



Bryan D. Albrecht, Ed.D.  
President

February 11, 2016

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**NOTICE OF MEETING**

**GATEWAY TECHNICAL COLLEGE**

**DISTRICT BOARD**

**Regular Meeting**

**Thursday, February 18, 2016 – 8:00 a.m.**

**Elkhorn Campus**

**400 County Road H, Elkhorn, WI 53121**

The Gateway Technical College District Board will hold its regular meeting on Thursday, February 18, 2016 at 8:00 a.m. at the Elkhorn Campus, Room 112/114, 400 County Road H, Elkhorn, WI. The agenda is included.

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

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Regular Meeting – Thursday, February 18, 2016 – 8:00 a.m.

Elkhorn Campus, Room 112/114

400 County Road H, Elkhorn, WI 53121

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	X				

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

## Regular Meeting

Thursday, February 18, 2016 – 8:00 a.m.

Elkhorn Campus, Room 112/114

400 County Road H, Elkhorn, WI 53121

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

## II. ROLL CALL

Ram Bhatia	_____
William Duncan	_____
Ronald J. Frederick	_____
Susan Greenfield	_____
Bethany Ormseth	_____
Scott Pierce	_____
Roger Zacharias	_____
Pamela Zenner-Richards	_____
Gary Olsen	_____

### **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. January 21, 2016 – Regular Meeting

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD Regular Meeting January 21, 2016
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The Gateway Technical College District Board met on Thursday, January 21, 2016 at the Racine Campus, 1001 S. Main Street, Room R102, Racine, WI 53403. The meeting was called to order at 8:00 am by Gary Olsen, Chairperson.

**I. Call to Order**

A. Open Meeting Compliance

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

**II. Roll Call**

Ram Bhatia	Present
William Duncan	Present
Ronald J. Frederick	Present
Susan Greenfield	Excused
Bethany Ormseth	Present
Scott Pierce	Present
Roger Zacharias	Excused
Pamela Zenner-Richards	Present
Gary Olsen	Present

Also in attendance were Bryan Albrecht, Kelly Bartlett, Mary Harpe, and 18 citizens/reporters.

**III. Approval of Agenda**

- A. It was moved by S. Pierce, seconded by W. Duncan and carried to approve the agenda.

**IV. Approval of Minutes**

- A. It was moved by R. Frederick, seconded by R. Bhatia and carried to approve the minutes of the December 16, 2015 Regular Meeting.

**V. Citizen Comments**

- A. There were no citizen comments.

**VI. Committee of the Whole**

A. Vision 3.2.1 Strategic Plan Update

- Anne Whynott, Zina Haywood, John Thibodeau, and Stephanie Sklba presented on the Vision 3.2.1 Strategic Plan Update.
- Plan Status: Currently 3.5 years into 6 year plan, Entering year 3 realigned plan to focus on two goals: Goal 1: Increase enrollment to 6,000 FTEs by 2017, Goal 2: Create a culture of excellence and continual improvement. Goal 1 work is being carried out by the Enrollment Task Force. Established a Presidential Strategy Committee to define objectives for Goal 2.
- Goal 1: Initiatives Underway: Extended communication plan for middle and high school students, Increase presence and shift to recruitment focus in Gateway district high schools, Targeted social media communication, High school & bilingual open houses, College-wide call nights, Ellucian enhancements: Student Planning & Retention tools, Higher Learning Commission Persistence and Completion Academy, Education Advisory Board membership

- Goal 1: New and Upcoming Initiatives: Strategic Enrollment Management; Consultant, College-wide comprehensive approach to enrollment (recruitment, retention, completion). The Gateway Promise, Develop process/system to determine program promotion priorities, Course Scheduling Software Implementation, Proactive advising model
- Goal 2: Presidential Strategy Committee: SOAR process around Culture of Excellence: **Strengths** - Defined culture of excellence and identified elements in our current culture, **Opportunities** – surveyed peers for ways we could build culture of excellence, **Aspirations** – described ideal future state for Gateway culture, **Results** – described concrete outcomes and measurements
- Goal 2: Promising Areas of Action Identified: Leveraging technology, Training for all employees, Employee engagement and accountability, Alignment of resources with quality metrics. Action plans for possible initiatives were submitted to ELC.
- Goal 2: Objectives: Invest in new technologies and facilities to improve efficiency, quality, customer service, and a positive learning environment. Expand the use of Lean Six Sigma as a tool to improve efficiency, customer service, and employee engagement. Expand strengths initiatives to maximize the potential of employees. Incorporate quality metrics into budgeting and planning processes. Expand employee learning opportunities to increase employee engagement. Promote cross-divisional activities throughout the college that will strengthen relationships and provide opportunities for employee engagement, connectedness, and wellness.
- Next Steps: Engage process owners and departments in new objectives, Develop action plans for new objectives and initiatives, Establish measures for the new Goal 2

## VII. Chairperson's Report

- A. Policy Review Committee Updates
  - Pamela Zenner-Richards reported that the Ad Hoc Policy Review Committee is continuing to meet and reminded Trustees to view the draft documents online and give their feedback.
- B. Dashboard Report
  - High school enrollments continue to grow. The Gateway College Promise will enhance our services to high school students.
  - We on-boarded 5 new faculty this semester. For the year, we have reduced the number of adjunct/casual by 67 positions.
  - Operational budget is where we expect it to be with additional savings in energy and snow removal.
- C. Board Evaluation Summary
  - The December Board meeting evaluations were positive and highlighted by the presentation by future EMT students and the great programs Gateway provides to train our students. Walter Bumphus, AACT President's reception highlighted Gateway's national leadership role. Everyone appreciated the efficiency and time management of the chairperson.

## VIII. President's Report

- A. Announcements –
  - Zina Haywood filled in for Bryan Albrecht at the January Board meeting.
  - Z. Haywood introduced Victoria Weber who was attending the Board meeting as part of her Gateway Journey.
  - Z. Haywood commented on the 22<sup>nd</sup> Annual Martin Luther King Celebration that took place on Gateway's Kenosha Campus. Articles from the Kenosha News and Journal Times were handed out and shared with the Trustees.
  - Z. Haywood mentioned that Gateway has recently hired five new instructors including a new pilot instructor, HVAC, math, nursing, and EMT.
  - Gateway is looking at an RFP for health benefits.
  - There are 17 new pathway program offerings. Lots of collaboration within the college.

- The Gateway Promise will be announced on Thursday, February 11, 2016 on the Racine Campus in the SC Johnson Student Life Center.

## B. Gateway College Promise

- Zina Haywood and Stephanie Sklba presented on Gateway's College Promise.
- The Gateway Promise represents: A vision for all southeast Wisconsin high school students that assures preparation for college and career success through the alignment of Gateway's programs and services. A vision for southeast Wisconsin employers that assures access to an increased pipeline of highly qualified employees with college and career experience. A vision for families that guarantees all promise high school graduates access to an affordable college education.
- The Need for a Gateway Promise: 48% of high school students enrolling directly in Gateway are underprepared, 50% of the high school student population in urban communities within the Gateway district are economically disadvantaged, 56% of degree seeking program students receive financial aid, Currently 14% of high school students enroll directly into Gateway, The Gateway Promise Goal is to increase *direct* high school enrollment
- The Gateway Promise includes: **Academic Support:** Aligns with the Wisconsin Student Academic Career Plan, Gateway summer bridge program to prepare students for college, Assistance with the college admission process. **Career Support:** Career counseling, Job readiness activities supporting employability skill development. **Financial Support:** Assistance in completing the FAFSA, Promise awards are made after all local, state, and federal grants have been applied, Promise includes tuition and fees with a maximum of \$10,500 per student up to six semesters.
- High School Student Eligibility Criteria: Graduate on track from a high school within the Gateway district or reside in Kenosha, Racine, or Walworth County, Achieve a minimum composite score of 16 on the ACT, Achieve a minimum cumulative 2.0 GPA by the end of their junior year of high school, Enroll as a full-time student at Gateway Technical College during the fall semester after graduation (minimum 12 credits), Apply for admission to Gateway Technical College by February 1<sup>st</sup> of their senior year and enroll in an academic program that meets eligibility requirements for federal and Wisconsin financial aid, Complete the Free Application for Federal Student Aid (FAFSA) by March 1. Must have an Expected Family Contribution (EFC) of \$3,000 or lower to be eligible.
- Once accepted into the program, students will be required to: Participate in summer bridge program, Maintain full-time enrollment (minimum 12 credits), Maintain a 2.0 program GPA at Gateway, Attend academic success, career planning, and job readiness workshops, Participate in career related activities such as service learning, HEADS UP mentoring, global studies, student clubs, professional organizations, etc.
- Gateway Promise Student Financial Support: All Promise High School students meeting the Promise requirements will be guaranteed funding for program tuition and fees. The Promise will be applied after state, and federal grants and cover program tuition and fees ( 12 -18 credits/sem) up to \$10,500 over six semesters of college.
- Gateway Promise Endowment: The Gateway Promise will be operated by the Gateway Technical College Foundation, a 501(c)(3) Not-for-Profit foundation dedicated to support, promote, and facilitate the education activities of Gateway Technical College: Initial \$1,000,000 endowment campaign will generate \$50,000 annually for Gateway Promise beginning in 2017. \$3,000,000 endowment is the targeted goal to sustain the Gateway Promise for perpetuity.

## IX. Operational Agenda

### A. Action Agenda

There were no action agenda items.

### B. Consent Agenda

It was moved by W. Duncan, seconded P. Zenner-Richards and carried that the following items in the consent agenda be approved:

1. **Finance**
  - a) **Financial Statement and Expenditures over \$2,500:** Approved the financial statement and expenditures as of December 31, 2015.
  - b) **Cash and Investment Schedules:** Approved the monthly cash reconciliation, investment schedule and investment report.
2. **Personnel Report:** Approved the personnel report of eight (8) new hires; two (2) promotion; two (2) reclassifications; three (3) retirements; one (1) resignations; no employment approvals-casual, non-instructional; and no employment approvals-adjunct faculty.
3. **Grants Awards:** There were no grant awards for approval
4. **Contracts for Instructional Delivery:** Approved the contracts for instructional delivery report for January 2016
5. **Advisory Committee Activity Report:** Approved the advisory committee 2015-2016 meeting schedule and new members as of January 1, 2016

## X. Policy Governance Monitoring Reports

### A. Ends Policy Monitoring

College Ends Policy – The tri-county community benefits from affordable higher education that allows residents to develop knowledge and skills for family-supporting careers that contribute to the growth and sustainability of the local economy at a cost commensurate with the value of services provided. **2) Businesses benefit from a well-trained, educated workforce and access to customized business and workforce solutions that support a positive business climate.** *D. Davidson*

- Telecommunications/Cable Installer Boot Camp: Telecom Safety and Installation, Telecom Fire stopping, OSHA 10, BICSI IN101 Installer Level I, Customer Service, Speaking Principles, Mathematics I, Applied Telecommunications Installer Operation, Lift Training, Excel 1, Word 1
- Student receive multiple certificates including: Belden IBDN 303 Design and Concept – certificate of completion, Belden Copper & Fiber certificates, Fire Stop certificates, BICSI Installer Level 1 certification, along with other certifications: OSHA 10 Card, ETA/Certified Customer Service Specialist
- Telecom Cable Installer Employers: Potential Employers within 50 Miles of Milwaukee 2,326: Computers and Equipment: Networking Installation, Networks, Cable and Wire Installation, Repair and Maintenance. Utilities Contractors: Telephone and Television Cable Contractors, Underground Wire and Cable Contractors, Telecommunications Wiring and Cabling, Cable Detection, Installation & Splicing. Wage Info \$29,000 to \$70,000 annually.
- Employer Guests that joined the discussion were: Jacki Rupp from CC&N and Dennis Usky from Kelley Communications.

Following discussion, it was moved by R. Bhatia, seconded by P. Zenner-Richards and carried that this report is evidence that the college is making progress on Ends Policy #2

### B. Executive Limitations

1. **3.4 Budget/Forecasting – FY2017 Budget Preparation Update – J. Nygard**
  - The FY 2017 budget parameters were approved by the Board at the November 19, 2015 meeting. For the administration to be in compliance with Executive Limitations, Policy 3.4, an update on development of the FY 2017 budget will be provided.

