

**GATEWAY TECHNICAL COLLEGE DISTRICT BOARD**

**Regular Meeting**

January 18, 2012 - 8 a.m.

Kenosha Campus – Bioscience Center – Room 120

3520 30th Avenue

Kenosha, Wisconsin

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

- II. ROLL CALL

Todd Battle	_____
Ram Bhatia	_____
Gary Olsen	_____
Scott Pierce	_____
Leslie Scherrer	_____
Neville Simpson	_____
Roger Zacharias	_____
Pamela Zenner-Richards	_____

III. APPROVAL OF AGENDA  
Items on the Consent Agenda for discussion

IV. APPROVAL OF MINUTES  
A. December 15, 2011

## GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Regular Meeting

December 15, 2011

The Gateway Technical College District Board met on December 15, 2011 at the Racine campus. The meeting was called to order at 8:00 a.m. by Roger Zacharias, Chairperson.

**Open Meeting Compliance**

M. Gray confirmed the meeting was duly noticed in accordance with state statutes for open meeting compliance.

In attendance were Todd Battle, Ram Bhatia, Gary Olsen, Scott Pierce, Leslie Scherrer, Neville Simpson, Roger Zacharias, and Pamela Zenner-Richards. Suzanne Deans was excused. Also in attendance were Bryan Albrecht, Misty Gray, Kendra Hauch, and 21 citizens/reporters.

**Approval of Agenda**

It was moved by T. Battle, seconded by S. Pierce and carried to approve the agenda.

**Approval of Minutes**

It was moved by P. Zenner-Richards, seconded by L. Scherrer and carried to approve the minutes of the November 17, 2011 meeting.

**Citizen Comments**

There was one citizen comment submitted. Ken Karwowski provided additional information on the Welding Instructor position and expressed his concerns regarding the committee's selection of the position.

**Chairperson's Report****Meeting Evaluation**

There were six meeting evaluation responses for the November 17, 2011 meeting. The responses that were received were positive but would like full participation from the Board.

**Board Goals – Quarter**

The second quarter goal sheet is to be completed and returned by January 5, 2012.

**District Boards Association Update – Paul Gabriel**

Paul Gabriel, Executive Director of the Wisconsin Technical College District Boards Association, reported on the updated version of the bills of interest for technical colleges. He reported on the following bills:

- Bills AB 353 and SB 258 regarding District Board Composition is currently in the Senate committee;
- Act 23 (introduced as AB 7) regarding Voter ID Requirements currently allows technical college students to use their college ID's for voting purposes, as long as the ID meets specific requirements;
- Act 86 (introduced as SB 45 and AB 62) regarding Requirements to be School Nurses - the decision was reversed that a school nurse needs to have a Bachelor's Degree in Nursing;
- Bill SB 335 regarding Vocational High School Diplomas that supersedes Special Session AB 18 and SB 18, expired without passing when the Special Session was officially adjourned on December 13, 2011.

**President's Report**

B. Albrecht provided a report which included: Gateway as Leader, Enrollment, Learning Innovation Division (LID), Workforce and Economic Development (WEDD), Academic and Campus Affairs, Human Resources, Business Office, and Community and Government Relations. Discussion included:

- recognition of Jay Johnson, Communications Instructor; Annmarie Klyzub, Print Shop Lead/Designer; Erik Ogren, Welding Instructor; and Leesa Abbott, Psychology Instructor who are participating in their Gateway Journey;
- Stephanie Sklba reported on the sustainable book club. The club consisted of staff discussing environmental issues to see if it is something that can be offered to the student population. The seven week course addressed driving less, water conservation, energy conservation, and eating well;
- Debbie Davidson reported on the status of the Launch Box, which is a shared working space for start-up businesses or individuals with the Racine County Economic Development Corporation (RCEDC). A Memorandum of Understanding was signed with RCEDC and eight other partners;
- D. Davidson reported that Bootcamp 12 graduation is scheduled for December 16 and Bootcamp 13 will begin January 9;
- Jeff Robshaw reported on the status of the paper print system and campus card system and IT is in the preliminary stages of evaluating vendors and reviewing our practices;
- Dennis Sherwood provided an update on the Concealed Carry course. Gateway's Concealed Carry course is unique in that it offers hands-on training, along with the academic portion. The course will be open to the public beginning January 2012;
- Terry Simmons reported that Gateway is taking the lead on developing a state-wide system for training 911 operators;

### **Water Summit**

Mayor Dickert hosted a water summit at Wingspread in Racine where the conversations led to a discussion of expanding Gateway's certificate program with fresh water. The plan is to integrate it into the water vision for the City of Racine and to do more with our water quality program.

### **Operational Agenda**

#### **Action Agenda**

**Resolution B-2011 G.1 – Approval of the Culinary Arts Expansion Project, Lake Building, Racine Campus**

**Resolution B-2011 G.2 – Request Wisconsin Technical College System Board Approval of the Culinary Arts Expansion Project, Lake Building, Racine Campus**

The additional space and remodeling of the existing space will include expanded classroom space, a retail bakery area, increased cooler and freezer space, a dish room, and refurbished front-line service space. The project will include a complete remodel and refurbishing of the existing 2,577 square foot culinary arts space. It was moved by S. Pierce, seconded by R. Bhatia and carried to approve Resolutions B-2011 G.1 and B-2011 G.2 to approve the culinary arts expansion project, Lake Building, Racine campus and to request approval from the Wisconsin Technical College System Board.

### **Operational Agenda**

#### **Consent Agenda**

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

#### ***Financial Statement and Expenditures over \$2,500***

Approved the financial statement and expenditures as of November 30, 2011.

#### **Cash and Investment Schedules**

Approved the monthly cash reconciliation, investment schedule and investment report.

#### **Personnel Report**

Approved the personnel report of five (5) employment approvals-new hires/transfers/promotions; six (6) retirements; one (1) resignation; one (1) termination; and three (3) employment approvals-casual, non-instructional.

## **Approval of Bids**

### **Bid #1356 – Learning Success Center Renovation Project - Elkhorn Campus**

Approved contract to provide all labor and materials for the project to Riley Construction, Kenosha, WI, for a total contract value of \$613,202 with architectural/engineering fees of \$56,655 for a total of \$669,857.

## **Program Approval**

Approved request to submit the Request for Initial Approval for a new Mobile Applications Development Advanced Technical Certificate to the Wisconsin Technical College System for consideration.

## **Grant Awards**

Approved five grant awards from the Wisconsin Technical College System.

## **Contracts for Instructional Delivery**

Approved the contracts for instructional delivery report for November 2011.

## **Advisory Committee Activity Report**

Approved the advisory committee 2011-12 meeting schedule and new members as of December 1, 2011.

