



PRESIDENT'S REPORT

August 15, 2013

GATEWAY AS LEADER

Gateway's Kenosha Campus Library is participating in Kenosha Public Library's Big Read program for the second year in a row. This year the National Endowment for the Arts has selected Great Tales and Poems by Edgar Allen Poe. The Kenosha Campus Library will be a distribution point for the limited supply of free books and Gary Flynn will be holding a book discussion in the Kenosha Room (A107) on October 17th at 5:30pm. The Big Read supports organizations across the country in developing community-wide programs which encourage reading and participation by diverse audiences. For more information about KPL's Big Read and Big Read Events, visit: http://www.neabigread.org/communities/?community_id=2030.

ENROLLMENT

Fall enrollment is currently at a decrease of -13.2%. Additional fall outreach and enrollment initiatives have been implemented and will continue over the next several weeks. Summer enrollment is up 2.5%. Current year enrollment, including the Summer and Fall terms, is down 7.4% compared to the same time last year.

FINANCE AND ADMINISTRATION

Judy Braun, Purchasing Technician, has earned the Certified Professional Public Buyer (CPPB) credential among 240 professionals who successfully completed the CPPB examination held May 6 – 18, 2013. Established in 1964, this prestigious certification is an outstanding honor for individuals employed in the public procurement profession and is an asset to the Gateway Technical College District. To become a certified CPPB, candidates must demonstrate, through an application process that they meet specific requisites established by the Universal Public Procurement Certification Council. To date, 9,325 procurement professional have achieved this accomplished status. Congratulations, Judy!

Moody's Investors Service has assigned an Aaa rating to Gateway Technical College District's \$1.5 million General Obligation Promissory Notes, Series 2013-14B. Moody's has maintained the Aaa rating on the district's outstanding general obligation debt. Post-sale, the district will have \$52.8 million of outstanding general obligation debt. The Aaa rating reflects the district's sizeable tax base locate between the cities of Milwaukee and Chicago; sound financial operations support by health reserves and an average debt burden with rapid principal amortization.

Preparation for year-end closing and the external audit continues with Business Office staff finalizing documentation collection. External auditors from Schenk Business Solutions will be conducting the audit September 9 – 13, 2013.

In cooperation with Marketing staff, several Business Office staff recently participated in Drupal training. Drupal is the software that provides access to the college's intranet and internet websites and allows the authorized staff member to insert, upload, organize and

share documentation within the parameters of the college's intranet site. With anticipated date of August 1, 2013 for the commencement of Gateway's new intranet site, Accounts Payable, Purchasing and other Business Office forms, documentation and information will be accessible to staff.

The cross functional team of Lean Six Sigma participants including Bane Thomey, KC Jackson, Stacy Riley and Jeff Robshaw, were recognized at the Administrative In Service with the Crystal Apple Award for their work on Lean Six Sigma (LSS) initiatives and advancing the college in continuous process improvements. The team met with a focus group regarding the mail intake and delivery process so that a future state recommendation can be developed. Additionally, the LSS team is working on developing a formal process for selecting the next Greenbelt team to further support the LSS initiative throughout the organization.

Bane Thomey accompanied Bryan Albrecht to a meeting with Walworth County executives to discuss Walworth County tax incremental districts. Discussions included the County creating an ordinance to guide the creation and monitoring of TIF districts within Walworth County.

Sue Debe, Gateway Technical College's Risk Manager, represented Gateway Technical College at the college's insurance carrier's (Districts Mutual Insurance) quarterly meeting, July 18, 2013. The July 1, 2013 renewal of the college's insurance policies begins the 10th year of DMI's operations. DMI is recognized as a financially stable, fully capitalized insurance carrier offering a breadth of risk and loss control services to the member WTCS colleges. The DMI "model" continues to be viewed as a unique and specialized approach for meeting the insurance and risk management needs of the college partners. At the July 19th meeting, the 2013-14 renewal policies were reviewed. Effective with this renewal, the Property Policy limit was increased from \$350M to \$400M per occurrence. The annual deductible aggregate for Educators Legal Liability coverage has been eliminated. This line of coverage is now subject to a \$100,000 deductible per occurrence. The DMI service plan for 2013-2014 includes no-cost services to selected WTCS colleges including: Campus Security Assessments, Fire Protection Surveys, and TEGG Inspections. These services are performed on an annual rotating basis.