Following discussion, it was moved by R. Bhatia, seconded by W. Duncan and carried to approve 3.4



**Budget /Forecasting – FY2017 Budget Preparation Update.**

2. **3.5 Financial Condition – FY2015-2016 Quarterly Financial Update – B. Thomey**
- Financial Update: Revenues: General Fund revenues are expected to be about \$739,000 less than budget, 3% Reduction to Student Fees: \$539,000 shortfall, High School Contracts: \$200,00 shortfall
  - Expenditures: Salaries favorable by \$319,000, Benefits favorable by \$215,000: Favorable health/dental costs, Favorable FICA withholding, Favorable WRS. Other Expenses favorable by \$205,000.
  - Overall Expected Results: Approved draw on GF reserves for \$200,000 (\$100k Marketing Initiatives and \$100k Strategic Enrollment Management Services). Administration will continue to monitor enrollment, expenses & trends.
  - Tax Rates – By Total Levy – Total tax rate of \$0.79, 6<sup>th</sup> lowest, 10% below state average.
  - Tax Rates – By Operational Levy – operating tax rate of %.052, 9<sup>th</sup> lowest, 12% above state average.
  - Tax Rates – By Debt Levy – Debt tax rate of \$0.27, 5<sup>th</sup> lowest, 34% below the state average.
  - Cost per FTE: Gateway = FY2012 \$13,398, FY2013 \$13,535, FY2014 \$14,775
  - Cost per FTE: State Average = FY2012 \$13,320, \$14,005, \$14,926

**Following discussion, it was moved by W. Duncan, seconded by R. Frederick and carried to approve 3.5 Financial Condition – FY2015-2016 Quarterly Financial Update.**

**XI. Board Member Community Reports**

- R. Bhatia attended the Foundation Board meeting.
- W. Duncan attended the District Board meeting in LaCrosse.
- B. Ormseth thanked Zina Haywood for all of her work on the MLK event.

**XII. Next Meeting Date and Adjourn**

- A. Regular Meeting – Thursday, February 18, 2016, 8:00 am, Elkhorn Campus, Rooms 112/114
- B. At approximately 10:21 am it was moved by R. Frederick, seconded by S. Pierce and carried that the meeting was adjourned.

Submitted by,

Susan Greenfield  
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. COMMITTEE OF THE WHOLE  
A. Tour Elkhorn Campus Manufacturing

**GATEWAY TECHNICAL COLLEGE DISTRICT BOARD**

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

**COMMITTEE OF THE WHOLE**  
**Tour Elkhorn Campus Manufacturing**

- VII. CHAIRPERSON'S REPORT
  - A. Policy Review Committee Report
  - B. Dashboard Report
  - C. Board Evaluation Summary

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

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

## CHAIRPERSON'S REPORT Policy Review Committee Report

Governance Process:  
Board Liaison:

Policy 1.2 – Governing Philosophy  
Gary Olsen

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

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

## CHAIRPERSON'S REPORT Dashboard Report

Governance Process:  
Board Liaison:

Policy 1.2 – Governing Philosophy  
Gary Olsen

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

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

## CHAIRPERSON'S REPORT Board Evaluation Summary

Governance Process:  
Board Liaison:

Policy 1.2 – Governing Philosophy  
Gary Olsen



- VIII. PRESIDENT'S REPORT
  - A. Announcements
  - B. The State of the Chapter Address
  - C. National Signing Day

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

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

## **PRESIDENT'S REPORT** **Announcements**

Policy/Ends Statement:      Policy 2.1

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

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

## **PRESIDENT'S REPORT** **The State of The Chapter Address**

Policy/Ends Statement:      Policy 2.1

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

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

## PRESIDENT'S REPORT National Signing Day

Policy/Ends Statement:      Policy 2.1

IX. OPERATIONAL AGENDA

A. Action Agenda

1. Approve the name Reader Machining and Manufacturing Center (RPM Manufacturing Center)
2. Approve the Updated Executive Limitations from the Ad Hoc Policy Review Committee

**GATEWAY TECHNICAL COLLEGE DISTRICT BOARD**

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

**Approve the name  
Reader Precision Machining and Manufacturing Center  
(RPM Manufacturing Center)**

Summary of Item – Mike Reader with Precision Plus, inc. will be naming the manufacturing center on the Elkhorn Campus, Reader Precision Machining and Manufacturing Center also referred to as RPM Manufacturing Center. The following logo will be used for the RPM Manufacturing Center.



**GATEWAY TECHNICAL COLLEGE DISTRICT BOARD**

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

**Ad Hoc Policy Review Committee  
Approve the Updated Executive Limitations**

**Staff Liaison:** John Thibodeau  
**Board Liaison:** Pamela Zenner-Richards

*SECTION 3 - EXECUTIVE LIMITATIONS*  
*POLICY 3.1*

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**GENERAL EXECUTIVE LIMITATION**

The President shall not cause or allow any practice, activity, decision, or organizational circumstance that is either unlawful, unethical, or imprudent.

Without limiting the scope of the foregoing statement, the President shall not cause or allow any practice, activity, decision, or organizational circumstance which:

1. Deviates materially from the Board's Ends policy.
2. Fails to serve the common and unique interests of the three counties within the Gateway district.
3. Jeopardizes Gateway's continued accreditation relationship with the Higher Learning Commission.
4. Is contrary to Gateway's commitments to social responsibility and environmental sustainability.
5. Impedes continuous improvement of college operations.
6. Publicly positions the college in support of or opposition to any political party or candidate for public office.
7. Compromises the safety and security of the college.

Adopted: August 17, 2000

Reviewed: November 20, 2003, March 25, 2004, October 21, 2004, December 16, 2004, March 24, 2005, January 22, 2008, February 21, 2008, September 25, 2008, February 19, 2009, March 25, 2010, April 21, 2011, April 19, 2012, February 18, 2016



### **HUMAN RELATIONSHIPS**

The President shall not cause or allow conditions, procedures, or decisions which are inhumane, unfair, or undignified in the college's relationships with students, employees, or members of the community.

Without limiting the scope of the foregoing statement, the President shall not:

1. Fail to comply with administrative codes, rules, or regulations set forth by agencies with recognized authority over specific college activities, including administrative policies and rules of Gateway Technical College.
2. Operate without maintaining a balance of openness and appropriate confidentiality.
3. Manage the college without adequate administrative policies consistent with the Board's policies.
4. Operate without written rules for students and employees which (a) clearly state required and prohibited actions, (b) provide for effective handling of complaints, and (c) protect against wrongful conditions such as gross preferential treatment for personal reasons.
5. Prevent students and staff from using established complaint procedures.

Adopted: August 17, 2000

Reviewed: June 20, 2002, October 23, 2003, February 19, 2004, October 21, 2004, November 17, 2005, November 15, 2006, September 25, 2008, March 19, 2009, March 25, 2010, April 21, 2011, September 22, 2012, February 18, 2016

**EMPLOYMENT, COMPENSATION, AND BENEFITS**

The President shall not cause or allow jeopardy to the college's fiscal integrity or public image in regard to employment, compensation, and benefits for employees, consultants, and contract workers.

Without limiting the scope of the foregoing statement, the President shall not:

1. Fail to comply with administrative codes, rules, or regulations set forth by agencies with recognized authority over specific college activities, including administrative policies and rules of Gateway Technical College.
2. Permit conflicts of interest in hiring of employees, consultants, and contract workers.
3. Change his or her own compensation and benefits.
4. Provide for or change the compensation and benefits of other employees except in accordance with college salary schedules and established compensation practices.
5. Promise or imply permanent or guaranteed employment.

Adopted: August 17, 2000

Reviewed: June 20, 2002, October 23, 2003, February 19, 2004, October 21, 2004, November 17, 2005, November 15, 2006, September 25, 2008, March 19, 2009, March 25, 2010, April 21, 2011, April 19, 2012, February 18, 2016

*SECTION 3 - EXECUTIVE LIMITATIONS*  
*POLICY 3.4*

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**BUDGETING/FORECASTING**

Budgeting for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the Board's Ends policy, risk fiscal jeopardy, fail to reflect credible projections of income and expenses, or fail to align with the college's strategic plan.

Without limiting the scope of the foregoing statement, the President shall not:

1. Fail to develop a balanced budget which:
  - a. supports the accomplishment of the Board's Ends policy;
  - b. provides adequate operational and capital resources for personnel and non-personnel costs, including but not limited to plant and facilities maintenance, instructional equipment, new program and course development, staff development, and institutional research; and
  - c. includes credible projection of revenue and expenses, separation of capital and operational items, disclosure of planning assumptions, and analysis of impact on debt service mill rate and overall outstanding debt.
2. Fail to budget the annual funds for Board operations, including but not limited to the cost of fiscal audit, Board development and training, and Board professional fees.

Adopted: August 17, 2000

Reviewed: June 20, 2002, September 25, 2008, December 18, 2008, October 20, 2011, November 17, 2011, January 19, 2012, February 16, 2012, March 15, 2012 April 19, 2012, May 17, 2012, February 18, 2016

*SECTION 3 - EXECUTIVE LIMITATIONS*  
*POLICY 3.5*

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**FINANCIAL CONDITION**

The President shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from the Board's Ends policy with regard to actual, on-going financial condition and activities.

Without limiting the scope of the foregoing statement, the President shall not:

1. Fail to comply with administrative codes, rules, or regulations set forth by agencies with recognized authority over specific college activities, including administrative policies and rules of Gateway Technical College.
2. Expend more funds than have been received in the fiscal year without prior Board approval.
3. Indebt the organization in an amount greater than can be repaid by otherwise unencumbered revenues within the current fiscal year or can be repaid from accounts previously established by the Board for that purpose.
4. Permit conflicts of interest in awarding purchases or contracts.
5. Fail to maintain adequate combined operating fund balance reserves sufficient to provide for an average of two (2) months' operating expenses, but not to exceed an amount equal to an average of three (3) months' operating expenses.
6. Fail to apply for aid from all sources of funding when eligible except when not in the best interests of the College.

Adopted: August 17, 2000

Reviewed: June 20, 2002, November 20, 2003, September 25, 2008, April 19, 2012, February 18, 2016

**ASSET PROTECTION**

The President shall not cause or allow the College's assets to be unprotected, inadequately maintained, or exposed to unnecessary risk.

Without limiting the scope of the foregoing statement, the President shall not:

1. Allow assets to be uninsured against theft and casualty losses in amounts consistent with replacement values or against liability losses to Board members, staff, or the College itself in amounts consistent with limits of coverage obtained by comparable organizations.
2. Allow unbonded personnel access to material amounts of funds.
3. Permit plant and equipment to be subjected to improper wear and tear or inadequate maintenance.
4. Unnecessarily expose the College, the Board, or staff to claims of liability.
5. Receive, process, or disburse funds under controls which are not sufficient to meet the auditor's standards.
6. Invest funds in non-interest bearing accounts. Further, no investments shall be made without compliance with, in order of priority, the following principles:
  - a) security of the investment;
  - b) receiving favorable consistent interest earned on the investment; and
  - c) local financial institutions receiving favorable consideration where (a) and (b) are relatively equal.
7. Acquire, encumber, or dispose of real property without Board approval.
8. Fail to protect the college's digital assets from loss or damage.
9. Fail to protect the College's trademarks, copyrights, and intellectual property interests.
10. Name facilities or parts of facilities without prior Board approval.

Adopted: August 17, 2000  
Reviewed: June 20, 2002, September 25, 2008, February 18, 2016

*SECTION 3 - EXECUTIVE LIMITATIONS*  
*POLICY 3.7*

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**COMMUNICATION AND COUNSEL TO THE BOARD**

The President shall not cause or allow the Board to be uninformed or inadequately supported in its work.

Without limiting the scope of the foregoing statement, the President shall not:

1. Neglect to submit monitoring data required by the Board (see Policy 2.4, Monitoring College Effectiveness) in a timely, accurate, and understandable fashion, and directly addressing provisions of the Board policies being monitored.
2. Allow the Board to be unaware of relevant trends, anticipated adverse media coverage, actual or anticipated legal actions, or material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
3. Fail to advise the Board if, in the President's opinion, the Board is not in compliance with its own policies on Governance Process and Board/Staff Relationship, particularly in the case of Board behavior which is detrimental to the working relationship between the Board and the President.
4. Fail to marshal for the Board as many internal and external points of view, issues, and options as need to fully inform the Board's work.
5. Present information which is untimely, inaccurate, incomplete, overly complex or lengthy, or misleading, or which is in a format unusable by the Board.
6. Fail to provide a mechanism for official Board, officer, or ad hoc committee communications.
7. Fail to deal with the Board as a whole except when (a) fulfilling individual requests for information or (b) responding to officers or committees duly charged by the Board.
8. Fail to report in a timely manner any actual or anticipated non-compliance with any Board policy.
9. Fail to supply for the consent agenda all items delegated to the President yet required by law or contract to be Board-approved, along with evidence of the college's due diligence on behalf of the Board.

