



**Bryan D. Albrecht, Ed.D.**  
President

September 10, 2013

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## NOTICE OF MEETING

### GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

#### Regular Meeting

Thursday, September 19, 2013 – 8:00 a.m.

#### Elkhorn Campus

**400 County Road H, Room 112 (South Building), Elkhorn, Wisconsin 53121**

The Gateway Technical College District Board will hold its regular meeting on Thursday, September 19, 2013 at 8:00 a.m. at the Elkhorn Campus 400 County Road H, Room 112 (South Building), Elkhorn, Wisconsin 53121. The agenda is included.

Bryan D. Albrecht, Ed.D.  
President and Chief Executive Officer

September 19, 2013

**GATEWAY TECHNICAL COLLEGE DISTRICT BOARD**

Regular Meeting – Thursday, September 19, 2013 – 8:00 a.m.

Elkhorn Campus

400 County Road H, Room 112 (South Building)

Elkhorn, WI

Info. / Disc	Action	Roll Call	<b>AGENDA</b>		Page
			I.	<b>Call to Order</b> A. Open Meeting Compliance	3
		X	II.	<b>Roll Call</b>	3
	X		III.	<b>Approval of Agenda</b>	4
	X		IV.	<b>Approval of Minutes</b> A. August 15, 2013 – Regular Meeting	4 5
X			V.	<b>Citizen Comments</b>	10
X	X		VI. (45 min)	<b>Chairperson's Report</b> A. Meeting Evaluation B. President's 2013-2014 Goals	11 12 13
X			VII. (30 min)	<b>President's Report</b> A. University of Wisconsin-Parkside General Education Transfer Agreement and New Business Program Agreements (Z. Haywood) B. Collaborative Community Partnership (Z. Haywood) C. Introduction: USG President and USG Plan for 2013-2014	14 15 16 17
X			VIII. (15 min)	<b>Operational Agenda</b>	18
	X	X		A. Action Agenda 1. FY 2012-13 Budget Revision #3 B. Consent Agenda 1. Finance a) Financial Statement and Expenditures over \$2,500 b) Cash and Investment Schedules 2. Personnel Report 3. Grant Awards 4. Contracts for Instructional Delivery 5. Advisory Committee Activity Report 6. Approval of Bids: a) Bid No. 1416 - Site Lighting Improvements, Kenosha Campus b) Bid No. 1417 - ECP Playground Drainage Repair, Kenosha Campus c) Bid No. 1418 - Culinary Demonstration / Classroom Renovation, Racine Campus	18 19 27 27 28 36 40 43 45 52 58 58 62 66
			IX. (15 min)	<b>Policy Governance Monitoring Reports</b>	70
	X			A. Ends Statement Monitoring 1. End Statement #5 – Gateway provides a positive return on taxpayer and community investment by leveraging its core capabilities in a financially and socially responsible manner. (B. Thomey)	71 71- 73
X			X. (10 min)	<b>Board Member Community Reports</b>	74- 75
X	X		XI.	<b>Next Meeting Date and Adjourn</b> A. Regular Meeting – Thursday, October 24, 2013, 8:00 am, Racine Campus B. Adjourn	76

**GATEWAY TECHNICAL COLLEGE DISTRICT BOARD**

**Regular Meeting**

Thursday, September 19, 2013 – 8:00 a.m.

Elkhorn Campus

400 County Road H, Room 112 (South Building)

Elkhorn, Wisconsin 53121

- I. CALL TO ORDER
  - A. Open Meeting Compliance

II. ROLL CALL

William Duncan	_____
Gary Olsen	_____
Bethany Ormseth	_____
Scott Pierce	_____
Neville Simpson	_____
Roger Zacharias	_____
Pamela Zenner-Richards	_____
Ram Bhatia	_____

**Our Positive Core – Gateway Technical College District Board**

Our shared strengths as a Board that we draw upon to do our work:

- Belief in the value of Gateway Technical College
- Commitment to our community
- Common sense of mission
- Mutual respect
- Sense of humor
- Open-mindedness & willingness to question

III. APPROVAL OF AGENDA

Items on the Consent Agenda for discussion

IV. APPROVAL OF MINUTES

A. August 15, 2013 – Regular Meeting

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD
Regular Meeting
August 15, 2013

The Gateway Technical College District Board met on Thursday, August 15, 2013 at the Kenosha Campus, Center for Bioscience and Information Technology, Room 120, 3520 30<sup>th</sup> Avenue, Kenosha, Wisconsin 53144. The meeting was called to order at 8:00 am by Ram Bhatia, Chairperson.

**I. Call to Order**

A. Open Meeting Compliance

1. K. Jackson confirmed the meeting was duly noticed in accordance with state statutes for open meeting compliance.

**II. Roll Call**

William Duncan	Present
Gary Olsen	Present
Bethany Ormseth	Present
Scott Pierce	Present
Neville Simpson	Present
Sheila Webber	Excused
Roger Zacharias	Present
Pamela Zenner-Richards	Present
Ram Bhatia	Present

Also in attendance were Bryan Albrecht, Kamaljit Jackson, Mary Harpe and 22 citizens/reporters.

**III. Oath of Office**

- A. Sheila Webber tendered her resignation as a member of the Board of Trustees. Posting for this vacancy will occur immediately.

**IV. Approval of Agenda**

- A. It was moved by R. Zacharias, seconded by G. Olsen and carried to approve the agenda with modification of agenda to remove Oath of Office.

**V. Approval of Minutes**

- A. It was moved by S. Pierce, seconded by N. Simpson and carried to approve the minutes of the June 20, 2013 Regular Meeting and the July 8, 2013 Organizational Meeting.

**VI. Citizen Comments**

- A. No citizen comments were submitted.

**VII. Chairperson's Report**

- A. Follow-up on District Board Committee Appointments – no follow-up needed as this was to allow Sheila Webber the opportunity for appointment to a committee.
- B. President's 2013-2014 Goals – every year the Board approves the goals of the President. All members will be provided the President's goals for 2013-2014 and feedback should be provided to R. Bhatia for comment. At the September Board Meeting, goals will be presented for discussion and approval.

- C. Meeting Evaluation – Had good response (8); members are participating; comments are good.
- D. Board 4<sup>th</sup> Quarter Goals – Board goals shared; good participation in various activities.
- E. District Board Association Meeting – good information; tours were good; networking opportunities with other members was good.

## VIII. President's Report

- A. Bryan Albrecht offered announcements as follows:
  - 1. Journey Members in attendance:
    - 1. Aidana Lira
    - 2. George Andrews
    - 3. Jazmine Vargas
    - 4. Kristine Mueller
    - 5. Lindsey Mizak
    - 6. Morgan Kaiser
    - 7. Patrick Brinkman
- B. Facility Update (W. Whyte): photos presented for all projects in process and those completed.
- C. Sustainability Update (S. Sklba):
  - 1. Sustainability Dashboard
    - i. Four year trend
    - ii. Approx. 10% decrease of energy usage in 2013 from 2010
    - iii. 3.5% decrease in waste pick up from 2013-2012
  - 2. Sustainability Activities:
    - i. High School Environmental Summit
    - ii. 1369 visitors to the Center for Sustainable Living
    - iii. Development of Energy Knowledge Center
    - iv. Recycling Taskforce
- D. Enrollment Strategies (Z. Haywood):
  - 1. Open Houses
  - 2. Ready, Set, Go/Registration Days/FAFSA Fridays
  - 3. Walk-in Advising
  - 4. Call Campaign
  - 5. College Connection
  - 6. Community Outreach
  - 7. Marketing Efforts
  - 8. 1+3 with UW-Parkside
  - 9. Focus on 2+2 agreements
  - 10. Weekend College
  - 11. Learning Success Centers
  - 12. International Students/Multicultural Resource Center
  - 13. Academic Strategic Plan

## IX. Operational Agenda

### A. Action Agenda

- 1. **Resolution No. B-2013 C.1 and C.2 Demonstration Kitchen Classroom Remodel Lake Building, Racine Campus**

Gateway Technical College is proposing to remodel 1,156 sq. ft. of the Racine Campus into the culinary arts program Demonstration Kitchen Classroom. The proposed remodel will accommodate the growth in the number and the type of classes that the culinary arts program teaches each semester. The remodeled

space will allow the instructors to creatively demonstrate techniques and methods in a high tech environment. The estimated cost to remodel the south end of the former bookstore space into the Demonstration Kitchen Classroom is \$300,000.

Following discussion, it was moved by R. Zacharias, seconded by S. Pierce, and carried to approve Resolution No. B-2013 C.1 and C.2 Demonstration Kitchen Classroom Remodel Lake Building, Racine Campus

#### B. Consent Agenda

It was moved by G. Olsen, seconded by P. Zenner-Richards and carried that the Board approve the following items in the consent agenda:

1. Finance
  - a) **Financial Statement and Expenditures over \$2,500:** Approved the financial statement and expenditures as of July 31, 2013.
  - b) **Cash and Investment Schedules:** Approved the monthly cash reconciliation, investment schedule and investment report.
2. **Personnel Report:** Approved the personnel report of nine (9) new hires; three (3) promotions; four (4) resignations; two (2) terminations; twelve (12) employment approvals-casual, non-instructional; and no employment approvals-adjunct faculty.
3. **Grant Awards:** Approved the Grant Awards – August 2013
4. **Contracts for Instructional Delivery:** Approved the contracts for instructional delivery report for July 2013
5. **Advisory Committee Activity Report:** Approved the advisory committee 2013-2014 meeting schedule and new members as of August 1, 2013

#### X. Policy Governance Monitoring Reports

##### A. Ends Statement Monitoring (Z. Haywood and W. Whyte)

1. Ends Statement #4: Gateway models integrity, social responsibility, and continuous improvement in its internal and external processes and relationships.
  - i. Ends Statement # 4 Interpretation
    - Staff Evaluation processes and the Staff Recognition program model responsibility, and continuous improvement in employee relations
  - ii. Faculty Evaluation
    - 16 Criteria Teaching:
      - Knowledge of field or discipline
      - Practical Application
      - Teaches to the competencies as outlined in the course syllabus and in accordance with catalog descriptions and the schedule of classes
      - Environment for learning and critical thinking
      - Instructor/student relationship
      - Presentation of Course Material
      - Evaluation methods and timely feedback
      - Scholastic records
      - Syllabi
      - Use of technology
    - 16 Criteria Professionalism
      - Compliance with established college policies and procedures

- Accessibility
- Recruitment and Retention activities
- College, division and program committees
- Meetings and events
- Collaboration with and support of colleagues
- iii. Teaching and Professionalism
  - 16 Criteria Rubric
    - Strong
    - Competent
    - Marginal
    - Unsatisfactory
- iv. Sources of Information
  - Students
    - IDEA Survey
  - Faculty Member
    - Self-Evaluation
  - Supervisor
    - Observation
    - Blackboard Review
    - Evaluation Meeting
- v. Evaluation Cycles
  - Category A
    - No Marginal or Unsatisfactory
    - Full Evaluation in 3 years (self-evaluation every year)
  - Category B
    - No Unsatisfactory, 1 or more Marginal
    - Targeted Evaluation by Supervisor the following year
    - Performance Improvement Plan
    - Self-evaluation
  - Category C
    - 1 or more unsatisfactory
    - Full Evaluation every year until no unsatisfactory
    - Performance Improvement Plan
- vi. Employee Evaluation
  - Development Process
    - Researched Best Practices
    - Selected Basic Format From Many at All Management Leadership Meeting
    - Interdisciplinary Team Created Final Product
    - Piloting This Year
  - Features
    - All employees except faculty
    - Success Factors
    - Self-rating Component
    - Goals
    - Mid-year Review
    - Career Interests
    - One-up Review