DMI also announced a new legal triage service available at no-cost to the college. This service will provide a ready-resource for the colleges on legal issues. While this service is not meant to provide claims-defense or replace general counsel for the college, the legal triage service will assist the college in grasping legal concepts or more fully understand legal issues/implications (i.e., review of waiver language in affiliation agreements with clinical sites).

At the annual DMI Campus Security meeting held on July 16, 2013, review of the "Campus SAVE Act" (Campus Sexual Violence Elimination Act) was highlighted. This is one of the most sweeping reforms of federal guidelines affecting how colleges and universities prevent and respond to sexual violence within the past two decades. This

act has been signed into law and is a compliment to Title IX and an update to the Jeanne Clery Act and is part of the reauthorization of the Violence Against Women Act. Besides viewing a webinar that detailed how to address the law's new expanded reporting, prevention and victims' rights standards, college security directors also learned about the new law and practical steps to help with implementing the new provisions:

- a. Collecting sexual assault, domestic violence, dating violence and stalking statistics
- b. Establishing prevention education programs
- c. Disclosing to victims all of their rights and options
- d. Developing conduct proceedings that guarantee rights for both accuser and accused

Bane Thomey and Beverly Hansen met with representatives of the college's bank, Wells Fargo Bank, NA to build partnerships with our new Treasury Management Consultant, discuss options available for short-term borrowing as a prudent business practice, as well as additional services offered by Wells Fargo.

FY 2013-14 budget has been loaded in Colleague so that Budget Officers can review and monitor to ensure actual spending trends are in line with the approved budget. Beverly Hansen and Monica Fulsom held training for the Student Success Center Managers and staff on the updated Credit Card Processing and Security Policy and Payment Card Industry Compliance Procedures.

Bane Thomey, Beverly Hansen and Jennifer Charpentier met with Bryan Grunewald, Manager with the college's auditor, Schenk. Schenk is recommending that Gateway Technical College's Financial Statements reflect the Gateway Foundation as a Component Unit in our financial statements. Justification for such is based on GASB Statement No. 39 which addresses the financial statement presentation in situations where there is a related entity. The end result is that the GTC CAFR (Comprehensive Annual Financial Report) would include information for the Foundation. The audit opinion would be designed to separately address the Foundation, the financial information on the financial statements would be clearly separated and labeled (separate columns for the District and the Foundation), and footnote information would also clearly distinguish between the Foundation and the District.

WORKFORCE AND ECONOMIC DEVELOPMENT DIVISION

Economic Development

Kate Walker conducted 17 GrowthWheel sessions in June and July and currently has 15 active businesses participating in the program from all three counties.

http://brochures.lerntools.com/pdf_view.cfm?id=1538. Therese Fellner used GrowthWheel materials with 6 businesses in Racine County, including non-profit organizations and the Gateway Allied Health Division for Mission and Vision. An August 27, 2013 session is scheduled with the Business and IT Division for Mission and Vision as well.

Gateway is co-leading a statewide collaboration with University of Wisconsin-Extension and the Wisconsin Business Incubation Association to facilitate regional partnerships and strategies for business growth and job creation using GrowthWheel products and services. Partnerships represent Small Business Development Centers, technical colleges, and business incubation facilities and programs.

WEDD worked with the Center for Sustainable Living and MET instructors to prepare and submit proposals to the Meemic Foundation to fund curriculum development in water technology, solar energy, urban farming, and permaculture. Projects deliverables are focused on K-12 outreach and would facilitate school field trips and onsite programming. Notification of awards is anticipated by July 31, 2013.

Fab Lab conducted 4 sessions on Rapid Prototyping with area businesses with partner EigerLab in Rockford, IL. A New video that describes the FabLab can be viewed at: http://www.youtube.com/watch?feature=player_embedded&v=IPF7zDSf-LA.

Gateway Students Gain a Global Perspective, Completing Real World Projects. As a student in Gateway Technical College's Biz Squad, Deborah Kohn worked as a member of a Biz Squad Team on a business plan for Lys Creation, in Oujda, Morocco. The team also developed logo and branding options for the company. This business partnered on multiple projects with the college, Ecole Superieure de Technologie (EST), as a component of the HED Entrepreneurship Project.

