



Bryan D. Albrecht, Ed.D.
President

January 14, 2016

BURLINGTON CENTER

496 McCanna Pkwy.
Burlington, WI 53105-3623
262.767.5200

**CENTER FOR BIOSCIENCE
& INFORMATION
TECHNOLOGY**

3520 - 30th Avenue
Kenosha, WI 53144-1690
262.564.3600

ELKHORN CAMPUS

400 County Road H
Elkhorn, WI 53121-2046
262.741.8200

**HERO (HEALTH AND
EMERGENCY RESPONSE
OCCUPATIONS) CENTER**

380 McCanna Pkwy.
Burlington, WI 53105-3622
262.767.5204

**HORIZON CENTER FOR
TRANSPORTATION
TECHNOLOGY**

4940 - 88th Avenue
Kenosha, WI 53144-7467
262.564.3900

**SC JOHNSON
iMET (iNTEGRATED
MANUFACTURING
& ENGINEERING
TECHNOLOGY) CENTER**

Renaissance Business Park
2320 Renaissance Blvd.
Sturtevant, WI 53177-1763
262.898.7500

KENOSHA CAMPUS

3520 - 30th Avenue
Kenosha, WI 53144-1690
262.564.2200

**LAKEVIEW ADVANCED
TECHNOLOGY CENTER**

9449 - 88th Avenue (Highway H)
Pleasant Prairie, WI 53158-2216
262.564.3400

RACINE CAMPUS

1001 South Main Street
Racine, WI 53403-1582
262.619.6200

WGTD HD

Your Gateway to Public Radio
wgtd.org
262.564.3800

262.741.8492 TTY
866.971.7688 VP

EQUAL OPPORTUNITY/ACCESS/
EMPLOYER AND EDUCATOR
OFRECE IGUALDAD EN OPORTUNIDADES/
ACCESO/EMPLEO Y EDUCACIÓN

www.gtc.edu

NOTICE OF MEETING

GATEWAY TECHNICAL COLLEGE

DISTRICT BOARD

Regular Meeting

Thursday, January 21, 2016 – 8:00 a.m.

Racine Campus

1001 South Main Street, Racine, WI 53403

The Gateway Technical College District Board will hold its regular meeting on Thursday, January 21, 2016 at 8:00 a.m. at the Racine Campus, Room R102, 1001 South Main Street, Racine, WI. The agenda is included.

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

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Regular Meeting – Thursday, January 21, 2016 – 8:00 a.m.

Racine Campus, Room R102

1001 South Main Street, Racine, WI 53403

Info. / Disc	Action	Roll Call	AGENDA		Page
			I.	Call to Order A. Open Meeting Compliance	3
		X	II.	Roll Call	3
	X		III.	Approval of Agenda	4
	X		IV.	Approval of Minutes A. December 16, 2015 – Regular Meeting	4
X			V.	Citizen Comments	9
X			VI.	Committee of the Whole A. Vision 3.2.1 Strategic Plan Update	10
X			VII.	Chairperson’s Report A. Policy Review Committee Report	12
X				B. Dashboard Report	13
X				C. Board Evaluation Summary	24
					25
X			VIII.	President’s Report A. Announcements	26
X				B. Gateway College Promise	27
					28
			IX.	Operational Agenda	
X				A. Action Agenda There are no action agenda items.	29
	X			B. Consent Agenda	30
				1. Finance	
				a) Financial Statement and Expenditures over \$2,500	31
				b) Cash and Investment Schedules	39
				2. Personnel Report	43
				3. Contracts for Instructional Delivery	46
				4. Advisory Committee Activity Report	55
			X.	Policy Governance Monitoring Reports	60
	X			A. 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. 2) Businesses benefit from a well-trained, educated workforce and access to customized business and workforce solutions that support a positive business climate. <i>D. Davidson</i>	61
				B. Executive Limitations	
	X			1. 3.4 Budget / Forecasting - FY2017 Budget Preparation Update – <i>J. Nygard</i>	62
	X			2. 3.5 Financial Condition – FY2015-2016 Quarterly Financial Update – <i>B. Thomey</i>	66
X			XI.	Board Member Community Reports	67
X			XII.	Next Meeting Date and Adjourn A. Regular Meeting - Thursday, February 18, 2016, 8:00 am, Elkhorn Campus, Rooms 112/114 B. Adjourn	68
	X				

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Regular Meeting

Thursday, January 21, 2016 – 8:00 a.m.
Racine Campus, Room R102
1001 South Main Street, Racine, WI 53403

- 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. December 16, 2015 – Regular Meeting

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Regular Meeting

December 16, 2015

The Gateway Technical College District Board met on Wednesday, December 16, 2015 at the HERO Center, 380 McCanna Parkway, Room H101, Burlington, WI 53105. The meeting was called to order at 3:00 pm 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	Present
Pamela Zenner-Richards	Present
Gary Olsen	Present

Also in attendance were Bryan Albrecht, Kelly Bartlett, Mary Harpe, and 14 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 November 19, 2015 Regular Meeting.

V. Citizen Comments

- A. There were no citizen comments.

VI. 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

- College call nights took place reaching over 2,500 students encouraging registration for Spring semester.
- A budget modification will be presented to leverage \$2M of reserves for improved facility projects increasing our campus efficiency and learning environments.
- This month we signed a new Criminal Justice articulation agreement with UW Parkside and finalize our EVOC training facility driving additional opportunities to expanding programming.

C. Board Evaluation Summary

- Last months Board meeting was engaging, productive and fun. Everyone enjoyed the presentations by the Kenosha Kingfish and AT & T. Bane and her entire team are to be commended for the work that they do managing the budget and for a clean audit report. Staff provided informative presentations on the EVAC track partnership with UW Parkside and Burlington 496 building plans to add construction trades programming.