- Success Factors
  - Adaptability/Flexibility
  - Communications
  - Interpersonal
  - Collaboration and Promoting Teamwork
  - Execution/Decision Making
  - Leadership
  - Innovation
  - Conflict Management
  - Problem Solving
  - Continuous Improvement
  - Passionate Customer Care
  - Technical Skill
  - Tolerance
- Staff Recognition
  - President's Faculty Excellence Award
  - Customer Service
  - Outstanding Team
  - Special Project
  - Outstanding Innovator
  - Outstanding Leader
  - Outstanding New Employee
  - Outstanding Expert
  - Outstanding Collaborator
  - Community Service
  - Years of Service

Following discussion, it was moved by R. Zacharias, seconded by W. Duncan and carried that this report is evidence that the college is making progress on Ends Statement #4

**XI. Board Member Community Reports:**

A. None reported

**XII. Next Meeting Date and Adjourn**

A. Regular Meeting – Thursday, September 19, 2013, 8:00 am, Elkhorn Campus

B. **At approximately 9:43 a.m. it was moved by S. Pierce, seconded by R. Zacharias and carried that the meeting adjourn.**

Submitted by,

Pamela Zenner-Richards  
Secretary

V. CITIZEN COMMENTS

- A. The Gateway Technical College District Board has established a limit of thirty minutes for citizen comments. Individuals will be limited to three to five minutes for their comments depending on the number of individuals who wish to address the Board. Citizens wishing to address the Board are to sign up prior to the meeting on the forms provided at the entrance to the meeting room.

- VI. Chairperson's Report
  - A. Meeting Evaluation
  - B. President's 2013-2014 Goals

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call \_\_\_\_\_  
Action \_\_\_\_\_  
Information   X    
Discussion \_\_\_\_\_

## CHAIRPERSON'S REPORT Meeting Evaluation

Governance Process:  
Board Liaison:

Policy 1.2 – Governing Philosophy  
Ram Bhatia

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call	_____
Action	_____ X _____
Information	_____
Discussion	_____

## **CHAIRPERSON'S REPORT President's 2013-2014 Goals**

Governance Process:  
Board Liaison:

Policy 1.2 – Governing Philosophy  
Ram Bhatia

VII. President's Report

- A. University of Wisconsin-Parkside General Education Transfer Agreement and New Business Program Agreements (Z. Haywood)
- B. Collaborative Community Partnership (Z. Haywood)
- C. Introduction: USG President and USG Plan for 2013-2014

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call \_\_\_\_\_  
Action \_\_\_\_\_  
Information   X    
Discussion \_\_\_\_\_

## **PRESIDENT'S REPORT** **University of Wisconsin-Parkside General Education Transfer** **Agreement and New Business Program Agreements**

Policy/Ends Statement:      Policy 2.1

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call \_\_\_\_\_  
Action \_\_\_\_\_  
Information   X    
Discussion \_\_\_\_\_

## **PRESIDENT'S REPORT** **Collaborative Community Partnership**

Policy/Ends Statement:      Policy 2.1



# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call \_\_\_\_\_  
Action \_\_\_\_\_  
Information   X    
Discussion \_\_\_\_\_

## PRESIDENT'S REPORT

### Introduction: USG President and USG Plan for 2013-2014

Policy/Ends Statement:      Policy 2.1

VIII. OPERATIONAL AGENDA

A. Action Agenda

1. FY 2012-13 Budget Revision #3

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call       X    
 Action        \_\_\_  
 Information   \_\_\_  
 Discussion    \_\_\_

## FY 2012-2013 BUDGET REVISION #3

**Summary of Item:**

The administration is recommending approval to amend the fiscal year 2013 budget based on current and estimated fiscal year activity. Detail by fund is provided below:

<b>SPECIAL REVENUE - OPERATIONAL FUND</b>	<u>Uses</u>	<u>Increase/(Decrease)</u>
A budget revision is recommended to reflect the allocation of expenditures based on fiscal year activity.	General Institutional	\$           (30,000)
	Public Services	30,000

<b>CAPITAL PROJECTS FUND</b>	<u>Uses</u>	
A budget revision is recommended to reflect the reallocation of expenditures based on fiscal year activity.	Instruction	\$           (75,000)
	Student Services	(200,000)
	General Institutional	(530,000)
	Physical Plant	815,000
	Public Services	(10,000)

**Attachment:** FY 2012-2013 Budget Revision #3

**Ends Statements / Executive Limitations:** Budgeting/Forecasting Policy 3.4, 6.

**Gateway Staff Liaison:** Bane Thomey

**Roll Call**

William Duncan	_____	Neville Simpson	_____
Gary Olsen	_____	Roger Zacharias	_____
Bethany Ormseth	_____	Pamela Zenner-Richards	_____
Scott Pierce	_____	Ram Bhatia	_____

FISCAL YEAR: 2012-13

DISTRICT: GATEWAY

09/19/13

FUND: COMBINED

<u>RESOURCES</u>	CURRENT BUDGET ADOPTED 04/18/13	MODIFIED BUDGET ADOPTED 9/19/13	CHANGE
DESIGNATED FUND BALANCE	-	-	
REVENUES			
TAX LEVY	\$ 59,436,000	\$ 59,436,000	\$ -
STATE AID	8,836,464	8,836,464	-
OTHER STATE	165,000	165,000	-
PROGRAM FEES	18,371,000	18,371,000	-
MATERIAL FEES	920,000	920,000	-
OTHER STUDENT FEES	3,035,000	3,035,000	-
INSTITUTIONAL	10,213,900	10,213,900	-
FEDERAL REVENUE	46,341,216	46,341,216	-
<b>TOTAL REVENUE</b>	<b>147,318,580</b>	<b>147,318,580</b>	<b>-</b>
OTHER FUNDING SOURCES			
PROCEEDS FROM DEBT	12,000,000	12,000,000	-
OPERATING TRANSFERS IN	1,000,000	1,000,000	-
TRANSFER FROM RESERVES	1,375,000	1,375,000	-
<b>TOTAL RESOURCES</b>	<b>\$ 161,693,580</b>	<b>\$ 161,693,580</b>	<b>\$ -</b>
 <b>USES</b>			
INSTRUCTION	\$ 62,507,936	\$ 62,432,936	\$ (75,000)
INSTR. RESOURCES	1,352,000	1,352,000	-
STUDENT SERVICES	61,260,086	61,060,086	(200,000)
GENERAL INSTITUTIONAL	10,975,998	10,415,998	(560,000)
PHYSICAL PLANT	23,738,000	24,553,000	815,000
AUXILIARY SERVICES	600,000	600,000	-
PUBLIC SERVICES	359,560	379,560	20,000
<b>TOTAL EXPENDITURES</b>	<b>160,793,580</b>	<b>160,793,580</b>	<b>-</b>
OTHER USES			
OPERATING TRANSFERS OUT	1,000,000	1,000,000	-
TRANSFER TO RESERVES	(100,000)	(100,000)	-
<b>TOTAL USES</b>	<b>\$ 161,693,580</b>	<b>\$ 161,693,580</b>	<b>\$ -</b>

DISTRICT: GATEWAY

09/19/13

FUND: GENERAL

<u>RESOURCES</u>	CURRENT BUDGET ADOPTED 04/18/13	MODIFIED BUDGET ADOPTED 9/19/13	CHANGE
DESIGNATED FUND BALANCE			
REVENUES			
TAX LEVY	\$ 48,830,000	\$ 48,830,000	\$ -
STATE AID	5,100,000	5,100,000	-
OTHER STATE	165,000	165,000	-
PROGRAM FEES	18,371,000	18,371,000	-
MATERIAL FEES	920,000	920,000	-
OTHER STUDENT FEES	1,845,000	1,845,000	-
FEDERAL REVENUE	5,000	5,000	-
INSTITUTIONAL	3,230,000	3,230,000	-
<b>TOTAL REVENUE</b>	<b>78,466,000</b>	<b>78,466,000</b>	<b>-</b>
OTHER FUNDING SOURCES			
PROCEEDS FROM DEBT			
OPERATING TRANSFERS - IN	-	-	-
TRANSFER FROM RESERVES			
<b>TOTAL RESOURCES</b>	<b>\$ 78,466,000</b>	<b>\$ 78,466,000</b>	<b>\$ -</b>
 <u>USES</u>			
INSTRUCTION	\$ 52,653,000	\$ 52,653,000	\$ -
INSTR. RESOURCES	1,302,000	1,302,000	-
STUDENT SERVICES	9,008,000	9,008,000	-
GENERAL INSTITUTIONAL	7,840,000	7,840,000	-
PHYSICAL PLANT	7,663,000	7,663,000	-
AUXILIARY SERVICES	-	-	-
PUBLIC SERVICES	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>78,466,000</b>	<b>78,466,000</b>	<b>-</b>
OTHER USES			
OPERATING TRANSFERS - OUT	1,000,000	1,000,000	-
TRANSFER TO RESERVES	-	-	-
<b>TOTAL USES</b>	<b>\$ 79,466,000</b>	<b>\$ 79,466,000</b>	<b>\$ -</b>

DISTRICT: GATEWAY

09/19/13

**FUND: SPECIAL REVENUE - OPERATIONAL FUND**

<u>RESOURCES</u>	CURRENT BUDGET ADOPTED 04/18/13	MODIFIED BUDGET ADOPTED 9/19/13	CHANGE
DESIGNATED FUND BALANCE			
REVENUES			
TAX LEVY	\$ 2,286,000	\$ 2,286,000	\$ -
STATE AID	1,179,964	1,179,964	-
PROGRAM FEES			
MATERIAL FEES			
OTHER STUDENT FEES			
FEDERAL REVENUE	4,524,216	4,524,216	-
INSTITUTIONAL	44,400	44,400	-
<b>TOTAL REVENUE</b>	<b>8,034,580</b>	<b>8,034,580</b>	<b>-</b>
OTHER FUNDING SOURCES			
PROCEEDS FROM DEBT			
OPERATING TRANSFERS - IN			
TRANSFER FROM RESERVES			
<b>TOTAL RESOURCES</b>	<b>\$ 8,034,580</b>	<b>\$ 8,034,580</b>	<b>\$ -</b>
 <b>USES</b>			
INSTRUCTION	\$ 5,854,936	\$ 5,854,936	\$ -
INSTR. RESOURCES	-		
STUDENT SERVICES	1,388,086	1,388,086	-
GENERAL INSTITUTIONAL	456,998	426,998	(30,000)
PHYSICAL PLANT	-	-	
AUXILIARY SERVICES	-	-	
PUBLIC SERVICES	334,560	364,560	30,000
<b>TOTAL EXPENDITURES</b>	<b>8,034,580</b>	<b>8,034,580</b>	<b>-</b>
OTHER USES			
OPERATING TRANSFERS - OUT	-	-	-
TRANSFER TO RESERVES	-	-	-
<b>TOTAL USES</b>	<b>\$ 8,034,580</b>	<b>\$ 8,034,580</b>	<b>\$ -</b>