In January 2013, EST implemented its first Biz Squad course which included 12 students from cross-functional programs. During the spring 2013 semester, EST and Gateway Biz Squad instructors and students worked collectively on two projects from Wisconsin and two projects from businesses in Oujda, Morocco.

The next regional workforce and economic development partner meeting is scheduled for August 7th at iMET. All partners are collaborating on events for October's Manufacturing Month activities including industry tours, opportunities to engage K-12 teachers and administrators, and highlights of training and education pathways to manufacturing careers.

Workforce Development

Four small business Workforce Advancement Training grants were approved by the State totaling \$74,216. These companies are Protect All - 2nd grant, Palmer Hamilton grant – 1st grant, Knapp Manufacturing 3rd grant and IBEW 127 3rd grant. A focus on supervisory skills, Lean Six Sigma and safety are common themes in these grants with the exception of the IBEW 127 which is specific to the electronics industry.

Gateway is experiencing significant enrollment growth in our Apprenticeship programs. Due to the efforts of Donna Mews, Nicci Pagan and Sandra Briezman enrollment across 15 program areas increased from 49 total apprentices in Fall 2012, to 55

total in spring 2013. Projections for fall 2013 are 75 enrolled apprentices, indicating an increase of 36 apprentices in a one year period.

On July 11th Gateway's Apprenticeship department in conjunction with the Wisconsin Bureau of Apprenticeship Standards hosted an Industrial Outreach event for local manufacturers to learn more about the industrial trades apprenticeships offered through Gateway. More than forty participants attended this event and many scheduled follow-up meetings to discuss bringing on new apprentices.

The first-ever SC Johnson-funded Youth CNC Bootcamp started on Monday July 15th at the SC Johnson iMET Center. Eleven entering seniors began the program with support of local businesses including Nelson Brothers and Strom, Pioneer Products, American Roller, Poclain Hydraulics, Modine, Bradshaw Medical, Wiscon, Fischer Precise, and R&B Grinding. The United Way supports the camp by funding educational stipends for the students allowing the students to fully concentrate their energy on the rigor of the program rather than have to make a choice between working or their schooling. The youth Bootcamp was created in partnership with Racine County, Gateway Technical College, and the Racine Workforce Development Center.

WEDD's specialized training, funded in part through a donation from SC Johnson, celebrated a completion ceremony on July 23, 2013 for the Certified Nursing Assistant/English Language Learners coursework offered in Burlington. This specialized programming used the I-BEST model in partnership with the Nursing Department and the Developmental Education department. The eight participants of the fully funded program were from Western Racine County and Walworth County.

The Industrial Machine Repair (IMR/IMT) Bootcamp students participated in the 21-Century Preparatory tour. Under the direction of their instructor, Dan Neuman, the students helped design and operate interactive manufacturing and robotics stations for student participation. These efforts were directly tied to their course learning objectives. On July 16th the 21st Century Preparatory Academy visited the iMET Center and learned about careers in manufacturing and engineering. The morning included hands-on activities in a number of instructional areas including freshwater, biomedical, mechanical design, robotics, machining, FabLab and more. Students raced against a robot to stack washers, ran Round-to-it's on the CNC machines, assembled cardboard 3D dinosaur puzzles in the FabLab, and learned about heart rate monitoring in the biomedical labs. They even made a stop at the high school CNC Boot Camp to see what opportunities lay ahead for each of them.

The Fab Lab has had a busy summer, including a number of youth tours, including a visit from Gateway instructor, Meg Hunter's, robotics team from East Troy who designed some logos and learned, through their new CAD skills, they can create new parts for their robot competition. The first Fab Lab youth summer camp was held the week of June 17th. Called Camp Pioneer; Space Engineer students identified a planet, created shelter, food and water sources, and more using the tools in the FabLab. Gateway hosted the annual NC3 Train-the-Trainer (TTT) conference during the week of July 15th. This was the sixth year Gateway hosted the event and it has continued to

