



## **PRESIDENT'S REPORT**

*November 15, 2012*

### **GATEWAY AS LEADER**

#### **Distance Learning**

Our implementation of Blackboard's Mobile Learn application continues to go well. This product was rolled out early in October and all initial reports are very positive. Students can access their Gateway coursework from their mobile devices at any time and any place. We are continuing development on phase two of this project; which will provide additional "Campus Life" types of information in Blackboard's Mobile Central component. 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. Our implementation of Lynda.com, an online resource for software and soft-skill training, has been completed. This was a collaboration between the LID division and the Institutional Effectiveness Division. This resource provides online training courses aimed at helping faculty and staff hone their skills in the areas of software, time management, and other "soft skill" areas.

### **ENROLLMENT**

Fall enrollment is currently holding steady at a decrease of -6.5%, up from a -10.0% decrease in June. Current year enrollment, including the summer and fall terms, is down -3.1% compared to the same time last year - up slightly from October.

### **FINANCE AND FACILITIES**

Districts Mutual Insurance (DMI), Gateway Technical College's property/liability/worker's compensation insurance carrier, made a donation of \$1,000 to each of the sixteen Wisconsin Technical College districts' foundations. Not only has DMI collectively saved the system over \$10,000,000 in insurance costs since inception, it has fostered and facilitated an environment of cooperation and collaboration among the WTCS colleges. The check was given to the Gateway Technical College Foundation and designated as an unrestricted funds donation.

Bane Thomey represented Gateway Technical College at the joint Wisconsin Technical College System (WTCS) Business Officers and Human Resources staff meeting held in Madison October 24-25. The meeting was an opportunity for WTCS human resources and finance staff to discuss and develop strategies and best practices around salary and benefit reporting and budgeting. Highlights of the meeting included OPEB, compensation market studies, and college handbook discussions.

Beverly Hansen recently completed the compilation of the Comprehensive Annual Financial Report (CAFR) in cooperation with the college's annual audit conducted by

external auditors, Schenck, S.C. The CAFR and audit provide a detailed analysis of the college's financial position.

The college has had an ongoing problem spanning over two years with the Internal Revenue Service assigning another organization our Federal ID Number. Recently the problem was escalated when our tax payments and employee tax filings were rejected. The IRS has acknowledged the issue and has informed us that the service is working on it.

Mark Zlevor provided a presentation on Gateway's finances for Employee Learning Day.

Gateway Technical College was represented on several tax incremental financing joint review boards including the City of Racine and Village of Sturtevant during the month of October.

### **LEARNING INNOVATION DIVISION (LID)**

#### **Information Technology**

The division is settling in after the recent addition of a large number of new staff members. These new staff members are rapidly integrating into their work teams and campuses and are providing valuable support for faculty and staff. The IT area is building out additional capacity for bandwidth to our Elkhorn campus as well as deploying additional virtualization resources at the network and desktop user level.

#### **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.

It is an exciting time in all areas of the LID division. We have members involved in the Academic Affairs Strategic Planning group focused on technology at the district and we are looking forward to collaborating to enhance technology deployments across our college. 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)**

#### **Economic Development**

Kate Walker, Therese Fellner, and Greg Herker worked with the Academic Division to prepare a week of activities November 12-17 celebrating entrepreneurship and offering opportunities for students to learn more about starting a business. Gateway will host a Shark Tank business idea competition on Nov. 17 during the Entrepreneurship Fair on the Racine Campus.

Gateway partnered with the Racine County Economic Development Corporation (RCEDC) and the Racine Workforce Development Center to provide information for a new company moving to Sturtevant. Information on recruitment, training, and funding to assist the company with building and growing their business in Racine County was shared by all partners.

The WTCS state-called meeting for Business will include a panel discussion on integrating entrepreneurship into technical programs. Kate walker and Therese Fellner will join Ray Koukari, Diane Skewes, Sue Hannemen, and Cheryl Ucakar to share information on Gateway's intrapreneurship model.

WEDD is excited to announce a new way that we are fostering an innovative climate in our communities through the development of a Fab Lab. A Fabrication Lab "Fab Lab" is a workspace containing a variety of computer controlled tools that allow for the manufacture of nearly anything the individual can conceive and encourages innovation and project collaboration. Fab Labs are useful across many sectors of industry and attract professionals such as artists, business leaders, architects, engineers, manufacturers, as well as innovative students and inventors. Watch for more information in the coming months.