Adopted: August 17, 2000

Reviewed: June 20, 2002, June 22, 2004, September 25, 2008, February 18, 2016

**PARTNERSHIPS/GRANTS/CONTRACTS**

The President shall not enter into any formal or informal partnership, grant, or contractual arrangement that fails to emphasize the accomplishment of Board Ends policy, avoid unacceptable means, or protect the college's fiscal integrity or public image.

Without limiting the foregoing statement, the President shall not:

1. Accept gifts or grants which obligate the College to make significant, long-term expenditures of funds or other resources, other than those created by the gift or grant, or which are not in the best interest of the college.

Adopted: February 18, 2016

**SUSTAINED PRESIDENTIAL LEADERSHIP**

The President shall not cause or allow the college to be unprepared for planned or unplanned interruption of Presidential responsibilities.

Without limiting the scope of the foregoing statement, the President shall not:

1. Have fewer than two other administrators familiar with Board and Presidential issues and processes in order to protect the Board and the college from sudden loss of Presidential services.

Adopted: February 18, 2016



***SECTION 3 - EXECUTIVE LIMITATIONS***  
***POLICY 3.10***

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**STRATEGIC PLANNING**

The President shall not operate without a Board-approved strategic plan.

Adopted: February 18, 2016

IX. 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 BID

a) BID 1481 – Lake Building 2<sup>nd</sup> Floor AHU Replacement – Racine Campus

# 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 1/31/15

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

**Staff Liaison:** Bane Thomey

02/04/16

**GATEWAY TECHNICAL COLLEGE  
2015-16 SUMMARY OF REVENUE & EXPENDITURES AS OF 1/31/16**

<u>COMBINED FUNDS</u>	2015-16 APPROVED BUDGET	2015-16 WORKING BUDGET	2015-16 ACTUAL TO DATE	PERCENT INCURRED
<b>REVENUE:</b>				
LOCAL GOVERNMENT	\$ 30,010,218	\$ 30,323,961	\$ 30,253,076	99.77%
STATE AIDS	42,541,604	43,127,861	7,095,699	16.45%
STATUTORY PROGRAM FEES	15,922,142	15,922,142	15,053,887	94.55%
MATERIAL FEES	755,680	755,680	735,144	97.28%
OTHER STUDENT FEES	3,190,172	3,190,172	2,663,569	83.49%
INSTITUTIONAL	9,844,417	9,844,417	4,207,804	42.74%
FEDERAL	34,745,902	34,745,902	16,823,528	48.42%
OTHER RESOURCES	<u>12,255,000</u>	<u>14,055,000</u>	<u>12,599,419</u>	89.64%
<b>TOTAL REVENUE &amp; OTHER RESOURCES</b>	<u><u>\$ 149,265,135</u></u>	<u><u>\$ 151,965,135</u></u>	<u><u>\$ 89,432,126</u></u>	58.85%
<b>EXPENDITURES BY FUNCTION:</b>				
INSTRUCTIONAL	\$ 60,021,182	\$ 60,726,182	\$ 31,580,397	52.00%
INSTRUCTIONAL RESOURCES	1,245,851	1,261,151	724,114	57.42%
STUDENT SERVICES	51,605,234	51,831,234	25,953,092	50.07%
GENERAL INSTITUTIONAL	11,721,655	11,908,955	6,567,496	55.15%
PHYSICAL PLANT	23,447,113	25,213,513	9,940,901	39.43%
AUXILIARY SERVICES	707,000	707,000	309,189	43.73%
PUBLIC SERVICES	<u>356,100</u>	<u>356,100</u>	<u>178,713</u>	50.19%
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 149,104,135</u></u>	<u><u>\$ 152,004,135</u></u>	<u><u>\$ 75,253,903</u></u>	49.51%
<b>EXPENDITURES BY FUNDS:</b>				
GENERAL	\$77,858,865	\$78,958,865	\$41,848,738	53.00%
SPECIAL REVENUE - OPERATIONAL	7,956,270	7,956,270	4,121,223	51.80%
SPECIAL REVENUE - NON AIDABLE	39,934,000	39,934,000	19,278,431	48.28%
CAPITAL PROJECTS	12,240,000	14,040,000	8,749,162	62.32%
DEBT SERVICE	10,415,000	10,415,000	947,161	9.09%
ENTERPRISE	<u>700,000</u>	<u>700,000</u>	<u>309,189</u>	44.17%
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 149,104,135</u></u>	<u><u>\$ 152,004,135</u></u>	<u><u>\$75,253,903</u></u>	49.51%

02/04/16

**GATEWAY TECHNICAL COLLEGE  
2015-16 SUMMARY OF REVENUE & EXPENDITURES AS OF 1/31/16**

<b><u>GENERAL FUND</u></b>	<b>2015-16 APPROVED BUDGET</b>	<b>2015-16 WORKING BUDGET</b>	<b>2015-16 ACTUAL TO DATE</b>	<b>PERCENT INCURRED</b>
<b>REVENUE:</b>				
LOCAL GOVERNMENT	\$17,500,083	\$ 17,813,826	\$ 17,792,906	99.88%
STATE AIDS	37,989,039	38,575,296	4,959,038	12.86%
STATUTORY PROGRAM FEES	15,922,142	15,922,142	15,053,887	94.55%
MATERIAL FEES	755,680	755,680	735,144	97.28%
OTHER STUDENT FEES	1,983,172	1,983,172	1,719,806	86.72%
FEDERAL REVENUE	29,902	29,902	135	0.45%
INSTITUTIONAL	3,678,847	3,678,847	839,995	22.83%
OTHER RESOURCES	-	-	-	
TOTAL REVENUE & OTHER RESOURCES	<u>\$77,858,865</u>	<u>\$ 78,758,865</u>	<u>\$ 41,100,911</u>	52.19%
 <b>EXPENDITURES BY FUNCTION:</b>				
INSTRUCTIONAL	\$50,687,445	\$ 51,272,445	\$ 26,817,483	52.30%
INSTRUCTIONAL RESOURCES	1,240,851	1,256,151	720,518	57.36%
STUDENT SERVICES	10,901,808	11,127,808	6,095,978	54.78%
GENERAL INSTITUTIONAL	7,517,398	7,704,698	4,412,865	57.27%
PHYSICAL PLANT	<u>7,511,363</u>	<u>7,597,763</u>	<u>3,801,893</u>	50.04%
TOTAL EXPENDITURES	<u>\$77,858,865</u>	<u>\$ 78,958,865</u>	<u>\$ 41,848,738</u>	53.00%

02/04/16

**GATEWAY TECHNICAL COLLEGE**  
**2015-16 SUMMARY OF REVENUE & EXPENDITURES AS OF 1/31/16**

<u><b>SPECIAL REVENUE -OPERATIONAL FUND</b></u>	<b>2015-16 APPROVED BUDGET</b>	<b>2015-16 WORKING BUDGET</b>	<b>2015-16 ACTUAL TO DATE</b>	<b>PERCENT INCURRED</b>
REVENUE:				
LOCAL GOVERNMENT	\$ 2,149,135	\$ 2,149,135	\$ 2,099,170	97.68%
STATE AIDS	2,329,565	2,329,565	807,477	34.66%
FEDERAL	3,086,000	3,086,000	1,431,007	46.37%
INSTITUTIONAL	<u>391,570</u>	<u>391,570</u>	<u>50,086</u>	12.79%
TOTAL REVENUE & OTHER RESOURCES	<u>\$ 7,956,270</u>	<u>\$ 7,956,270</u>	<u>\$ 4,387,740</u>	55.15%
EXPENDITURES BY FUNCTION:				
INSTRUCTIONAL	\$ 5,125,407	\$ 5,125,407	\$ 2,533,869	49.44%
STUDENT SERVICES	1,563,756	1,563,756	1,038,660	66.42%
GENERAL INSTITUTIONAL	890,257	890,257	348,260	39.12%
PHYSICAL PLANT	20,750	20,750	21,721	104.68%
PUBLIC SERVICES	<u>356,100</u>	<u>356,100</u>	<u>178,713</u>	50.19%
TOTAL EXPENDITURES	<u>\$ 7,956,270</u>	<u>\$ 7,956,270</u>	<u>\$ 4,121,223</u>	51.80%

02/04/16

**GATEWAY TECHNICAL COLLEGE  
2015-16 SUMMARY OF REVENUE & EXPENDITURES AS OF 1/31/16**

<u>SPECIAL REVENUE-NON AIDABLE FUND</u>	<b>2015-16 APPROVED BUDGET</b>	<b>2015-16 WORKING BUDGET</b>	<b>2015-16 ACTUAL TO DATE</b>	<b>PERCENT INCURRED</b>
REVENUE:				
STATE AIDS	\$ 2,153,000	\$ 2,153,000	\$ 1,098,877	51.04%
OTHER STUDENT FEES	907,000	907,000	791,302	87.24%
INSTITUTIONAL	5,314,000	5,314,000	3,022,232	56.87%
FEDERAL	<u>31,560,000</u>	<u>31,560,000</u>	<u>15,379,329</u>	48.73%
TOTAL REVENUE & OTHER RESOURCES	<u>\$39,934,000</u>	<u>\$ 39,934,000</u>	<u>\$ 20,291,740</u>	50.81%
EXPENDITURES BY FUNCTION:				
STUDENT SERVICES	\$39,103,000	\$ 39,103,000	\$ 18,797,242	48.07%
GENERAL INSTITUTIONAL	<u>831,000</u>	<u>831,000</u>	<u>481,189</u>	57.90%
TOTAL EXPENDITURES	<u>\$39,934,000</u>	<u>\$ 39,934,000</u>	<u>\$ 19,278,431</u>	48.28%

02/04/16

**GATEWAY TECHNICAL COLLEGE  
2015-16 SUMMARY OF REVENUE & EXPENDITURES AS OF 1/31/16**

<u><b>CAPITAL PROJECTS FUND</b></u>	<b>2015-16 APPROVED BUDGET</b>	<b>2015-16 WORKING BUDGET</b>	<b>2015-16 ACTUAL TO DATE</b>	<b>PERCENT INCURRED</b>
REVENUE:				
LOCAL GOVERNMENT	\$ -	\$ -	\$ -	
STATE AIDS	70,000	70,000	230,308	329.01%
FEDERAL	70,000	70,000	13,057	18.65%
INSTITUTIONAL	100,000	100,000	60,004	60.00%
OTHER RESOURCES	<u>12,000,000</u>	<u>13,800,000</u>	<u>12,000,000</u>	86.96%
 TOTAL REVENUE & OTHER RESOURCES	 <u>\$ 12,240,000</u>	 <u>\$ 14,040,000</u>	 <u>\$ 12,303,369</u>	 87.63%
 EXPENDITURES BY FUNCTION:				
INSTRUCTIONAL	\$ 4,208,330	\$ 4,328,330	\$ 2,229,045	51.50%
INSTRUCTIONAL - RESOURCES	5,000	5,000	3,596	71.92%
STUDENT SERVICES	36,670	36,670	21,213	57.85%
GENERAL INSTITUTIONAL	2,483,000	2,483,000	1,325,183	53.37%
PHYSICAL PLANT	5,500,000	7,180,000	5,170,125	72.01%
AUXILIARY SERVICES	<u>7,000</u>	<u>7,000</u>	<u>-</u>	0.00%
 TOTAL EXPENDITURES	 <u>\$ 12,240,000</u>	 <u>\$ 14,040,000</u>	 <u>\$ 8,749,162</u>	 62.32%