DISTRICT: GATEWAY

09/19/13

**FUND: SPECIAL REVENUE - NON AIDABLE**

<u>RESOURCES</u>	CURRENT BUDGET ADOPTED 04/18/13	MODIFIED BUDGET ADOPTED 9/19/13	CHANGE
DESIGNATED FUND BALANCE			
REVENUES			
TAX LEVY			
STATE AID	\$ 2,536,500	\$ 2,536,500	\$ -
PROGRAM FEES	-	-	
MATERIAL FEES	-	-	
OTHER STUDENT FEES	930,000	930,000	-
INSTITUTIONAL	5,519,500	5,519,500	-
FEDERAL REVENUE	41,807,000	41,807,000	-
<b>TOTAL REVENUE</b>	<b>50,793,000</b>	<b>50,793,000</b>	<b>-</b>
OTHER FUNDING SOURCES			
PROCEEDS FROM DEBT			
OPERATING TRANSFERS - IN			
TRANSFER FROM RESERVES			
<b>TOTAL RESOURCES</b>	<b>\$ 50,793,000</b>	<b>\$ 50,793,000</b>	<b>\$ -</b>
 <u>USES</u>			
INSTRUCTION			
INSTR. RESOURCES			
STUDENT SERVICES	\$ 50,114,000	\$ 50,114,000	\$ -
GENERAL INSTITUTIONAL	679,000	679,000	-
PHYSICAL PLANT			
AUXILIARY SERVICES			
PUBLIC SERVICES			
<b>TOTAL EXPENDITURES</b>	<b>50,793,000</b>	<b>50,793,000</b>	<b>-</b>
OTHER USES			
OPERATING TRANSFERS - OUT	-	-	-
TRANSFER TO RESERVES			
<b>TOTAL USES</b>	<b>\$ 50,793,000</b>	<b>\$ 50,793,000</b>	<b>\$ -</b>

DISTRICT: GATEWAY

09/19/13

**FUND: CAPITAL PROJECTS**

<u>RESOURCES</u>	<b>CURRENT BUDGET ADOPTED 04/18/13</b>	<b>MODIFIED BUDGET ADOPTED 9/19/13</b>	<b>CHANGE</b>
DESIGNATED FUND BALANCE			
REVENUES			
TAX LEVY-(TIF Refund)	\$ -	\$ -	\$ -
STATE AID	20,000	20,000	-
PROGRAM FEES			
MATERIAL FEES			
OTHER STUDENT FEES			
FEDERAL REVENUE	5,000	5,000	-
INSTITUTIONAL	925,000	925,000	-
<b>TOTAL REVENUE</b>	<b>950,000</b>	<b>950,000</b>	<b>-</b>
OTHER FUNDING SOURCES			
PROCEEDS FROM DEBT	12,000,000	12,000,000	-
OPERATING TRANSFERS - IN	1,000,000	1,000,000	-
TRANSFER FROM RESERVES	1,375,000	1,375,000	-
<b>TOTAL RESOURCES</b>	<b>\$ 15,325,000</b>	<b>\$ 15,325,000</b>	<b>\$ -</b>
 <u>USES</u>			
INSTRUCTION	\$ 4,000,000	3,925,000	\$ (75,000)
INSTR. RESOURCES	50,000	50,000	-
STUDENT SERVICES	750,000	550,000	(200,000)
GENERAL INSTITUTIONAL	2,000,000	1,470,000	(530,000)
PHYSICAL PLANT	7,500,000	8,315,000	815,000
AUXILIARY SERVICES			
PUBLIC SERVICES	25,000	15,000	(10,000)
<b>TOTAL EXPENDITURES</b>	<b>14,325,000</b>	<b>14,325,000</b>	<b>-</b>
OTHER USES			
OPERATING TRANSFERS - OUT			
TRANSFER TO RESERVES		0	-
<b>TOTAL USES</b>	<b>\$ 14,325,000</b>	<b>\$ 14,325,000</b>	<b>\$ -</b>



DISTRICT: GATEWAY

09/19/13

**FUND: DEBT SERVICE**

<u>RESOURCES</u>	<b>CURRENT BUDGET ADOPTED 04/18/13</b>	<b>MODIFIED BUDGET ADOPTED 9/19/13</b>	<b>CHANGE</b>
DESIGNATED FUND BALANCE			
REVENUES			
TAX LEVY	\$ 8,275,000	\$ 8,275,000	\$ -
STATE AID			
OTHER STATE			
PROGRAM FEES			
MATERIAL FEES			
OTHER STUDENT FEES			
INSTITUTIONAL	200,000	200,000	-
FEDERAL REVENUE	-	-	-
<b>TOTAL REVENUE</b>	<b>8,475,000</b>	<b>8,475,000</b>	<b>-</b>
OTHER FUNDING SOURCES			
PROCEEDS FROM DEBT			
OPERATING TRANSFERS - IN			
TRANSFER FROM RESERVES			
<b>TOTAL RESOURCES</b>	<b>\$ 8,475,000</b>	<b>\$ 8,475,000</b>	<b>\$ -</b>
 <b>USES</b>			
INSTRUCTION			
INSTR. RESOURCES			
STUDENT SERVICES			
GENERAL INSTITUTIONAL			
PHYSICAL PLANT	\$ 8,575,000	\$ 8,575,000	\$ -
AUXILIARY SERVICES			
PUBLIC SERVICES			
<b>TOTAL EXPENDITURES</b>	<b>8,575,000</b>	<b>8,575,000</b>	<b>-</b>
OTHER USES			
OPERATING TRANSFERS - OUT			
TRANSFER TO RESERVES	(100,000)	(100,000)	-
<b>TOTAL USES</b>	<b>\$ 8,475,000</b>	<b>\$ 8,475,000</b>	<b>\$ -</b>

DISTRICT: GATEWAY

09/19/13

**FUND: ENTERPRISE FUND**

<u>RESOURCES</u>	CURRENT BUDGET ADOPTED 04/18/13	MODIFIED BUDGET ADOPTED 9/19/13	CHANGE
DESIGNATED FUND BALANCE			
REVENUES			
TAX LEVY	\$ 45,000	\$ 45,000	\$ -
STATE AID			
PROGRAM FEES			
MATERIAL FEES			
OTHER STUDENT FEES	260,000	260,000	-
INSTITUTIONAL	295,000	295,000	-
FEDERAL REVENUE			
<b>TOTAL REVENUE</b>	<b>600,000</b>	<b>600,000</b>	<b>-</b>
OTHER FUNDING SOURCES			
PROCEEDS FROM DEBT			
OPERATING TRANSFERS - IN			
TRANSFER FROM RESERVES			
<b>TOTAL RESOURCES</b>	<b>\$ 600,000</b>	<b>\$ 600,000</b>	<b>\$ -</b>
<u>USES</u>			
INSTRUCTION			
INSTR. RESOURCES			
STUDENT SERVICES			
GENERAL INSTITUTIONAL			
PHYSICAL PLANT			
AUXILIARY SERVICES	\$ 600,000	\$ 600,000	\$ -
PUBLIC SERVICES			
<b>TOTAL EXPENDITURES</b>	<b>600,000</b>	<b>600,000</b>	<b>-</b>
OTHER USES			
OPERATING TRANSFERS - OUT	\$0	\$ -	-
TRANSFER TO RESERVES	-	0	-
<b>TOTAL USES</b>	<b>\$ 600,000</b>	<b>\$ 600,000</b>	<b>\$ -</b>

## VIII. OPERATIONAL AGENDA

### B. Consent Agenda

1. Finance
  - a) Financial Statement and Expenditures over \$2,500
  - b) Cash and Investment Schedules
2. Personnel Report
3. Grant Awards
4. Contracts for Instructional Delivery
5. Advisory Committee Activity Report
6. Approval of Bids:
  - a) Bid No. 1416 - Kenosha Campus, Site Lighting Improvements
  - b) Bid No. 1417 - Kenosha Campus, ECP Playground Drainage Repair
  - c) Bid No. 1418 - Racine Campus, Culinary Demonstration / Classroom Renovation

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call  
Action X  
Information  
Discussion

## FINANCIAL STATEMENT AND EXPENDITURES OVER \$2,500

**Summary of Item:** Summary of revenue and expenditures as of **8/31/13**

Ends Statements and/or Executive Limitations  
Section 3 - Executive Limitations  
Policy 3.5 Financial Condition

**Staff Liaison:** **Bane Thomey**

09/06/13

**GATEWAY TECHNICAL COLLEGE  
2013-14 SUMMARY OF REVENUE & EXPENDITURES AS OF 8/31/13**

<u>COMBINED FUNDS</u>	2013-14 APPROVED BUDGET	2013-14 WORKING BUDGET	2013-14 ACTUAL TO DATE	PERCENT INCURRED
<b>REVENUE:</b>				
LOCAL GOVERNMENT	\$ 60,043,000	\$ 60,043,000	\$ 70	0.00%
STATE AIDS	8,811,000	8,811,000	1,582,986	17.97%
STATUTORY PROGRAM FEES	17,923,000	17,923,000	9,535,230	53.20%
MATERIAL FEES	841,000	841,000	437,143	51.98%
OTHER STUDENT FEES	2,995,000	2,995,000	1,463,379	48.86%
INSTITUTIONAL	10,266,000	10,266,000	1,832,642	17.85%
FEDERAL	45,921,000	45,921,000	5,130,909	11.17%
OTHER RESOURCES	<u>13,000,000</u>	<u>13,000,000</u>	<u>8,250,000</u>	63.46%
<b>TOTAL REVENUE &amp; OTHER RESOURCES</b>	<u><u>\$ 159,800,000</u></u>	<u><u>\$ 159,800,000</u></u>	<u><u>\$ 28,232,359</u></u>	17.67%
<b>EXPENDITURES BY FUNCTION:</b>				
INSTRUCTIONAL	\$ 60,611,000	\$ 60,611,000	\$ 7,799,677	12.87%
INSTRUCTIONAL RESOURCES	1,249,000	1,249,000	177,851	14.24%
STUDENT SERVICES	61,612,000	61,612,000	6,899,446	11.20%
GENERAL INSTITUTIONAL	10,722,000	10,722,000	2,588,775	24.14%
PHYSICAL PLANT	25,479,000	25,479,000	2,070,657	8.13%
AUXILIARY SERVICES	600,000	600,000	44,238	7.37%
PUBLIC SERVICES	<u>345,000</u>	<u>345,000</u>	<u>67,039</u>	19.43%
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 160,618,000</u></u>	<u><u>\$ 160,618,000</u></u>	<u><u>\$ 19,647,683</u></u>	12.23%
<b>EXPENDITURES BY FUNDS:</b>				
GENERAL	\$78,259,000	\$78,259,000	\$11,413,346	14.58%
SPECIAL REVENUE - OPERATIONAL	8,405,000	8,405,000	883,602	10.51%
SPECIAL REVENUE - NON AIDABLE	50,354,000	50,354,000	5,512,550	10.95%
CAPITAL PROJECTS	14,000,000	14,000,000	1,793,947	12.81%
DEBT SERVICE	9,000,000	9,000,000	0	0.00%
ENTERPRISE	<u>600,000</u>	<u>600,000</u>	<u>44,238</u>	7.37%
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 160,618,000</u></u>	<u><u>\$ 160,618,000</u></u>	<u><u>\$ 19,647,683</u></u>	12.23%