VII. President's Report

A. Announcements –

- B. Albrecht thanked the Trustees for their leadership of the college. B. Albrecht said he is always inspired and amazed by the work that Gateway students do and enjoys their presentations. B. Albrecht and R. Koukari spoke about projects that students are working on to create healing gardens at Aurora facilities. Aurora plans to include healing gardens at the majority of their facilities. Gateway students have a large piece in helping to design these gardens.
- J. Thibodeau stated that there were 17 requests that will go to the state identifying segments that are part of a curriculum, embedded certificates, and diplomas that will allow students to step out and back in to programs to achieve certificates.
- J. Herring shared updates on Gateway's website and the plan for the new mobile design allowing students to do more with Gateway from their smartphones and tablets. J. Robshaw said that Gateway will be releasing more apps for students making service for students more efficient.
- S. Johnson spoke on the importance of Gateway employees understanding the budget and how it all comes together. This helps with creating the best possible budget plan for the college.

B. Walter Bumphus

- B. Albrecht introduced Walter Bumphus whom was able to skype in to the Board of Trustees meeting.
- W. Bumphus thanked Bryan Albrecht for his participation at the national level and thanked the Board of Trustees for allowing Bryan to participate. W. Bumphus enjoyed his visit to Gateway a couple years ago and was impressed with the great facilities, radio station, programs, and national involvement. Through Bryan Albrecht's efforts, Walter Bumphus was able to hear Nick Pinchuk speak at a WDI Conference which led to connecting N. Pinchuk as a speaker at future conferences. W. Bumphus said that exciting things are happening at a national level; major focus is on serving students and helping them complete their programs through pathway initiatives and structured pathways. W. Bumphus said that Gateway is very fortunate to have Bryan Albrecht as a leader.

VIII. Operational Agenda

A. Action Agenda

1. FY 2015-2016 Budget Revision #2

Administration is recommending a budget adjustment of \$2,000,000 in the General Fund reserve. \$200,000 will be used to support the Enrollment Task Force and Marketing. The remaining \$1,800,000 will be transferred from the General Fund reserve to the Capital Fund. This \$1,800,000 will be used to purchase \$120,000 of equipment and \$1,680,000 will be used for additional renovations and remodeling.

Following discussion it was moved by W. Duncan, seconded by R. Zacharias and carried to approve FY 2015-2016 Budget Revision #2.

Aye: 8

Nay: 0

Absent: 1

B. Consent Agenda

It was moved by R. Zacharias, 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 November 30, 2015.
 - b) **Cash and Investment Schedules:** Approved the monthly cash reconciliation, investment schedule and investment report.
2. **Personnel Report:** Approved the personnel report of five (5) new hires; one (1) promotion; three (3) 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 November 2015
5. **Advisory Committee Activity Report:** Approved the advisory committee 2015-2016 meeting schedule and new members as of December 1, 2015
6. **Approval of BID:** Approved Bid Number 1493

IX. 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. **1) Students demonstrate the knowledge and skills and self-confidence required for employability, career advancement, a global perspective, and lifelong learning.** *J. Dahms & J. Watson*

- John Dahms presented to the Board of Trustees along with six students. The students shared their personal stories with the Trustees about their path to becoming a students at Gateway Technical College. A couple of the students took Gateway classes while they were in high school which gave them exposure to all that Gateway has to offer. One student mentioned that he started Gateway through Youth Options. John Dahms created the Fire Medic program due to the need that he saw in the students and the communities. New classes take all that the students have learned at Gateway and put them in to real life-like situations. J. Dahms stated that seeing the students perform and seeing their success in their careers is amazing. They are learning so much in their programs.
- Jacqueline Watson and Andrew Goodman spoke on career and employment services. "Job placement" is the term used to describe the process by which educational institutions, social service agencies, military branches, employment agencies and recruiters help their students, soldiers and clients find work. (<http://work.chron.com/job-placement-12010.html>)
- **SERVICES WE PROVIDE TO STUDENTS:** Soft Skills Workshops (Resume 101 , Proactive Job Search, Intro to LinkedIn, Job Fair Prep, Interview Success); 1:1 Career counseling appointments; 1:1 Job Seeking appointments; Mock Interviewing; Classroom Presentations; Involved in any major event at Gateway to promote/offer services
- **LINKING STUDENTS TO EMPLOYERS:** General Career Fairs (All employers related to any program taught at Gateway); Specialized Career Fairs (STEM, Transportation, Engineering, IT-SharePoint); Specialized Recruiting Events (1 specific employer connecting with a specific program – WE Energies); 1:1 connection through Internships; Personally call an employer during a student appointment; Provide job leads to students in mass or individually specific to an education program

- CONNECTIONS TO WORKFORCE DEVELOPMENT CENTERS (WDC): Forward Job Leads to WDC; Directly send employers to WDC; Elkhorn has shared space and a career counselor works directly with the WDC team; Co-sponsor Career/Job Fairs with WDC; Bring WDC staff along for company tours/visits

Following discussion, it was moved by R. Bhatia, seconded by W. Duncan and carried that this report is evidence that the college is making progress on College Ends Policy #1

X. Board Member Community Reports

- There were no Board Member Community Reports

XI. Next Meeting Date and Adjourn

- A. Regular Meeting – Thursday, January 21, 2016, 8:00 am, Racine Campus
- B. At approximately 4:37 pm it was moved by R. Zacharias, seconded by W. Duncan and carried that the meeting was adjourned and the District Board move to executive session pursuant to Wisconsin Statutes 19.85(1)(c) to discuss the President's goals. The Board reserves the right to reconvene in open session to take action on items discussed in executive session.

Aye: 8

Nay: 0

Absent: 1

XII. Executive Session

At approximately 5:05 pm, the Board adjourned the executive session. No action was taken.