02/04/16

**GATEWAY TECHNICAL COLLEGE  
2015-16 SUMMARY OF REVENUE & EXPENDITURES AS OF 1/31/16**

<b><u>DEBT SERVICE FUND</u></b>	<b>2015-16 APPROVED BUDGET</b>	<b>2015-16 WORKING BUDGET</b>	<b>2015-16 ACTUAL TO DATE</b>	<b>PERCENT INCURRED</b>
REVENUE:				
LOCAL GOVERNMENT	\$ 10,316,000	\$ 10,316,000	\$ 10,316,000	100.00%
INSTITUTIONAL	5,000	5,000	\$ -	0.00%
OTHER RESOURCES	<u>255,000</u>	<u>255,000</u>	<u>599,419</u>	235.07%
TOTAL REVENUE & OTHER RESOURCES	<u>\$ 10,576,000</u>	<u>\$ 10,576,000</u>	<u>\$ 10,915,419</u>	103.21%
EXPENDITURES BY FUNCTION:				
PHYSICAL PLANT	<u>\$ 10,415,000</u>	<u>\$ 10,415,000</u>	<u>\$ 947,161</u>	9.09%
TOTAL EXPENDITURES	<u>\$ 10,415,000</u>	<u>\$ 10,415,000</u>	<u>\$ 947,161</u>	9.09%

02/04/16

**GATEWAY TECHNICAL COLLEGE  
2015-16 SUMMARY OF REVENUE & EXPENDITURES AS OF 1/31/16**

<b><u>ENTERPRISE FUND</u></b>	<b>2015-16 APPROVED BUDGET</b>	<b>2015-16 WORKING BUDGET</b>	<b>2015-16 ACTUAL TO DATE</b>	<b>PERCENT INCURRED</b>
REVENUE:				
LOCAL GOVERNMENT	\$ 45,000	\$ 45,000	\$ 45,000	100.00%
OTHER STUDENT FEES	300,000	300,000	152,461	50.82%
INSTITUTIONAL	355,000	355,000	235,487	66.33%
FEDERAL	-	-	-	
TOTAL REVENUE & OTHER RESOURCES	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ 432,947</u>	61.85%
EXPENDITURES BY FUNCTION:				
AUXILIARY SERVICES	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ 309,189</u>	44.17%
TOTAL EXPENDITURES	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ 309,189</u>	44.17%

# 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 December 31, 2015**

**Cash Balance November 30, 2015** \$ 24,568,981.13

**PLUS:**

Cash Receipts 3,743,014.95

\$ 28,311,996.08

**LESS:**

Disbursement:

Payroll 3,810,573.03

Accounts Payable 3,925,111.81 7,735,684.84

**Cash Balance December 31, 2015** \$ 20,576,311.24

**DISPOSITION OF FUNDS**

Cash in Bank 1,181,667.77

Cash In Transit 86,071.39

Investments 19,303,947.08

Cash-on-hand 4,625.00

**TOTAL: December 31, 2015** \$ 20,576,311.24

GATEWAY TECHNICAL COLLEGE  
MONTHLY INVESTMENT REPORT

MOINVEST-10-11  
02/04/16

JULY 2015 - JUNE 2016

	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-15	\$ 30,881,340	\$ 32,185,903	\$ 1,304,563	\$ 4,079	\$ 4,079	0.14
AUGUST	\$ 32,185,903	35,989,905	3,804,002	4,002	8,081	0.14
SEPTEMBER	35,989,905	28,794,002	(7,195,903)	4,097	12,178	0.15
OCTOBER	28,794,002	27,297,722	(1,496,280)	3,720	15,898	0.15
NOVEMBER	27,297,722	22,800,854	(4,496,868)	3,132	19,030	0.15
DECEMBER	22,800,854	19,303,947	(3,496,907)	3,093	22,123	0.17
January-15			-			
FEBRUARY			-			
MARCH			-			
APRIL			-			
MAY			-			
JUNE			-			

**INVESTMENT SCHEDULE**

**December 31, 2015**

<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	\$ 8,156,904	0.19	OPEN
WELLS FARGO	Various	Open	<u>\$ 11,147,043</u>	0.15	OPEN
		TOTAL	<u>\$ 19,303,947</u>		

**GATEWAY TECHNICAL COLLEGE DISTRICT BOARD**

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

**PERSONNEL REPORT**

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

**Employment Approvals: New Hires**  
**Employment Approvals: New Hires (Limited Term Position)**  
**Promotion(s)**  
**Termination(s)**

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

**Staff Liaison: William Whyte**

# PERSONNEL REPORT

## FEBRUARY 2016

### **EMPLOYMENT APPROVALS: NEW HIRE(S)**

Joseph N. Fullington, Associate Dean Business, BIT; Kenosha; Annual Salary: \$91,000.00; effective February 8, 2016

Keith R. Hotchkiss, Computer Support Technician, Learning Innovation Division (LID); Kenosha; Annual Salary: \$47,008.00; effective February 1, 2016

Michelle M. Miller, Business & Workforce Solutions Associate; Racine (iMET); Annual Salary: \$40,913.60; effective February 8, 2016

### **EMPLOYMENT APPROVALS: NEW HIRE(S) – LIMITED TERM POSITION**

Thalia Mendez, Business Resource Specialist (Limited Term Position), Business & Workforce Solutions (BWS); Racine (iMET); Annual Salary: \$50,003.20; effective January 11, 2016

### **PROMOTION(S)**

Gregory Herker, Manager Fab Lab, BWS; Racine (iMET); Annual Salary: \$63,700.00; previously Fab Lab Program Coordinator; effective January 11, 2016

Magan Lawrence, Administrative Assistant, Human Resources; Kenosha; Annual Salary: \$48,000.00; previously Scheduling Specialist; effective January 25, 2016

### **TERMINATION(S)**

Donna Mews, Divisional Apprenticeship Associate, BWS; Racine; effective January 31, 2016



# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

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

## GRANT AWARDS

**Summary of Item:** The college has been informed of two new grant awards. One is a grant from the Milwaukee Chapter of the Society of Plastics Engineers for a 3D printer that will be located on the Elkhorn Campus. The other is a Workforce Advancement Training Grant through which the Business and Workforce Solutions Division will provide training to employees of E.C. Styberg Engineering Co. in Racine.

**Attachments:** Grant Awards – February 2016

**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

**FEBRUARY 2016 GRANT AWARDS**

<b>Project Number</b>	<b>Title</b>	<b>Purpose</b>	<b>Grant Period</b>	<b>Number Served</b>	<b>Funding Source</b>	<b>Total Budget</b>	<b>Grant Award</b>	<b>Matching Funds</b>
012	Thinking in 3D	This grant will allow for the purchase of a 3D printer and supplies to be purchased for use on the Elkhorn Campus.	12/1/15 – 6/30/16	N/A	Society of Plastics Engineers – Milwaukee Section	\$2,000	\$2,000	\$0
182	E.C. Styberg	E.C. Styberg Engineering production employees will receive training to ensure that they are able to read and interpret blueprints as well as communicate tolerances with increased accuracy and precision.	01/28/16 – 6/30/16	43	Workforce Advancement Training Grant, Wisconsin Technical College System	\$3,996	\$3,596	\$400

# 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 January 2016**  
lists all contracts for service completed or  
in progress for 2015/2016 fiscal year.

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

Staff Liaison:             Debbie Davidson

# Business & Workforce Solutions Contracts for Service as of February 5, 2016 - for FY2016

Contract Number	Company	Company Contact Person	Gateway Contact Person	Status	Dates	Course Name	Course Number	Instructor	Est. Cost	CFS date
2016-0002	RUSD Racine	Bradley Haag	Julie Capelli	sent 8/31	6/15-7/30/15	Nursing Assistant	543-300-1rba 543-300-1rbb	J Capelli	13,660.77	2/13
2016-0003	Badger High School	Robert Kopydlowski	Julie Capelli	sent 8/31	6/15-7/30/15	Nursing Assistant	543-300-1zba	J Capelli	4,406.70	2/13
2016-0004	Wilnot High School	Joel Adamczyk	Julie Capelli	sent 8/31	6/15-7/16/15	Nursing Assistant	543-300-1zbb	J Capelli	4,322.01	2/13
2016-0005	RUSD Racine	Bradley Haag	Julie Capelli	sent 8/31	8/4-8/5/15	Blood Pressure Cert	510-407-1rba 510-407-1rbb	J Hart	1,176.76	5/26/15
2016-0006	Johnson Wax TOPS	Natalie Piskor	K Sanderson	sent 7/13	6/16-6/22/15	Outlook Excel Beg Excel Intermed PowerPoint	103-448h-1zba 103-491a-1zba 103-491b-1zbb 103-420d-1zba	Sanderson	3,826.00	
2016-0007	Burlington High School Burlington	Mike Raether	Jo Hart	sent 12/14	9/8-12/11/15	Nursing Assistant	543-300-2bb1	Jo Hart	1,346.13	3/17
2016-0008	Waterford High School Waterford	Keith Brandstetter	Jo Hart	sent 12/14	9/8-12/11/15	Nursing Assistant	543-300-2bb2	J Hart	2,243.55	3/14/16
2016-0009	Badger High School Lake Geneva	Robert Kopydlowski	Jo Hart	sent 12/14	9/8-12/4/15	Nursing Assistant		J Hart	3,589.68	
2016-0010	Wilnot High School Wilnot	Joel Adamczyk	Jo Hart	sent 12/14	9/8-12/3/15	Nursing Assistant	543-300-2zbb	J Hart	1,346.13	
2016-0011	Elkhorn High School Elkhorn	Chris Trottier	Jo Hart	sent 12/14	9/8-12/4/15	Nursing Assistant	543-300-2eba	J Hart	4,038.39	
2016-0012	Westosha Central High School Salem	Gail Netzer-Jensen	Jo Hart	sent 12/14	9/8-12/3/15	Nursing Assistant	543-300-2eb1	J Hart	4,487.10	
2016-0013	Burlington High School Burlington	Mike Raether	Jo Hart	sent 12/14	9/8-12/3/15	Nursing Assistant	543-300-2bba	J Hart	2,243.55	
2016-0014	Waterford High School Waterford	Keith Brandstetter	Jo Hart	sent 12/14	9/8-12/3/15	Nursing Assistant	543-300-2bbb	J Hart	2,243.55	
2016-0015										
2016-0016	KUSD/Tremper High School Racine	Marsha Nelson	Julie Capelli	sent 11/20	9/2-10/29/15	Nursing Assistant	543-300-2z1a	J Capelli	3,886.36	
2016-0017	KUSD/Indian Trail Academy Kenosha	Marsha Nelson	Julie Capelli	sent 11/20	9/2-10/29/15	Nursing Assistant	543-300-2z1b	J Capelli	5,384.52	
2016-0018	KUSD/Tremper High School Racine	Marsha Nelson	Julie Capelli	cancelled	11/2-1/19/16	Nursing Assistant	543-300-2z1c	J Capelli	-	
2016-0019	KUSD/Indian Trail Academy Kenosha	Marsha Nelson	Julie Capelli	l	11/2-1/18/16	Nursing Assistant	543-300-2z1d	J Capelli	7,465.89	
2016-0020	Brunk Lake Geneva	Mike Black	Liz Oplatka	l	07/01/15-12/31/15	DISC Technical Assistance	196-828-1M1X 900-019-1M1K	L. Oplatka	63,161.00	

