Welding/CNC/IMT: Mark Uttech, welding instructor and certified tester, attended the State of Wisconsin, Certified Structural Weld Test Conductors meeting at MATC on October 25. He also completed the FAB II curriculum for students to begin learning advanced fabrication in Spring/Summer 2013. Plans are being discussed for development of a welding/fabrication certification.

The Elkhorn Robotics Welding Club toured Racine Metal Fab in collaboration with the American Welding Society. Because of that particular collaboration, our Gateway students and instructor, Scott Rohde, will be featured in next month's *American Welding Society Magazine*, a worldwide accredited magazine.

Student welding club members are currently involved in an internal competition for the best design of a "2012-2013" logo regarding welding. The winning logo will be screen printed in December. One logo label will be given to each Elkhorn welding student. There will be first, second, and third place prizes for the designs that win. Prizes to be given are welding helmets and gloves, paid for from the Robotics Welding Club funds.

Welding students in Elkhorn have just finished creating and assembling a 10-place wheelchair trailer/wagon, with front bench and ramp, all custom fabricated for the Union Grove Veteran's Home. This wagon will be used to transport the veteran residents around the property when weather permits. In developing/preparing the trailer/wagon, the students used their skills in SMAW, GMAW and Oxyacetylene. Curriculum utilized in making the wagon covers job assignments in SMAW, GMAW and Oxyacetylene plus other fabrication skills and teamwork experiences.

Welding Instructor, Kim Weckerly, is assisting the WEDD Division with the current bootcamp. We anticipate this bootcamp to be a huge success and we look forward to the move into the new SC Johnson iMET Center this spring.

Welding Instructor, Erik Ogren and IMT Instructor, Mike Pagliaroni, are developing a checklist of skills and plans for issuing welding instructional activities to assist in the

welding area at the upcoming Boy Scouts Merit Event at Gateway. They are also preparing competitive activities for use in welding comps at the Skills USA regional at Gateway.

EET - Electrical/Electronics: The EET Engineering department was contacted by Waukesha Electric regarding the hiring of two of our graduates. We currently have approximately nine alumni there and they would like to employ more Gateway students. Waukesha Electric manufactures transformers for utility companies. Students have been notified of their job posting and a visit to Waukesha Electric will be scheduled. Director Sellgren from Waukesha Electric will discuss job possibilities with our second year students.

BEI Electronics Company is also interested in hiring Gateway graduates. Several students are working there now. BEI produces circuit boards for other companies. Their HR Manager, Debbie Mertins, visited Pat Hoppe's DCAC 3 class and also met with associate dean, Beverly Frazier, to discuss future job openings. Ms. Mertins spoke about her company to our second year students and completed a preliminary interview with interested students.

On November 8, KTEC hosted a science fair. Electronics instructors, Jill Eide and Pat Hoppe, were the guest speakers for the parents evening event. Two of our engineering faculty served as science fair judges, Lazo Lazerevic and Jon Hardbarger.

Pat Hoppe has agreed to co-chair the statewide Electronics Skills USA competitions. Pat has been serving as a judge for that competition for the past twelve years and is now co-chair for the state. He also assists with the regionals held at our own Gateway Technical College in February each year.

Civil – Land Survey: Our student Land Survey Club along with their president, Angela Baldocchi, is helping to mark boundaries for the Caledonia Conservancy: <http://www.caledoniaconservancy.org/>. The Conservancy is a nonprofit agency dedicated to protecting and conserving nature areas and trails. This is a student service project in which Madeline Carrera, Gateway's Student Service Coordinator, has been guiding the students and instructor on the journey. The goal for this is to become a long-term relationship between the land surveying club and the conservancy. The conservancy has many small parcels where the boundaries need to be designated and/or maintained.

Students in Land Survey course 607-173 are mapping the Sustainable Living Center property this semester. In the spring semester, students in the survey course 607-150 will be designing walking paths for Gateway's consideration for future planning. The

land survey program secured GPS land surveying equipment this past January. This is the first academic calendar year that the instructor and students have been able to implement it into their course work. Students comment that this has been very beneficial and made a significant difference in understanding and seeing mapping come to life.

Horticulture: Instructors Kate Field and Kate Jerome participated in the professional career day at Badger High School and talked with students interested in attending Gateway and discussed with them the benefits for being in one of the horticulture programs.

Kate Jerome is working on the new master planning process for Hawthorn Hollow. She also developed and led an urban farming class for the Kenosha Museum in conjunction with the recent EcoFair in October.