Aye: 8

Nay: 0

Absent: 1

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. Vision 3.2.1. Strategic Plan Update

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call _____
Action _____
Information X
Discussion _____

COMMITTEE OF THE WHOLE
Vision 3.2.1. Strategic Plan Update

- 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

SECTION 3 - EXECUTIVE LIMITATIONS
POLICY 3.1

GENERAL EXECUTIVE ~~CONSTRAINT~~ 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 may 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.

~~The President shall act at all times in an exemplary manner consistent with the responsibilities and expectations vested in that office. The President shall act in a manner consistent with Board policies and with those practices, activities, decisions, and organizational circumstances which are legal, prudent, and ethical. Accordingly, the President may not:~~

1. ~~Deal with students, staff, or persons from the community in an inhumane, unfair or undignified manner. (Measure complaints/grievances upheld 03/25/04)~~
2. Make decisions except by a process where openness is maintained (move to 3.2).
3. ~~Permit financial conditions which risk fiscal jeopardy or compromise Board Ends priorities.~~
4. ~~Provide information to the community, Board, or College constituencies which is knowingly untimely, inaccurate, or misleading~~
5. Permit conflict of interest in awarding purchases or other contracts or hiring of employees (move to 3.3 and 3.5).
6. ~~Allow the day to day operations to impede the vision or prevent the achievement of the Ends of the College. Additionally, the president shall not operate without a Board-approved three-year strategic plan (move to 3.10).~~
7. Manage the College without adequate administrative policies consistent with the Board's policies (move to 3.1).
8. ~~Fail to take prompt and appropriate action when the President becomes aware of any violation or potential violation of any laws, rules, or regulations, or of any breach of Board policies, and fail to notify the Board chair of any of the above.~~
9. Enter into any lease or purchasing agreement for any land and/or facilities nor name facilities or parts of facilities without prior Board knowledge and authorization (move to 3.6).
10. ~~Create a presidential succession plan without consultation and approval of the Board.~~
11. ~~Fail to create an administrative leadership plan (move to 3.9).~~

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

Key to annotations:

Deletions are struck through

Insertions are underlined

Language moved to other policies is in red

Language moved from other policies is in green.

SECTION 3 - EXECUTIVE LIMITATIONS
POLICY 3.2

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 (from 3.1).
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.

~~The President shall create and sustain an environment for learning, working, and teaching that supports the development and realization of human potential and promotes the College's core values. Treatment of and dealing with students, staff, and persons from the community, shall be humane, fair, and dignified.~~

~~Accordingly, the President may not:~~

- ~~1. Operate without administrative policies and/or procedures which set forth staff and student rules, provide for effective handling of grievances, and protect against wrongful conditions.~~
- ~~2. Fail to comply with all laws, rules, and regulations pertaining to employees and students including those pertaining to:

 - ~~< Discrimination~~
 - ~~< Equal Opportunity~~
 - ~~< Sexual Harassment~~
 - ~~< Rights of Privacy~~~~
5. Prevent students and staff from using established grievance complaint procedures.
- ~~4. Fail to acquaint students and staff with their rights and responsibilities.~~
- ~~5. Fail to maintain confidentiality where appropriate.~~

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

Key to annotations:

Deletions are struck through

Insertions are underlined

Language moved to other policies is in red

Language moved from other policies is in green.

SECTION 3 - EXECUTIVE LIMITATIONS
POLICY 3.3

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 (from 3.1), consultants, and contract workers.

~~The President shall maintain fiscal integrity and a positive public image with respect to employment, compensation, and benefits to employees, consultants, and contract workers.~~

~~Accordingly, the President may not:~~

- ~~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, collective bargaining agreements entered into by the Board or in accordance with salary schedules and plans adopted by the Board.~~
5. Promise or imply permanent or guaranteed employment.
- ~~4. Employ persons not covered by a collective bargaining agreement for more than one year's duration without Board approval.~~

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

Key to annotations:

Deletions are struck through

Insertions are underlined

Language moved to other policies is in red

Language moved from other policies is in green.

SECTION 3 - EXECUTIVE LIMITATIONS
POLICY 3.4

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. ~~follow Board Ends priorities, control College financial risk, and accurately reflect projections of income and expenses. The President shall propose a budget after first seeking broad input from all College constituencies. Budgets will become effective upon approval by the Board.~~

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.

Accordingly, the President shall:

- ~~1. Propose a balanced budget with supporting information to enable a reasonable projection of revenues and expenses, separation of capital and operational items, and disclosure of planning assumptions.~~
- ~~2. Propose a budget which provides~~ Fail to budget the annual funds for Board operations, ~~such as including but not limited to the~~ cost of fiscal audit, Board development and training, and Board professional fees.
- ~~3. Propose a budget which takes into account Board Ends/Goals priorities.~~
- ~~4. Develop and operate a budget which includes adequate amounts for non-compensation needs such as plant and facilities maintenance, instructional equipment, new program and course development, staff development, and institutional research. In addition, develop and operate a budget in which projected salary and benefit expenses are 83% ±2% of the total operating expenditures.~~
- ~~5. Propose a capital budget that is aligned with economic and workforce development entities' plans and needs, and includes an analysis of the impact of such capital plan on the debt service mill rate as it relates to the tri-county area.~~
- ~~6. Submit any budget changes resulting in increases, decreases, or transfers by fund and/or function to the Board for a roll-call vote per Section 65.90 (5), Wis. Stats.~~

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

Key to annotations:

Deletions are struck through

Insertions are underlined

Language moved to other policies is in red

Language moved from other policies is in green.

SECTION 3 - EXECUTIVE LIMITATIONS
POLICY 3.5

FINANCIAL CONDITION

~~The President shall administer the Board approved budget without material deviation and shall protect the College from financial risk.~~

~~It is a material deviation to:~~

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 (from 3.1).