Contract Number	Company	Company Contact	Gateway Contact Person	Status	Dates	Course Name	Course Number	Instructor	Est. Cost	CFS date
2016-0023	St. Joseph Nursing Home	Phyllis Thomas		I	5/20/15-5/21/15+H180	Basic Extinguisher Training	503-447-1ZBA, 1ZBB, 1ZBC, 1ZBD, 1ZBE, 1ZBF, 1ZBG, 1ZBH, 1ZBX	B. Pagliaroni	2,790.00	
2016-0024	Brunk Lake Geneva	Mike Black	Liz Oplatka	I	1/1/16-6/20/16	DISC Technical Assistance	196-828-1MXX 900-019-1M1K	L. Oplatka	63,161.00	
2016-0025										
2016-0026										
2016-0027	Arvato Digital Services	Heidi George	Kim Sanderson	sent 9/11	5/27-6/30/15	Excel Interme Excel Adv	103-432c-1zba 103-466-1zbb	Sanderson	4,266.60	
2016-0028	Arvato Digital Services	Heidi George	Kim Sanderson	sent 9/11	5/27-6/30/15	TA set up time	900-019-1m11	Sanderson	450.00	
2016-0029	Honeywell Cable Products	Jeannie Leafblad	Kim Sanderson	sent 9/11	5/27-7/6/15	Word Excel Interme PowerPoint	103-495b-1zba 103-432c-1zbb 103-463-1zba	Sanderson	4,325.00	
2016-0030	Honeywell Cable Products	Jeannie Leafblad	Kim Sanderson	sent 9/11	5/27-7/6/15	TA set up time	900-019-1m12	Sanderson	450.00	
2016-0031										
2016-0032										
2016-0033	Abbey Resort	Sandra Peklo	Lori Macari	sent 5/28	5/12/15	Heartsaver AED	531-448-1ZBY	T Weidert	770.00	
2016-0034	East Troy High School East Troy	Jeff Crandall	Jo Hart	sent 12/14	9/8-12/3/15	Nursing Assistant	543-300-2EB2	Jo Hart	448.71	
2016-0035	Delavan/Darien High School Delavan	Cora Rund	Jo Hart	sent 12/14	9/8-12/3/15	Nursing Assistant	543-300-2EB3	Jo Hart	2,243.55	
2016-0036	Racine County			cancelled		LSS Whitebelt	623-437A-1ZBX	K Jackson	-	
2016-0037	Kenosha Fire Department	Chief Poltrock	Gary Leyer	sent 7/2	6/12/15	EMD CE 8hr	531-805-1bba	O'Connell	1,006.40	
2016-0038	Insinkerator Racine	Jessica Tiefenthaler	Kim Sanderson	I	2015 Fall	TA - Training Center	900-003-2M1A	Sanderson	19,800.00	
2016-0047	Kenosha County	Ray Arbet	L Oplatka	sent 6/17/15	6/4-7/30/15	Supervision	196-461A-1ZBK	L Oplatka	1,039.10	
2016-0048	Burlington High School	Mike Raether	Jane Finkenbine	sent 8/31	6/22-7/30/15	Personal Finan Plan	114-101T-1zba	J Gribble	8,918.40	9/18
2016-0049	SC Johnson TOPS Racine	Natalie Piskor	Robin Hoke	sent 8/31	6/15-8/4/15	Career Development	862-402-1ZBA	Sanderson	800.00	
2016-0053	Rescare Workforce Services Kenosha	Sten Reinhold	Beth Tilley	sent to BO 7-8-15	6/29/15-6/30/15	Forklift Training	462-401d-1CDF	L. Hinke	720.00	
2016-0054	Harger Lightning Grayslake IL	Rita Lee	Kim Sanderson	sent to BO 7-29-15	6/5/15-7/9/15	Excel	103-417C-1ZBA 103-417C-1ZBB	K. Sanderson	3,004.75	
2016-0055	Kenall Sturtevant	Waylon Gross	Randy Reusser	sent to BO 7-15-15	6/16/2015	Intro to Assembly	605-456-1ZBK	R. Reusser	4,960.00	
2016-0056	RecPlex Pleasant Prairie	Erin Winch	John Dahms	sent to BO 7-15-15	6/4/2015	Ext. Training	503-447-1ZBR, 1ZBP	B. Pagliaroni	620.00	

Contract Number	Company	Company Contact Person	Gateway Contact Person	Status	Dates	Course Name	Course Number	Instructor	Est. Cost	CFS date
2016-0058 2016-0059	Gateway Technical College Foundation Inc.	Jennifer Charpentier	Rick Lofy	I	7/13-1/22/16	CNC Intro CNC Mach Op CNC Offsets Gauging Blueprint Rdg LEAN/Six Sigma Mfg Shop Safety Speaking Principles <i>Applied Math</i>	420-342-1ba 420-343-2ba 420-344-1ba 420-345-2ba 421-376-1ba 623-146-1ba 625-125-1ba 801-302-1ba <i>804-370-4ba</i>		20,599.49	
2016-0060 2016-0061	DWFS-Walworth County Job Center	Marci Hayden-Barr	Rick Lofy	I	7/13-1/22/16	CNC Intro CNC Mach Op CNC Offsets Gauging Blueprint Rdg LEAN/Six Sigma Mfg Shop Safety Speaking Principles <i>Applied Math</i>	420-342-1eba 420-343-2eba 420-344-1eba 420-345-2eba 421-376-1eba 623-146-1eba 625-125-1eba 801-302-1eba <i>804-370-4eba</i>		26,433.63	
2016-0062	Puratos Chocolate Kenosha	Paula Schnorr	Kate Walker	sent 9/25	7/7/15-7/9/15	Workplace Diversity	196-490a-1zbx	Thompson Soler	620.00	
2016-0063 2016-0064	Gateway Technical College Foundation Inc.	Jennifer Charpentier		sent 1/18/16	7/13- 8/10/15/22/16	CNC Machine Technology, Fund. Of Blueprint & Safety, Fund. Of Machine Operation	444-331-1ZBX, 444- 337-1ZBX, 444-338- 2ZBX		12,972.40	
2016-0065	Harger Lightning Grayslake IL	Rita Lee	Kim Sanderson	sent 10/2	8/27/15- 9/21/15	Excel Intermediate	103-432c-1zbc, 1zbd	Sanderson	2,715.75	
2016-0067	Rescare Kenosha	Steve Reinhold	Robin Hoke	sent 7/28/15	7/27-7/28/5	Forklift Training	462-401D-1CDJ	V. Hinke	720.00	7/28/15
2016-0068	BRP	David Sellner			7/8/2015- 10/14/15	GDT	606-423-1ZBB	R. Buhnerkemp er	9,900.00	
2016-0069	Bradshaw Medical -- WATG#178				7/21/15 -	Intro to Solidworks,	606-420A-1ZBB,		22,339.00	
2016-0071	R&B Grinding -- WATG#177					Technical Assistance	900-003-1M1G		53,620.00	
2016-0072	Lavelle Industries -- WATG#176					Instructional			29,504.00	
2016-0073	Lavelle Industries -- WATG#176					Technical Assistance			-	
2016-0074	Brunk -- WATG#					Instructional				
2016-0075	Brunk -- WATG#					Technical Assistance				
2016-0076	KUSD/LakeView Tech	Marsha Nelson	Pam See	I	9/8-5/9/16	Network Admin Network Concepts Routing CCNA2 Security Computer Science	150-111-2L1A 150-114-2L1A 150-124-2L1A 150-194-2L1A 152-089-2LIA&B	Pam See	71,525.00	10/7
2016-0081	Elkhorn High School	Chris Trottier	Mary Blue	I	9/8/15- 12/16/15	ASL 1	533-126-2ZBF	Mary Mair	6,690.72	
2016-0082	Westosha Central High School	Gail Netzer-Jensen	Mary Blue	I	9/8/15- 12/16/15	Dev. Psych	809-188-2ZBA	Colleen Aird	10,175.04	
2016-0083	Union Grove High School	Alan Mollerskov	Mary Blue	I	9/8/15- 12/16/15	Dev. Psych	809-188-2ZBB	Colleen Aird	10,175.04	

Contract Number	Company	Company Contact Person	Gateway Contact Person	Status	Course Name		Est. Cost	CFS date		
					Dates	Course Number				
Contract Number	Company	Company Contact Person	Gateway Contact Person	Status	Dates	Course Name	Course Number	Instructor	Est. Cost	CFS date
2016-0084	Waterford High School	Keith Brandstetter	Mary Blue	I	9/8/15-12/16/15	Dev. Psych	809-188-2ZBC	Colleen Aird	10,175.04	
2016-0085	Big Foot High School	Angela Baker	Mary Blue	I	9/8/15-12/16/15	Med Term	501-101-2EBA	Bob Formanek	10,175.04	
2016-0086	Burlington High School	Mike Raether	Mary Blue	I	9/8/15-12/16/15	Med Term	501-101-2EBB	Bob Formanek	10,175.04	
2016-0087	Union Grove High School	Alan Mollerskov	Mary Blue	I	9/8/15-12/16/15	Med Term	501-101-2EBC	Bob Formanek	10,175.04	
2016-0088	Westosha Central High School	Gail Netzer-Jensen	Mary Blue	I	9/8/15-12/16/15	ASL 1	533-126-2ZBA	Mary Mair	6,690.72	
2016-0089	Elkhorn High School	Chris Trottier	Mary Blue	I	9/8/15-12/16/15	ASL 1	533-126-2ZBB	Mary Mair	6,690.72	
2016-0090	Waterford High School	Keith Brandstetter	Mary Blue	I	9/8/15-12/16/15	ASL 1	533-126-2ZBC	Mary Mair	6,690.72	
2016-0091	Waterford High School	Keith Brandstetter	Mary Blue	I	9/8/15-12/16/15	Intro to Psych	809-198-2ZBA	Colleen Aird	10,175.04	
2016-0092	Williams Bay High School	William White	Mary Blue	I	9/8/15-12/16/15	Intro to Psych	809-198-2ZBB	Colleen Aird	10,175.04	
2016-0093	Union Grove High School	Alan Mollerskov	Mary Blue	I	9/8/15-12/16/15	Med Term	501-101-2EBD	Bob Formanek	10,175.04	
2016-0094	Elkhorn High School	Chris Trottier	Mary Blue	I	9/8/15-12/16/15	ASL 1	533-126-2ZBD	Mary Mair	6,690.72	
2016-0095	Williams Bay High School	William White	Mary Blue	I	9/8/15-12/16/15	ASL 1	533-126-2ZBE	Mary Mair	6,690.72	
2016-0096	Elkhorn High School	Chris Trottier	Mary Blue	I	9/8/15-12/16/15	Chinese 1	802-114-2BBA	Xin Hill	10,175.04	
2016-0097	Waterford High School	Keith Brandstetter	Mary Blue	I	9/8/15-12/16/15	Chinese 1	802-114-2BBB	Xin Hill	10,175.04	
2016-0098	Waterford High School	Keith Brandstetter	Mary Blue	I	9/8/15-12/16/15	Intro to Psych	809-198-2ZBC	Colleen Aird	10,175.04	
2016-0099	Big Foot High School	Angela Baker	Mary Blue	I	9/8/15-12/16/15	Mobile Device	152-164-2RBA	Christian Hur	10,301.04	
2016-0100	Burlington High School	Mike Raether	Mary Blue	I	9/8/15-12/16/15	Mobile Device	152-164-2RBB	Christian Hur	10,301.04	
2016-0101	Westosha Central High School	Gail Netzer-Jensen	Mary Blue	I	9/8/15-12/16/15	Mobile Device	152-164-2RBC	Christian Hur	10,301.04	
2016-0102	Williams Bay High School	William White	Mary Blue	I	9/8/15-12/16/15	ASL 1	533-126-2ZBG	Mary Mair	6,690.72	
2016-0103	Westosha Central High School	Gail Netzer-Jensen	Mary Blue	I	9/8/15-12/16/15	ASL 1	533-126-2ZBH	Mary Mair	6,690.72	
2016-0104	Waterford High School	Keith Brandstetter	Mary Blue	I	9/8/15-12/16/15	Intro to Socio	809-196-2ZBA	Colleen Aird	10,175.04	
2016-0105	Union Grove High School	Alan Mollerskov	Mary Blue	I	9/8/15-12/16/15	Intro to Socio	809-196-2ZBB	Colleen Aird	10,175.04	
2016-0106	Burlington High School	Mike Raether	Mary Blue	I	9/8/15-12/16/15	Chinese 1	802-114-2ZBB	Xin Hill	10,175.04	
2016-0107	Westosha Central High School	Gail Netzer-Jensen	Mary Blue	I	9/8/15-12/16/15	Chinese 1	802-114-2ZBC	Xin Hill	10,175.04	