## **Board Policy Monitoring**

Approved the report for Policies 1.1 to 1.4.

## **Policy Governance Monitoring Reports**

### **Ends Statement Monitoring**

#### **Ends Statement #2 - Innovative, Entrepreneurial, and Global Competitiveness - *Gateway provides***

innovative and entrepreneurial programs and services that align with the educational, economic, and tri-county community needs for students' regional and global competitiveness.

Zina Haywood provided a report on Program Advisory Committees and the vital role they play improving the quality of education and training programs that are provided at Gateway. Z. Haywood introduced five advisory committee members who shared their experiences as advisory board members. The guests were: David Andruchuk, Computer Systems Design Associates, Inc – Business & IT Programs; Greg Groom, Badger High School – Engineering Programs; Mary Beth Robers, Aurora Healthcare – Health Program; Kathleen Seeberg, Walworth County Visitors Bureau – Service Programs; Danny Moore, DIC Imaging Products – Engineering Program. Discussion included:

- over 400 business committee members serve on the advisory committees and recommendations from the committees are made once a semester;
- advisory committee members openly share ideas on how programs can better serve the needs of businesses and industries;
- a process in place to gather information from the advisory committees, students, and the program curriculum and district curriculum committees.

Following discussion, it moved by G. Olsen, seconded by R. Bhatia and carried that this report is evidence that the college is making progress on Ends Statement #2.

### **Executive Limitations Monitoring**

#### **Policy 3.1.6 – Strategic Plan – 3.2.1**

Anne Whynott provided information regarding the transition from Vision 2012 to Vision 3.2.1 (Attachment A).

Discussion included:

- a strategic priorities survey was sent out to students, employees, and community members which included advisory committee members and 764 responses were received;
- the top 5 priorities by groups were:
  - ❖ Students – 1. Transfer of credit, 2. Alternative delivery, 3. Graduate job placement, 4. Retention services, 5. Customer service

- ❖ Employees – 1. Alignment with industry needs, 2. Retention services, 3. Customer service, 4. Academic preparedness of students, 5. Transfer of credit
- ❖ Community – 1. Alignment with industry needs, 2. Employer involvement in programs, 3. Short-term skill development training, 4. Graduate job placement, 5. Transfer of credit
- the next steps to Vision 3.2.1 are:
  - ❖ January – the Executive Leadership Committee will determine the 5 to 6 strategic priorities that Gateway will focus on;
  - ❖ February – listening sessions will be conducted by the Executive Leadership Committee;
  - ❖ March – the strategic plan will be written;
  - ❖ July – the strategic plan will be implemented.

Following discussion, it was moved by S. Pierce, seconded by P. Zenner-Richards and carried that this report is evidence that the college is in compliance with Executive Limitation Policy 3.1.6.

### **Strategic Plan Monitoring**

#### **Vision 2012 – Foundation**

Jean Heyduck reported on the Gateway Foundation's FY2011 year-end results and the FY2012 campaign.

Discussion included:

- the Foundation raised a total of \$564,915 for their \$100,000 for 100 Years Campaign for 2011 with \$253,745 going towards scholarships; \$13,097 going towards emergency and inspiration grants; \$240,225 going towards capital/program; and \$57,848 going to general funds;
- more than 120 scholarships were awarded to students for FY2011 and over 130 scholarships were awarded to students for FY2012;
- the goal for the FY2012 campaign is \$150,000 for scholarships and emergency grants;
- as of November 16, 2011, the FY2012 campaign raised \$92,773 for scholarships and emergency grants and \$67,197 has been raised for program/capital and general funds;

Following discussion, it was moved by R. Bhatia, seconded by L. Scherrer and carried to approve the Strategic Plan Monitoring report.

### **Board Member Community Reports**

- R. Bhatia attended the Gateway Foundation Board meeting and the scholarship committee meeting;
- S. Pierce attended a western Kenosha United Way meeting at Central High School;
- T. Battle attended KABA's last Board meeting for the year.

### **Next Meeting Date and Adjourn**

Next Board Meeting – January 19, 2011, 8:00 a.m. – Kenosha Campus

At approximately 10:25 a.m., it was moved by R. Bhatia, seconded by N. Simpson and carried that the meeting adjourn.

Submitted by,

Gary Olsen  
Secretary

## STRATEGIC PRIORITIES SURVEY November 2011

1. What is your connection to Gateway Technical College?

	Number		Percent	
I am a current Gateway student.	332		43.5	
I am a current Gateway employee.	264		34.6	
I am a community member in the Gateway District.	161		21.1	
No response	7		0.9	
<b>Total</b>	<b>764</b>		<b>100.0</b>	

2. From the list below, select up to five priority areas you feel should be included in Gateway's next strategic plan. On behalf of our community we will...

	All Respondents			Students			Employees			Community		
	#	%	Rank	#	%	Rank	#	%	Rank	#	%	Rank
Develop new occupational programs that award a diploma or degree	149	20%	10	73	22%	6/7/8	43	16%	15	32	20%	9
Increase employer involvement in Gateway's programs.	198	26%	6	70	21%	9/10/11	58	22%	8	67	42%	2
Expand alternative program delivery such as online or accelerated classes.	186	24%	7	108	33%	2	38	14%	16	39	24%	7
Provide short-term skill development opportunities such as certificate programs or certification training.	202	26%	4	73	22%	6/7/8	69	26%	6	60	37%	3
Teach entrepreneurship, that is, how to start a business.	103	13%	14/15	44	13%	15	24	9%	22/23	33	20%	8
Increase Gateway's graduation rate.	85	11%	20	42	13%	16	31	12%	19	10	6%	21/22
Improve teaching.	116	15%	12	70	21%	9/10/11	28	11%	20/21	18	11%	18
Create class schedules for cohort groups of students who take all classes together.	88	12%	18	56	17%	12	22	8%	24/25	10	6%	21/22
Provide services to help students stay in school and return for classes in future semesters.	200	26%	5	94	28%	4	79	30%	2	23	14%	11/12