~~3. Expend funds from restricted or designated accounts except for the purposes for which the account was established without prior Board approval.~~

~~4. Make any purchase or commit the organization to any expenditure greater than \$50,000 that deviates from approved budget without Board approval.~~

~~Furthermore, the President may not:~~

~~1. Make any purchase: a. without prudent protection against conflict of interest; b. over \$10,000 without having obtained at least three competitive quotes, if available; and c. over \$25,000, \$15,000 for construction contracts, without receipt of three sealed bids, if available, submitted on prepared specifications unless a waiver of bidding requirements has been issued as permitted by the Wisconsin Technical College System Administrative Code.~~

Accept gifts or grants which obligate the College to make future expenditures of funds or human resources other than those created by the gift or grant without Board approval or which are not in the best interest of the College to accept (move to 3.8).

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 ~~greater than~~ 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

Key to annotations:

Deletions are struck through

Insertions are underlined

Language moved to other policies is in red

Language moved from other policies is in green.

SECTION 3 - EXECUTIVE LIMITATIONS
POLICY 3.6

ASSET PROTECTION

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

~~The President shall cause assets to be adequately maintained and protected from unnecessary risk.~~

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

1. ~~Fail to insure~~ 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 ~~or in investments not permitted by Wisconsin law.~~ 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 ~~property, information, and files~~ 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 (from 3.1).

Adopted: August 17, 2000

Reviewed: June 20, 2002, September 25, 2008

Key to annotations:

Deletions are struck through

Insertions are underlined

Language moved to other policies is in red

Language moved from other policies is in green.

SECTION 3 - EXECUTIVE LIMITATIONS
POLICY 3.7

COMMUNICATION AND COUNSEL TO THE BOARD

~~The President shall keep the Board adequately informed. Accordingly, the President shall:~~

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 2.3, Monitoring College Effectiveness) in a timely, accurate and understandable fashion, and directly addressing provisions of the Board policies being monitored.
2. ~~Make~~ 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. in an appropriate form that is accurate, complete, concise, and is not misleading.~~
6. Fail to provide a mechanism for official Board, officer, or ad hoc committee communications.
7. ~~Deal with the Board on matters within the area of Board responsibility.~~
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 an 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

Key to annotations:

Deletions are struck through

Insertions are underlined

Language moved to other policies is in red

Language moved from other policies is in green.

SECTION 3 - EXECUTIVE LIMITATIONS
POLICY 3.8

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 ~~further~~ significant, long-term expenditures of funds or other resources, other than those created by the gift or grant, ~~without Board approval~~ or which are not in the best interest of the college. (from 3.5)

Key to annotations:

Deletions are struck through

Insertions are underlined

Language moved to other policies is in red

Language moved from other policies is in green.

SECTION 3 - EXECUTIVE LIMITATIONS
POLICY 3.9

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.

Key to annotations:

Deletions are struck through

Insertions are underlined

Language moved to other policies is in red

Language moved from other policies is in green.

SECTION 3 - EXECUTIVE LIMITATIONS
POLICY 3.10

STRATEGIC PLANNING

The President shall not operate without a Board-approved strategic plan. (from 3.1)

Key to annotations:

Deletions are struck through

Insertions are underlined

Language moved to other policies is in red

Language moved from other policies is in green.

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. Gateway College Promise

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 **Gateway College Promise**

Policy/Ends Statement: Policy 2.1

IX. OPERATIONAL AGENDA

A. Action Agenda

There are no action agenda items.

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. Contracts for Instructional Delivery

4. Advisory Committee Activity Report

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 **12/31/15**

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

Staff Liaison: Bane Thomey

01/08/16

**GATEWAY TECHNICAL COLLEGE
2015-16 SUMMARY OF REVENUE & EXPENDITURES AS OF 12/31/15**

<u>COMBINED FUNDS</u>	2015-16 APPROVED BUDGET	2015-16 WORKING BUDGET	2015-16 ACTUAL TO DATE	PERCENT INCURRED
REVENUE:				
LOCAL GOVERNMENT	\$ 30,010,218	\$ 30,323,961	\$ 24,983	0.08%
STATE AIDS	42,541,604	43,127,861	6,507,344	15.09%
STATUTORY PROGRAM FEES	15,922,142	15,922,142	14,307,890	89.86%
MATERIAL FEES	755,680	755,680	689,483	91.24%
OTHER STUDENT FEES	3,190,172	3,190,172	2,457,479	77.03%
INSTITUTIONAL	9,844,417	12,538,847	2,781,657	22.18%
FEDERAL	34,745,902	32,051,472	15,990,351	49.89%
OTHER RESOURCES	<u>12,255,000</u>	<u>14,055,000</u>	<u>12,599,419</u>	89.64%
TOTAL REVENUE & OTHER RESOURCES	<u><u>\$ 149,265,135</u></u>	<u><u>\$ 151,965,135</u></u>	<u><u>\$ 55,358,605</u></u>	36.43%
EXPENDITURES BY FUNCTION:				
INSTRUCTIONAL	\$ 60,021,182	\$ 60,726,182	\$ 27,750,344	45.70%
INSTRUCTIONAL RESOURCES	1,245,851	1,261,151	624,891	49.55%
STUDENT SERVICES	51,605,234	51,831,234	24,636,933	47.53%
GENERAL INSTITUTIONAL	11,721,655	11,908,955	5,722,819	48.05%
PHYSICAL PLANT	23,447,113	25,213,513	9,187,227	36.44%
AUXILIARY SERVICES	700,000	700,000	221,264	31.61%
PUBLIC SERVICES	<u>363,100</u>	<u>363,100</u>	<u>152,196</u>	41.92%
TOTAL EXPENDITURES	<u><u>\$ 149,104,135</u></u>	<u><u>\$ 152,004,135</u></u>	<u><u>\$ 68,295,674</u></u>	44.93%
EXPENDITURES BY FUNDS:				
GENERAL	\$77,858,865	\$78,958,865	\$36,178,561	45.82%
SPECIAL REVENUE - OPERATIONAL	7,956,270	7,956,270	3,521,202	44.26%
SPECIAL REVENUE - NON AIDABLE	39,934,000	39,934,000	19,120,942	47.88%
CAPITAL PROJECTS	12,240,000	14,040,000	8,306,545	59.16%
DEBT SERVICE	10,415,000	10,415,000	947,161	9.09%
ENTERPRISE	<u>700,000</u>	<u>700,000</u>	<u>221,264</u>	31.61%
TOTAL EXPENDITURES	<u><u>\$ 149,104,135</u></u>	<u><u>\$ 152,004,135</u></u>	<u><u>\$68,295,674</u></u>	44.93%