09/06/13

**GATEWAY TECHNICAL COLLEGE  
2013-14 SUMMARY OF REVENUE & EXPENDITURES AS OF 8/31/13**

<u>GENERAL FUND</u>	<b>2013-14 APPROVED BUDGET</b>	<b>2013-14 WORKING BUDGET</b>	<b>2013-14 ACTUAL TO DATE</b>	<b>PERCENT INCURRED</b>
<b>REVENUE:</b>				
LOCAL GOVERNMENT	\$ 48,830,000	\$ 48,830,000	\$ 70	0.00%
STATE AIDS	5,265,000	5,265,000	1,582,986	30.07%
STATUTORY PROGRAM FEES	17,923,000	17,923,000	9,535,230	53.20%
MATERIAL FEES	841,000	841,000	437,143	51.98%
OTHER STUDENT FEES	1,855,000	1,855,000	887,576	47.85%
INSTITUTIONAL	3,515,000	3,515,000	52,845	1.50%
FEDERAL REVENUE	30,000	30,000	180	
OTHER RESOURCES			-	
	<u>\$ 78,259,000</u>	<u>\$ 78,259,000</u>	<u>\$ 12,496,030</u>	15.97%
 <b>EXPENDITURES BY FUNCTION:</b>				
INSTRUCTIONAL	\$ 51,223,000	\$ 51,223,000	\$ 6,888,766	13.45%
INSTRUCTIONAL RESOURCES	1,194,000	1,194,000	166,251	13.92%
STUDENT SERVICES	10,162,000	10,162,000	1,218,198	11.99%
GENERAL INSTITUTIONAL	7,951,000	7,951,000	2,232,222	28.07%
PHYSICAL PLANT	7,729,000	7,729,000	907,909	11.75%
	<u>\$ 78,259,000</u>	<u>\$ 78,259,000</u>	<u>\$ 11,413,346</u>	14.58%

09/06/13

**GATEWAY TECHNICAL COLLEGE  
2013-14 SUMMARY OF REVENUE & EXPENDITURES AS OF 8/31/13**

<b><u>SPECIAL REVENUE -OPERATIONAL FUND</u></b>	<b>2013-14 APPROVED BUDGET</b>	<b>2013-14 WORKING BUDGET</b>	<b>2013-14 ACTUAL TO DATE</b>	<b>PERCENT INCURRED</b>
REVENUE:				
LOCAL GOVERNMENT	\$ 2,286,000	\$ 2,286,000	\$ -	0.00%
STATE AIDS	913,000	913,000	-	0.00%
INSTITUTIONAL	517,000	517,000	404,159	78.17%
FEDERAL	<u>4,689,000</u>	<u>4,689,000</u>	<u>-</u>	0.00%
	<u>\$ 8,405,000</u>	<u>\$ 8,405,000</u>	<u>\$ 404,159</u>	4.81%
EXPENDITURES BY FUNCTION:				
INSTRUCTIONAL	\$ 5,938,000	\$ 5,938,000	\$ 541,877	9.13%
STUDENT SERVICES	1,600,000	1,600,000	225,889	14.12%
GENERAL INSTITUTIONAL	532,000	532,000	50,169	9.43%
PUBLIC SERVICES	<u>335,000</u>	<u>335,000</u>	<u>65,667</u>	19.60%
	<u>\$ 8,405,000</u>	<u>\$ 8,405,000</u>	<u>\$ 883,602</u>	10.51%

09/06/13

**GATEWAY TECHNICAL COLLEGE  
2013-14 SUMMARY OF REVENUE & EXPENDITURES AS OF 8/31/13**

<u>SPECIAL REVENUE-NON AIDABLE FUND</u>	<b>2013-14 APPROVED BUDGET</b>	<b>2013-14 WORKING BUDGET</b>	<b>2013-14 ACTUAL TO DATE</b>	<b>PERCENT INCURRED</b>
REVENUE:				
STATE AIDS	\$ 2,563,000	\$ 2,563,000	\$ -	0.00%
OTHER STUDENT FEES	925,000	925,000	500,818	54.14%
INSTITUTIONAL	5,669,000	5,669,000	1,113,181	19.64%
FEDERAL	<u>41,197,000</u>	<u>41,197,000</u>	<u>5,130,729</u>	12.45%
	<u>\$ 50,354,000</u>	<u>\$ 50,354,000</u>	<u>\$ 6,744,728</u>	13.39%
EXPENDITURES BY FUNCTION:				
STUDENT SERVICES	\$ 49,590,000	\$ 49,590,000	\$ 5,311,008	10.71%
GENERAL INSTITUTIONAL	<u>764,000</u>	<u>764,000</u>	<u>201,542</u>	26.38%
	<u>\$ 50,354,000</u>	<u>\$ 50,354,000</u>	<u>\$ 5,512,550</u>	10.95%



09/06/13

**GATEWAY TECHNICAL COLLEGE  
2013-14 SUMMARY OF REVENUE & EXPENDITURES AS OF 8/31/13**

<u><b>CAPITAL PROJECTS FUND</b></u>	<b>2013-14 APPROVED BUDGET</b>	<b>2013-14 WORKING BUDGET</b>	<b>2013-14 ACTUAL TO DATE</b>	<b>PERCENT INCURRED</b>
REVENUE:				
LOCAL GOVERNMENT	\$ -	\$ -	\$ -	
STATE AIDS	70,000	70,000	-	0.00%
INSTITUTIONAL	75,000	75,000	2,227	2.97%
FEDERAL	5,000	5,000	-	0.00%
OTHER RESOURCES	13,000,000	13,000,000	8,250,000	63.46%
	<hr/>	<hr/>	<hr/>	
	<u>\$ 13,150,000</u>	<u>\$ 13,150,000</u>	<u>\$ 8,252,227</u>	62.75%
 EXPENDITURES BY FUNCTION:				
INSTRUCTIONAL	\$ 3,450,000	\$ 3,450,000	\$ 369,034	10.70%
INSTRUCTIONAL - RESOURCES	55,000	55,000	11,600	21.09%
STUDENT SERVICES	260,000	260,000	144,351	55.52%
GENERAL INSTITUTIONAL	1,475,000	1,475,000	104,842	7.11%
PHYSICAL PLANT	8,750,000	8,750,000	1,162,748	13.29%
PUBLIC SERVICE	10,000	10,000	1,372	13.72%
	<hr/>	<hr/>	<hr/>	
	<u>\$ 14,000,000</u>	<u>\$ 14,000,000</u>	<u>\$ 1,793,947</u>	12.81%

09/06/13

**GATEWAY TECHNICAL COLLEGE  
2013-14 SUMMARY OF REVENUE & EXPENDITURES AS OF 8/31/13**

<b><u>DEBT SERVICE FUND</u></b>	<b>2013-14 APPROVED BUDGET</b>	<b>2013-14 WORKING BUDGET</b>	<b>2013-14 ACTUAL TO DATE</b>	<b>PERCENT INCURRED</b>
REVENUE:				
LOCAL GOVERNMENT	\$ 8,882,000	\$ 8,882,000	\$ -	0.00%
INSTITUTIONAL	\$ 150,000	\$ 150,000	\$ 171,775	114.52%
	<hr/>	<hr/>	<hr/>	
	<b><u>\$ 9,032,000</u></b>	<b><u>\$ 9,032,000</u></b>	<b><u>\$ 171,775</u></b>	<b>1.90%</b>
EXPENDITURES BY FUNCTION:				
PHYSICAL PLANT	\$ 9,000,000	\$ 9,000,000	\$ -	0.00%
	<hr/>	<hr/>	<hr/>	
	<b><u>\$ 9,000,000</u></b>	<b><u>\$ 9,000,000</u></b>	<b><u>\$ -</u></b>	<b>0.00%</b>

09/06/13

**GATEWAY TECHNICAL COLLEGE  
2013-14 SUMMARY OF REVENUE & EXPENDITURES AS OF 8/31/13**

<b><u>ENTERPRISE FUND</u></b>	<b>2013-14 APPROVED BUDGET</b>	<b>2013-14 WORKING BUDGET</b>	<b>2013-14 ACTUAL TO DATE</b>	<b>PERCENT INCURRED</b>
REVENUE:				
LOCAL GOVERNMENT	\$ 45,000	\$ 45,000	\$ -	0.00%
OTHER STUDENT FEES	260,000	260,000	74,985	28.84%
INSTITUTIONAL	295,000	295,000	88,455	29.98%
FEDERAL	-	-	-	
	<u>\$ 600,000</u>	<u>\$ 600,000</u>	<u>\$ 163,440</u>	27.24%
EXPENDITURES BY FUNCTION:				
AUXILIARY SERVICES	<u>\$ 600,000</u>	<u>\$ 600,000</u>	<u>\$ 44,238</u>	7.37%
	<u>\$ 600,000</u>	<u>\$ 600,000</u>	<u>\$ 44,238</u>	7.37%

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call  
Action X  
Information  
Discussion

## CASH AND INVESTMENT SCHEDULES

**Summary of Item:** Monthly cash and investment schedules

Ends Statements and/or Executive Limitations:  
Section 3 - Executive Limitations  
Policy 3.5 Financial Condition

**Staff Liaison:** Bane Thomey

**GATEWAY TECHNICAL COLLEGE**  
**MONTHLY CASH RECONCILIATION**  
**FOR THE MONTH ENDING JULY 31, 2013**

<b>Cash Balance June 30, 2013</b>	<b>\$ 20,277,184.66</b>
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**PLUS:**

Cash Receipts	11,519,166.63
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	<b>\$ 31,796,351.29</b>
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**LESS:**

Disbursement:

Payroll	3,678,248.52	
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Accounts Payable	<u>5,206,070.33</u>	<u>8,884,318.85</u>
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<b>Cash Balance July 31, 2013</b>	<b><u>\$ 22,912,032.44</u></b>
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**DISPOSITION OF FUNDS**

Cash in Bank	\$ (674,497.20)
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Cash In Transit	60,705.29
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Investments	23,521,774.35
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Cash-on-hand	<u>4,050.00</u>
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<b>TOTAL: July 31, 2013</b>	<b><u>\$ 22,912,032.44</u></b>
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GATEWAY TECHNICAL COLLEGE  
MONTHLY INVESTMENT REPORT

JULY 2013 - JUNE 2014

	Investments At Beginning Of Month	Investments At End Of Month	Change In Investments For Month	Investments Income For Month	YTD Investments Income	Average Monthly Rate of Investment Income
July-13	\$ 19,069,386	\$ 23,521,774	\$ 4,452,388	\$ 2,389	\$ 2,389	0.11
AUGUST	-	-	-	-	-	-
SEPTEMBER	-	-	-	-	-	-
OCTOBER	-	-	-	-	-	-
NOVEMBER	-	-	-	-	-	-
DECEMBER	-	-	-	-	-	-
January-14	-	-	-	-	-	-
FEBRUARY	-	-	-	-	-	-
MARCH	-	-	-	-	-	-
APRIL	-	-	-	-	-	-
MAY	-	-	-	-	-	-
JUNE	-	-	-	-	-	-