	All Respondents			Students			Employees			Community		
	#	%	Rank	#	%	Rank	#	%	Rank	#	%	Rank
	Improve students' math, writing, and reading skills needed to take college-level classes.	170	22%	9	47	14%	14	77	29%	4	45	28%
Increase the percentage of Gateway graduates who are able to obtain jobs in their chosen profession.	227	30%	3	105	32%	3	63	24%	7	58	36%	4
Increase diversity of student body.	11	14%	29	6	2%	29	4	2%	29	1	1%	29
Provide more social activities and learning opportunities outside the classroom (student life).	78	10%	21	49	15%	13	24	9%	22/23	5	3%	27
Improve customer service.	177	23%	8	77	23%	5	78	30%	3	22	14%	13/14
Increase opportunities for students to transfer Gateway credits to other institutions.	270	35%	1	144	43%	1	70	27%	5	53	33%	5
Improve Gateway's image in the community.	90	12%	17	36	11%	17	44	17%	14	8	5%	24/25/26
Target recruitment efforts to specific groups of potential Gateway students.	41	5%	27	11	3%	27/28	21	8%	26	8	5%	24/25/26
Recruit more high school students.	87	11%	19	15	5%	24	52	20%	10	20	12%	17
Focus on leadership excellence.	58	8%	24	21	6%	21	22	8%	24/25	15	9%	19
Develop processes for making decisions based on data.	74	10%	22	14	4%	25	37	14%	17	21	13%	15/16
Align what we teach and how we teach with the skills required by local industries.	256	34%	2	70	21%	9/10/11	97	37%	1	88	55%	1
Focus on finding innovative ways to solve problems and improve services.	100	13%	16	30	9%	20	48	18%	11	21	13%	15/16
Increase learning opportunities for Gateway employees.	65	9%	23	11	3%	27/28	45	17%	13	8	5%	24/25/26
Increase diversity of staff.	25	3%	28	13	4%	26	7	3%	28	4	2%	28
Focus on developing resources beyond tuition, state aid, and local tax dollars.	136	18%	11	73	22%	6/7/8	36	14%	18	25	16%	10
Focus on responsible stewardship of the environment in programs and college operations.	45	6%	26	19	6%	22	15	6%	27	9	6%	23
Improve technology infrastructure.	113	15%	13	34	10%	18/19	56	21%	9	23	14%	11/12
Focus on prioritizing and maximizing the value of current resources.	103	13%	14/15	34	10%	18/19	47	18%	12	22	14%	13/14
Focus on quality improvement/increasing productivity.	56	7%	25	17	5%	23	28	11%	20/21	11	7%	20



**Summary of Top 5 Priorities by Respondent Group**

All Respondents	Students	Employees	Community
Transfer of credit	Transfer of credit	Alignment with industry needs	Alignment with industry needs
Alignment with industry needs	Alternative delivery	Retention services	Employer involvement in programs
Graduate job placement	Graduate job placement	Customer service	Short-term skill development training
Short-term skill development training	Retention services	Academic preparedness of students	Graduate job placement
Retention services	Customer service	Transfer of credit	Transfer of credit

V. CITIZEN COMMENTS

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

- VI. CHAIRPERSON'S REPORT
  - A. Meeting Evaluation
  - B. Board Goals – 2nd Quarter

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

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

## CHAIRPERSON'S REPORT Meeting Evaluation

Summary: Results of the meeting evaluation survey for the December 15, 2011 meeting will be discussed.

Governance Process: Policy 1.1 – Governance Commitment  
Board Liaison: Neville Simpson

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

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

## CHAIRPERSON'S REPORT Board Goals

Summary:           Second quarter Board goals will be discussed.

Governance Process:           Policy 1.2 – Governing Philosophy  
Board Liaison:                 Roger Zacharias

VII. PRESIDENT'S REPORT

- A. Dr. Martin Luther King, Jr. Celebration
- B. Spring Semester Start-up
- C. Sustainability Plan

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

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

## **PRESIDENT'S REPORT** **Dr. Martin Luther King, Jr. Celebration**

Summary of Item:        Dr. Martin Luther King, Jr. Celebration update will be provided to the Board.

Policy/Ends Statement:        Policy 2.1

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call	_____
Action	_____
Information	_____X_____
Discussion	_____

## **PRESIDENT'S REPORT Spring Semester Start-up**

Summary of Item: Spring semester start-up update will be provided to the Board.

Policy/Ends Statement: Policy 2.1



**GATEWAY TECHNICAL COLLEGE DISTRICT BOARD**

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

**PRESIDENT’S REPORT  
Sustainability Plan**

Summary of Item:           Stephanie Sklba will provide the College’s Sustainability Plan to the Board.

Policy/Ends Statement:       Policy 2.1

VIII. OPERATIONAL AGENDA

A. Action Agenda

1. Resolution

- a. F-2011-2012 C.1 – Authorizing the Issuance of \$2,000,000  
General Obligation Promissory Notes, Series 2011-2012C

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

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

## **RESOLUTION NO. F-2011-2012C.1 RESOLUTION AUTHORIZING THE ISSUANCE OF GENERAL OBLIGATION PROMISSORY NOTES, SERIES F-2011-2012C IN AN AMOUNT NOT TO EXCEED \$2,000,000**

Summary of Item: The Administration is recommending approval to issue General Obligation Promissory Notes, Series F-2011-2012C; in the principal amount of \$2,000,000 for the public purpose of financing building expansion, remodeling and improvement projects and site improvement projects. This borrowing is included in the 2011-12 budget. Upon approval, appropriate legal notices will be published in the official district newspapers.

Attachments: Resolution No. F-2011-2012C.1

Ends Statements and/or

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

Staff Liaison: Mark W. Zlevor

### **ROLL CALL**

Todd Battle \_\_\_\_\_  
Ram Bhatia \_\_\_\_\_  
Gary Olsen \_\_\_\_\_  
R. Scott Pierce \_\_\_\_\_  
Leslie Scherrer \_\_\_\_\_  
Neville Simpson \_\_\_\_\_  
Pamela Zenner-Richards \_\_\_\_\_  
Roger Zacharias \_\_\_\_\_

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Resolution No. F-2011-2012C.1

RESOLUTION AUTHORIZING THE ISSUANCE OF \$2,000,000  
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2011-2012C, OF  
GATEWAY TECHNICAL COLLEGE DISTRICT, WISCONSIN

WHEREAS, Gateway Technical College District, Wisconsin (the “District”) is presently in need of \$950,000 for the public purpose of financing building remodeling and improvement projects and site improvement projects and \$1,050,000 for the public purpose of financing the construction of building additions or enlargements, consisting of the culinary expansion at the Racine campus; and

WHEREAS, the District Board deems it necessary and in the best interest of the District to borrow the monies needed for such purposes through the issuance of general obligation promissory notes pursuant to the provisions of Section 67.12(12), Wis. Stats.;

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$950,000 for the public purpose of financing building remodeling and improvement projects and site improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in the amount of \$1,050,000 for the public purpose of financing the construction of building additions or enlargements, consisting of the culinary expansion at the Racine campus; and be it further

RESOLVED, THAT:

Section 1. Note Authorization. The District shall issue the general obligation promissory notes authorized above in the aggregate principal amount of \$2,000,000 and designated “General Obligation Promissory Notes, Series 2011-2012C” (the “Notes”), the proceeds of which shall be used for the purposes specified above in the amounts authorized for those purposes.