### **Workforce Training**

Debbie Davidson and Lauri Howard represented Gateway and served as co-hosts for the inaugural meeting of the Walworth County Manufacturing Council. Along with Walworth County Job Center and the Walworth County Economic Development Alliance (WCEDA), they were joined by eight employers who agreed to serve as an advisory council on manufacturing.

Debbie Davidson participated in the Health Professions Opportunity Program Employer Breakfast hosted by Stacia Thompson. The employers in attendance shared skills needed and ongoing training desired for current and future workforce.

The Electrician Apprenticeship program will be moving from the Racine Campus to the iMET Center in December.

Debbie Davidson and Robin Hoke presented information on WEDD's Boot Camps and our partnership with the National Coalition of Certification Centers (NC3) to the Chinese delegation visiting as part of the Vocational Education Leadership Training (VELT) project.

Planning for the offerings at the iMET Center for January 2013 and beyond is in full swing. An Employer Lunch will be held on November 16 at 12:00 pm - 1:30 pm. This is an opportunity to dialogue with regional business representatives, manufacturing employers, and staff from Gateway Technical College's Workforce and Economic Development Division (WEDD). Along with a complimentary luncheon, attendees will be updated on the progress of renovation at the Integrated Manufacturing & Engineering Technology (iMET) Center and be introduced to the proposed Fab Lab that

will be located in the facility; which will encourage innovation and project collaboration. We welcome your feedback and input on the boot camp curriculum, as well as the offerings in the new flexible manufacturing lab. We will also share our proposed professional development and training opportunities; which will be offered at the iMET Center beginning in January 2013. Please RSVP to Jane Kluchka at kluchkaj@gtc.edu or call 262-564-3402.

Randy Reusser held Certification Saturday on 11/3/12 and ten students earned their Belden Fiber Certification. Ten Gateway students earned certification on Belden Copper. Eight students from the IBEW-494 took the BICSI Copper class and passed the hands-on test; four earned their BICSI Certification. Thanks to Beverly Frazier and Lauri Howard for making this certification opportunity possible.

WEDD is compiling an informational booklet that will highlight many new educational offerings available for the opening of the flexible manufacturing addition to the IMET Center in early January 2013. These offerings include: APICS, Computer Software Applications, Electrical, Human Resources, Manufacturing, Quality, Continuous Process Improvement Certificate, Boot Camps, Growth Wheel, and Fab Lab professional development. Watch the WEDD website for details on dates, times, and registration information.

Gateway's WEDD is ranked #4 among the 16 Wisconsin Technical Colleges for FY 12 for Professional Development Workshops and Contract Revenue! WEDD is on track to exceed our goals for FY13!

WEDD hosted a team of five workforce training and manufacturing staff from Fox Valley Technical College on Friday, November 2. The FVTC team toured the Lakeview facility in the morning and the CNC lab at the Racine campus with a lunch meeting to discuss the boot camp model. A return visit to the completed iMET Center is being discussed for first quarter 2013.

Workforce Advancement Training grant funds of approximately \$500,000 remain for the current fiscal year. WEDD expects to submit 4-5 applications during November for training funding to be used between January and end of August 2013. The application deadline for fiscal year 2013-14 will be mid May with a limit of three applications per technical college although multi recipient submissions are allowed. For more information on WAT grants please contact Lauri Howard at 262-564-2990 or howardl@gtc.edu

### **Welding/Fabrication Boot Camp**

On October 15, 2012, the SCJ-funded Welding/Fabrication Boot Camp started. The curriculum has been revised to accommodate feedback from prior welding camps which only offered three credits of welding and three credits of welding print reading. The revisions were based on feedback from instructors, workforce development partners, and businesses in the community. The curriculum has expanded to include six credits

of welding, three credits of welding print reading, three credits of metal fabrication, and now includes Oral Interpersonal Skills positioned to further develop soft skills.

WEDD has partnered with Beverly Frazier, Associate Dean – MET, to secure a full-time welding instructor to serve as the lead instructor for this camp. Kim Weckerly is teaching all three welding courses. The program has started with 12 students primarily selected through the Racine Workforce Development Center. Graduation for the Welding/Fabrication Boot Camp will be held at the Racine campus on February 1, 2012.