01/08/16

**GATEWAY TECHNICAL COLLEGE
2015-16 SUMMARY OF REVENUE & EXPENDITURES AS OF 12/31/15**

<u>GENERAL FUND</u>	2015-16 APPROVED BUDGET	2015-16 WORKING BUDGET	2015-16 ACTUAL TO DATE	PERCENT INCURRED
REVENUE:				
LOCAL GOVERNMENT	\$17,500,083	\$ 17,813,826	\$ -	0.00%
STATE AIDS	37,989,039	38,575,296	4,626,928	11.99%
STATUTORY PROGRAM FEES	15,922,142	15,922,142	14,307,890	89.86%
MATERIAL FEES	755,680	755,680	689,483	91.24%
OTHER STUDENT FEES	1,983,172	1,983,172	1,598,080	80.58%
FEDERAL REVENUE	29,902	29,902	135	0.45%
INSTITUTIONAL	3,678,847	3,678,847	568,897	15.46%
OTHER RESOURCES	-	-	-	
TOTAL REVENUE & OTHER RESOURCES	<u>\$77,858,865</u>	<u>\$ 78,758,865</u>	<u>\$ 21,791,414</u>	27.67%

EXPENDITURES BY FUNCTION:

INSTRUCTIONAL	\$50,687,445	\$ 51,272,445	\$ 23,412,715	45.66%
INSTRUCTIONAL RESOURCES	1,240,851	1,256,151	621,295	49.46%
STUDENT SERVICES	10,901,808	11,127,808	5,022,547	45.14%
GENERAL INSTITUTIONAL	7,517,398	7,704,698	3,876,284	50.31%
PHYSICAL PLANT	<u>7,511,363</u>	<u>7,597,763</u>	<u>3,245,720</u>	42.72%
TOTAL EXPENDITURES	<u>\$77,858,865</u>	<u>\$ 78,958,865</u>	<u>\$ 36,178,561</u>	45.82%

01/08/16

**GATEWAY TECHNICAL COLLEGE
2015-16 SUMMARY OF REVENUE & EXPENDITURES AS OF 12/31/15**

<u>SPECIAL REVENUE -OPERATIONAL FUND</u>	2015-16 APPROVED BUDGET	2015-16 WORKING BUDGET	2015-16 ACTUAL TO DATE	PERCENT INCURRED
REVENUE:				
LOCAL GOVERNMENT	\$ 2,149,135	\$ 2,149,135	\$ 24,983	1.16%
STATE AIDS	2,329,565	2,329,565	566,140	24.30%
FEDERAL	3,086,000	391,570	690,078	176.23%
INSTITUTIONAL	<u>391,570</u>	<u>3,086,000</u>	<u>49,094</u>	1.59%
TOTAL REVENUE & OTHER RESOURCES	<u>\$ 7,956,270</u>	<u>\$ 7,956,270</u>	<u>\$ 1,330,294</u>	16.72%
EXPENDITURES BY FUNCTION:				
INSTRUCTIONAL	\$ 5,125,407	\$ 5,125,407	\$ 2,141,515	41.78%
STUDENT SERVICES	1,563,756	1,563,756	907,976	58.06%
GENERAL INSTITUTIONAL	890,257	890,257	300,513	33.76%
PHYSICAL PLANT	20,750	20,750	19,002	91.57%
PUBLIC SERVICES	<u>356,100</u>	<u>356,100</u>	<u>152,196</u>	42.74%
TOTAL EXPENDITURES	<u>\$ 7,956,270</u>	<u>\$ 7,956,270</u>	<u>\$ 3,521,202</u>	44.26%

01/08/16

**GATEWAY TECHNICAL COLLEGE
2015-16 SUMMARY OF REVENUE & EXPENDITURES AS OF 12/31/15**

<u>SPECIAL REVENUE-NON AIDABLE FUND</u>	2015-16 APPROVED BUDGET	2015-16 WORKING BUDGET	2015-16 ACTUAL TO DATE	PERCENT INCURRED
REVENUE:				
STATE AIDS	\$ 2,153,000	\$ 2,153,000	\$ 1,095,943	50.90%
OTHER STUDENT FEES	907,000	907,000	751,177	82.82%
INSTITUTIONAL	5,314,000	5,314,000	1,885,458	35.48%
FEDERAL	<u>31,560,000</u>	<u>31,560,000</u>	<u>15,287,081</u>	48.44%
TOTAL REVENUE & OTHER RESOURCES	<u>\$39,934,000</u>	<u>\$ 39,934,000</u>	<u>\$ 19,019,659</u>	47.63%
EXPENDITURES BY FUNCTION:				
STUDENT SERVICES	\$39,103,000	\$ 39,103,000	\$ 18,687,453	47.79%
GENERAL INSTITUTIONAL	<u>831,000</u>	<u>831,000</u>	<u>433,489</u>	52.16%
TOTAL EXPENDITURES	<u>\$39,934,000</u>	<u>\$ 39,934,000</u>	<u>\$ 19,120,942</u>	47.88%