Section 2. Notice to Electors. The District Secretary shall, within ten (10) days hereafter, cause public notice of the adoption of these resolutions to be given to the electors of the District by publishing notices thereof in the Elkhorn Independent, Kenosha News and Journal Times, the official District newspapers published and having general circulation in the District, which newspapers are found and determined to be likely to give notice to the electors, such notices to be in substantially the forms set forth on Exhibits A and B hereto.

Section 3. Official Statement. The District Secretary shall cause an Official Statement to be prepared by Robert W. Baird & Co. Incorporated. The appropriate District officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Adopted this 18th day of January, 2012.

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Roger Zacharias  
Chairperson

Attest:

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Gary Olsen  
Secretary

EXHIBIT A

NOTICE

TO THE ELECTORS OF:

Gateway Technical College  
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on January 18, 2012, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$950,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing building remodeling and improvement projects and site improvement projects.

A copy of said resolution is on file in the District Office, 3520 30th Avenue, Kenosha, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M.

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Sec. 67.12(12)(e)5, Wis. Stats., requesting a referendum thereon at a special election.

Dated January 18, 2012.

BY ORDER OF THE DISTRICT BOARD

District Secretary

EXHIBIT B

NOTICE

TO THE ELECTORS OF:

Gateway Technical College  
District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on January 18, 2012, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$1,050,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing the construction of building additions or enlargements, consisting of the culinary expansion at the Racine campus.

A copy of said resolution is on file in the District Office, 3520 30th Avenue, Kenosha, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M.

Dated January 18, 2012.

BY ORDER OF THE DISTRICT BOARD

District Secretary

## VIII. OPERATIONAL AGENDA

### B. Consent Agenda

#### 1. Finance

- a. Financial Statement and Expenditures over \$2,500
- b. Cash and Investment Schedules

#### 2. Personnel Report

#### 3. Grant Awards

#### 4. Contracts for Instructional Delivery

#### 5. Advisory Committee Activity

#### 6. Board Policy Monitoring



# 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 **12/31/11**

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

**Staff Liaison:** Mark W. Zlevor

01/05/12

**GATEWAY TECHNICAL COLLEGE  
2011-12 SUMMARY OF REVENUE & EXPENDITURES AS OF 12/31/11**

<b><u>COMBINED FUNDS</u></b>	<b>2011-12 APPROVED BUDGET</b>	<b>2011-12 WORKING BUDGET</b>	<b>2011-12 ACTUAL TO DATE</b>	<b>PERCENT INCURRED</b>
<b>REVENUE:</b>				
LOCAL GOVERNMENT	\$ 58,895,000	\$ 58,895,000	\$ 76,368	0.13%
STATE AIDS	7,615,082	7,615,082	5,906,411	77.56%
STATUTORY PROGRAM FEES	17,935,000	17,935,000	16,931,548	94.41%
MATERIAL FEES	950,000	950,000	823,724	86.71%
OTHER STUDENT FEES	2,810,000	2,810,000	2,497,701	88.89%
INSTITUTIONAL	8,987,900	8,987,900	3,326,752	37.01%
FEDERAL	50,369,908	50,369,908	22,716,165	45.10%
OTHER RESOURCES	<u>10,000,000</u>	<u>10,000,000</u>	<u>7,229,250</u>	72.29%
<b>TOTAL REVENUE &amp; OTHER RESOURCES</b>	<b><u>\$ 157,562,890</u></b>	<b><u>\$ 157,562,890</u></b>	<b><u>\$ 59,507,919</u></b>	<b>37.77%</b>
<b>EXPENDITURES BY FUNCTION:</b>				
INSTRUCTIONAL	\$ 64,118,949	\$ 64,118,949	\$ 29,479,047	45.98%
INSTRUCTIONAL RESOURCES	1,356,000	1,356,000	804,452	59.33%
STUDENT SERVICES	62,444,393	62,444,393	29,538,898	47.30%
GENERAL INSTITUTIONAL	9,908,988	9,908,988	5,346,659	53.96%
PHYSICAL PLANT	20,526,000	20,526,000	6,949,618	33.86%
AUXILIARY SERVICES	545,000	545,000	285,965	52.47%
PUBLIC SERVICES	<u>354,560</u>	<u>354,560</u>	<u>175,944</u>	49.62%
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 159,253,890</u></b>	<b><u>\$ 159,253,890</u></b>	<b><u>\$ 72,580,583</u></b>	<b>45.58%</b>
<b>EXPENDITURES BY FUNDS:</b>				
GENERAL	\$79,520,000	\$79,520,000	\$37,574,511	47.25%
SPECIAL REVENUE - OPERATIONAL	7,643,890	7,643,890	2,783,434	36.41%
SPECIAL REVENUE - NON AIDABLE	53,475,000	53,475,000	25,610,805	47.89%
CAPITAL PROJECTS	10,325,000	10,325,000	5,696,004	55.17%
DEBT SERVICE	7,745,000	7,745,000	629,864	8.13%
ENTERPRISE	<u>545,000</u>	<u>545,000</u>	<u>285,965</u>	52.47%
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 159,253,890</u></b>	<b><u>\$ 159,253,890</u></b>	<b><u>\$ 72,580,583</u></b>	<b>45.58%</b>

01/05/12

**GATEWAY TECHNICAL COLLEGE  
2011-12 SUMMARY OF REVENUE & EXPENDITURES AS OF 12/31/11**

<u>GENERAL FUND</u>	<b>2011-12 APPROVED BUDGET</b>	<b>2011-12 WORKING BUDGET</b>	<b>2011-12 ACTUAL TO DATE</b>	<b>PERCENT INCURRED</b>
<b>REVENUE:</b>				
LOCAL GOVERNMENT	\$ 48,830,000	\$ 48,830,000	\$ (9,138)	-0.02%
STATE AIDS	5,100,000	5,100,000	4,541,036	89.04%
STATUTORY PROGRAM FEES	17,935,000	17,935,000	16,931,548	94.41%
MATERIAL FEES	950,000	950,000	823,724	86.71%
OTHER STUDENT FEES	1,735,000	1,735,000	1,424,498	82.10%
INSTITUTIONAL	3,190,000	3,190,000	630,555	19.77%
FEDERAL REVENUE	-	-	5,345	
OTHER RESOURCES				
	<u>\$ 77,740,000</u>	<u>\$ 77,740,000</u>	<u>\$ 24,347,568</u>	31.32%