### **IBEST/Certified Nursing Assistant Boot Camp**

WEDD has partnered with the Diane Skewes and Michael O'Donnell from the Nursing Division, along with Dr. Mearns- Dean of Developmental Education from the Academic Affairs Division, in a collaborative effort to offer and complete a Certified Nursing Assistant (CNA) ABE/ELL Boot Camp using the IBEST model. I-Best refers to Integrated Basic Education Skills Training. In the I-BEST program, students have the benefit of two instructors. One is a subject matter expert and the other is a specialist in basic skills such as English, reading, and math. The Boot Camp was funded in part by the SCJ-fund, while supplemental ABE/ELL instruction supporting the IBEST model was funded through an Adult Basic Education grant from the General Education Division. The program was created and implemented with the leadership of those named above. Sixteen students participated with a diverse representation of individuals from ABE, ELL, and the Nursing program. The candidates were selected from Gateway's internal student population through target efforts in specific programs and courses. Thirteen students completed the coursework and clinical portion of the Boot Camp. The CNA course was taught by Pat Ontko, with ABE/ELL instruction provided by Susan Verbeten.

### **2013 Projected Boot Camp Schedule**

CNC XVI: January 2013

CNC XVII: May 2013

CNC XVIII: September 2013

\*CNC Bridge Program Fall 2013– Summer 2014

Weld/Fab II: March 2013

Weld/Fab III: September 2013

\*Certified Nursing Assistant – ABE/ELL March 2013 and October 2013

Industrial Machine Repair: April 2013

## **ACADEMIC AND CAMPUS AFFAIRS**

### **Academic Operations:**

Course entry of classes for the spring 2013 term has been completed by the divisions and the schedule is now viewable on Web Advisor. We are working with Follett Bookstore on making updates/corrections to the spring 2013 textbook and materials order.

### **Business and Information Technology:**

Security/Networking students are competing with other colleges and universities in the Cyber Collegiate Defense competitions. Practice was held October 12 and Midwest competition is March 1. More information can be found at their website: <http://www.cssia.org/ccdc/>. They are also part of the pilot program for the National Cyber League. There are three competitions total; the second one was November 3. Another one will be November 17 and the finals will be December 1. The students have also formed a club, Gateway Rough Routers, and are currently in the process of recruiting members.

AITP Club in Racine held a used computer sale on November 10.

The following testimonial was received from a student in the On Demand Accounting Program: "My educational goals are to succeed in all aspects of Accounting, and at the end receive my associate's degree in Accounting. I not only want to do well in my course work, but I want to fully understand the depths of Accounting. Gateway has given me the opportunity to further my education with their Accounting on Demand program. I love the flexibility! I would of never of even thought twice about returning to school if they did not have the On Demand."

Sandy Weber, advisor of the International Association of Administrative Professionals (IAAP) Club, accompanied one student to the IAAP Wisconsin Fall Education Conference at the Osthoff Resort in Elkhart Lake on October 19 & 20. They attended the following presentations: Team Conflict and SELF, Your Leadership Journey–To Boldly Lead Where Others Have Gone Before with Success and Confidence, and Communicating Ideas with Influence. The picture is of student Pamela Peet at the conference. It was a beautiful resort and the speakers were excellent. There was interaction and networking with Administrative Professionals from across the state. Pam is now completing her internship at Lincoln Lutheran in Racine.



Two Officers from the Elkhorn campus attended the Business Professionals of America (BPA) State Fall Leadership Conference in Green Bay on October 17.

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

On October 23, Dr. Mearns met with four Trade Adjustment Assistance (TAA) Coordinators from the Racine and Kenosha Workforce Development Centers. They came to learn about Gateway programs that their clients could attend as they transition into new jobs or training programs. Currently around ten TAA students attend English language classes or GED preparation classes. Dr. Mearns explained that the bridge programs sponsored by SC Johnson were targeting Racine County residents. The coordinators visited the classes and asked questions about the new GED exam.

The Adult High School Advisory Committee met with representatives from Waterford, Union Grove, Racine, and Burlington high schools. The four adult high school advisors came to meet the committee members. Jane Finkenbine attended as the College

Connection representative. The committee was satisfied with the spring 2013 schedule. Dr. Mearns explained that more night and evening classes are being offered to attract community members who want to take these classes.