01/08/16

**GATEWAY TECHNICAL COLLEGE
2015-16 SUMMARY OF REVENUE & EXPENDITURES AS OF 12/31/15**

<u>CAPITAL PROJECTS FUND</u>	2015-16 APPROVED BUDGET	2015-16 WORKING BUDGET	2015-16 ACTUAL TO DATE	PERCENT INCURRED
REVENUE:				
LOCAL GOVERNMENT	\$ -	\$ -	\$ -	
STATE AIDS	70,000	70,000	218,333	311.90%
FEDERAL	70,000	70,000	13,057	18.65%
INSTITUTIONAL	100,000	100,000	58,661	58.66%
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>\$ 12,290,051</u>	 87.54%
 EXPENDITURES BY FUNCTION:				
INSTRUCTIONAL	\$ 4,208,330	\$ 4,328,330	\$ 2,196,113	50.74%
INSTRUCTIONAL - RESOURCES	5,000	5,000	3,596	71.92%
STUDENT SERVICES	36,670	36,670	18,957	51.70%
GENERAL INSTITUTIONAL	2,483,000	2,483,000	1,112,533	44.81%
PHYSICAL PLANT	5,500,000	7,180,000	4,975,345	69.29%
PUBLIC SERVICE	<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>\$ 8,306,545</u>	 59.16%

01/08/16

**GATEWAY TECHNICAL COLLEGE
2015-16 SUMMARY OF REVENUE & EXPENDITURES AS OF 12/31/15**

<u>DEBT SERVICE FUND</u>	2015-16 APPROVED BUDGET	2015-16 WORKING BUDGET	2015-16 ACTUAL TO DATE	PERCENT INCURRED
REVENUE:				
LOCAL GOVERNMENT	\$ 10,316,000	\$ 10,316,000	\$ -	0.00%
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>\$ 599,419</u>	5.67%
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%

01/08/16

**GATEWAY TECHNICAL COLLEGE
2015-16 SUMMARY OF REVENUE & EXPENDITURES AS OF 12/31/15**

<u>ENTERPRISE FUND</u>	2015-16 APPROVED BUDGET	2015-16 WORKING BUDGET	2015-16 ACTUAL TO DATE	PERCENT INCURRED
REVENUE:				
LOCAL GOVERNMENT	\$ 45,000	\$ 45,000	\$ -	0.00%
OTHER STUDENT FEES	300,000	300,000	108,222	36.07%
INSTITUTIONAL	355,000	355,000	219,546	61.84%
FEDERAL	-	-	-	
TOTAL REVENUE & OTHER RESOURCES	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ 327,768</u>	46.82%
EXPENDITURES BY FUNCTION:				
AUXILIARY SERVICES	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ 221,264</u>	31.61%
TOTAL EXPENDITURES	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ 221,264</u>	31.61%

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 November 30, 2015

Cash Balance October 31, 2015 \$ 28,962,688.64

PLUS:

Cash Receipts 6,329,106.26

\$ 35,291,794.90

LESS:

Disbursement:

Payroll 3,875,639.80

Accounts Payable 6,847,173.97 10,722,813.77

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

DISPOSITION OF FUNDS

Cash in Bank 1,717,887.83

Cash In Transit 45,614.36

Investments 22,800,853.94

Cash-on-hand 4,625.00

TOTAL: November 30, 2015 **\$ 24,568,981.13**

GATEWAY TECHNICAL COLLEGE
MONTHLY INVESTMENT REPORT

MOINVEST-10-11
01/07/16

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			-			
January-15			-			
FEBRUARY			-			
MARCH			-			
APRIL			-			
MAY			-			
JUNE			-			

INVESTMENT SCHEDULE

November 30, 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	\$ 8,155,561	0.14	OPEN
WELLS FARGO	Various	Open	<u>\$ 14,645,293</u>	0.15	OPEN
		TOTAL	<u>\$ 22,800,854</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
Promotion(s)
Reclassification(s)
Retirement(s)
Resignation(s)**

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

Staff Liaison: William Whyte

PERSONNEL REPORT

JANUARY 2016

EMPLOYMENT APPROVALS: NEW HIRE(S)

Kimberly M. Brown, Admissions Associate, Student Success; Elkhorn; Annual Salary: \$40,913.60; effective January 11, 2016

Phillip Cole, Cleaner, Building Services; Kenosha; Annual Salary: \$28,017.60; effective January 11, 2016

Matthew B. Johnson, Instructor Mathematics, General Studies; Racine; Annual Salary: \$60,000.00; effective January 4, 2016

David Kasulke, Instructor Emergency Medical Services (EMS), Service Occupations; Burlington; Annual Salary: \$35,000.00 (50% position); effective January 4, 2016

Kelly Kniprath, Instructor Nursing, Health Occupations; Kenosha; Annual Salary: \$72,000.00; effective January 4, 2016

Kashawnda Lee, Contact Center Associate, Student Success; Kenosha; Annual Salary: \$38,646.40; effective December 21, 2015

James A. Moore, Cleaner, Building Services; Kenosha; Annual Salary: \$28,017.60; effective January 11, 2016

Rachael Van Pelt, Registrar's Office Associate, Student Success; Racine; Annual Salary: \$40,913.60; effective December 14, 2015

PROMOTION(S)

Manoj Babu, Dean Manufacturing, Engineering & Transportation (MET), Academic Affairs; iMET (Racine); Annual Salary: \$95,000.00; previously - Associate Dean Business; effective January 11, 2016