**EXPENDITURES BY FUNCTION:**

INSTRUCTIONAL	\$ 55,521,000	\$ 55,521,000	\$ 26,013,221	46.85%
INSTRUCTIONAL RESOURCES	1,306,000	1,306,000	693,269	53.08%
STUDENT SERVICES	7,939,000	7,939,000	3,588,726	45.20%
GENERAL INSTITUTIONAL	7,198,000	7,198,000	3,698,457	51.38%
PHYSICAL PLANT	<u>7,556,000</u>	<u>7,556,000</u>	<u>3,580,838</u>	47.39%
	<u>\$ 79,520,000</u>	<u>\$ 79,520,000</u>	<u>\$ 37,574,511</u>	47.25%

01/05/12

**GATEWAY TECHNICAL COLLEGE  
2011-12 SUMMARY OF REVENUE & EXPENDITURES AS OF 12/31/11**

<b><u>SPECIAL REVENUE -OPERATIONAL FUND</u></b>	<b>2011-12 APPROVED BUDGET</b>	<b>2011-12 WORKING BUDGET</b>	<b>2011-12 ACTUAL TO DATE</b>	<b>PERCENT INCURRED</b>
REVENUE:				
LOCAL GOVERNMENT	\$ 2,286,000	\$ 2,286,000	\$ -	0.00%
STATE AIDS	607,582	607,582	74,843	12.32%
INSTITUTIONAL	44,400	44,400	83,762	188.65%
FEDERAL	4,705,908	4,705,908	1,084,751	23.05%
	<u>\$ 7,643,890</u>	<u>\$ 7,643,890</u>	<u>\$ 1,243,356</u>	16.27%
EXPENDITURES BY FUNCTION:				
INSTRUCTIONAL	\$ 5,097,949	\$ 5,097,949	\$ 1,878,826	36.85%
STUDENT SERVICES	1,231,393	1,231,393	514,987	41.82%
GENERAL INSTITUTIONAL	979,988	979,988	214,315	21.87%
PUBLIC SERVICES	334,560	334,560	175,306	52.40%
	<u>\$ 7,643,890</u>	<u>\$ 7,643,890</u>	<u>\$ 2,783,434</u>	36.41%

01/05/12

**GATEWAY TECHNICAL COLLEGE  
2011-12 SUMMARY OF REVENUE & EXPENDITURES AS OF 12/31/11**

<u>SPECIAL REVENUE-NON AIDABLE FUND</u>	<b>2011-12 APPROVED BUDGET</b>	<b>2011-12 WORKING BUDGET</b>	<b>2011-12 ACTUAL TO DATE</b>	<b>PERCENT INCURRED</b>
REVENUE:				
STATE AIDS	\$ 1,887,500	\$ 1,887,500	\$ 1,290,532	68.37%
OTHER STUDENT FEES	875,000	875,000	880,660	100.65%
INSTITUTIONAL	5,053,500	5,053,500	2,283,242	45.18%
FEDERAL	<u>45,659,000</u>	<u>45,659,000</u>	<u>21,626,069</u>	47.36%
	<u>\$ 53,475,000</u>	<u>\$ 53,475,000</u>	<u>\$ 26,080,503</u>	48.77%
EXPENDITURES BY FUNCTION:				
STUDENT SERVICES	\$ 52,974,000	\$ 52,974,000	\$ 25,221,394	47.61%
GENERAL INSTITUTIONAL	<u>501,000</u>	<u>501,000</u>	<u>389,411</u>	77.73%
	<u>\$ 53,475,000</u>	<u>\$ 53,475,000</u>	<u>\$ 25,610,805</u>	47.89%

01/05/12

**GATEWAY TECHNICAL COLLEGE  
2011-12 SUMMARY OF REVENUE & EXPENDITURES AS OF 12/31/11**

<u><b>CAPITAL PROJECTS FUND</b></u>	<b>2011-12 APPROVED BUDGET</b>	<b>2011-12 WORKING BUDGET</b>	<b>2011-12 ACTUAL TO DATE</b>	<b>PERCENT INCURRED</b>
REVENUE:				
STATE AIDS	\$ 20,000	\$ 20,000	\$ -	0.00%
LOCAL GOVERNMENT	\$ -	\$ -	85,506	
INSTITUTIONAL	300,000	300,000	55,855	18.62%
FEDERAL	5,000	5,000	-	0.00%
OTHER RESOURCES	10,000,000	10,000,000	7,229,250	72.29%
	<hr/>	<hr/>	<hr/>	
	<u>\$ 10,325,000</u>	<u>\$ 10,325,000</u>	<u>\$ 7,370,611</u>	71.39%
 EXPENDITURES BY FUNCTION:				
INSTRUCTIONAL	\$ 3,500,000	\$ 3,500,000	\$ 1,587,000	45.34%
INSTRUCTIONAL - RESOURCES	50,000	50,000	111,183	222.37%
STUDENT SERVICES	300,000	300,000	213,791	71.26%
GENERAL INSTITUTIONAL	1,230,000	1,230,000	1,044,476	84.92%
PHYSICAL PLANT	5,225,000	5,225,000	2,738,916	52.42%
PUBLIC SERVICE	20,000	20,000	638	3.19%
	<hr/>	<hr/>	<hr/>	
	<u>\$ 10,325,000</u>	<u>\$ 10,325,000</u>	<u>\$ 5,696,004</u>	55.17%

01/05/12

**GATEWAY TECHNICAL COLLEGE  
2011-12 SUMMARY OF REVENUE & EXPENDITURES AS OF 12/31/11**

<b><u>DEBT SERVICE FUND</u></b>	<b>2011-12 APPROVED BUDGET</b>	<b>2011-12 WORKING BUDGET</b>	<b>2011-12 ACTUAL TO DATE</b>	<b>PERCENT INCURRED</b>
REVENUE:				
LOCAL GOVERNMENT	\$ 7,734,000	\$ 7,734,000	\$ -	0.00%
INSTITUTIONAL	<u>100,000</u>	<u>100,000</u>	<u>45,396</u>	45.40%
	<u>\$ 7,834,000</u>	<u>\$ 7,834,000</u>	<u>\$ 45,396</u>	0.58%
EXPENDITURES BY FUNCTION:				
PHYSICAL PLANT	\$ 7,745,000	\$ 7,745,000	\$ 629,864	8.13%
	<u>\$ 7,745,000</u>	<u>\$ 7,745,000</u>	<u>\$ 629,864</u>	8.13%