grow. Over 80 instructors from across the US participated in various industry driven certification courses to grow their own technical skills and refine their teaching techniques. Attending the NC3 TTT event is also a step towards getting their schools and programs certified and then eligible to deliver these certifications to their local students and workforce. In addition to the traditional Snap-on based certifications which include Automotive Diagnostics, Wheel Service, Torque, Multimeter, and Asset Management/FOD Prevention, NC3 also launched two new certifications with its partners from Trane, Inc. and Baco tools (division of Snap-on). Trane's first certification was Intro to Building Automated Systems. It focused on the application and troubleshooting of specific software and corresponding hardware to efficiently control indoor climates. Baco Tools introduced two certifications in the area of horticulture pertaining to specialized use and maintenance of their Secateurs and Loppers. The Automotive Diagnostics class, which was the starting point for the certification program, continued to have the largest enrollment and required a second week to be opened. There were 18 instructors registered for the first week (July 15-19) and another 12 for the second week. This was the first time demand for the training has exceeded the capacity of the first week to the point where a second week was able to be scheduled. The growth has been amazing.

In conjunction with the launching of Trane's first NC3 certification there was also a celebration commemorating Trane's 100th birthday and the official ribbon cutting of the Trane sponsored HVAC Energy Labs located on the main campus. The combination of start of the art equipment and industry driven curriculum and certifications will provide Gateway students a great educational experience which leads to jobs that are in demand. There was also a conference of NC3 leadership from across the US on Thursday July 18th. This included over 30 presidents, vice presidents, chancellors, deans, and directors from some of the leading NC3 partner businesses, schools, and organizations. Thursday evening concluded with a dinner and presentation at Snap-on World headquarters where CEO Nick Pinchuk addressed the group of administrators, managers, and instructors on the importance of technical education.

Gateway hosted two information sessions, in conjunction with DeltaHawk and the start of a diesel aviation certificate program funded through the Wisconsin Covenant Foundation. Attendees learned about DeltaHawk, the Gateway courses which will be offered this Fall at the Horizon Center, and the process for assessment and registration for this unique program.

WEDD Instructor Randy Reusser attended the Consortium for Education in Renewable Energy Technology (CERET) and Solar Energy International (SEI) "Renewable Energy Train the Trainer Solar Electric Academy" in Paonia, CO from July 14-19, 2013. The training was five days of hands-on installation practice with photovoltaic (solar electric) systems at SEI's world-class PV Lab training facility in Paonia. Participants installed, inspected, and commissioned multiple types of grid-direct PV systems. The academy focused on safe installation and commissioning procedures, and techniques for teaching PV in the classroom. This was done in partnership with Madison Area Technical College under an NSF grant at no cost to Gateway Technical College.

The WEDD monthly e-newsletter can be viewed at: <http://eepurl.com/CdJTb>

ACADEMIC AND CAMPUS AFFAIRS

Academic Operations

During the summer months, the Associate Dean of Academic Operations' office has been co-facilitating a subcommittee to implement the new adjunct pay rates into Colleague. The online LOE process should be ready by mid-August. The Adjunct In-Service will be held on August 24 and invitations have been sent to the instructors. The summer and fall textbook orders and materials continue to be updated. The Evening Academic Aides helped during Continuing Student Registration Days on July 23-25. The District Room Scheduler has also assisted with the room assignments for the upcoming Open Houses, Adjunct In-Service, and Professional Days/New Faculty Institute, as well as fall courses.

Business and Information Technology

The Business and Information Technology Division were recently awarded "Candidacy" status from the Accreditation Council for Business Schools and Programs (ACBSP). See these two links for additional information: <http://www.acbsp.org/p/cm/ld/fid=14> and https://mail.google.com/mail/u/0/?ui=2&ik=769399dd67&view=att&th=14030479a6e2f44c&attid=0.1&disp=safe&realattid=f_hjra9qya0&zw.

IT-Mobile Applications: We were able to successfully offer Mobile App Development Windows class over the summer. The class finished before the grant deadline and all grades have been turned in on WebAdvisor. With this, we are able to complete the cycle on all three mobile app development platforms. We offered Android development in Fall, Apple iOS development in spring, and Windows Mobile app development in Summer. Thank you for your continuous support and leadership. This could not have done without your support and help!