## INVESTMENT SCHEDULE

July 31, 2013

<u>NAME OF BANK/INST</u>	<u>DATE INVESTED</u>	<u>DATE OF MATURITY</u>	<u>AMOUNT</u>	<u>INTEREST RATE</u>	<u>PRESENT STATUS</u>
LOCAL GOV'T POOL	Various	Open	\$ 10,510,835	0.07	OPEN
WELLS FARGO	Various	Open	<u>\$ 13,010,939</u>	0.15	OPEN
		TOTAL	<u>\$ 23,521,774</u>		

**GATEWAY TECHNICAL COLLEGE DISTRICT BOARD**

Roll Call \_\_\_\_\_  
Action   X    
Information \_\_\_\_\_  
Discussion \_\_\_\_\_

**PERSONNEL REPORT**

**Summary of Item: Monthly Personnel Activity Report**

**New Hires  
Promotions  
Retirements  
Resignations  
Employment Approvals: Casual, Non-Instructional**

**Ends Statements and/or Executive Limitations:  
Section 3: Executive Limitations  
Policy 3.3 - Compensation & Benefits**

**Staff Liaison: William Whyte**

09/19/13



**PERSONNEL REPORT**  
**September 2013**

**NEW HIRES:**

Astrid Behrens, Programmer / Analyst, Information Systems; Kenosha; Annual Salary: \$54,246; effective August 27, 2013

Justin R. Hoffman, Instructor, Automotive Technology, Manufacturing, Engineering & Transportation; Kenosha; Annual Salary: \$57,120; effective August 26, 2013

Maria Osmundsen, Contact Center Associate, Student Success; Kenosha; Annual Salary: \$38,646.40; effective September 9, 2013

Christine M. Spang, Instructor Early Childhood Education, Service Occupations; Racine; Annual Salary: \$70,000; effective August 26, 2013

Megan E. Zingelman, Instructor, Physical Therapist Assistant-Clinical Coordinator (ACCE), Health Occupations; Kenosha; Annual Salary: \$59,000; effective August 26, 2013

**PROMOTIONS:**

Kathryn Nordhaus, Dean General Studies; General Studies; District-Wide; Annual Salary: \$105,000; previously Instructor, Communication Skills; effective August 25, 2013

**RETIREMENTS:**

Mario Aranda, Custodian, Facilities; Racine; effective September 13, 2013

Judy Obermeyer, Campus Affairs Associate, Campus Affairs; Kenosha; effective September 30, 2013

Dennis Sherwood, Dean of Campus Affairs, Campus Affairs; Kenosha; effective October 22, 2013

Mark H. Stevens, Custodian, Facilities; Kenosha; effective August 27, 2013

Sandy Weber, Instructor Office Technology, Business & IT; Kenosha; effective August 23, 2013

**RESIGNATIONS:**

Erin Brower, Student Finance Specialist, Student Accounts; Elkhorn; effective September 20, 2013

James Gray, Center for Sustainable Living Manager, Community & Government Relations; Kenosha; effective August 21, 2013

**EMPLOYMENT APPROVALS: CASUALS, NON-INSTRUCTIONAL**

Name	Assignment	Supervisor
Larson, Josh	Casual	Frazier, B.
Geyso, Matthew	Casual	O'Donnell, M.
Zimany, Brittany		
Owen, Ryan	Casual	Paruskiewicz, L.
Christian, Murphy	Casual	Riley, S.
Hankins, Michael		
McFarland, Megan		
Peters, Lori	Casual	Skewes, D.
Moffatt, Carrie		
Lopez, Jody	Casual	Summers, T.

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call \_\_\_\_\_  
Action \_\_\_\_\_X  
Information \_\_\_\_\_  
Discussion \_\_\_\_\_

## GRANT AWARDS

**Summary of Item:** The two grant awards attached are continuations of federal grants previously awarded to the college. The Health Professions Opportunity Grant assists low-income individuals to enter healthcare occupations. The TRIO Student Support Services grant provides services to low-income and/or first generation students with disabilities to increase retention, graduation and transfer.

**Attachments:** Grant Awards – September 2013

**College Strategic Directions  
and/or Executive Limitations:** Wisconsin Statutes 38.14(4)  
Section 3 - Executive Limitations  
Policy 3.5 - Financial Condition  
College Strategic Direction #5

**Staff Liaison:** Anne Whynott



SEPTEMBER 2013 GRANT AWARDS

Project Number	Project Title	Activities	Time Frame	Number Served	Funding Source	Project Costs	Federal/State Other Fund	Match Funds
199	Health Profession Opportunity Grants to Serve TANF Recipients and Other Low-Income Individuals	Provide low-income individuals with successful training programs for a variety of healthcare professions including additional supportive services such as transportation, dependent care and temporary housing.	9/1/12 to 09/29/13	100	DHHS	\$2,267,815	\$2,267,815 \$ 100%	-
158	Gateway Technical College- Student Support Services Program-Disabilities	Provide academic and other support services to low-income, first-generation or disabled college students to increase retention and graduation rates, facilitate their transfer from two-year to four-year colleges and foster an institutional climate supportive of the success of low-income and first generation college students and individuals with disabilities.	09/01/12 to 08/31/13	100	US Dept. of Education	\$213,138	\$213,138 \$ 100%	-

KEY:

DHHS: Department of Health & Human Services, Administration for Children & Families  
 US Dept. of Education: United States Department of Education

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call	_____
Action	<u>  X  </u>
Information	_____
Discussion	_____

## CONTRACTS FOR INSTRUCTIONAL DELIVERY

- Summary of Items:
- 1. 38.14 Contract reports for August 2013 over \$500**  
lists all contracts for service of \$500 or greater completed or in progress for the time period of August 2013.
  - 2. 38.14 Contract reports for August 2013 under \$500 -**  
lists all contracts for service less than \$500 completed or in progress for the time period of August 2013.

Ends Statements and/or Executive Limitations:  
Policy 4.4 College Strategic Directions/Ends Statements #1 and #3

Staff Liaison:                      Debbie Davidson

**38.14 CONTRACT REPORT  
FOR THE PERIOD OF AUGUST 2013**

Gateway Technical College  
Contracts over \$500.00

Contract Number	Company & City	Type of Recipient	Services	Type of Service	Dates	Estimated Cost of Service	Course Number	Number Served
2014-0023	Johnson Wax Racine	41	MIS Project	CT	8/7/13- 8/14/13	\$1,426.00	103-404b-1sba	3
2014-0025	Forest County Potawatomi Milwaukee	41	BICSI TE350	CT	8/19/24- 8/24/13	\$10,372.00	150-417-1cbp	6
2014-0056	Gateway Foundation, Inc.	18	IMR Boot Camp	CT	8/26/13- 10/18/13	\$38,304.00	612-102-1iba 620-103-1iba 804-370-1iba 606-121-1iba 605-113-1iba 625-125-1iba 628-109-1iba 801-302-1iba 601-413-1iba 442-102-1iba 462-103-1iba 462-101-1iba	7
2014-0057	Scot Forge Clinton	41	IMR Boot Camp	CT	8/26/13- 10/18/13	\$5,472.00	612-102-1ibb 620-103-1ibb 804-370-1ibb 606-121-1ibb 605-113-1ibb 625-125-1ibb 628-109-1ibb 801-302-1ibb 601-413-1ibb 442-102-1ibb 462-103-1ibb 462-101-1ibb	1
2014-0065	IRIS USA Pleasant Prairie	41	Excel 2003	CT	8/7/13- 8/28/13	\$1,426.00	103-471-1zbr	6
2014-0070	Carthage College Kenosha	19	Belden 726 Copper	CT	8/12/13- 8/15/13	\$1,260.00	150-406-1ibc	7

**Type of Service Recipient**

- 11=Public Educational Inst./K-12
- 13=Public Educ. Inst./K-12-Slotter
- 15=Multiple Educational Inst.
- 18=Public Educ. Inst./Postsecondary
- 19=Private Educational Institutions
- 21=WI Local Governmental Units
- 22=Indian Tribal Governments
- 23=Economic Development Corp.
- 24=County Board of Supervisors
- 25=Multiple Local Governmental Units
- 31=State of Wisconsin
- 32=WI Dept. of Corrections

- 33=WI Division of Voc. Rehabilitation
- 35=Multiple State Governmental Units
- 41=Business & Industry
- 42=Community Based Organization
- 43=Workplace Education initiative
- 44= WMEP Related Contracts
- 45=Multiple Business &/or Industries
- 47= WAT Grant
- 51=Federal Government
- 55=Multiple Federal Government Units
- 61=Foreign Governments
- 62=States Other Than WI
- 63=Out of State Businesses

**Type of Service**

- C=Customized Instruction
- T=Technical Assistance
- F=Fiscal & Management Service

District Contact \_\_\_\_\_ Date \_\_\_\_\_

District Contact \_\_\_\_\_ Date \_\_\_\_\_  
I affirm that the foreign and out-of-state contracts in this report are in compliance with the requirements of s.38.14(3), Wisconsin Statutes.

President \_\_\_\_\_ Date \_\_\_\_\_

**38.14 CONTRACT REPORT  
FOR THE PERIOD OF AUGUST 2013**

Gateway Technical College  
Contracts Under \$500.00

Contract Number	Company & City	Type of Recipient	Services	Type of Service	Dates	Estimated Cost of Service	Course Number	Number Served
	None for this period							

Type of Service Recipient

- 11=Public Educational Inst./K-12
- 13=Public Educ. Inst./K-12-Slotter
- 15=Multiple Educational Inst.
- 18=Public Educ. Inst./Postsecondary
- 19=Private Educational Institutions
- 21=WI Local Governmental Units
- 22=Indian Tribal Governments
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- 55=Multiple Federal Government Units
- 61=Foreign Governments
- 62=States Other Than WI
- 63=Out of State Businesses

Type of Service

- C=Customized Instruction
- T=Technical Assistance
- F=Fiscal & Management Service

District Contact \_\_\_\_\_ Date \_\_\_\_\_  
 District Contact \_\_\_\_\_ Date \_\_\_\_\_  
 I affirm that the foreign and out-of-state contracts in this report are in compliance with the requirements of s.38.14(3), Wisconsin Statutes.  
 President \_\_\_\_\_ Date \_\_\_\_\_