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2016-0108	Burlington High School	Mike Raether	Mary Blue	Mary Blue	I	9/8/15-12/16/15	Chinese 3	802-116-2ZBB	Xin Hill	10,175.04	
2016-0109	Elkhorn High School	Chris Trottier	Mary Blue	Mary Blue	I	9/8/15-12/16/15	Chinese 3	802-116-2ZBD	Xin Hill	10,175.04	
2016-0110	Elkhorn High School	Chris Trottier	Mary Blue	Mary Blue	I	9/8/15-12/16/15	ASL 1	533-126-2ZBI	Mary Mair	6,690.72	
2016-0111	Burlington High School	Mike Raether	Mary Blue	Mary Blue	I	9/8/15-12/16/15	ASL 1	533-126-2ZBJ	Mary Mair	6,690.72	
2016-0112	Union Grove High School	Alan Mollerskov	Mary Blue	Mary Blue	I	9/8/15-12/16/15	ASL 1	533-126-2ZBK	Mary Mair	6,690.72	
2016-0113	Big Foot High School	Angela Baker	Mary Blue	Mary Blue	I	9/8/15-12/16/15	ASL 1	533-126-2ZBL	Mary Mair	6,690.72	
2016-0114	Elkhorn High School	Chris Trottier	Mary Blue	Mary Blue	I	9/8/15-12/16/15	ASL 1	533-126-2ZBM	Mary Mair	6,690.72	
2016-0115	Waterford High School	Keith Brandstetter	Mary Blue	Mary Blue	I	9/8/15-12/16/15	ASL 1	533-126-2ZBN	Mary Mair	6,690.72	
2016-0116	Elkhorn High School	Chris Trottier	Mary Blue	Mary Blue	I	9/8/15-12/16/15	ASL 3	533-128-2ZBA	Mary Mair	6,690.72	
2016-0117	Big Foot High School	Angela Baker	Mary Blue	Mary Blue	I	9/8/15-12/16/15	ASL 3	533-128-2ZBB	Mary Mair	6,690.72	
2016-0118	Waterford High School	Keith Brandstetter	Mary Blue	Mary Blue	I	9/8/15-12/16/15	ASL 3	533-128-2ZBC	Mary Mair	6,690.72	
2016-0119	Big Foot High School	Angela Baker	Mary Blue	Mary Blue	I	9/8/15-12/16/15	Intro to Prog	152-126-2ZBA	Christopher Ver	6,690.72	
2016-0120	Burlington High School	Mike Raether	Mary Blue	Mary Blue	I	9/8/15-12/16/15	Intro to Prog	152-126-2ZBB	Christopher Ver	6,690.72	
2016-0121	Westosha Central High School	Gail Netzer-Jensen	Mary Blue	Mary Blue	I	9/8/15-12/16/15	Intro to Prog	152-126-2ZBC	Christopher Ver	6,690.72	
2016-0122	Union Grove High School	Alan Mollerskov	Mary Blue	Mary Blue	I	9/8/15-12/16/15	Intro to Prog	152-126-2ZBD	Christopher Ver	6,690.72	
2016-0123	Elkhorn High School	Chris Trottier	Mary Blue	Mary Blue	I	9/8/15-12/16/15	ASL 3	533-128-2ZBD	Mary Mair	6,690.72	
2016-0126	Badger High School	Jane Finkenbine	Jane Finkenbine	Jane Finkenbine	I	2015/2016	Promotion Principles, Personal Financial Planning, Culinary, Hospitality, Sanitation & Hygiene, Child Development, Auto Svc Fund, Brake Sys, Electrical & Electronic Sys, Plant Biology, Digital Electronics, DC/AC I, Intro Marketing Sports & Events	104-105-2ZTA, 114-101T-2ZTA/B/C, 316-136T-2ZTA, 109-101T-2ZTA, 316-170T-2ZTD, 307-179T-2ZTA/B/C, 602-170T-2ZTA/B/C, 602-104T-2ZTA/B, 602-125T-2ZTA, 001-107T-2ZTA, 605-130T-2ZTB, 605-113T-2ZTA/B, 104-109T-2ZTB	High School		
2016-0127	Beloit High School	Jane Finkenbine	Jane Finkenbine	Jane Finkenbine	I	2015/2016	Auto Svc Fund	602-107T-2ZTD			
2016-0128	Burlington High School	Jane Finkenbine	Jane Finkenbine	Jane Finkenbine	I	2015/2016	Personal Finan Plan, Marketing Princ, IT Essentials, Business Intro, Computers for Pros, Business Law	114-101T-2ZTD/EF, 104-101T-2ZTA, 107-193T-2ZTA, 102-137T-2ZTA, 103-143T-2ZTA, 102-160-2ZTA			
2016-0129	Delavan/Darien High School Delavan	Jane Finkenbine	Jane Finkenbine	Jane Finkenbine	I	2015/2016	NO COURSES				
2016-0130	East Troy High School East Troy	Jane Finkenbine	Jane Finkenbine	Jane Finkenbine	I	2015/2016	Computers for Professionals	103-143T-2ZTB			



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2016-0131	Elkhorn High School		Jane Finkenbine	I	2015/2016	Accounting Prin, Computers for Pros, Marketing Prin, IT Essentials, Medical Terminology	101-114T-2ZTA, 103-143T-2ZTC, 103-143T-2ZTD, 104-101T-2ZTB, 104-101T-2ZTC/D, 107-193T-2ZTB/C, 501-101T-2ZTB			
2016-0132	Harborside High School		Jane Finkenbine	I	2015/2016	Intro to Digital Photography	204-107T-2ZTA/B			
2016-0133	Indian Trails High School		Jane Finkenbine	I	2015/2016	Entrepreneurship I, Illustration Media Concepts, Healthcare Cust Svc	145-119T-2ZTA, 204-125T-2ZTA, 501-104T-2ZTA/B			
2016-0134	Lakeview High School	Marsha Nelson	Jane Finkenbine	I	2015/2016	Intro to Networking/Web Concepts, IT Essentials, Digital Electronics	150-105T-2ZTA, 107-193T-2ZTD, 605-130T-2ZTA		17,792.61	11/4/15
2016-0135	Tremper High School	Richard Aiello	Jane Finkenbine	I	2015/2016	Future Trends in Electronics, AutoCad Mech Design Tech	605-183T-2ZTA, 606-141T-2ZTA		17,334.15	11/4/15
2016-0136	Case High School	Bradley Haag	Jane Finkenbine	I	2015/2016	Business Intro, Retailing, Keyboarding Apps, Business Law, Entrepreneurship	102-137T-2ZTB, 104-127T-2ZTA, 106-137-2ZTA, 102-160T-2ZTB, 145-119T-2ZTB		43,359.42	11/4/15
2016-0137	Hornlick High School	Bradley Haag	Jane Finkenbine	I	2015/2016	Business Intro, Retailing, Marketing Prin, Keyboarding Apps, Intro to Networking/Web Concepts	102-137T-2ZTC/D, 104-127T-2ZTB, 104-101T-2ZTF/G, 106-137T-2ZTB/C/D/E/F, 150-105T-2ZTB/C/D		67,039.47	11/4/15
2016-0138	Park High School	Bradley Haag	Jane Finkenbine	I	2015/2016	Business Intro, Retailing, Intro to Networking/Web Concepts, Keyboarding Apps	102-137T-2ZTE/F, 104-127T-2ZTC, 150-105T-2ZTE, 106-137T-2ZTG/H		16,607.94	11/4/15
2016-0139	REAL High School	Bradley Haag	Jane Finkenbine	I	2015/2016	Business Law, Business Intro	102-160T-2ZTC/D, 102-137T-2ZTG		17,806.32	11/4/15
2016-0140	Union Grove High School	Alan Mollerskov	Jane Finkenbine	I	2015/2016	Welding/Oxyacetylene, Business Law, Computers for Pros, Keyboarding Apps, Entrepreneurship I, Sanitation & Hygiene	442-334T-2ZTA, 102-160T-2ZTE/F, 103-143-2ZTE, 106-137T-2ZTI, 145-119T-2ZTC, 316-170T-2ZTA		34,971.21	11/4/15
2016-0141	Waterford High School	Keith Brandstetter	Jane Finkenbine	I	2015/2016	Digital Photography, Culinary I, Medical Term, Accounting Prin	204-107T-2ZTC/D/E, 316-131T-2ZTB, 501-101T-2ZTC/D, 101-114T-2ZTB		55,334.60	11/4/15
2016-0142	West Allis High School	Amy Van Deuren	Jane Finkenbine	I	2015/2016	Auto Svc Fund, Brake Sys	602-107T-2ZTE/F, 602-104T-2ZTC		18,260.19	11/4/15
2016-0143	Westosha Central High School	Gail Netzer-Jensen	Jane Finkenbine	I	2015/2016	Marketing Prin, Sports & Event Management, Prin of Interior Design, ECE: Health/Safety/Nutrition	104-101T-2ZTH/I, 104-109T-2ZTA, 304-155T-2ZTA, 307-167T-2ZTA		26,242.20	11/4/15
2016-0144	Whitewater High School	Dr. Vance Dalzin	Jane Finkenbine	I	2015/2016	Auto Svc Fund	602-107T-2ZTG		6,242.80	11/4/15
2016-0145	Wilnot High School	Joel Adamczyk	Jane Finkenbine	I	2015/2016	ECE Practicum, Culinary Skills I, Auto Svc Fund, IT in Business, Intro to Networking/Web Concepts, IT Essentials, Entrepreneurship I	307-174T-2ZTA, 316-131T-2ZTD, 602-107T-2ZTH/I, 107-011T-2ZTA, 150-105T-2ZTF/G, 107-193T-2ZTE/F, 145-105T-2ZTA		52,219.01	11/4/15
2016-0146	RUSD/Racine Park High School	Daniel J. Thielen	Debbie Davidson	I	2015-2016yr	Automotive	602-122-2z1a,b,z11 602-107-2z1a,b,z11 602-125-2z1a,b 602-104-2z11	Kobriger		

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2016-0147	RUSD/Racine Park High School	Daniel J. Thielen		Debbie Davidson	I	2015-2016yr	TA crses automotive apprentice	900-019-2m1b 900-019-2m1d	Kobriger	146,040.00	
2016-0159	KUSD/LakeView Tech	Marsha Nelson		Jane Finkenbine	I	9/1-1/29/16	Mech Skills CNC.CAM CIM I CIM II Pneu Hydr	628-109-211a 628-110-211a 628-123-211a 628-124-211a 612-102-211a	John Nelson	57,697.20	
2016-0160	Kenall Manufacturing	Waylon Gross		Randy Reusser	sent 11/20	10/6-10/9/15	Intro to Assembly	605-456-2zbc	Reusser	3,300.00	
2016-0161	Faith Technologies	Tricia Clause		Randy Reusser	sent 11/20	10/12-10/17/15	BICSI	150-417-2ba	Reusser	10,995.52	
2016-0162	Southwire Co., LLC	John Revenaugh		Michelle Talhami	I	10/9-10/17/15	CLA Logistics	625-407-2hba	N Jones	9,047.60	
2016-0163	Kenall Manufacturing	Waylon Gross		Randy Reusser	sent 10/2	7/7-7/10/15	Intro to Assembly	605-456-1zba	Reusser	3,300.00	10/2
2016-0164	Kenall Manufacturing	Waylon Gross		Randy Reusser	sent 10/2	7/7-7/10/15	TA-Randy Reusser	900-019-1m1v	Reusser	1,980.00	10/2
2016-0165	Kenall Manufacturing	Waylon Gross				9/15/15-9/18/15	Intro to Assembly	605-456-2ZBB	R. Reusser	3,300.00	
2016-0166	Kenall Manufacturing	Waylon Gross		Randy Reusser	sent 10/2	9/15-9/18/15	TA andy Reusser	900-019-2m1v	Reusser	1,980.00	10/2
2016-0167	KABA	Todd Battle		L Oplatka	sent 10/9	8/12-9/18/15	Supervision Series I	196-898-1zba.b	M Schmidt	3,960.00	9/15
2016-0168	NC3	Roger Tadjewski		Debbie Davidson	sent 10/8	7/1-9/30/15	TA Matt Janisin	900-019-1M1C 900-019-1M1D	M Janisin	10,262.50	10/8
2016-0169	Walworth County Jail	Kevin Brunner		Sharyn Palmer	sent 1/15/16	Fall 2015	Mathe 211 ABE Success Skills	854-750-2M1K 890-721-2M1J	S Palmer	5,733.00	10/2
2016-0170	Walworth County Jail	Kevin Brunner		Sharyn Palmer	sent 1/15/16/2016	Fall 2015	TA Lab Supervision	900-020-2M1J	S Palmer	4,263.00	10/2
2016-0171	Modine Manufacturing	Benjamin Grover		Tom Niesen	sent 10/5	9/23/15	Dist Product Training	601-404-2k1a	Niesen	1,320.00	10/5
2016-0172	KABA	Todd Battle		Kate Walker	sent 12/17	10/7-11/13/15	Supervision Series II	196-848-2ZBA	L Oplatka	1,980.00	9/30
2016-0173											
2016-0174											
2016-0175											
2016-0176											
2016-0177	Hospice Alliance Pleasant Prairie	Cristina Putra		Michelle Talhami	sent 10/2	8/7/15	ICD-10 online training	900-003-1m1H	Career Step	1,580.00	8/7/15
2016-0178	KUSD/LakeView	Marsha Nelson		Jane Finkenbine	I	11/2-1/21/16	DC/AC CAD Intermediate Pneu/Hydraulics Quality for AMST	605-113-2LIA 606-127-2L1A 612-102-2L1B 628-125-2L1A	J Nelson	44,593.68	
2016-0179	Kenall Manufacturing	Waylon Gross		Randy Reusser	sent 11/20	10/6-10/9/15	TA Lab Supervision	900-019-2m1C	Reusser	2,640.00	10/6
2016-0180											
2016-0181	NC3	Roger Tadjewski		Debbie Davidson	I	10/11/12/31/15	TA Matt Janisin	900-019-1M1E 900-019-1M1F	M Janisin	10,500.00	
2016-0182	MG Design Associates	Nancy A. Willis			sent 10/13	8/17-9/1/15	Excel Beginning	103-417C-1ZBC	Sanderson	1,761.68	