The horticulture department hosted tours of the new Pike Creek Center for Central High School students and principal, Lisa Albrecht, the SEED group with Stephanie Sklba, the NCATC international group with Debbie Davidson, and the Instructional Services Administrators (ISA) with Provost Zina Haywood. Associate Dean, Beverly Frazier, toured the center with the Chinese delegation along with Associate Dean, Cyndean Jennings.

Kate Field presented information to the recreation commission about success with the Walk, Grow and Sow program at the Pleasant Prairie RecPlex. Plans are being made to expand the program next spring to include additional programs for children, teens, seniors and others. She also was selected as vice chairman of the Pleasant Prairie Recreation Commission. The Walk, Grow and Sow program's expansion plans are underway. Garden education programs for children, therapeutic gardening and other programs are in the works for next summer. Alternative delivery for program courses are being planned to align with this for next summer. Connections are also being made with Aurora Health Care professionals

Discussions have begun with our staff grants specialist for securing grant monies for helping us build a high tunnel on the Kenosha Campus. This will be centered near the Sustainable House and Horticulture Pike Creek Center for students to use throughout the entire year.

Kate Jerome, Beverly Frazier, and Stephanie Sklba are discussing the planning curriculum and construction of a small scale mushroom-growing facility near the Sustainable Center. This new addition will allow the urban farm students to develop and work with new growing methodology.

Instructor, Kate Field, and Technical Specialist, Kathy Estep, along with fifteen floral students attended the Wisconsin Commercial Flower Growers Association Annual Conference in Denmark, WI. Kate Field was the featured speaker at the SEWLCA October monthly meeting. Kate was asked to discuss the Gateway Horticulture program and how SEWLCA and Gateway can work together on common needs and projects.

Results of the Ball Horticulture field trials in the Learning Gardens were published in the November issue of the trade publication, *Greenhouse Grower*. The article featured information about the newly constructed Pike Creek Horticulture Center and the horticulture program.

Kate Field is participating in the Vision 3-2-1 committee—aligning programs with industry certification. Ideas are being generated for collaborating with the Wisconsin green industry federation to create a landscape apprenticeship program. This program would incorporate both state WI Green Industry Federation certification requirements, certified landscape technician, as well as national PLANET certification standards.

Gateway's Wintergreen 2013 held in January. Speakers include Craig Bergmann, who is one of the top landscape designers in the Midwest, Rebecca Nelson of Nelson and Pade Aquaponics, an international leader in this field, Corrine Daniels, Nursery Manager of *Applied Ecologica*, will present '*Demystifying Natives for the Designer*', and Jeff Epping, Director of Olbrich Botanic Gardens, who will speak on *Sustainable Landscaping: Designing Meadow and Gravel Gardens*.

Horticulture students will participate in the Belize Service Learning, Orange Walk Belize, in January 2013. Students and staff will work with the Belize High School of Agriculture faculty and students, and the Belize Director of Agriculture, to explore concepts in permaculture and sustainable community development. Organic food production, soils and composting, and the nutritional benefits of vegetables will be taught. We will learn from the Belizeans about native and traditional food crops, herbs and medicinal plants and fruit crops. Together we will design a food garden for a primary school. Ball horticulture has donated all the seeds needed for the project and \$500 for tools and other supplies. Kate Field assisted the students at a fundraising event at Uncorkt in Racine. John Thibodeau, Beverly Frazier, Diane Skewes, and Kate Jerome were in attendance to support all the service learning students.

Interior Design: Major curriculum updates have been made to the Interior Design associate degree program. The new curriculum modifications and semester layout will allow for more flexibility in current trends needed in the classroom and greater

transferability for a BS degree. The Gateway updates were discussed at the state called Interior Design meeting in Green Bay on November 30.

Service Occupations

Barber Cosmetology: Progress is being made on the state Barber Curriculum, as well as offering the barber program on the Kenosha Campus sometime in 2013. The student organization for this program has been known as the Kosmetique club. It has been renamed by student vote to The Gateway Glamour Club. They were also involved with the Entrepreneurship Day and are investigating the possibility of having the students perform various services on the residents of group homes in the area. In November, 20 items were donated for the Toys for Tots initiative. The students are sponsoring a food drive the month of December where our students will give free haircuts with the donation of a nonperishable food item which will be sent to the DeKoven Center Food Bank in Racine.

The Nail Tech Certificate program is now in place.

Criminal Justice/Law Enforcement: The Law Enforcement Academy Recruit Class 2-12-10 is scheduled to graduate on Tuesday, December 18th at the Madrigrano Auditorium. This class began its training on September 6, 2012 and is comprised of eighteen self-sponsored students, and 13 agency hired students: 6—Kenosha Police Department, 3—Racine County Sheriff's Department, 3—Mt. Pleasant Police Department, and 1—Town of Delavan Police Department.