01/05/12

**GATEWAY TECHNICAL COLLEGE  
2011-12 SUMMARY OF REVENUE & EXPENDITURES AS OF 12/31/11**

<b><u>ENTERPRISE FUND</u></b>	<b>2011-12 APPROVED BUDGET</b>	<b>2011-12 WORKING BUDGET</b>	<b>2011-12 ACTUAL TO DATE</b>	<b>PERCENT INCURRED</b>
REVENUE:				
LOCAL GOVERNMENT	\$ 45,000	\$ 45,000	\$ -	0.00%
OTHER STUDENT FEES	200,000	200,000	192,543	
INSTITUTIONAL	300,000	300,000	227,942	75.98%
FEDERAL	-	-	-	
	<u>\$ 545,000</u>	<u>\$ 545,000</u>	<u>\$ 420,485</u>	77.15%
EXPENDITURES BY FUNCTION:				
AUXILIARY SERVICES	<u>\$ 545,000</u>	<u>\$ 545,000</u>	<u>\$ 285,965</u>	52.47%
	<u>\$ 545,000</u>	<u>\$ 545,000</u>	<u>\$ 285,965</u>	52.47%



# 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:** Mark W. Zlevor

**GATEWAY TECHNICAL COLLEGE**  
**MONTHLY CASH RECONCILIATION**  
**FOR THE MONTH ENDING NOVEMBER 30, 2011**

<b>Cash Balance October 31, 2011</b>	<b>\$19,981,412.34</b>
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**PLUS:**

Cash Receipts	7,095,445.44
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\$27,076,857.78

**LESS:**

Disbursement:

Payroll	3,795,281.16	
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Accounts Payable	<u>4,421,985.97</u>	<u>8,217,267.13</u>
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<b>Cash Balance November, 30 2011</b>	<b><u>\$18,859,590.65</u></b>
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**DISPOSITION OF FUNDS**

Cash in Bank	\$2,511,831.46
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Cash In Transit	84,373.76
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Investments	16,258,870.43
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Petty Cash	<u>4,515.00</u>
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<b>TOTAL: November 30, 2011</b>	<b><u>\$18,859,590.65</u></b>
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GATEWAY TECHNICAL COLLEGE

MONTHLY INVESTMENT REPORT

JULY 2011 - JUNE 2012

	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-11	\$ 14,143,245	\$ 9,994,812	\$ (4,148,433)	1,567	\$ 1,567	0.17
AUGUST	9,994,812	23,051,413	13,056,601	1,601	3,168	0.14
SEPTEMBER	23,051,413	21,454,092	(1,597,321)	2,679	5,847	0.14
OCTOBER	21,454,092	19,656,946	(1,797,146)	2,853	8,700	0.15
NOVEMBER	21,454,092	16,258,870	(5,195,222)	1,925	10,625	0.15
DECEMBER	-	-	-	-	-	-
January-12	-	-	-	-	-	-
FEBRUARY	-	-	-	-	-	-
MARCH	-	-	-	-	-	-
APRIL	-	-	-	-	-	-
MAY	-	-	-	-	-	-
JUNE	-	-	-	-	-	-

## INVESTMENT SCHEDULE

November 30, 2011

<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	\$ 6,296,151	0.14	OPEN
WELLS FARGO	Various	Open	<u>\$ 9,962,719</u>	0.15	OPEN
		TOTAL	<u>\$ 16,258,870</u>		

**GATEWAY TECHNICAL COLLEGE DISTRICT BOARD**

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

**PERSONNEL REPORT**

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

**Employment Approvals: New Hires**  
**Employment Approvals: Transfers**  
**Leave of Absence**  
**Employment Approvals: Casual, Non-Instructional**

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

**Staff Liaison: William Whyte**

01/19/12

**PERSONNEL REPORT  
JANUARY 2012**

**EMPLOYMENT APPROVALS: NEW HIRE**

Brian Field, Custodian/Mechanic, Building Services; Elkhorn/Burlington; GESP; Labor Grade C/M, Step S, \$22.10

Lori Goodwin, CPR/First Aid EMS Assistant, Service Occupations; Burlington; GESP; Labor Grade 11, Step S, \$22.07, effective December 19, 2011

Vincent Lieu, High School Relations Assistant, Student Development; Racine; GTEA; Column I, Step 6, \$61,788.00; effective January 2, 2012

**EMPLOYMENT APPROVALS: TRANSFERS**

Jeffrey Zellmer, from Computer & Multimedia Technician to Distance Learning Support Technician, Distance Learning; Kenosha; GESP; Labor Grade 12, Step 1 \$24.57; effective January 2, 2012

**LEAVE OF ABSENCE (UNPAID)**

Guadalupe Badillo, Paraprofessional III, Developmental Education; Racine; GESP; effective January 20, 2012

**Employment Approvals: Casuals, Non-Instructional**

<b>Name</b>	<b>Assignment</b>	<b>Supervisor</b>
Dawley, Corey	Nodal Lab Assistant	Frazier, B.
Thompson, Brynn	Federal Work Study	Frost, J.
Diaz, Christina	Federal Work Study	Riutta, J.

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

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

## GRANT AWARDS

Summary of Item: The college has been informed of four new Workforce Advancement Training grant awards from the Wisconsin Technical College System.

Attachments: Grant Awards – January 2012

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

Staff Liaison: Anne Whynott

## JANUARY 2012 GRANT AWARDS

Project Number	Title	Activities	Time Frame	Number Served	Funding Source	Project Costs	Federal/State		Match Funds
							Other Fund	Fund	
139	USG Interiors	Provide training to upgrade the skills of employees to increase efficiency and quality.	07/01/11 to 06/30/12	16	WTCS/ WATG	\$ 18,510	\$18,510	100%	0
168	Edstrom Industries	Provide training to employees for efficient management of workloads, meeting deadlines and lean operations.	07/01/11 to 06/30/12	95	WTCS/ WATG	\$ 32,092	\$32,092	100%	0
175	Ocean Spray Cranberries	Provide training to upgrade the skills of employees in efficiency and safety on the advanced automated machines, controls and processes.	07/01/11 to 06/30/12	30	WTCS/ WATG	\$ 27,266	\$27,266	100%	0
140	Synerject, LLC	Provide employees the skills needed to recognize and apply problem-solving skills.	07/01/11 to 06/30/12	10	WTCS/ WATG	\$ 8,970	\$8,970	100%	0

KEY:

WTCS/WATG:

Workforce Advancement Training Grants through Wisconsin Technical College System.  
 \*Workforce Advancement Training Grant through Wisconsin Technical College System reduced fundable amount from \$15,427 to \$8,970. Originally approved October 2011.



# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call	_____
Action	_____X_____
Information	_____
Discussion	_____

## CONTRACTS FOR INSTRUCTIONAL DELIVERY

Summary of Items:

**1. 38.14 Contract reports for December 2011 over \$500**  
lists all contracts for service of \$500 or greater completed or in progress for the time period of December 2011.