Supervisory Management program: A new certificate in Healthcare Leadership and Management will soon be offered. The first class of the Certified Service Specialist will sit for their certification exams in two weeks. The Human Resource Management course will be taught with a new Cengage product called MindTap starting in the Fall. It is an electronic text with an interactive and customized learning system that will significantly maximize our use of Blackboard LMS. New course scheduling will include a two-year rotation that will be shared with students and advisers to simplify registration and degree planning. A new marketing campaign for the business programs includes virtual advising, brochures and banners, meetings with employers, and email/postcard blasts.

Health Careers

Welcome Megan Zingelman, PT, who will be joining our PTA faculty this fall as the Academic Coordinator of Clinical Education (ACCE). Megan has served as adjunct faculty and lab assistant for the PTA program in the past few years.

Morgan Kaiser was hired as a new HTLC assistant for the Kenosha lab. A staff meeting for all HTLC personnel is scheduled for August 12 at iMET.

Dean Mike O'Donnell participated on an on-site review team for a PTA program at Flathead Valley Community College July 14-18 in Kalispell, MT. He will also participate in a 5K Run/Walk LAPS FOR LITERACY on August 3 which benefits the Kenosha Literacy Council.

Service Division

On May 24, Gateway Technical College's Salon, 'View on 5' brought their cosmetology skills to Shepherd's College. Shepherd's College in Union Grove provides general education and training in job and life skills for intellectually disabled adults. Their 2013 class received hair, make-up and nail services for their graduation photos. View on 5 cosmetology students enjoyed the challenges of providing these graduates with "on site" professional services. The opportunity was a complete success for all involved and will continue yearly. Both colleges are collaborating so future Shepherd College students may visit Gateway's salon and practice their skills. It will be an educational experience for all, as the Shepherd's College students will handle their finances and learn personal hygiene and the Cosmetology students will practice their skills and will encourage the importance of personal hygiene. During the visit to Shepherd's College, the cosmetology students and staff learned that there are volunteer cosmetologists and barbers who regularly donate their services to Shepherd's students and that their small salon area had very outdated and worn salon equipment. The cosmetology staff and the Gateway Glamour Squad are pleased to announce that they will be donating a new salon/barber chair, mirror and possible work station for the volunteers to use. All of the cosmetologists involved encourage the opportunity to provide salon services to Shepherd's successful, appreciative future graduates!

ELKHORN CAMPUS

Welcome back New Student Specialist Brienne Nocek (Loy) who was off on medical leave for several months.

Congratulations to Ann Witte who was recently named as the new Student Services Center Manager for Elkhorn. Ann's former position of Student Support Counselor for Elkhorn/Burlington will be posted shortly.

Dean of Campus Affairs Mike O'Donnell attended the Executive Committee of the Board of Directors Elkhorn Chamber of Commerce on July 23. He donated blood at the Alternative High School on July 24th. Mike helped interview applicants for the coordinator role for Walworth County Literacy Council and will attend the board meeting on August 2 to select a finalist. He will also lead a team parking cars at the Walworth County Fairgrounds Antique Flea Market on August 11 as part of his Chamber of Commerce board member duties.

RACINE CAMPUS

The Learning Success Center at the Racine Campus is now serving students. The grand opening will be during Open House on August 8. Everyone is invited. We send a special "Thank You" to the Board for their vision in seeing this project as an important link in student success.

The following events were hosted by the Racine Campus Conference Center during June and July 2013:

June 4 & 5	Modine Manufacturing Worldwide Training
June 7	CC & N Presentation to RAMAC
June 11	CLTS State-wide Functional Screen Training
June 18	RUSD Guiding Coalition
June 19	Racine County Workforce Development Staff Training
June 22	Racine Fire Department Recruitment Testing
June 25	August In-Service Planning Committee
June 28	Learning Success Team Meeting
July 9	August In-Service Planning Committee
July 17	RUSD Guiding Coalition
July 23	Racine Campus Registration Days
July 30	HALO Luncheon Meeting

INSTITUTIONAL EFFECTIVENESS

Customer service has been the major focus of Employee Learning activities this summer. In July, another 17 new employees completed our *Service: A Degree Above* workshop, and an additional section was added for the faculty in-service week in August. We also scheduled two more sections of *Respect, Service, and Safety at Work*, which trains staff to de-escalate encounters with angry or upset customers, and a section of *Verbal Defense and Influence for Educators* during the in-service week.