# Workforce & Economic Development Division Contracts for Service as of September 1, 2013

ALT+ENTER

9/9/2013

Contract Number	ATC	Company	City	Company Contact Person	Gateway Contact Person	Status	Dates	Course Name	Course Number	Crse End Date	Instructor	Cost
2014-0001-2014-0004		FY13										
2014-0005	w	Badger High School		Robert Kopydlowski	Jo Hart	I	9/3-12/12/13	Nursing Assistant	543-300-2zbc	7/22	Jo Hart	8,503.16
2014-0006	K	Wilmot High School		Chris Trottier	Jo Hart	I	9/3-12/12/13	Nursing Assistant	543-300-2zbd	7/22	Jo Hart	8,503.16
2014-0007	K	KUSD/Indian Trails		Mark Hinterberg	Julie Capelli	I	11/4-1/16/14	Nursing Assistant	543-300-2Z1D	1/16	Julie Capelli	6,802.56
2014-0008		Burlington High School		Eric Burling	Jo Hart	I	9/3-11/27/13	Nursing Assistant	543-300-2bba	11/27	Jo Hart	4,251.60
2014-0009		Waterford High School		Erik Blake	Jo Hart	I	9/3-11/27/13	Nursing Assistant	543-300-2bbb	11/27	Jo Hart	4,251.60
2014-0010		Elkhorn High School		Tina Bosworth	Jo Hart	I	9/3-11/27/13	Nursing Assistant	543-300-2eba	11/27	Jo Hart	4,251.60
2014-0011		Delavan/Darien High School		Mark Schmitt	Jo Hart	I	9/3-11/27/13	Nursing Assistant	543-300-2ebb	11/27	Jo Hart	8,503.16
2014-0012		East Troy High School		Kimberly Penza	Jo Hart	I	9/3-12/12/13	Nursing Assistant	543-300-2eb1	12/12	Jo Hart	8,503.16
2014-0013		Westosha High School		Gail Netzer-Jensen	Jo Hart	I	9/3-12/12/13	Nursing Assistant	543-300-2eb2	12/12	Jo Hart	8,503.16
2014-0014		Burlington High School		Eric Burling	Jo Hart	I	9/3-12/12/13	Nursing Assistant	543-300-2bb1	12/12	Jo Hart	4,251.60
2014-0015		Waterford High School		Eric Blake	Jo Hart	I	9/3-12/12/13	Nursing Assistant	543-300-2bb2	12/12	Jo Hart	4,251.60
2014-0016		Whitewater High School		Doug Parker	Jo Hart	I	9/9-12/11/13	Nursing Assistant	543-300-2zbe	12/11	Jo Hart	4,251.60
2014-0017		KUSD/Tremper High School		Mark Hinterberg	Julie Capelli	I	9/3-10/30/13	Nursing Assistant	543-300-2z1a	10/30	J Capelli	6,802.56
2014-0018		KUSD/Indian Trails		Mark Hinterberg	Julie Capelli	I	9/3-10/31/13	Nursing Assistant	543-300-2Z1b	10/31	Julie Capelli	6,802.56
2014-0019		KUSD/Tremper High School		Mark Hinterberg	Julie Capelli	I	11/4-1/18/13	Nursing Assistant	543-300-2z1c	10/30	J Capelli	6,802.56
2014-0020-2014-0022		FY13										
2014-0023	R	Johnson Wax		Patrice Biskup	Kim Sanderson	I	8/7-8/14/13	MS Project	103-404b-1sba	8/14	K Sanderson	1,426.00
2014-0024		# cancelled										
2014-0025	O	Forest County Potawatomi Milwaukee		John Wallner	Randy Reusser	I	8/19/13-8/24/13	BICSI TE350 Tech	150-417-1cbp	8/24	R. Reusser	10,372.00
2014-0026	O	Forest County Potawatomi Milwaukee		John Wallner	Randy Reusser	I	9/9/13-9/14/13	BICSI TE350 Tech	150-417-1cbp	8/24	R. Reusser	10,372.00
2014-0027	R	Johnson Wax		Patrice Biskup	Dan Neuman	I	9/3-12/31/13	TA-Dan Neuman	900-003-2m12	12/31	D Neuman	35,280.00
2014-0028	R	Insinkerator		Mike Foy	Richard Hanson	I	9/3-12/31/13	Technical Assistance	900-003-2m11	12/31	R Hanson D Neuman K Sanderson	65,047.50

Contract Number	ATC	Company	Company Person	Company Contact	Gateway Contact Person	Status	Dates	Course Name	Course Number	Crse End Date	Instructor	Cost
2014-0029-2014-0030		FY13										
2014-0031		Big Foot High School	Dorothy Kaufman		Jeff Robshaw	I	2013 Fall	TA VanGuard	900-019-2M11	12/31	J Robshaw	6,000.00
2014-0032		Big Foot High School	Dorothy Kaufman		Jeff Robshaw	I	2014 Spring	TA VanGuard	900-019-3M11	5/3	J Robshaw	0.00
2014-0033		Delavan/Darien High School	Tracy Deavers		Jeff Robshaw	I	2013 Fall	TA VanGuard	900-019-2m12	12/31	J Robshaw	6,000.00
2014-0034		Delavan/Darien High School	Tracy Deavers		Jeff Robshaw	I	2014 Spring	TA VanGuard	900-019-3m12	5/3	J Robshaw	0.00
2014-0035		Elkhorn High School	Greg Wescott		Jeff Robshaw	I	2013 Fall	TA VanGuard	900-019-2m13	12/31	J Robshaw	6,000.00
2014-0036		Elkhorn High School	Greg Wescott		Jeff Robshaw	I	2014 Spring	TA VanGuard	900-019-3m13	5/3	J Robshaw	0.00
2014-0037		Messmer High School	Mike Bartels		Jeff Robshaw	I	2013 Fall	TA VanGuard	900-019-2m14	12/31	J Robshaw	6,000.00
2014-0038		Messmer High School	Mike Bartels		Jeff Robshaw	I	2014 Spring	TA VanGuard	900-019-3m14	5/3	J Robshaw	0.00
2014-0039		Milwaukee Public Museum	Gaye-Lynn Clyde		Jeff Robshaw	I	2013 Fall	TA VanGuard	900-019-2m15	12/31	J Robshaw	2,000.00
2014-0040		Milwaukee Public Museum	Gaye-Lynn Clyde		Jeff Robshaw	I	2014 Spring	TA VanGuard	900-019-3m15	5/3	J Robshaw	0.00
2014-0041		Waterford High School	Keith Brandstetter		Jeff Robshaw	I	2013 Fall	TA VanGuard	900-019-2m16	12/31	J Robshaw	6,000.00
2014-0042		Waterford High School	Keith Brandstetter		Jeff Robshaw	I	2014 Spring	TA VanGuard	900-019-3m16	5/3	J Robshaw	0.00
2014-0043		Williams Bay High School	Vance Dalzin		Jeff Robshaw	I	2013 Fall	TA VanGuard	900-019-2m17	12/31	J Robshaw	6,000.00
2014-0044		Williams Bay High School	Vance Dalzin		Jeff Robshaw	I	2014 Spring	TA VanGuard	900-019-3m17	5/3	J Robshaw	0.00
2014-0045		WI School for the Deaf	Alex Slappey		Jeff Robshaw	I	2013 Fall	TA VanGuard	900-019-2m18	12/31	J Robshaw	2,000.00
2014-0046		WI School for the Deaf	Alex Slappey		Jeff Robshaw	I	2014 Spring	TA VanGuard	900-019-3m18	5/3	J Robshaw	0.00
2014-0047		FY13										
2014-0048		FY13										
2014-0049		Johnson Wax	Patrice Biskup		Dan Neuman	I	Spring 2014	TA-Dan Neuman	900-003-3m11	12/31	D Neuman	35,280.00
2014-0051		FY13										
2014-0054		FY13										
2014-0055		FY13										
2014-0056		Gateway Foundation, Inc	K Jennifer Charpentier		Robin Hoke	I	8/26/13-10/18/13	Pneumatics/Hyd Industrial Controls Math Reading DC/AC MSSC Mechanical Skills Speech Torque Applications Intro to Welding Mech Power Trans Maintenance Mach	612-102-1iba 620-103-1iba 804-370-1iba 606-121-1iba 605-113-1iba 625-125-1iba 628-109-1iba 801-302-1iba 601-413-1iba 442-102-1iba 462-103-1iba 462-101-1iba	10/18	D Neuman M Pagliaroni JD Jones L Wilkins S Yousuf R Reusser D Dalpaos	0.00

Contract Number	ATC	Company	City	Company Contact Person	Gateway Contact Person	Status	Dates	Course Name	Course Number	Crse End Date	Instructor	Cost
2014-0057		Scot Forge		Lindsey Camalle	Robin Hoke	I	8/26/13-10/18/13	Pneumatics/Hyd Industrial Controls Math Blueprint Reading DC/AC Mechanical MSSC Skills Speech Torque Applications Intro to Welding Mech Power Trans Maintenance Mach	612-102-1lbb 620-103-1lbb 804-370-1lbb 606-121-1lbb 605-113-1lbb 625-125-1lbb 628-109-1lbb 801-302-1lbb 601-413-1lbb 442-102-1lbb 462-103-1lbb 462-101-1lbb	10/18	D Neuman M Pagliaroni JD Jones L Wilkins S Yousuf R Reusser D Dalpaos	0.00
2014-0058		FY13										
2014-0061		FY13										
2014-0064		WCEDA Elkhorn	W	Mike Van Den Bosch	Lauri Howard	I	10/14/13-11/18/13	APICS: Basics of Supply Chain Mgmt	182-478c	11/18	H. Schooler	2,646.00
2014-0065		IRIS USA Pleasant Prairie	K	Sharon Emerson	Kim Sanderson	I	8/7/13-8/28/13	Excel 2003	103-417c-1zbr	8/28	K. Sanderson	1,426.00
2014-00066		North American Salt Co. Kenosha	K	Kendra Martinelli	Kim Sanderson	I	7/3/13-7/31/13	Intro. To PLCs	103-418h-1zbn	7/31	K. Sanderson	1,426.00
2014-0070		Carthage College Kenosha	K	Carol Sabbar	Randy Reusser	I	8/12/13-8/15/13	Belden 726 Copper	150-406-1lbc	8/15	R. Reusser	1,260.00
											<b>TOTAL</b>	<b>299,771.14</b>

## GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call \_\_\_\_\_  
Action   x    
Information \_\_\_\_\_  
Discussion \_\_\_\_\_

### ADVISORY COMMITTEE ACTIVITY REPORT

Summary of Item: Approval of:

- New Members as of September 1, 2013
- 2013-14 Meeting Schedule as of September 1, 2013

Staff Liaison: John Thibodeau

**GATEWAY TECHNICAL COLLEGE  
ADVISORY COMMITTEES -- NEW MEMBERS  
as of September 1, 2013**

<b>PROGRAM Name</b>	<b>Job Title</b>	<b>Employer</b>	<b>County Represented</b>
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**No New Committee Members to Report**

## ADVISORY COMMITTEE 2013-2014 MEETING SCHEDULE as of September 1, 2013

ADVISORY COMMITTEE	DEAN	FALL 2013	SPRING 2014
Accounting	M. Babu	Wednesday, October 9, 2013 5:30 pm, iMET Center	
Administrative Professional Office Assistant	R. Koukari	Wednesday, October 9, 2013 5:30 pm, iMET Center	
Adult Basic Education	C. Jennings	Monday, October 21, 2013 2:00 pm, Racine Campus	
Adult High School	C. Jennings	Tuesday, October 22, 2013 2:00 pm, iMET Center	
Aeronautics-Pilot Training	D. Sherwood		
Air Conditioning, Heating, And Refrigeration Technology	B. Frazier	Thursday, September 19, 2013	
Architectural-Structural Engineering Technician Civil Engineering Technology - Fresh Water Resources	B. Frazier	Summer: Monday, June 17, 2013 Fall: Monday, October. 07, 2013 5:00 pm, iMET Center	
Civil Engineering Technology – Highway Technology Land Survey Technician			
Automated Manufacturing Systems Technician	B. Frazier		
Automotive Maintenance Technician Automotive Technology	B. Frazier	Tuesday, September 24, 2013 Horizon Center	
Barber Technologist	T. Simmons		
Building Trades - Carpentry	B. Frazier		
Business Management	M. Babu	Wednesday, October 9, 2013 5:30 pm, iMET Center	
CNC Production Technician	B. Frazier	Monday, September 16, 2013 5:30 pm, Racine Campus	