**2. 38.14 Contract reports for December 2011 under \$500 -**  
lists all contracts for service less than \$500 completed or in progress for the time period of December 2011.

Ends Statements and/or Executive Limitations:

Policy 4.4 College Strategic Directions/Ends Statements #1 and #3

Staff Liaison:

Zina Haywood

**38.14 CONTRACT REPORT  
FOR THE PERIOD OF DECEMBER 2011**

Gateway Technical College  
Contracts Over \$500.00

Contract Number	Company & City	Type of Recipient	Services	Type of Service	Dates	Estimated Cost of Service	Course Number	Number Served
2012-0043	Williams Bay High School Williams Bay	11	ASL II	CT	9/7/11- 12/20/11	736.86	533-127-2xcd	3
2012-0167	Johnson Wax Racine	41	Robotics	CT	9/27/11- 9/30/11	1,680.00	620-408-2sba	6
2012-0175	Johnson Wax Racine	41	Robotics	CT	10/11/11- 10/25/11	1,680.00	620-408-2sbb	5
2012-0186	Johnson Wax Racine	41	Robotics	CT	10/28/11- 11/04/11	1,680.00	620-408-2sbc	5
2012-0187	IBEW WATG 184 Kenosha	41	BICSI IN250 Fiber Telecom Fire Stopping	CT	10/19/11- 12/21/11	13,855.00	150-416-2cb1 605-197-2cb1	10
2012-0190	KABA Kenosha	41	Fundamentals of Supv III	CT	11/23/11- 12/16/11	1,764.00	196-460-2zba	12
2012-0191	Elkhorn Area High School Elkhorn	11	Auto Service Fund. Brake Systems	CT	9/6/11- 10/28/11	3,902.02	602-107ta-2zby 602-104ta-2zby	30

**Type of Service Recipient**

- 11=Public Educational Inst./K-12
- 13=Public Educ. Inst./K-12-Stotter
- 15=Multiple Educational Inst.
- 18=Public Educ. Inst./Postsecondary
- 19=Private Educational Institutions
- 21=WI Local Governmental Units
- 22=Indian Tribal Governments
- 23=Economic Development Corp.
- 24=County Board of Supervisors
- 25=Multiple Local Governmental Units
- 31=State of Wisconsin
- 32=WI Dept. of Corrections
- 33=WI Division of Voc. Rehabilitation
- 35=Multiple State Governmental Units
- 41=Business & Industry
- 42=Community Based Organization
- 43=Workplace Education initiative
- 44= WMEP Related Contracts
- 45=Multiple Business &/or Industries
- 47= WAT Grant
- 51=Federal Government
- 55=Multiple Federal Government Units
- 61=Foreign Governments
- 62=States Other Than WI
- 63=Out of State Businesses

**Type of Service**

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

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

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

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

**38.14 CONTRACT REPORT  
FOR THE PERIOD OF DECEMBER 2011**

Gateway Technical College  
Contracts Under \$500.00

Contract Number	Company & City	Type of Recipient	Services	Type of Service	Dates	Estimated Cost of Service	Course Number	Number Served
2012-0040	Big Foot High School Walworth	11	ASL II	CT	9/7/11- 12/20/11	245.62	533-127-2zca	1
2012-0041	Elkhorn High School Elkhorn	11	ASL II	CT	9/7/11- 12/20/11	491.24	533-127-2zcb	2
2012-0174	Habitat for Humanity Kenosha	42	Heartsaver AED	CT	11/9/11	392.00	531-448-2rba	13

**Type of Service Recipient**

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

- C=Customized Instruction
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- 33=WI Division of Voc. Rehabilitation
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- 55=Multiple Federal Government Units
- 61=Foreign Governments
- 62=States Other Than WI
- 63=Out of State Businesses

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

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

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

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

## 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, 2012
- 2011-12 Meeting Schedule as of January 1, 2012

Staff Liaison: John Thibodeau

**GATEWAY TECHNICAL COLLEGE  
ADVISORY COMMITTEES -- NEW MEMBERS  
as of January 1, 2012**

Last Name	First Name	Job Title	Employer
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**COMMUNITY PHARMACY TECHNICIAN**

Evans	Jodie	Certified Pharmacy Technician	Walgreens' Pharmacy
Hoelt	Cliff	Medicaid Supervisor	Brookdale Senior Living

**INTERIOR DESIGN**

Johnson	Christine	Project Manager/Designer	The Cabinetry Shop
McMillan	Dorothy	Interior Designer	Finely Done Inc
Mielke	Patricia	Interior Designer	Johnson Controls

**IT - COMPUTER SUPPORT SPECIALIST; NETWORK SPECIALIST; WEB DEVELOPER/ADMINISTRATOR**

Berndt	Ronald		
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# ADVISORY COMMITTEE 2011-2012 MEETING SCHEDULE

as of January 1, 2012

ADVISORY COMMITTEE	DEAN	Fall 2011	Spring 2012
Accounting	R. Koukari	Thursday, October 13, 2011 Hero Center Burlington 4:30 p.m.	
Administrative Assistant Office Assistant	R. Koukari	Thursday, October 13, 2011 Hero Center Burlington 4:30 p.m.	
Adult Basic Education	R. Mearns		
Adult High School	R. Mearns	Tuesday, October 25, 2011, CATI 2:00 p.m.	Wednesday, January 25, 2012 CATI 2:00 p.m.
Aeronautics-Pilot Training	D. Sherwood		
Air Conditioning, Heating, And Refrigeration Technology	B. Frazier		
Architectural-Structural Engineering Technician Civil Engineering Technology - Fresh Water Resources Civil Engineering Technology – Highway Technology Land Survey Technician	B. Frazier		
Automated Manufacturing Systems Technician	B. Frazier	Wednesday, October 12, 2011 Horizon Center 8:00 a.m.	
Automotive Maintenance Technician Automotive Technology	B. Frazier	Tuesday, October 11, 2011 Horizon Center 5:30 p.m.	Tuesday, March 27, 2012 Horizon Center 5:30 p.m.
Barber/Cosmetologist	T. Simmons		
Building Trades - Carpentry	B. Frazier		
Business Management	R. Koukari	Thursday, October 13, 2011 Hero Center Burlington 4:30 p.m.	
CNC Production Technician	B. Frazier	Thursday, September 29, 2011 Horizon Center 5:00 p.m.	
Community Pharmacy Technician	M. O'Donnell	Tuesday, December 6, 2011 Burlington Campus 5:30 p.m.	
Criminal Justice - Law Enforcement	T. Simmons	Thursday, October 13, 2011 HERO Center 1:00 p.m.	
Criminal Justice – Law Enforcement Academy	T. Simmons	Thursday, October 13, 2011 HERO Center 1:00 p.m.	
Culinary Arts	T. Simmons	Tuesday, October 18, 2011 Racine Campus 3:30 p.m.	