James Berrier, Custodian (2nd Shift); Building Services; Elkhorn; Annual Salary: \$38,584.00; previously – Cleaner; effective December 14, 2015

RECLASSIFICATION(S)

Amy Anderson, Grants Administrator, Research, Planning & Development; Kenosha; Annual Salary: \$57,049.00; previously - Grants Specialist; effective January 11, 2016

Jehan Ghuari, Grants Administrator, Research, Planning & Development; Kenosha; Annual Salary: \$60,000; previously – Grants Specialist; effective January 11, 2016

RETIREMENT(S)

Stephen Broad, Custodian, Building Services; Burlington; effective January 25, 2016

David V. Dominguese, Lead Custodian/Mechanic, Building Services; Racine; effective February 26, 2016

Lisa Kober, Divisional Associate, Business & Workforce Solutions (BWS); Racine; effective January 5, 2016

RESIGNATION(S)

Theresa A. Simpson, Administrative Assistant, Human Resources; Kenosha; effective January 4, 2016

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 January 12, 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	R Bradley Haag	Julie Capelli	sent 8/31	6/15-7/30/15	Nursing Assistant	543-300-1tba 543-300-1rbb	J Capelli	13,660.77	2/13
2016-0003	Badger High School	K 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	K 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	R Bradley Haag	Julie Capelli	sent 8/31	8/4-8/5/15	Blood Pressure Cert	510-407-1tba 510-407-1rbb	J Hart	1,176.76	5/26/15
2016-0006	Johnson Wax TOPS	R 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	9/8-12/1/15	Nursing Assistant	543-300-2bb1	Jo Hart	1,346.13	3/17
2016-0008	Waterford High School Waterford	R Keith Brandstetter	Jo Hart	sent 12/14	9/8-12/1/15	Nursing Assistant	543-300-2bb2	J Hart	2,243.55	3/14/16
2016-0009	Badger High School Lake Geneva	W 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	K 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	W 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	K 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	R 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	R 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	R 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	K 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	R Marsha Nelson	Julie Capelli	cancelled	11/2-1/19/16	Nursing Assistant	543-300-2z1c	J Capelli	-	
2016-0019	KUSD/Indian Trail Academy Kenosha	K Marsha Nelson	Julie Capelli	I	11/2-1/18/16	Nursing Assistant	543-300-2z1d	J Capelli	7,465.89	
2016-0020	Brunk Lake Geneva	W Mike Black	Liz Oplatka	I	07/01/15-12/31/15	DISC Technical Assistance	196-828-1M1X 900-019-1M1K	L. Oplatka	63,161.00	
2016-0024	Brunk Lake Geneva	W 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										

Contract Number	Company	Company Contact Person	Gateway Contact Person	Status	Dates	Course Name	Course Number	Instructor	Est. Cost	CFS date
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	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		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	Exoel	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. Pagliarioni	620.00	
2016-0058	Gateway Technical College	Jennifer Charpentier	Rick Lofy		7/13-1/22/16	CNC Intro CNC Mach Op CNC Offsets Gauging Blueprint Rdg LEAN/Six Sigma Mfg Shop Safety Speaking Principles Applied Math	420-342-1ba 420-343-2ba 420-344-1ba 420-345-2ba 421-376-1ba 623-146-1ba 625-125-1ba 801-302-1ba 604-920-4ba		20,599.49	
2016-0059	Foundation Inc.									

Contract Number	Company	Company Contact Person	Gateway Contact Person	Status	Dates	Course Name	Course Number	Instructor	Est. Cost	CFS date
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 Applied Math	420-342-1eba 420-343-2eba 420-344-1eba 420-345-2eba 421-376-1eba 623-146-1eba 625-125-1eba 801-302-1eba 804-370-1eba		26,433.63	
2016-0062	Puratos Chocolate Kenosha	K Paula Schnorr	Kate Walker	sent 9/25	7/7/15-7/9/15	Workplace Diversity	196-490a-1zbx	Thompson Soler	620.00	
2016-0065	Harger Lightning Grayslake IL	O Rita Lee	Kim Sanderson	sent 10/12	8/27/15-9/21/15	Excel Intermediate	103-432c-1zbc, 1zbd	Sanderson	2,715.75	
2016-0067	Rescare Kenosha	K 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
2016-0069	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 152-089-2L1A&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	
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	

Contract Number	Company	Company Contact Person	Gateway Contact Person	Status	Dates	Course Name	Course Number	Instructor	Est. Cost	CFS date
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	
2016-0108	Burlington High School	Mike Raether	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	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	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	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	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	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	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	I	9/8/15-12/16/15	ASL 1	533-126-2ZBN	Mary Mair	6,690.72	

Contract Number	Company	Company Contact Person	Gateway Contact Person	Status	Dates	Course Name	Course Number	Instructor	Est. Cost	CFS date
2016-0116	Elkhorn High School	Chris Trottier	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	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	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	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	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	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	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	I	9/8/15-12/16/15	ASL 3	533-128-2ZBD	Mary Mair	6,690.72	
2016-0126	Badger High School		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-2ZTAB, 602-125T-2ZTA, 001-107T-2ZTA, 605-130T-2ZTB, 605-113T-2ZTAB, 104-109T-2ZTB	High School		
2016-0127	Beloit High School		Jane Finkenbine	I	2015/2016	Auto Svc Fund	602-107T-2ZTD			
2016-0128	Burlington High School		Jane Finkenbine	I	2015/2016	Personal Finan Plan, Marketing Princ, IT Essentials, Business Intro, Computers for Pros, Business Law	114-101T-2ZTD/E/F, 104-101T-2ZTA, 107-193T-2ZTA, 102-137T-2ZTA, 103-143T-2ZTA, 102-160-2ZTA			
2016-0129	Delavan/Darien High School		Jane Finkenbine	I	2015/2016	NO COURSES				
2016-0130	East Troy High School		Jane Finkenbine	I	2015/2016	Computers for Professionals	103-143T-2ZTB			
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-2ZTAB			
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-2ZTAB			
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