We are also preparing to launch our first year of New Faculty Institute for ten new hires this fall. This is a redesign of our old faculty mentoring program with many more orientation activities to ensure our instructors' success in their first year.

STUDENT SUCCESS

College Connection

June and July have been busy both in preparing for the upcoming school year as well as serving our potential new students and community partners.

On June 28, College Connection hosted 120 Milwaukee students to participate in what we called the Amazing Race. Students were given a map of the Kenosha campus to find the target locations of where our 12 Gateway staff/faculty volunteers were stationed. Each student was given a list of clues to help them find the target areas and a passport to place the stickers they received for finding a volunteer. The first team to

get seven stickers, including two key points of what they learned, received a king size candy bar.

On July 17 and 24, College Connection hosted approximately 90 students from the Indian Trail Academy Medical Science Camp on the Kenosha campus. Students toured and received information from the Health Labs, Urban Farming, and Sustainable Living.

The College Connection department successfully completed their first semester of Youth Options! Out of just over 300 applications from our tri-county area, the College Connection department (with the help of many other departments and staff thankfully) was able to register 154 students for the 2013 fall semester.

To prepare for our College Connection schools for the 2013-2014 school year, we have been compiling newly printed materials to share with our students, making new PowerPoint presentations, and researching the latest labor statistics and career trends to be able to give accurate information to our students. We have also been planning on-campus events to bring our College Connection students over for experiences with our faculty, staff, and students. In addition to that, we have been hosting both one-on-one and group tours for our new and potential students and their families as well as community partners. College Connection hosted a visit for some of the staff at Great Lakes Financial Services who wanted more information on what Gateway has to offer. Coaches have met with students from their group of high schools, specifically with the seniors, to help them through the admissions process for Gateway. Coaches have participated in Professional Development opportunities this summer committing to always gain more knowledge and education to further align with the Vision 3-2-1 model.

COMMUNITY AND GOVERNMENT RELATIONS

We continue to work on creating the Gateway Experience for the Learning Success Center, Cosmetology and the Breakwater dining room.

The Energy Labs ribbon cutting took place on July 18th. Even with the heat there was a great turn out of partners, community members, staff and students. The event also included the 100th anniversary for Trane along with tours of the new labs. Also during this week, NC3 hosted a variety of training programs on the Kenosha campus and at the Horizon Center. Prior to the ribbon cutting, an energy roundtable was held that consisted of individuals involved in the energy field discussing career opportunities and training needs.

In partnership with the Boys and Girls Club and Snap-on, two STEM camps were held at the beginning of August. These camps focused on the sun and solar energy. Activities included a visit to the Center for Sustainable Living, the making of solar pizza ovens, baking cookies in a solar oven and the building of race cars. The week concluded with races of the cars. The kids that attended the camps were excited and enthusiastic with the possibility of solar energy for themselves, their families and the Boys and Girls Club.

An important part of the Foundation is Board recruitment and development to ensure that all counties are represented. We have been able to recruit Chris Clapper, Executive Director of the Elkhorn Chamber of Commerce & Tourism Center, to serve on the Board Nominating & Development Committee.

The Foundation has raised \$8,848 as of July 31.

The Foundation staff has been out in the community attending events in Racine County and the ribbon cutting for the Energy Labs at Gateway.

The marketing department has focused its efforts in supporting the following:

1. Open houses at three campuses the first week of August with advertising, promotional items, program brochures, passports, photo booth, signage, website and more.
2. Semester push advertising and promotions.
3. Roll out of the Red Hawk mascot: costume design, web page, "cartoon" version of mascot, promotional items, event inclusion planning.
4. Pre-semester requests from administrators and faculty.
5. Final push to launch the intranet site in August regarding training, uploading, final technical tweaks.
6. Support the Energy Systems Training Labs opening including invites, programs, video, photography, promotional product, media relations.
7. Graphics/signage planning for Racine LSC

HUMAN RESOURCES & FACILITIES

Jacqueline Morris reports:

- STAFFING:
 - We have filled 27 positions since January 1, 2013.
 - We currently have 18 unfilled positions:
 - Administrative (2)
 - Faculty (3)
 - Non-Faculty Professional (2)
 - Technical (7)
 - Clerical (4)
- CERTIFICATION:
 - Mary Halberstadt attended the Faculty Quality Assurance System meeting in Madison on June 27, 2013.
- OTHER:
 - I attended WTCS EEO/AA Officers Meeting on August 1, 2013
 - I also attended WTCS EEO/AA Officers In-Service with Diversity Services Coordinators on August 2, 2013.