ADVISORY COMMITTEE	DEAN	FALL 2013	SPRING 2014
Community Pharmacy Technician	M. O'Donnell		
Cosmetology	T. Simmons		
Criminal Justice - Law Enforcement	T. Simmons		
Criminal Justice – Law Enforcement Academy	T. Simmons		
Culinary Arts	T. Simmons		
Dental Assistant	J. Pinson		
Diesel Equipment Mechanic	B. Frazier	Wednesday, October 2, 2013 Horizon Center	
Diesel Equipment Technology	B. Frazier	Wednesday, October 2, 2013 Horizon Center	
Early Childhood Education	T. Simmons		
Electrical Engineering Technology	B. Frazier	Wednesday, October 9, 2013 5:30 pm, iMET Center	Wednesday, April 2, 2014 5:30 pm, iMET Center
Electromechanical Technology	B. Frazier	Wednesday, October 9, 2013 5:30 pm, iMET Center	Wednesday, April 2, 2014 5:30 pm, iMET Center
Electronics	B. Frazier	Wednesday, October 9, 2013 5:30 pm, iMET Center	Wednesday, April 2, 2014 5:30 pm, iMET Center
Emergency Medical Technician - Basic Emergency Medical Technician - Intermediate Emergency Medical Technician - Intermediate Tech Paramedic Technician	T. Simmons	Thursday, October 3, 2013 11:00 am, HERO Center	
Facilities Maintenance	B. Frazier	Thursday, September 19, 2013	
Fire Protection Technician	T. Simmons	Thursday, October 3, 2013 11:00 am, HERO Center	
Graphic Communications	M. Babu	Thursday, September 26, 2013 5:30 pm, iMET Center	

ADVISORY COMMITTEE	DEAN	FALL 2013	SPRING 2014
Health Information Technology	J. Pinson		
Health Unit Coordinator	J. Pinson		
Horticulture	B. Frazier	Monday, October 14, 2013	
Hotel/Hospitality Management	T. Simmons		
Human Services Associate	T. Simmons		
Industrial Mechanical Technician	B. Frazier	Tuesday, October 16, 2013	Wednesday, March 05, 2013
Instructional Assistant	T. Simmons		
Interior Design	B. Frazier	Thursday, October 03, 2013	
IT - Computer Support Specialist IT - Network Specialist IT - Web Developer/Administrator	R. Koukari	Tuesday, October 17, 2013 5:30 pm, iMET Center	
IT - Software Developer	R. Koukari	Tuesday, October 17, 2013 5:30 pm, iMET Center	
Marketing	M. Babu	Wednesday, October 9, 2013 5:30 pm, iMET Center	
Mechanical Design Technology	B. Frazier	Monday, October 21, 2013	Monday, February 25, 2013
Medical Assistant	J. Pinson	Wednesday, October 2, 2013 8:30 am, Racine Campus	
Nursing Assistant	D. Skewes		
Nursing Associate Degree Practical Nursing	D. Skewes	Thursday, October 10, 2013 Kenosha Campus	
Physical Therapist Assistant	J. Pinson	Saturday, September 21, 2013	



ADVISORY COMMITTEE	DEAN	FALL 2013	SPRING 2014
Professional Communications	M. Babu	Thursday, September 26, 2013 5:30 pm, iMET Center	
Radiography	J. Pinson		
Small Business Entrepreneurship	R. Koukari	Wednesday, October 9, 2013 5:30 pm, iMET Center	
Supervisory Management	M. Babu	Wednesday, October 9, 2013 5:30 pm, iMET Center	
Surgical Technology	J. Pinson		
Welding	B. Frazier	Thursday, October 17, 2013	Thursday, March 20, 2014
Welding/Maintenance & Fabrication	B. Frazier	Thursday, October 17, 2013	Thursday, March 20, 2014

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call \_\_\_\_\_  
Action   X    
Information \_\_\_\_\_  
Discussion \_\_\_\_\_

## BID NO. 1416 SITE LIGHTING IMPROVEMENTS KENOSHA CAMPUS

Summary of Item: The College solicited for and received sealed bids from eight (8) contractors for the Site Lighting Improvements on the Kenosha Campus.

Administration is recommending Gateway contract the base bid with:

Wilsurge  
Butler, WI

For a Contract Value of:	\$60,853
Owner Direct Purchases/Siemans' Contracts:	26,800
Architect and Engineering Fees:	17,389
	<b><u>\$105,042</u></b>

Attachments: Letter of Recommendation for Award of Bid and Tabulation of Bids from Partners in Design

Ends Statements  
and/or Executive  
Limitations: Section 3 – Executive Limitations,  
Policy 3.5, Financial Condition

Staff Liaison: William R. Whyte

TOP 1416 Kenosha Campus Site Lighting Improvements 09-2013



**Partners in Design**  
ARCHITECTS

**Partners in Design  
Architects, Inc.**

W I S C O N S I N  
600 Fifty Second Street  
Suite 220  
Kenosha, WI 53140  
voice: 262.652.2800  
fax: 262.652.2812

I L L I N O I S  
2610 Lake Cook Road  
Suite 280  
Riverwoods, IL 60015  
voice: 847.940.0300  
fax: 847.940.1045

September 4, 2013

Mr. William Whyte  
Gateway Technical College  
3520 30<sup>th</sup> Avenue  
Kenosha, Wisconsin 53140

Re: Kenosha Campus  
Site Lighting Improvements - Official Notice No. 1416

**Dear Mr. Whyte:**

As you are aware, we received construction bids for the Kenosha Campus Site Lighting Improvements project on behalf of Gateway Technical College on Thursday, August 29, 2013 at the Administration Center on the Kenosha Campus with Judy Braun and Larry Paruszkiewicz in attendance on behalf of Gateway, David Piluski and Chad Wetzel on behalf of IBC and myself present on behalf of Partners in Design Architects.

The Site Lighting Improvements project was bid with one base bid. The base bid does not include Siemens' control work or the cost of the light fixtures themselves. Quotes for this work and material have been received and are included in the total contract below.

Having reviewed the bids with Mr. Paruszkiewicz, and yourself, Gateway has decided to accept the base bid. We are recommending that the College enter into a contract with Wilsurge to complete the Site Lighting Improvements.

Based on our bid evaluation, we further recommend that the contract value be \$60,853.00. Gateway should also include \$26,800.00 for owner direct purchases and Siemens contract as well as budget approximately \$17,229.00 for architectural and engineering fees as well as budget \$160.00 for reimbursable costs related to the competitive bid process. Included in the architectural and engineering fees is a study that conducted to determine the scope for this project and others.

The contract total and fee breakdown is as follows:

Contract Value:	<b>\$60,853.00</b>
Base Bid	\$60,853.00
Owner Direct Purchases/Contracts: <b>\$26,800.00</b>	
Siemens Controls	\$ 3,700.00
Cree Fixtures and poles	\$17,800.00
Osram Canopy Fixtures	\$ 5,300.00
Architectural Fees: <b>\$17,389.00</b>	
Study Fee	\$ 4,175.00
Hourly Fee (CD's/Bidding)	\$10,054.00
Hourly Fee (Construction Observation)	\$ 3,000.00 (estimated)
Reimbursable cost incurred	\$ 160.00

[www.pidarchitects.com](http://www.pidarchitects.com)

PASSION COLLABORATION VISION

September 4, 2013

**Partners in Design  
Architects, Inc.**

Due to the renovation nature of the project, it should be anticipated that unforeseen conditions may arise and additional funds will be required beyond the contract sum.

Should you have any questions regarding our recommendation, please do not hesitate to give me a call.

Sincerely,



Jeffrey E. Bridleman

Page 2 of 2

[www.pidarchitects.com](http://www.pidarchitects.com)

PASSION COLLABORATION VISION

September 19, 2013

BID TABULATION  
Official No. 1416  
GTC Kenosha Campus – Site Lighting Improvements



**Partners in Design**  
ARCHITECTS

Project No.: **191.12.132**  
Bid Date: Thursday August 29, 2013  
Bid Time: 2:00 p.m.

General Contractor	Bid Bond	Bid Package A	Addendum 1	Comments
ECI				
Gagliardi Electric				
Great Lakes Electric	X	\$79,960.00	X	
Lee Electrical				
Pieper Electric	X	\$75,401.00	X	
Rewald Electric	X	\$104,700.00	X	
Triple E Electric	X	\$73,850.00	X	
Wilsurge	X	\$60,853.00	X	

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call \_\_\_\_\_  
Action   X    
Information \_\_\_\_\_  
Discussion \_\_\_\_\_

## BID NO. 1417 ECP PLAYGROUND DRAINAGE REPAIR KENOSHA CAMPUS

**Summary of Item:** The College solicited for and received sealed bids from five (5) contractors for the ECP Playground Drainage Repair Project on the Kenosha Campus.

Administration is recommending Gateway contract the bid package A, revised bid package B, alternate bids 1 thru 5 with:

Camosy Construction  
Kenosha, WI

For a Contract Value of:	\$225,350
Architect and Engineering Fees:	21,005
Contingency Fund	3,645
	<b><u>\$250,000</u></b>

**Attachments:** Letter of Recommendation for Award of Bid and Tabulation of Bids from Partners in Design

**Ends Statements  
and/or Executive  
Limitations:** Section 3 – Executive Limitations,  
Policy 3.5, Financial Condition

**Staff Liaison:** William R. Whyte

TOP 1417 Kenosha Campus ECP Drainage Repair Project 09-2013



**Partners in Design**  
**ARCHITECTS**

**Partners in Design  
Architects, Inc.**

**W I S C O N S I N**  
600 Fifty Second Street  
Suite 220  
Kenosha, WI 53140  
voice: 262.652.2800  
fax: 262.652.2812

**I L L I N O I S**  
2610 Lake Cook Road  
Suite 280  
Riverwoods, IL 60015  
voice: 847.940.0300  
fax: 847.940.1045

September 6, 2013

Mr. William Whyte  
Gateway Technical College  
3520 30<sup>th</sup> Avenue  
Kenosha, Wisconsin 53140

Re: Kenosha Campus  
ECP Playground Drainage Repair  
Official Notice No. 1417

**Dear Mr. Whyte:**

As you are aware, we received construction bids for the Kenosha Campus ECP Playground Drainage Repair project on behalf of Gateway Technical College on Wednesday, September 04, 2013 at the Administration Center on the Kenosha Campus with Judy Braun in attendance on behalf of Gateway and myself present on behalf of Partners in Design Architects.

The ECP Playground Drainage Repair project was bid with two bid packages and five alternate bids.

- Bid Package A
- Bid Package B
- Alternate Bid No. 1 - Additional drain tile and piping outside of the playground area.
- Alternate Bid No. 2 - Replace (3) sections of broken concrete sidewalk along the north drive.
- Alternate Bid No. 3 - Replace (5) wall mounted fixtures in the south playground area with LED fixtures.
- Alternate Bid No. 4 - Replace (4) wall mounted fixtures in the north playground area with LED fixtures.
- Alternate Bid No. 5 - Labor and Material to install two 13' pedestrian poles just outside of the south playground.

The bids we received indicated that the project was over budget by \$33,000.00 without taking into consideration the Alternate Bids. As part of our due diligence process we worked with the low bidder, Camosy Construction, and our civil engineer to determine some possible value engineering options and the cost associated with them.

Having reviewed the bids and the value engineering options with Mr. Paruszkiewicz, and yourself, Gateway has decided to accept bid package A, revised bid package B, alternate bids 1 thru 5. We are recommending that the College enter into a contract with Camosy Construction to complete the ECP Playground Drainage Repair.