Fire Protection Technician: The Gateway Association of Fire Students (GAFS) will be representing Gateway in the annual Burlington Christmas Parade on December 7. They will also begin a t-shirt fundraiser just in time for Christmas. Proceeds will be split between the Wisconsin USO and GAFS.

BURLINGTON CENTER

The staff and students at the Burlington Center are increasing momentum in their United Way Campaign. Staff pledging via payroll deduction will be entered into a drawing for a Green Bay Packers autographed football, reserved parking for a month (February or March), or Terry Simmons subbing for a day.

Partnering with the USG's upcoming activities, students will be able to enter drawings for tuition or Follett vouchers.

ELKHORN CAMPUS

An all-staff holiday celebration pot luck lunch for the Elkhorn campus was held on December 6th. This event also included a crafts sale. Hot chocolate was served, courtesy of the Sunshine Committee. There was a cookie exchange on December 12th.

The Sunshine Committee raised almost \$250 from a pre-Thanksgiving bake sale which will be donated to the families of the campus Giving Tree, a project of Dr. John Jansky's psychology class.

Dean of Campus Affairs Mike O'Donnell rolled up his sleeves at the campus blood drive on November 29th. Mike supervised the Study Sunday session at Elkhorn on November 18th.

RACINE CAMPUS

Progress continues on the remodel of the 3rd floor of the Racine Building for the new Student Services Center. The space is beginning to look like a professional student services area and the workers are putting the finishing touches on many small details. Please come and visit the new area.

Gateway Technical College hosted the 8th annual Money Conference on November 19th in the Racine Conference Center. Over 200 people attended and received information on how to become better informed about their personal finances. Thanks to all that helped to make this event such a success!

Graphics instructor Sue Hanneman reported: Wanted to take a minute to say thanks to all the faculty and staff that helped us pull off all of the entrepreneurship week activities, in particular the fair and "shark tank" activity on Saturday, November 19th. We had over 120 attendees. We had nine students enter the contest, and the top three business ideas received a certificate for a free 3 - credit entrepreneurship course! It was a wonderful learning experience for the students and I think it helped plant a seed for many students that they do have the option to start a business someday. The Fall Biz Squad on the Racine Campus planned the entire event on Saturday, and I want to thank the staff for assisting them in such a professional manner. What great role models you all are. There were so many who helped, I could not list them all, but you know who you are, so THANKS!

The following is a list of the Racine Campus Conference Center activities for the month of November:

November 1	Strengths Luncheon
November 2	WEDD Luncheon
November 5	Chinese Delegation Reception
November 7	Wisconsin Partnership Program Steering Committee

November 10	PC Clinic
November 13	SEWRPC Regional Housing Plan Public Meeting
November 13 (India)	International Education Week Film Festival 'Bride and Prejudice'
November 14	Racine School's Readiness Coalition
November 14	Multicultural Entrepreneur Workshop/Panel Discussion
November 15	Gateway District Board Meeting
November 17	Asset Builders of America Annual Money Conference

INSTITUTIONAL EFFECTIVENESS

Grants

The Grants Office has purchased grant development and management software and is in the process of setting up the system. E-civis includes a grant research tool, a tracking and reporting tool, and a training tool. Grant opportunities are posted daily and the grants database can be easily searched. Additionally, we are able to maintain electronic grant files which can be accessed by staff across the college as well as by auditors, eliminating our current system of duplicate paper files maintained in several departments. The software will also assist us in tracking reporting deadlines including automated notifications to grant staff reminding them of upcoming due dates.

STUDENT SUCCESS

Financial Aid

The Financial Aid office is conducting a student focus group to review the current award letter and two other letters. We have chosen a cross-section of dependent and independent students as well as those eligible or ineligible for grants. They will be reviewing the letters for readability as well as understandability of their rights and responsibilities and what their next steps are. After reviewing, they will complete a survey for the department to measure and plan our next steps in developing a quality award letter.

Student Accounts

The Student Accounts Department is currently focusing on reducing student debt owed to the college and collecting on past due balances. The department is taking a multi-phase approach to this. The first phase has been completed and included contracting with a new collection agency (RMS) and mailing students with a debt over \$45 to RMS Collection Agency and the Department of Revenue Tax Refund Interception Program (T.R.I.P.).