Gateway staff using tutors met to discuss how a centralized pool of tutors could be established. HR Director, Jacqueline Morris, spoke to the group about standardizing hiring procedures. The group was aware that some technical colleges require criminal background checks before hiring, but Gateway was not currently doing so. Each group was also hiring based on different qualifications, and in some cases pay rates were also different. By pooling resources, the members hope to extend hours or increase capacity in the Academic Support Centers. The group will meet twice a month to work on a plan to be implemented in the spring.

### **Health Careers:**

The nursing skills labs will now be known as Health & Technology Learning Centers on both the Kenosha and Burlington campus locations. Lab coats with the new name and Gateway logo have been provided to full-time staff. The Centers have also adopted a new dress code for those using the Center; which will enhance the image of the professional nurse.

The Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA) is visiting Gateway's Kenosha Campus on December 17 to review the ST 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/counselors in Racine on October 11 to introduce the New Student Specialists and provide an update to all personnel advising students. This session featured the CNA program and was attended by instructor Julie Capelli. We will continue to meet monthly during the academic year. The featured program for November will be Surgical Technology in Kenosha.

On October 19, Deans Diane Skewes and Michael O'Donnell welcomed the spring 2013 nursing students beginning clinical training at the pre-registration meeting in Kenosha. Mike and Diane also attended the November 2 meeting of the Wisconsin League for Nursing held at Waukesha County Technical College. The Deans are also pursuing dual enrollment opportunities for our students with 4-year schools of nursing in southeast Wisconsin.

A health employer fair was held in Kenosha on October 24. There was more participation this year than last year.

Advisory committee meetings were held during the preceding month for the Nursing and Community Pharmacy Technician programs. The Medical Assistant Advisory Committee met on November 8.

Nursing instructor Jose Avila offered a Benevolent Touch training session in Burlington on October 26.

The HPOP team held an employer breakfast in Racine on October 31.

Dean Mike O'Donnell attended the district Wellness Committee meeting on October 16. He went to Madison on October 12 for a state-called Health Deans meeting and continues to work with the WTCS on a master articulation agreement with UWEX/UW System for the HIT program. Mike attended meetings of the Nursing Admissions and Promotions Committee and the Nursing Faculty Council at iMET on October 19. In November Mike will travel to Washington State to be part of an accreditation review team for the American Physical Therapy Association (CAPTE).

### **ELKHORN CAMPUS:**

We welcome Jason Steagall to the Elkhorn campus. He will be serving as our library instruction and reference specialist. Jason met library benefactor Alice Morava and members of her family, who visited campus on Jason's first day of work.

An all-staff meeting for the Elkhorn campus was held on November 7. It also kicked off their United Way campaign. Chili was served courtesy of the Sunshine Committee.

Dean of Campus Affairs Mike O'Donnell chaired the quarterly meeting of the Walworth County Workforce Development Board on November 1 and attended the Elkhorn Chamber of Commerce Business After Hours event that same day. Mike was also at the board meeting for the Walworth County Literacy Council on November 9.

### **RACINE CAMPUS:**

Remodeling progress continues on the Racine 3rd Floor for the new Student Services Center. The walls are now up and being painted, with carpeting being delivered next week. The goal is for a move in the last week of November through the first week in December.

The following are the meetings that were held in the Racine Campus Conference Center:

October 1	CNC Fall Advisory Committee Meeting
October 2 & 3	SEED Event (Sustainable Entrepreneurial Economic Development) Conference
October 4	RUSD PBIS Universal Training Day `3'
October 5	Strategic Academic Plan Kick-Off
October 9	Leadership Racine
October 10 & 11	Wellness Inc. Screenings for Employees
October 18 & 19	CIP Training (Crisis Intervention Partnership)
October 22	Curative Lakeside `Employer First' Workshop
October 23	Chinese Crash Course
October 23	City/County of Racine Employee's Retirement Informational

	Meeting
October 25	Annual Flu Shots for Employees
October 30	CNC/Machining Instructors & Supervisors State-Called Meeting
October 31	HPOP Breakfast Reception
October 31	Strengths Workshop for New Employees

## **INSTITUTIONAL EFFECTIVENESS**

The curriculum office has assisted more than a dozen programs in modifying their curriculum to better meet the needs of our students and employers. All modifications had to be completed by October 31 in order to get necessary state approvals and publish our curriculum for 2013-14 in a timely manner. Thanks to Program Effectiveness Specialist Jaime Spaciel for all the hours she shared with our faculty to help them complete this task. Our team will now be working hard through the end of the year to document all the updates to our curriculum.