[www.pidarchitects.com](http://www.pidarchitects.com)

**P A S S I O N C O L L A B O R A T I O N V I S I O N**

September 19, 2013

September 6, 2013

**Partners in Design  
Architects, Inc.**

Based on our bid evaluation, we further recommend that the contract value be \$225,350.00. Gateway should also budget approximately \$20,845.00 for architectural and engineering fees as well as budget \$160.00 for reimbursable costs related to the competitive bid process. Included in the architectural and engineering fees is a study that conducted to determine the scope for this project and others.

The contract total and fee breakdown is as follows:

Contract Value:	<b>\$225,350.00</b>
Bid Package A	\$127,900.00
Bid Package B (revised Scope)	\$ 78,000.00
Alternate No. 1	\$ 2,350.00
Alternate No. 2	\$ 1,350.00
Alternate No. 3	\$ 3,600.00
Alternate No. 4	\$ 3,000.00
Alternate No. 5	\$ 9,150.00
Architectural Fees:	<b>\$21,005.00</b>
9.25% fee for Construction Contract	\$ 20,845.00
Reimbursable Fees	\$ 160.00

We further recommend that the balance of the \$250,000.00 project budget, approximately \$3,600.00, be held by the college in a contingency fund outside of the construction contract for any unforeseen condition that can arise due to the renovation nature of the project.

Should you have any questions regarding our recommendation, please do not hesitate to give me a call.

Sincerely,



Jeffrey E. Bridleman





# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call \_\_\_\_\_  
Action   X    
Information \_\_\_\_\_  
Discussion \_\_\_\_\_

## BID NO. 1418 CULINARY DEMONSTRATION / CLASSROOM RENOVATION RACINE CAMPUS

Summary of Item: The College solicited for and received sealed bids from six (6) contractors for the Racine Campus Culinary Demonstration / Classroom Renovation Project.

Administration is recommending Gateway contract the base bid and both alternate bids with:

Absolute Construction  
Racine Campus

For a Contract Value of:	\$241,400
Architect and Engineering Fees:	27,330
Contingency Fund	31,270
	<b><u>\$300,000</u></b>

Attachments: Letter of Recommendation for Award of Bid and Tabulation of Bids from Partners in Design

Ends Statements  
and/or Executive  
Limitations: Section 3 – Executive Limitations,  
Policy 3.5, Financial Condition

Staff Liaison: William R. Whyte

TOP 1418 Racine Campus Culinary Demonstration/Classroom Renovation 09-2013



September 4, 2013

Mr. William Whyte  
Gateway Technical College  
3520 30<sup>th</sup> Avenue  
Kenosha, Wisconsin 53140

Re: Racine Campus  
Culinary Demonstration/Classroom Renovation  
Official Notice No. 1418

**Dear Mr. Whyte:**

As you are aware, we received construction bids for the Racine Campus Culinary Demonstration/Classroom Renovation project on behalf of Gateway Technical College on Wednesday, September 04, 2013 at the Administration Center on the Kenosha Campus with Judy Braun and John Thielen in attendance on behalf of Gateway and myself present on behalf of Partners in Design Architects.

The Culinary Demonstration/Classroom Renovation project was bid with one base bid and two alternate bids.

- Base Bid
- Alternate Bid No. 1 - Additional lighting controls and pendant fixtures to match the Breakwater.
- Alternate Bid No. 2 - Ceramic tile walls in lieu of painting at the two walls behind the kitchen.

Having reviewed the bids with Mr. Thielen, and yourself, Gateway has decided to accept the base bid and both alternate bids. We are recommending that the College enter into a contract with Absolute Construction to complete the Culinary Demonstration/Classroom Renovation.

Based on our bid evaluation, we further recommend that the contract value be \$241,400.00. Gateway should also budget approximately \$27,330.00 for architectural and engineering fees as well as budget \$400.00 for reimbursable costs related to the competitive bid process. Included in the architectural and engineering fees is a study that conducted to determine the scope for this project and others.

The contract total and fee breakdown is as follows:

Contract Value:	<b>\$241,400.00</b>
Base Bid	\$233,000.00
Alternate No. 1	\$ 6,900.00
Alternate No. 2	\$ 1,500.00
Architectural Fees:	<b>\$27,330.00</b>

September 4, 2013

**Partners in Design  
Architects, Inc.**

We further recommend that the balance of the \$300,000.00 project budget, approximately \$31,000.00, be held by the college in a contingency fund outside of the construction contract for any unforeseen condition that can arise due to the renovation nature of the project.

Should you have any questions regarding our recommendation, please do not hesitate to give me a call.

Sincerely,



Jeffrey E. Bridleman

Page 2 of 2

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PASSION COLLABORATION VISION

September 19, 2013



IX. POLICY GOVERNANCE MONITORING REPORTS

A. Ends Statement Monitoring

1. End Statement #5 – Gateway provides a positive return on taxpayer and community investment by leveraging its core capabilities in a financially and socially responsible manner. (B. Thomey)

**GATEWAY TECHNICAL COLLEGE DISTRICT BOARD**

Roll Call \_\_\_\_\_  
Action   X    
Information \_\_\_\_\_  
Discussion \_\_\_\_\_

**MONITORING REPORT  
FY 2012-13 PRELIMINARY FINANCIAL RESULTS (UNAUDITED)**

**Summary of Item:** The report will include FY 2012-13 Preliminary Financial Results (unaudited).

**Attachment:** FY 2012-13 Preliminary Financial Results (unaudited)

**Ends Statements  
and/or Executive  
Limitations:** Executive Limitations:  
3.1 General Executive Constraint  
3.4 Budgeting/Forecasting  
3.5 Financial Condition  
Strategic Direction/Ends Statement #5

**Staff Liaison:** Bane Thomey

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# YEAR END FINANCIAL REVIEW

BT  
09/19/13  
FY 2012-13 Year End Financial Review – 09 19 13 Bd Mtg.docx

July 1, 2012 – June 30, 2013

## General Fund

The preliminary General Fund results for fiscal year 2013 are as follows:

<b>GENERAL FUND</b>	<b>Budget</b>	<b>Actual</b>	<b>Variance fav (unfav)</b>
Revenue	\$ 78,466,000	\$ 77,334,837	\$ (1,131,163)
Expenses	78,466,000	72,794,857	5,671,143
Revenues over(under) Expenses	-	4,539,980	4,539,980
Fund Transfer - Capital	-	(1,000,000)	(1,000,000)
Increase (decrease) to GF Reserves	\$ -	\$ 3,539,980	\$ 3,539,980

## Overall Results

Preliminary results show a favorable variance of \$3.5 million. This includes a \$1M transfer out to the Capital Fund. A portion of the fund balance is due to vacant positions; benefits budgeted at family for all vacancies; increased grant spending and a budget for long term health care that settled in the prior year.

Expenses went under budget by \$5,671,143 while revenues were under budget by \$1,131,163.

## Revenues

Overall, total revenues were slightly unfavorable by 1.4% or \$1,131,163. The decrease is due largely in part to a reduction in program & material fees of \$1,534,677 or 21.4% as well as high school contracts of \$460,899 or 76.8%. The decreases were offset by an increase to state aid of 7.2% or \$368,137; and Bookstore Revenues increase of 38.6% or \$183,226 and Other Revenues were favorable by \$178,073 or 61.4%

## Expenses

Overall, expenses were under budget by \$5,671,144 or 7.2%. The decrease is due largely in part to savings of 11.1% or \$2,315,601 in Administration and Instructor Salaries; 19% or \$356,921 in Professional Non Faculty expenses; 85.5% or \$345,279 in Instructor Overload and 28.6% or \$342,854 in Extended Contracts. There was an increase of 28.6% or \$1,124,624 in Adjunct Instruction. As in past years, the increase in Adjunct salaries is offset by the decrease in hiring full time faculty to accommodate change in enrollment.

Employee benefits were under budget by \$2,527,708 or 13.7%. The decrease is due largely in part to Health & Dental Insurance savings of \$1,762,058 or 17.3% and Social Security and Retirement of 18.4% or \$602,686. These savings were driven by unfilled full-time positions which were budgeted at family coverage.

Other expenses including Supplies were slightly under budget by 1.6% or \$207,912. Utilities posted a savings of \$230,997 or 14.5%; Rentals incurred a savings of \$199,063 or 19.6% and Supplies realized a savings of \$100,861 or 6.3%. Uncollectible Fees were over budget by 81.5% or \$322,119.



# YEAR END FINANCIAL REVIEW

BT  
09/19/13  
FY 2012-13 Year End Financial Review – 09 19 13 Bd Mtg.docx

July 1, 2012 – June 30, 2013

The General Fund operating reserve increased by \$3,539,980 the detail is shown below:

GENERAL FUND RESERVE	
Revenue	\$ 77,334,837
Less Expenses	72,794,857
Revenues over Expenses	4,539,980
Transfer to Capital Fund	(\$1,000,000)
Net Increase in Operating Fund Balance	\$ 3,539,980

The General Fund reserve for operations is expected to be \$23.4M as of June 30, 2013 or 30% of revenues budgeted for FY 2014. As approved within the FY14 budget, \$1M will be transferred to offset capital purchases. Management is recommending the remaining fund balance be used to offset a growing OPEB liability as well as reserve for capital infrastructure and equipment. This proposed usage will result with a fund balance within the 17% - 25% range as specified in the Board's Executive Limitation.

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## **Special Revenue Fund**

The Special Revenue Fund is used to account for all grant-related activities. The fund experienced a favorable financial result for FY 2013 with revenues exceeding expenses by \$505,472. A year-end budget revision will be necessary to reallocate the budget within functions.

## **Capital Projects Fund**

The Capital Projects Fund is used to account for financial resources and related financial activity for the acquisition and improvement of sites and for the acquisitions, construction, equipping and renovation of buildings. Revenues reflect fiscal year debt issues totaling \$12 million; \$1.5M of institutional revenue; and a \$1M transfer from the General fund. Overall, the Capital Project Fund reflects total expenses of \$14.0 million and revenues of \$13.0 million. The Capital Projects fund balance increased by \$621,413. Year-end budget revision will be necessary to reallocate the budget within functions.

## **Debt Service Fund**

The Debt Service Fund is used to account for the accumulation of resources for, and payment of, general long-term debt principal and interest. The fund revenues exceeded expenses by \$66,383 due to favorable market conditions and lower than expected interest costs. Principal and interest payments totaled \$8.4 million in FY13.

## **Enterprise Fund**

The Enterprise fund is used to account for operations where the costs of providing goods or services to the student body, faculty and staff or the general public are financed primarily through user fees. The fund experienced a positive financial result with revenues exceeding expenses by \$73,915.

Overall, the College's financial condition remains strong and well positioned to meet future fiscal challenges.

X. BOARD MEMBER COMMUNITY REPORTS

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call \_\_\_\_\_  
Action \_\_\_\_\_  
Information   X    
Discussion \_\_\_\_\_

## BOARD MEMBER COMMUNITY REPORTS

Summary: Board members will share recent contacts.

Governance Policy: Policy 1.5-Board Member Role

- XI. Next Meeting Date and Adjourn
  - A. Regular Meeting – Thursday, October 24, 2013, 8:00 am,  
Racine Campus
  - B. Adjourn