On December 3, 2012 approximately 1700 students with cumulative debts totaling \$1,106,566 were mailed a letter to provide them 30 days and a final opportunity to pay their balance before being sent to collections and the T.R.I.P program.

Disability Support Services:

The Disability Support Instructors are now responsible for the Intake Process for all students with documented disabilities. The goal is to decrease the length of time it takes to review documentation and then provide disability accommodations and services. In the past, students had to make numerous counselor appointments in order to provide documentation of their disability. The Disability Support Instructors are currently providing walk-in as well as scheduling appointments for the Intake process.

In the spring, the Disability Support Instructors for Kenosha and Racine will pilot “Going Green” with their Note Taking Services. Currently, numerous pages of notes are scanned or copied and then provided to the students with disabilities. Barb Yousefian and Beth Mulhollon will be leading these efforts and meeting with Meg Hunter to see if all notes can be located on Blackboard, Google Drive, or emailed directly to the student with a disability.

Tom Heffron, WTCS Director of Disability Services, toured the Learning Success Center in Elkhorn and shared recommendations with staff regarding the open room concept and its impact on ADA confidentiality, privacy for disability documentation, and retention of students with disabilities.

Multicultural Program

Alliance for Multicultural Students (AMS) Mixer was held on November 8, 2012. The AMS student club provides development and leadership opportunities through college and community engagement activities. Students stopped by for an opportunity to become acquainted with the Multicultural Program staff, meet/mingle with other Gateway students, voice what events/support/activities they want to see stem from AMS, qualified for raffle prizes, and much more! Light refreshments were provided. This mixer also provided a good marketing tool for the Multicultural Program due to the location in the Racine Campus Student Commons (good student traffic).

A new partnership was developed with the Business Development Division through the sponsoring of the Minority Entrepreneur Breakfast which was held on November 14. The intent was to promote students of color that are considering starting their own business while/after obtaining their education. There was a panel of 3 successful business owners within the district for students to gather personal information on how to make business plans, financial projections, need assessments, and other business

related topics. After the panel discussion, there was an extensive exchange of networking among the students and the panelists. "A well-received event overall."

The Multicultural Program volunteered at the Racine County Food Bank Saturday, December 1, 2012 at 9:00 a.m. - 2:00 p.m. The Multicultural Program is looking for volunteers to help fill food boxes that will be given to Racine's less fortunate families over the holidays.

The Multicultural Program will hold a planning meeting to follow up with results from the AMS Club mixer in order to continue the efforts for further student involvement. This meeting will provide more information for students in or joining the club in regard to future program development, events, academic development, and career/employment opportunities. Gateway students joined to voice and plan what they want to see stem from AMS. December 4 at 4:00 p.m. -6:00 p.m., Racine Campus (Racine Building, Huron/Erie Room 104).

TRIO SSS Program

TRiO had 4 new graduates in December. TRiO staff will attend Strengths Quest MAP (mentoring / advising program) training in December. The training tools gathered from this conference will be incorporated into the workshops and TRIO TAG meetings held directly with students. The TRiO Program staff is also leading the Gateway Tutoring Services Alliance committee. This committee's purpose is to examine and develop synchronized tutoring procedures across the college, which includes screening, application process, training, and documentation of tutoring hours.

College Connection

College Connection staff promoted Gateway programs at breakfast meetings for high school counselors. We had about 40 attendees at these events. Staff also promoted Gateway programs by organizing career panels, attended by Gateway faculty, at several high schools. College Connection staff also attended college fairs at Whitewater High School and one in Libertyville, Illinois. The College Connection Coaches continued their work with high schools, offering application workshops, campus tours, and one-on-one meetings with juniors and seniors. Twenty-eight high school teachers attended the Fall articulation workshop; all interested in pursuing new advanced standing and transcribed credit agreements. The deadline for new agreements is February 5, 2013.

COMMUNITY AND GOVERNMENT RELATIONS

The Foundation was pleased to recognize Board Vice Chair Fred Ganaway and Board Director Jody Hart as its 2012 Partners in Philanthropy. Fred and Jody were recognized

at the 2012 Association of Fund Raising Professionals Southeastern Wisconsin National Philanthropy Day luncheon held at the Pfister Hotel in Milwaukee.

The Foundation Employee Campaign has concluded with 100% of the Executive Leadership Council and 21% of employees participating in the campaign. The participation in the campaign has remained steady throughout the retirements and new employees joining Gateway in the last year. As of November 30, 2012, the Foundation has raised \$120,270.65 in support.

The Foundation Executive Director provided an update about the Foundation to Gateway Retirees earlier in November.