The Student Learning Committee reviewed the first draft of our annual Student Learning Report for 2011-12. We are proud to say we had 100 percent of our programs participating in the process and submitting results; in other words, no programs requested exceptions to our process due to any problems in their data collection. This is a great improvement over last year.

The Employee Learning department just enrolled the 70th new employee in the Gateway Journey 3.0! Since 2008, the three Journey programs have touched 204 employees, over 1/3 of our total workforce, giving them a strong foundational knowledge of Gateway.

Our Service Learning Coordinator, Madeline Carrera, recently launched our second Service Learning Project Development workshop for faculty. On the day after we opened registration, we had all ten seats filled with two faculty waiting.

## **STUDENT SUCCESS**

### **Enrollment Services:**

Enrollment Services has transitioned our staff to their final positions within the new Student Success model. Facilities adjustments are being made to accommodate our new and revamped positions. The district-wide Contact Center will also be up and running in a few weeks.

### **Student Development:**

#### **College Connections**

College Connection Coaches represented Gateway at college and career fairs at the Wisconsin School for the Deaf, Badger High School, Union Grove High School, Elkhorn High School, Delavan-Darien High School, and Carthage College. Coaches also led campus tours and gave classroom presentations to students from Oak Creek High School, John the 23rd After School Tutor Center, and Frank Elementary. Coaches met

one-on-one with students at ten different district high schools. Superintendents and principals from almost every high school district in Kenosha, Racine, and Walworth counties attended a breakfast meeting hosted by the Gateway President's Office and College Connection. Jane Finkenbine represented Gateway and served on a panel addressing higher education opportunities at the UW Parkside, Hispanic Summit.

### **Multicultural Program**

Julani Bayan is the newest member to join the Gateway family and will be serving in the role of Multicultural Support Specialist on the Kenosha campus. Previously Julani worked as an adjunct instructor at Gateway Technical College for the past three years and MATC for the past year. At both Colleges, he taught in the Human Service/AODA depts.

The Multicultural Program (MP) has completed the update/revision to the various internet social interfaces to maintain and manage consistent connection, communication, and retention efforts among students of color both active in the program and in the general student population. Each internet interface will be continuously updated on a weekly basis.



A mid-term survey was implemented for all students of color within the district (approximately 1,223 students) to obtain data in order to improve student success. The survey was constructed in a manner to seek specific information pertaining to education instructions, student services, and areas of improvement for the program. A few hours after the survey launched, 43 students had already responded.

MP Orientation (MP Overview/Opportunities & Alliance for Multicultural Students) was held on October 6, 2012. The MP held an orientation for students to come learn about the program and AMS. The orientation appeared to be well received and the students were given some insightful information not only to the program but to a presentation on study skills, learning styles, and time management. A second orientation is in process.

A meeting was held on October 30 with Kristin Gunia in marketing to re-work the posters and brochures to reflect Julani Bayan, the new Multicultural Student Support Specialist, and the Multicultural Leadership Institute.

The MP is currently reaching out to adjunct instructors to become tutors for active students in the program. Subject areas that are being sought are Math, Computer, English, and Social Sciences. Currently there are four tutors available in all subject areas.

#### **Minority Entrepreneur Breakfast Invites (4):**

There will be a new partnership developed with the Business Development Division through the sponsoring of the Minority Entrepreneur Breakfast. The breakfast will be held on November 14. The intent of this breakfast is to promote students of color that are considering starting their own business while or after obtaining their education.

There will be a panel of 4 to 5 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.

### **TRIO SSS Program**

TRiO is currently offering Strengths based TAG sessions on a bi-weekly basis to students and also working to implement the use of new software tools that will produce the Annual Performance Report for the Department of Education each year.

### **COMMUNITY AND GOVERNMENT RELATIONS**

WCEDA held a legislative event at the Grand Geneva on November 18. This was a great event with all of the legislators representing Walworth county attending. Stephanie met with Paul Gabriel in Madison on October 29 to discuss the upcoming legislative concerns and the WTCS budget proposal.

The Center for Sustainable Living had a very busy month with over 253 visitors. This includes k-12, community members, and individuals from the college. We are in the process of developing programming for the k-12 districts for field trip opportunities. We have met with the grants department to discuss the opportunity for outside funding for the Center and additional sustainability programs at the college. The Greenhouse Gas Inventory will be completed in December. This will be the second report as part of the President's Climate Commitment.