January 2, 2016

Contract Number	Company	Company Contact Person	Gateway Contact Person	Status	Dates	Course Name	Course Number	Instructor	Est. Cost	CFS date
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	Hortlick 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-Pros, Keyboarding Apps, 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/Nutrician	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		
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	10/3-10/17/15	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

Contract Number	Company	Company Contact Person	Gateway Contact Person	Status	Dates	Course Name	Course Number	Instructor	Est. Cost	CFS date
2016-0166	Kenall Manufacturing	K 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	K 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	I	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	I	Fall 2015	TA Lab Supervision	900-020-2M1J	S Palmer	4,263.00	10/2
2016-0171	Modine Manufacturing	R 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	K Todd Battle	Kate Walker	I	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	R 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	K 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	
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

Contract Number	Company	Company Contact Person	Gateway Contact Person	Status	Dates	Course Name	Course Number	Instructor	Est. Cost	CFS date
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	Wilmet 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								
2016-0XXX	BRP Sturtevant	R 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 x
Information _____
Discussion _____

ADVISORY COMMITTEE ACTIVITY REPORT

Summary of Item: Approval of:
➤ New Members as of January 1, 2016
➤ 2015-16 Meeting Schedule as of January 1, 2016

Staff Liaison: John Thibodeau

**GATEWAY TECHNICAL COLLEGE
ADVISORY COMMITTEES -- NEW MEMBERS
as of January 1, 2016**

PROGRAM Name	Job Title	Employer	County Represented
-------------------------	------------------	-----------------	---------------------------

No new members for this time period.

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

ADVISORY COMMITTEE	DEAN	FALL 2015	SPRING 2016
Accounting	R. Koukari	Tuesday, September 22, 2015 5:30 pm iMET Center – Room 104	
Administrative Professional Office Assistant	R. Koukari	Tuesday, September 22, 2015 5:30 pm iMET Center – Room 104	
Adult Basic Education	C. Jennings	Tuesday, October 20, 2015 2:00 pm Racine Campus Room R301 (SS Multipurpose)	
Adult High School	C. Jennings	Wednesday, September 16, 2015 & Wednesday, October 21, 2015 2:00 pm iMET Center - Room 401	Wednesday, April 20, 2016 2:00pm iMET Center- Room 104
Aeronautics-Pilot Training	M. Babu	Wednesday, October. 14, 2015 11:00 am Horizon Center - Room 106	
Air Conditioning, Heating, & Refrigeration Technology Facilities Maintenance	M. Babu	Monday, September 21, 2015 5:30 pm Kenosha Campus	
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	
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	
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	
Diesel Equipment Mechanic Diesel Equipment Technology	M. Babu	Wednesday, October 7, 2015 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)	
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	
Fire Medic Firefighter Technician	T. Simmons	Wednesday, October 14, 2015 9:00 a.m. Burlington Center H101	
Graphic Communications	R. Koukari	Wednesday, September 30, 2015 5:30 pm iMET Center – Room 104	
Health Information Technology	M. O'Donnell	Thursday, November 5, 2015 2:00 p.m. Racine Campus	
Health Unit Coordinator	M. O'Donnell	Thursday, November 12, 2015 3:30 p.m. iMET Center	
Horticulture	M. Babu	Monday, September 28, 2015 6:00 pm Kenosha Campus Room H120	
Hotel/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)	
Information Technology - Computer Support Specialist Information Technology - Network Specialist	R. Koukari	Thursday, September 24, 2015 5:30 pm iMET Center - Room 401	

ADVISORY COMMITTEE	DEAN	FALL 2015	SPRING 2016
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	
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	
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)	
Nursing Assistant	D. Skewes	Tuesday, October 27, 2015 3:00 pm, Burlington Center, Room 100	
Nursing Associate Degree	D. Skewes	Thursday October 8, 2015 2:00 pm Kenosha Campus - Room S100A	
Pharmacy Technician	M. O'Donnell	Thursday, October 15, 2015 5:30 pm – Burlington Campus	
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	
Surgical Technology	M. O'Donnell	Monday, October 26, 2015 5:00 pm Kenosha Campus - Rm. S100A	
Veterinary Assistant Veterinary Technician	M. O'Donnell	Monday, October 5, 2015 5:30 pm – Elkhorn Campus	
Welding Welding/Maintenance & Fabrication	M. Babu	Wednesday, September 30, 2015 5:30 pm iMET Center - Room 401	

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. **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*

B. Executive Limitations

1. 3.4 Budget / Forecasting - FY2017 Budget Preparation Update – *J. Nygard*
2. 3.5 Financial Condition – FY2015-2016 Quarterly Financial Update – *B. Thomey*

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.

- 2) Businesses benefit from a well-trained, educated workforce and access to customized business and workforce solutions that support a positive business climate.**

Staff Liaison: Debbie Davidson

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

Top756.docx
01/12/16



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

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

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call _____
Action X
Information _____
Discussion _____

MONITORING REPORT Executive Limitations, Policy 3.5 - Financial Condition

Summary of Item: FY 2015-16 Quarterly Financial Update

Ends Statements and/or

Executive Limitations: Section 3 - Executive Limitations
Policy 3.5 - Financial Condition

Staff Liaison: Bane Thomey

Top681.docx
01/08/16

XI. BOARD MEMBER COMMUNITY REPORTS

XII. NEXT MEETING DATE AND ADJOURN

- A. Regular Meeting - Thursday, February 18, 2016, 8:00 am, Elkhorn Campus, Rooms 112/114
- B. Adjourn