John Frost reports:

- UNION RELATIONS:
 - GTEA – 6 active discussions

- GESP – 4 active discussions
- AFSCME – 1 active discussion
- Employee Issues:
 - 3 Resignation / Terminations
 - 2 Records of Consultation – preparation and delivery
 - 1 non-renewal converted to a resignation
 - Investigations – 10 employee issues
 - 4 Review and Opinion
- Collective Bargaining Agreements settled with all 3 unions for 2013/2014
- HUMAN RESOURCES:
 - Exit Interviews – 2 in-person Interviews, 8 written reviews processed
 - HR on Campus Program:
 - Week of 07/22/13 – Elkhorn, Burlington, & Racine Campuses
 - Next Round – In Planning Stage for September
- PAYROLL:
 - Web Time Entry Software – still beta testing. Also reviewing outside provided options.
 - Push for Electronic Signatures continues. Process is in the hands of the IS Department.
 - CWS withholding Issue – Identified 6/18/13. Resolution in process 6/25/13. Excellent job by Alan Jelinek resulting in resolution of this problem!
 - Independent Contractor vs. Employee issues identified 8/1/13. Resolutions are in process. Presentation of ‘How to determine the Difference’ is being prepared for all management team members.
- TRANSITION:
 - The next Leadership Training is scheduled for August 22, 2013.
 - Handbook reviews and updating.

Bill Whyte reports:

- The three-year (2013-2014, 2014-2015, and 2015-2016) Facility Planning Guide was approved by the Board and submitted to the WTCS State Office before the August 1st deadline.
- Faculty and administrator employment contracts were sent and all increases were completed for all employees by the beginning of the fiscal year.
- The new employee evaluation system had a successful launch. It incorporates a number of features that the old system lacked.
- Gateway hosted the summer WTCS Human Resources Directors/VP’s quarterly meeting in Lake Geneva. Debbie Miller did an outstanding job coordinating the event.
- We continue to look at potential sites for a public safety training center. None of the sites so far meet all of our needs. We are working toward having a recommendation by the October Board meeting.
- Planning is well underway for the October all staff Employee Learning Day. I am chairperson of the morning session team.

Debbie Miller reports:

- BENEFITS:

- We have renewed benefit providers: WCA Group Health Trust, Delta Dental, and The Standard for the 2013-2014 Plan year. We also received notice that UNUM has renewed our current rates for the next year.
- I continue to Chair the WTCS College Benefits Committee. Much of our current effort addresses PPACA compliance.
- I continue to participate in the WTCS Benefits Consortium project.
- I continue to review PPACA compliance requirements.
- WELLNESS:
 - We are preparing for 2014 Wellness. Sub-committee leaders have been identified to address the 7 benchmarks and 5 areas of intervention.
- COMPLIANCE:
 - We have received an OCR complaint alleging Title VI discrimination based on national origin. The student alleges a hostile environment by her program instructors. We are currently in mediation in an attempt to resolve the complaint.
 - We are still awaiting response from the Equal Rights Department regarding the terminated employee alleging disability discrimination.
 - I investigated an employee sexual harassment complaint against a co-worker. The investigation resulted in a probable cause conclusion which resulted in disciplinary action.
 - Dennis Sherwood and I continue to conduct training sessions on Workplace Violence and Title IX.
- OTHER:
 - I continue to participate on the CARE Team.
 - I coordinated and attended the WTCS HR Director's summer meeting.
 - I met with our United Heartland Loss Control Representative to discuss slip, trip, and fall prevention.
 - I worked with Student Success management to address an employee performance issue which resulted in the retirement of the employee.
 - The Benefits Team conducted several employee pre-retirement sessions.