Contract Number	Company	Company Contact Person	Gateway Contact Person	Status	Dates	Course Name	Course Number	Instructor	Est. Cost	CFS date
2016-0183	MG Design Associates	Nancy A. Willis		sent 10/13	9/1-9/8/15	Excel Beginning Excel Intermediate	103-417C-2ZBC 103-491B-2ZBA 103-491B-2ZBB	Sanderson	3,753.35	
2016-0184	DOC - RCI		Arlene VanEss			CNC Operator Training				
2016-0185										
2016-0186										
2016-0187	RCWDC	Hope Otto	Debbie Davidson	i	12/8/15	Mot and Eng Employ	196-865-2IBA 196-865-2IBB	L Oplatka	400.00	
2016-0188	NC3	Roger Tadjewski	Debbie Davidson	sent 11/4	9/21-11/13/15	Special Assignment Pro-cut	900-003-2M1B	J Hoffman	2,750.00	
2016-0189	Big Foot High School	Mike Hinske	Mary Blue	sent 11/4	2015/2016	TA	900-019-2M1M	Neuman	6,000.00	11/4/15
2016-0190	Burlington High School	Eric Burling	Mary Blue	sent 11/4	2015/2016	TA	900-019-2M1P	Neuman	6,000.00	11/4/15
2016-0191	Westosha High School	Lisa Albrecht	Mary Blue	sent 11/4	2015/2016	TA	900-019-2M1Q	Neuman	6,000.00	11/4/15
2016-0192	Elkhorn School District	Jason Tadlock	Mary Blue	sent 11/4	2015/2016	TA	900-019-2M1R	Neuman	6,000.00	11/4/15
2016-0193	Evansville High School	Scott Everson	Mary Blue	sent 11/4	2015/2016	TA	900-019-2M1S	Neuman	6,000.00	11/4/15
2016-0194	Milwaukee Public Museum	Gaye-Lynn Clyde	Mary Blue	sent 11/4	2015/2016	TA	900-019-2M1T	Neuman	2,000.00	11/4/15
2016-0195	Union Grove High School	Alan Mollerskov	Mary Blue	sent 11/4	2015/2016	TA	900-019-2M1U	Neuman	6,000.00	11/4/15
2016-0196	Waterford High School	Keith Brandstetter	Mary Blue	sent 11/4	2015/2016	TA	900-019-2M1W	Neuman	6,000.00	11/4/15
2016-0197	Wilmot High School	Dan Kopp	Mary Blue	sent 11/4	2015/2016	TA	900-019-2M1X	Neuman	6,000.00	11/4/15
2016-0198	Williams Bay School District	Wayne Anderson	Mary Blue	sent 11/4	2015/2016	TA	900-019-2M1Y	Neuman	6,000.00	11/4/15
2016-0199	WI School for the Deaf	Connie Gartner	Mary Blue	sent 11/4	2015/2016	TA	900-019-2M1Z	Neuman	2,000.00	11/4/15
2016-0200										
2016-0203	Kenall Manufacturing	K Waylon Gross	Randy Reusser	sent 11/20	11/10-11/13/15	Intro to Assembly	605-456-2ZBA	Reusser	3,300.00	
2016-0204	Kenall Manufacturing	K Waylon Gross	Randy Reusser	sent 11/20	11/10-11/13/15	TA Lab Supervision	900-019-2m12	Reusser	2,145.00	
2016-0205										
2016-0206	FNA -- WATG #188	Jennifer Daniels								
2016-0207	GTC Foundation	Jennifer Charpentier		i	02/15/16 - 04/12/16	Nursing Assistant	543-300-3EBB	Holder, H	4,487.10	
2016-0XXX	BRP Sturtevant	David Sellner	Richard Buhnerkemper	i	7/8/15- 10/14/15	Geometric Dimensioning & Tolerancing	606-423-1ZBB	Buhnerkemper	9,900.00	

## GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

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

### ADVISORY COMMITTEE ACTIVITY REPORT

Summary of Item: Approval of:

- New Members as of February 1, 2016
- 2015-16 Meeting Schedule as of February 1, 2016

Staff Liaison: John Thibodeau

# GATEWAY TECHNICAL COLLEGE ADVISORY COMMITTEES -- NEW MEMBERS as of February 1, 2016

PROGRAM Name	Job Title	Employer	County Represented
<b>Accounting</b>			
Gabor	Interim Controller	Robert Half	Racine
Heeter	Controller & CFO	Camosy Construction	Kenosha
<b>Business Management, Small Business Entrepreneurship, &amp; Supervisory Management</b>			
DeGrace	Director of Customer Care	Hospira Worldwide Inc	Kenosha
Ludwig	Manager - Patient Access	Wheaton Franciscan	Racine
Richmond	Office and Property Manager	Wispark LLC	Kenosha
Winnett	Director	Kenosha County UW-Extension	Kenosha
<b>Graphic Communications</b>			
Barber	Chair/Associate Professor, Art	UW-Parkside	Kenosha
Candee	President/Owner	Firstlight Creative Photography	Kenosha
Johnson	Designer/Owner	Word+Design, LLC	Kenosha
Koenen	Coordinator	Kenosha County Aging & Nosco, Inc.	Kenosha
Mackay	Artflo Specialist		Kenosha
Schiffer	Senior Graphic Designer-Marketing	Liturgical Publications, Inc	Racine
<b>IT - Computer Support Specialist &amp; IT - Network Specialist</b>			
Belec	Vice President, Information Technology	Wheaton Franciscan	Kenosha
<b>IT - Junior SharePoint Developer, IT - Junior Web Developer, IT - Software Developer, &amp; IT - Web Developer</b>			
Boswell II	Manager Information Systems	Partners Mutual Insurance	Out of District
<b>Marketing</b>			
Richmond	Office and Property Manager	Wispark LLC	Kenosha

## ADVISORY COMMITTEE 2014-2015 MEETING SCHEDULE as of February 1, 2016

ADVISORY COMMITTEE	DEAN	FALL 2015	SPRING 2016
Accounting	R. Koukari	Tuesday, September 22, 2015 5:30 pm iMET Center – Room 104	Tuesday, March 1, 2016 5:30 pm Burlington Campus - Room 100
Administrative Professional Office Assistant	R. Koukari	Tuesday, September 22, 2015 5:30 pm iMET Center – Room 104	Tuesday, March 1, 2016 5:30 pm Burlington Campus - Room 100
Adult Basic Education	C. Jennings	Tuesday, October 20, 2015 2:00 pm Racine Campus Room R301 (SS Multipurpose)	Tuesday April 19, 2016 2:00 pm Racine Campus - Room R301
Adult High School	C. Jennings	Wednesday, September 16, 2015 & Wednesday, October 21, 2015 2:00 pm iMET Center - Room 401	Wednesday, April 20, 2016 2:00 pm iMET Center - Room 104
Aeronautics-Pilot Training	M. Babu	Wednesday, October 14, 2015 11:00 am Horizon Center - Room 106	Wednesday, March 16, 2016 11:00 am Horizon Center - Room TBA
Air Conditioning, Heating, & Refrigeration Technology Facilities Maintenance	M. Babu	Monday, September 21, 2015 5:30 pm Kenosha Campus	Monday, March 14, 2016 5:30 pm Kenosha Campus - Room TBA
Architectural-Structural Engineering Technician Civil Engineering Technology - Fresh Water Resources	M. Babu	Tuesday, October 13, 2015 5:30 pm iMET Center - Room 401	
Civil Engineering Technology – Highway Technology Geospatial Surveying Technician	M. Babu	Wednesday, October 7, 2015 8:00 am Elkhorn Campus	
Automated Manufacturing Systems Technology Electromechanical Technology	M. Babu	Tuesday, October 6, 2015 5:30 pm Horizon Center - Room 106	Tuesday, March 8, 2016 5:30 pm Horizon Center - Room 106
Automotive Maintenance Technician Automotive Technology	T. Simmons	Wednesday, October 14, 2015 5:00 pm Racine Campus Room R102 (Superior Room)	
Barber Technologist Cosmetology	R. Koukari	Tuesday, September 22, 2015 5:30 pm iMET Center – Room 104	Tuesday, March 1, 2016 5:30 pm Burlington Campus - Room 100
Business Management Small Business Entrepreneurship Supervisory Management			

ADVISORY COMMITTEE	DEAN	FALL 2015	SPRING 2016
CNC Production Technician Industrial Mechanical Technician Tool and Die Technician	M. Babu	Thursday, September 21, 2015 5:30 pm Burlington High School	
Criminal Justice - Law Enforcement Criminal Justice – Law Enforcement Academy	T. Simmons	Thursday, October 8, 2015 11:00 a.m. Burlington Center - Room 100	
Culinary Arts	T. Simmons	Wednesday, October 7, 2015 3:00 pm Racine Campus - Breakwater Dining	
Dental Assistant	M. O'Donnell	Tuesday, October 27, 2015 6:00 pm – Kenosha Campus	Thursday, February 11, 2016 5:00 pm Kenosha Campus – Room S127
Diesel Equipment Mechanic Diesel Equipment Technology	M. Babu	Wednesday, October 7, 2015 5:30 pm Horizon Center - Room 106	Wednesday, March 9, 2016 5:30 pm Horizon Center - Room 106
Early Childhood Education Instructional Assistant	T. Simmons	Wednesday, October 7, 2015 5:00 p.m. Racine Campus Room R301(SS Multipurpose)	Thursday, March 24, 2016 10:00 a.m. Racine Campus - Room R104
Electrical Engineering Technology Electronics	M. Babu	Tuesday, October 13, 2015 5:30 pm iMET Center - Room 401	
Advanced EMT Emergency Medical Technician EMT Paramedic Paramedic Technician	T. Simmons	Wednesday, October 14, 2015 3:00 p.m. Burlington Center H101	Wednesday, March 23, 2016 3:00 p.m. Burlington Center - Room H101
Fire Medic Firefighter Technician	T. Simmons	Wednesday, October 14, 2015 9:00 a.m. Burlington Center H101	Tuesday, March 29, 2016 2:00 p.m. Burlington Center - Room H101
Gas Utility Construction and Service	M. Babu		
Graphic Communications	R. Koukari	Wednesday, September 30, 2015 5:30 pm iMET Center – Room 104	Thursday, April 7, 2016 5:00pm iMET Center - Room 104
Health Information Technology	M. O'Donnell	Thursday, November 5, 2015 2:00 p.m. Racine Campus	Thursday, March 17, 2016 2:30 pm
Health Unit Coordinator	M. O'Donnell	Thursday, November 12, 2015 3:30 p.m. iMET Center	Thursday, April 7, 2016 3:30 pm, iMET Center
Horticulture	M. Babu	Monday, September 28, 2015 6:00 pm Kenosha Campus Room H120	Monday, March 7, 2016 6:00 pm Kenosha Campus - Room H120
Hospitality Management	T. Simmons	Tuesday, October 6, 2015 3:00 pm Elkhorn Campus -Room E229	
Human Services Associate	T. Simmons	Thursday, October 8, 2015 5:00 pm Racine Campus Room R113 (Michigan Room)	