### **Marketing**

The Marketing Department has been extremely busy with the many changes in student services. There are several new and updated publications being produced and shared with students and prospective students so they understand how to best access student services.

We are working on new location logistics, communications materials, and printing for the first-ever December graduation.

The new Gateway website went live Friday November 2. Thanks to the extensive focus group and online web survey testing of the site, there were no major surprises or issues with the new site. Many staff took the time to congratulate the web team—Shay Downey-Forsythe, Nathan Wells, and Kristin Gunia for all their work this year.

Three new staff was added to our department, utilizing staff dollars available through the retirements. We took two full time clerical positions and created one full time position offering clerical support to marketing and the printshop, we added a Marketing Specialist- multicultural outreach, and slightly altered a DAAB-supported position for videography and photography of student life.

### **Foundation**

Dreamkeepers: A Scholarship America program focusing on student emergency funds at Gateway has launched and will continue for a total of three years of funding.

Scholarship America has funded all 16 Wisconsin Technical College Foundations with emergency grant funding. From Dreamkeepers, the Foundation has received \$20,000 for capacity and sustainability at the College and \$40,000 in year one for student emergency grants. This will enable and support an online application process for students. Dreamkeepers funds Pell-Eligible students with unmet financial need to receive up to \$500 in student emergency grant funds per incident up to a lifetime total of \$1,500. The Foundation's existing student emergency grant funds remain available for non-Pell-eligible students or if the \$40,000 is exhausted in the first year.

The 2012-2013 Continuing Student Scholarships application period closed on October 12, 2012. A total of 347 students completed their applications online. Starting this year, the Foundation has recruited a total of 26 scholarship application reviewers to assist with the application review process. These reviewers include 20 Gateway retirees and community members and three Foundation Board members. We anticipate announcing award decisions in early December.

The Foundation Employee Campaign kicked-off at Employee Learning Day in September. The presentation to staff included the following speakers: College President Bryan Albrecht, Foundation Board Chair Stan Manning, 2011-2012 SGA Scholarship Fund Recipient Brenda Velazquez, Gateway Medical Assistant Program Instructor Robert Formanek, and Foundation Executive Director Jennifer Charpentier.

The Executive Director participated in a 10-Chamber Networking event in Delavan that included Chambers and Chamber members from Western Kenosha, Western Racine, and Walworth Counties.

As of October 31, 2012, the Foundation has raised \$55,539.65 in financial support.

## **HUMAN RESOURCES**

The HR Team is participating on various Vision 3.2.1 committees; which started their meetings in October. Bill Whyte is co-chairperson of Strategic Direction #3: Employees will work together in a college culture of innovation and opportunity.

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

Labor Relations is working on one Record of Consultation – preparation and delivery; ten investigations regarding employee issues, and five issues for review and opinion. There is one active grievance on hold. One exit review was conducted.

Leadership Training is conducted on a bi-weekly basis. Debbie Miller co-presented on Code of Ethics & Fair Treatment at the October 18 training session.

Bill Whyte, John Frost, Debbie Miller, and Jacqueline Morris attended the WTCS HR Directors meeting in Madison, October 24-26. Debbie Miller continues to participate in

the WTCS Benefits Consortium. Her committee met with Gallagher, WTCS Benefits Consultant, and a benefits preliminary report was made at the October 25 WTCS HR Conference.

Debbie Miller is a member of Gateway's Behavioral Intervention Team, CARE, and 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.

New Employee Handbook orientations are provided to all new employees in their first month of employment by Bill Whyte.

The Wellness Committee is in the middle of the Wellness event, 'NFL Challenge'. Over 70 staff is participating in the event. The stress relieving chair massages are a big success on all campuses. The chair massages are located in areas where our front line people can take advantage of them during their workday. One staff member said "it is amazing how restful and therapeutic it is."

Wellness screenings and Health Risk Assessments have ended. We are waiting for the aggregate report; which will be helpful in planning Wellness initiatives in the future. A benefits overview was presented at the Employee Learning Day in October by Debbie Miller. Terry Strash and her team organized a successful Health Fair at Employee Learning Day with over 20 vendors.

Flu shots were held in Kenosha on October 24, in Racine on October 25, in Burlington on October 30, and in Elkhorn on October 31.

Jacqueline Morris and Selina Hochertz are working with MATC (Milwaukee) and WCTC to write an RFP for compensation consulting services