Foundation Executive Director and Foundation Liaison participated in the Y-Link Forum in Pleasant Prairie.

Open registration began December 3, so semester push materials were designed during November. We are building on the brand equity of Create Your Future with postcards, radio and print ads, outdoor advertising and more.

The Marketing department is supporting the realignment of student services with printed pieces and digital communications designed to better inform students of our services and how to best access them.

Marketing is also supporting the first ever December graduation with location logistics, AV, catering, photography, program book, web-based information, and more.

Diana Carbajal planned and executed the first combination retirees' luncheon and new retirees' award ceremony. It was well received and attended.

The new Gateway website went live November 5th with very few problems. Updating and tweaking continues. The intranet development is underway and expected to be released in March.

We continue to work on the many college remodeling projects creating the Gateway Experience for our students and staff.

This past month, we paid close attention to the election results and the impact on Gateway Technical College. We will continue to work with our previous elected officials, but will ensure that we outreach to those newly elected.

On December 4th, we hosted the first annual High School Environmental Summit with over 80 high school students participating from the tri-county area. This summit was an opportunity for students to learn from experts and from each other.

December 6th, Gateway hosted an event at the Kenosha Public Museum. This event was open to staff and students to view the Sustainable Shelter exhibit that is currently housed at the museum.

The ACTE conference was held in Atlanta, GA the last week in November. Stephanie attended this event. She is the chair of the sustainability taskforce for ACTE which met at the conference and also moderated a panel discussion on education and the green economy. Stephanie is also the Wisconsin State representative for Region 3 and participated in many policy and business meetings.

HUMAN RESOURCES

Jacqueline Morris reports that we have had a continuous amount of staffing activity. We are currently recruiting for 15 positions. She is working with tutoring supervisors to develop a procedure for centralized tutor hiring, training, and criminal background checks. We are also working on compensation RFP with Waukesha Technical College and Milwaukee Technical College.

The State Office is moving to a new system regarding certification. The new system will allow continuous certification submissions for new certification requests, changes, and updates. This system will be operating in real time instead of a static system.

Bill Whyte continues to chair the Communication subcommittee of the Student Services implementation process. A new brochure was mailed to all students explaining all new Student Services positions and responsibilities.

Bill Whyte is co-chairperson of Vision 3-2-1 Strategic Direction #3: *Employees will work together in a college culture of innovation and opportunity*. The Innovation and Opportunity Survey was sent out to all permanent part-time and full-time staff. The results of the survey have been received and are being reviewed.

John Frost continues to provide HR on Campus and the January round is under development. This program has been very successful and the number of staff participating has increased.

Payroll has completed many updates to the Web Time Entry software and final beta testing is ongoing. The push for completion of the Electronic Signatures process continues. The process is in the hands of the IS Department. A meeting was held with

Perceptive/Image Now to see their forms & electronic signature software which looks promising. More meetings will occur in December.

Labor Relations is working on 3 Records of Consultation – preparation and delivery; 8 investigations regarding employee issues, and 6 issues for review and opinion. There is one active grievance on hold. One exit interview was conducted.

We received our third request from the GTEA to open negotiations and we have turned it down. The requests were based upon the current status of ACT 10 and advice from counsel.

Leadership Training continues on a bi-weekly basis. Upcoming topics are 'Managing Performance Problems' and 'Reviewing Performance Progress'.

The HR leadership team met with the WCTC HR leadership team to share on-going strategies relative to HR practices.

Debbie Miller is a member of Gateway's Behavioral Intervention Team – CARE and she is working with Dennis Sherwood and Ray Koukari on a Workplace Violence and Title IX Awareness presentation to be used with various Gateway staff audiences. Activity in the CARE Team has increased significantly. The team has a standing weekly meeting on Friday afternoons and also meets as needed to address critical situations. Debbie currently has 4 open cases which involve students. She is working on an open ADA accommodation request by an instructor and the Benefits Team is very busy auditing the 3 new benefits providers. We continue to problem solve operational issues.

The open enrollment period for Flexible Spending Accounts ended on November 19th.

The Wellness Committee 'NFL Challenge' just completed. Over 70 staff participated. The stress relieving chair massages are a big success on all campuses. Those who have participated are very happy to have them offered each month. The kick-off for the on-site Weight Watcher program started November 29. The Kenosha Campus and Elkhorn Campus/Burlington Center had over 15 individuals enroll in each location. Our new health insurance provider, WCA Group Health Trust, is paying 50% of the employee cost.

Many HR staff attended the Retirees Luncheon on November 14 where those retiring in the past year were honored.