ADVISORY COMMITTEE	DEAN	FALL 2015	SPRING 2016
Information Technology - Computer Support Specialist Information Technology - Network Specialist	R. Koukari	Thursday, September 24, 2015 5:30 pm iMET Center - Room 401	Thursday, March 3, 2016 5:30 pm Burlington Center - Room 100
Information Technology - Junior SharePoint Developer Information Technology - Junior Web Developer Information Technology - Software Developer Information Technology - Web Developer	R. Koukari	Thursday, September 24, 2015 5:30 pm iMET Center - Room 401	Thursday, March 3, 2016 5:30 pm Burlington Center - Room 100
Interior Design	M. Babu	Thursday, September 10, 2015 5:30 pm iMET Center - Room 401	
Marketing	R. Koukari	Tuesday, September 22, 2015 5:30pm iMET Center – Room 104	Tuesday, March 1, 2016 5:30 pm Burlington Center - Room 100
Mechanical Design Technology	M. Babu	Thursday, October 8, 2015 4:30 pm iMET Center - Room 401	
Medical Assistant	M. O'Donnell	Wednesday, October 28, 2015 7:30 am Racine Campus Room R102 (Superior Room)	Wednesday, March 16, 2016 7:30 am Racine Campus - Room R109
Nursing Assistant	D. Skewes	Tuesday, October 27, 2015 3:00 pm, Burlington Center, Room 100	Tuesday, March 2, 2016 3:00 pm Burlington Center - Room 122
Nursing Associate Degree	D. Skewes	Thursday October 8, 2015 2:00 pm Kenosha Campus - Room S100A	Thursday, April 14th, 2016 2:00 pm Kenosha Campus - Room S100A
Pharmacy Technician	M. O'Donnell	Thursday, October 15, 2015 5:30 pm – Burlington Campus	Tuesday, March 15, 2016 5:30 pm Burlington Center
Physical Therapist Assistant	M. O'Donnell	Wednesday, October 21, 2015 6:00 pm – Kenosha Campus	
Professional Communications	R. Koukari	Wednesday, September 30, 2015 5:30 pm iMET Center – Room 104	Thursday, April 7, 2016 5:00 pm iMET Center - Room 104
Surgical Technology	M. O'Donnell	Monday, October 26, 2015 5:00 pm Kenosha Campus - Rm. S100A	Monday, March 7, 2016 4:00 pm Kenosha - Room S118
Veterinary Assistant Veterinary Technician	M. O'Donnell	Monday, October 5, 2015 5:30 pm – Elkhorn Campus	Monday, April 4, 2016 5:30 pm Elkhorn Campus Veterinary Sciences Building
Welding Welding/Maintenance & Fabrication	M. Babu	Wednesday, September 30, 2015 5:30 pm iMET Center - Room 401	



# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

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

## LAKE BUILDING 2<sup>ND</sup> FLOOR AHU REPLACEMENT RACINE CAMPUS BID NO. 1481

Summary of Item: The College solicited for and received five (5) sealed contractor bids for the Lake Building 2<sup>nd</sup> Floor AHU Replacement on the Racine Campus. The Project consisted of three (3) bid packages and two (2) alternate bids. Following a review of the bids, it was decided to move forward with Bid Package 'C' and Alternate Bids 1 and 2 defining the contract for this project.

We are recommending the College enter into a contract with Martin Petersen Company, Inc. (MPC) to complete this work. The contract totals and fee summary is as follows:

Prime Contract (Contract Value for MPC):	\$ 207,030.00
Contingency (Held by Gateway):	12,720.00
A&E Fees (PIDA fees agreed upon)	24,200.00
Reimbursable Fees	1,000.00
Study Fees	<u>5,050.00</u>
<b>Total Project Cost:</b>	<b><u>\$ 250,000.00</u></b>

Attachments: Letter of Recommendation for Award of Bids & Tabulation of Bids

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

Staff Liaison: William R. Whyte



**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

February 01, 2016

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

Re: Racine Campus:  
Lake Building 2<sup>nd</sup> Floor AHU Replacement  
Official Notice No. 1481

**Dear Mr. Whyte:**

On Tuesday, January 26, 2016 we received contractor bids for the Lake Building 2<sup>nd</sup> Floor AHU Replacement project on the Racine Campus. Judy Braun and John Thielen were in attendance on behalf of the Gateway Technical College and I was in attendance on behalf of Partners In Design Architects for the receipt of bids.

The AHU Replacement Project consisted of three bid packages and two alternate bids:

**Bid Package 'A':** All labor and material necessary to complete all work associated with removing, replacing and providing a fully functional and balanced HVAC system.

**Bid Package 'B':** All labor and material necessary to complete all work associated with removing, replacing and providing all necessary electrical needs for a fully functional system.

**Bid Package 'C':** Prime Contract value to complete all work associated with Bid Packages A & B.

**Alternate Bid No. 1:** Value to be added to bid package A or C to provide all labor and material necessary to install new ceiling grid and ceiling tile in Classroom L224.

**Alternate Bid No. 2:** Value to be added to bid package A or C to provide all labor and material necessary to install new ceiling grid and ceiling tile in Classroom L225.

Having reviewed the bid packages with Mr. Thielen, and yourself, Gateway has decided to accept bid package C, and Alternate Bids 1 and 2 defining the contract for this project. We are recommending that the College enter into a contract with Martin Petersen Company, Inc. to complete this work.

Based on our bid evaluation, we further recommend that the contract value for Martin Petersen Company, Inc. to be \$207,030.00. Gateway should also budget approximately \$25,200.00 for architectural and engineering fees and reimbursable costs related to the competitive bid process. Additional there was a study perform to review the existing chilled water piping sizes and their

Page 1 of 2

[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**

February 18, 2016

design with the requirement of the new AHU and providing AC to the entire second floor. This study was \$5,050.00.

We further recommend that a contingency of roughly \$17,770.00, 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.

Prime Contract:	\$ 207,030.00	<i>(Contract Value for MPC)</i>
Contingency:	\$ 12,720.00	<i>(Held by GTC)</i>
A&E Fees	\$ 24,200.00	<i>(PIDA fees agreed upon)</i>
Reimbursable fees	\$ 1,000.00	
Study fees	\$ 5,050.00	

**Total Project Cost: \$ 250,000.00**

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

Sincerely,



Jeffrey E. Bridleman

BID TABULATION  
 Official No. 1481  
 GTC Racine Campus – RA Lake Building 2<sup>nd</sup> Fir AHU Replacement



Project No.: 191.15.024  
 Bid Date: Tuesday, January 26, 2016  
 Bid Time: 2:00 p.m.

General Contractor	Bid Bond	Bid Package A	Bid Package B	Bid Package C	Alternate Bid No. 1	Alternate Bid No. 2	Addendum 1	Comments
Artega Construction	x	\$178,000.00	N/A	N/A	\$11,700.00	\$11,700.00	X	
ESS		N/A	\$11,703.00	N/A	\$1,000.00	\$1,000.00	X	
Grunau	x	\$209,800.00	N/A	N/A	\$5,700.00	\$5,700.00	X	
MPC	x	\$184,900.00	N/A	\$198,200.00	\$4,415.00	\$4,415.00	X	
Southport	x	\$170,900.00	N/A	\$199,992.00	\$5,184.00	\$5,184.00	X	

X. POLICY GOVERNANCE MONITORING REPORTS

A. End Statement Monitoring

College Ends Policy - The tri-county community benefits from affordable higher education that allows residents to develop knowledge and skills for family-supporting careers that contribute to the growth and sustainability of the local economy at a cost commensurate with the value of services provided.

**3) Taxpayers receive a positive return on investment from Gateway's impact on the local tax base, property values, and overall economic development as well as the contributions of graduates to the tri-county community.**

*Gateway Promise*

**GATEWAY TECHNICAL COLLEGE DISTRICT BOARD**

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

**POLICY GOVERNANCE MONITORING REPORTS**  
**Ends Statement Monitoring**

College Ends Policy - The tri-county community benefits from affordable higher education that allows residents to develop knowledge and skills for family-supporting careers that contribute to the growth and sustainability of the local economy at a cost commensurate with the value of services provided.

- 3) Taxpayers receive a positive return on investment from Gateway’s impact on the local tax base, property values, and overall economic development as well as the contributions of graduates to the tri-county community.**

**Staff Liaison:**       Zina Haywood

X. POLICY GOVERNANCE MONITORING REPORTS

B. Executive Limitations

1. 3.4 Budget/Forecasting – FY2017 Budget Preparation Update – J. Nygard

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

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

## MONITORING REPORT Executive Limitations, Policy 3.4 – Budget/Forecasting

Summary of Item: The FY 2017 budget parameters were approved by the Board at the November 19, 2015 meeting. For the administration to be in compliance with Executive Limitations, Policy 3.4, an update on development of the FY 2017 budget will be provided.

Attachments: FY 2016 - 2017 Budget Parameters  
FY 2016-2017 Budget Calendar

Ends Statements and/or  
Executive Limitations: Executive Limitations, Policy 3.4

Staff Liaison: Jason Nygard

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02/01/16





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## Preliminary FY 2016- 2017 Budget Parameters

### **Enrollments**

The initial budget for FY2017 will be prepared using a flat enrollment. Projections will be based on the year end forecast.

### **Tuition and Fee Revenue**

Tuition and Fees will be budgeted flat for FY2017. The budget for this will be projected using forecasted FY2016 results for tuition and fees. This will result in the tuition per credit to remain at \$128.

### **Operational Tax Levy**

Tax Levy will be budgeted flat in FY2017 at \$19.9M. However, an estimate of \$250k for net new construction will be included.

### **State Aid – Property Tax Relief**

Property Tax Relief Aid is expected remain flat for FY2017 at \$32.7M.

### **State Aid – Historical/Outcome based**

Based on current enrollments and the economic environment, State Aid will be budgeted flat. Preliminary estimates will be updated as the criteria for Performance Based Funding develops. Performance based funding will increase from 20% to 30% shifting the allocation based on the historical formula from 80% to 70% in FY2017.

### **Projected Property Valuations**

Property values will be budgeted flat in the calculation of the mill rate for the FY2017 budget.

### **Contracts for Service and High School Contracts**

Contracts for Services and High School contracts will be budgeted flat compared to the FY2016 budget.

### **Salary and Wage Expense**

Salaries will be budgeted with consideration given to Act 10 and merit guidelines.

### **Vacant Position Savings**

A savings goal of \$1.0 M will be set based on vacant positions.

### **Employee Benefit Expense**

The budget related to medical insurance, dental insurance, life insurance, and other employee fringe benefits are under review by a special benefits task force. All recommendations and feedback will be driven by this task force.

### **Other Expenses**

Total current expenses will be budgeted flat compared to the FY2016 budget.

### **Debt Service/Long-Term Borrowing**

A total of \$13 million is projected in borrowing for FY2017 for capital equipment and facility remodeling and repairs.

### **Positive Year End Balance**

Administration's goal is to achieve a positive year-end balance of \$500,000 based on the parameters stated above.

### **OPEB**

If the combined operating fund balance exceeds three (3) months, the President may consider transferring up to twenty percent (20%) combined operating fund balance in excess of the three (3) months' operating expenses to reserves for Other Post-Employment Benefits (OPEB).



### Preliminary FY 2016-2017 Budget Calendar

<b>November 2, 2015</b>	ELC review of FY2017 Budget Parameters and Calendar
<b>November 19, 2015</b>	Gateway District Board of Trustees (District Board) Review and approve budget parameters and budget calendar for FY2017
<b>December, 2015</b>	Budget Officers - Budget kickoff meeting
<b>January, 2016</b>	Budget on Campus All Staff – Budget Development
<b>January 28, 2016</b>	Administrative In-service, budget update
<b>January 31, 2016</b>	All operating and capital budgets due to Budget Office ( <b>all data must be entered into Adaptive Planning by this time</b> )
<b>February 8, 2016</b>	ELC - Review preliminary budget
<b>February 18, 2016</b>	Budget status report to District Board
<b>February - March, 2016</b>	Budget owner meetings ELC - Review and Develop list of recommended budget strategies and adjust budget as necessary
<b>March 17, 2016</b>	Budget status report to District Board
<b>April, 2016</b>	Budget on Campus Administrative In-service, budget update
<b>April 1, 2016</b>	Distribute proposed budget to District Board
<b>April 14, 2016</b>	District Board Approve preliminary budget for public hearing
<b>April 16, 2016</b>	Publish Class I notice of public hearing
<b>May 2, 2016</b>	District Board Public Hearing - Racine
<b>May 12, 2016</b>	District Board Approve budget (if change is not needed from public hearing)
<b>May – June 2016</b>	Budget on Campus Revise budget (as determined as a result of the public hearing)
<b>June 16, 2016</b>	District Board Approve FY 2017 Budget, if needed
<b>June 30, 2016</b>	Submit approved FY 2017 Budget to State Board
<b>July, 2016</b>	Administrative In-service
<b>October, 2016</b>	District Board Reaffirm tax levy Administrative In-service February 18, 2016

XI. BOARD MEMBER COMMUNITY REPORTS

XII. NEXT MEETING DATE AND ADJOURN

- A. Regular Meeting - Thursday, March 17, 2016, 8:00 am, Kenosha Campus, Bioscience Center, Room 120
- B. Adjourn