ADVISORY COMMITTEE	DEAN	Fall 2011	Spring 2012
Dental Assistant	J. Pinson	Wednesday, November 16, 2011 Kenosha Campus 5:30 p.m.	
Diesel Equipment Mechanic	B. Frazier	Wednesday, October 5, 2011 Horizon Center 5:30 p.m.	Wednesday, March 7, 2012 Horizon Center 5:30 p.m.
Diesel Equipment Technology	B. Frazier	Wednesday, October 5, 2011 Horizon Center 5:30 p.m.	Wednesday, March 7, 2012 Horizon Center 5:30 p.m.
Early Childhood Education	T. Simmons		
Electrical Engineering Technology	B. Frazier	Wednesday, November 2, 2011 Horizon Center 5:00 p.m.	
Electromechanical Technology	B. Frazier	Wednesday, November 2, 2011 Horizon Center 5:00 p.m.	
Electronics	B. Frazier		
Emergency Medical Technician - Basic Emergency Medical Technician - Intermediate Emergency Medical Technician - Intermediate Tech Paramedic Technician	T. Simmons	Thursday, October 13, 2011 HERO Center 1:00 p.m.	
Facilities Maintenance	B. Frazier	Thursday, September 22, 2011 Horizon Center 5:00 p.m.	
Fire Protection Technician	T. Simmons	Thursday, October 13, 2011 HERO Center 1:00 p.m.	
Graphic Communications	R. Koukari	Thursday, October 20, 2011 Racine Campus 5:30 p.m.	
Health Information Technology	J. Pinson		
Health Unit Coordinator	J. Pinson		
Horticulture	B. Frazier	Monday, October 17, 2011 Horizon Center 6:00 p.m.	
Hotel/Hospitality Management	T. Simmons	Tuesday, October 18, 2011 Racine Campus 3:30 p.m.	Tuesday, April 10, 2012 HERO Center 4:00 p.m.
Human Services Associate	T. Simmons		
Industrial Mechanical Technician	B. Frazier		
Instructional Assistant	T. Simmons		
Interior Design	B. O'Connell		
IT- Computer Support Specialist IT - Network Specialist IT - Programmer/ Analyst IT - Web Developer/Administrator	R. Koukari	Thursday, October 13, 2011 CATI 6:30 p.m.	

ADVISORY COMMITTEE	DEAN	Fall 2011	Spring 2012
Marketing	R. Koukari	Thursday, October 13, 2011 Hero Center Burlington 4:30 p.m.	
Mechanical Design Technology	B. Frazier		
Medical Assistant	J. Pinson	Wednesday, October 12, 2011 Racine Campus 8:00 a.m.	
Medical Transcription	J. Pinson	Wednesday, October 12, 2011 Racine Campus 10:00 a.m.	
Nursing Assistant	D. Skewes	Tuesday, September 27, 2011 Kenosha Campus 3:00 p.m.	
Nursing Associate Degree Practical Nursing	D. Skewes	Thursday, October 20, 2011 Kenosha Campus 9:00 a.m.	
Physical Therapist Assistant	J. Pinson		
Radiography	J. Pinson	Tuesday, September 27, 2011 Burlington Center 4:00 pm	
Small Business Entrepreneurship	R. Koukari	Thursday, October 13, 2011 Hero Center Burlington 4:30 p.m.	
Supervisory Management	R. Koukari	Thursday, October 13, 2011 Hero Center Burlington 4:30 p.m.	
Surgical Technology	J. Pinson		
Technical Communications	R. Koukari	Thursday, October 20, 2011 Racine Campus 5:30 p.m.	
Welding	B. Frazier	Thursday, October 13, 2011 Horizon Center 5:30 p.m.	
Welding/Maintenance & Fabrication	B. Frazier	Thursday, October 13, 2011 Horizon Center 5:30 p.m.	



# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call	_____
Action	_____X_____
Information	_____
Discussion	_____

## BOARD POLICY MONITORING

Summary: According to the Board's policy monitoring schedule, policies 1.6 to 1.12 will be monitored at the January 18, 2012 Board meeting. Monitoring will consist of evidence that the Board is doing what the policy says it should do.

Written results will be provided by the designated Board Liaison.

Board Policy, College Strategic  
Directions and/or Executive  
Limitations: Policy 1.2-Governing Philosophy  
Board Liaison: Scott Pierce

## BOARD POLICY MONITORING

Name of Policy: Governance Process Policy 1.6 Board Officers	Board member responsible: Dr. R. Scott Pierce
<p>Policy Monitoring – Evidence that the Board is doing what the policy says it should do.</p> <p style="text-align: center;"><b>BOARD OFFICERS</b></p> <p>The officers of the Board shall be a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer.</p> <ol style="list-style-type: none"><li>1. The officers shall be elected at the annual organizational meeting of the Board on the second Monday in July.</li><li>2. If a vacancy occurs in any of the Board officer positions after the annual organizational meeting, the Board shall elect an officer to fill the vacancy at a subsequent Board meeting.</li><li>3. No person may serve as Chairperson for more than two (2) successive annual terms.</li></ol> <p><b><u>Summary:</u> Sufficient evidence is noted that the board is in compliance with Policy on Board Officers</b></p>	

## BOARD POLICY MONITORING

Name of Policy: Governance Process Policy 1.7 Chairperson's Role	Board member responsible: Dr. R. Scott Pierce
<p>Policy Monitoring – Evidence that the Board is doing what the policy says it should do.</p> <p style="text-align: center;"><b>CHAIRPERSON'S ROLE</b></p> <p>The Chairperson is elected by the Board. As the elected leader of the Board, the Chairperson shall maintain the integrity of the Board's process and represent the Board to outside parties. The Chairperson is the only Board member authorized to speak for the Board (beyond simply reporting Board decisions), other than in rare and specifically authorized instances.</p> <ol style="list-style-type: none"> <li>1. The Chairperson shall ensure the Board and individual Board members act consistently with the Board's own rules and policies and those legitimately imposed upon the Board from outside the College.           <ol style="list-style-type: none"> <li>a. The Chairperson shall preside at Board meetings in an efficient and effective manner and shall set the general tone for each meeting through positive leadership.</li> <li>b. Discussion at the Board meetings will be on those issues which, according to Board policy, belong to the Board to decide, not decisions delegated to the President.</li> <li>c. Deliberation will be fair, open, and thorough, but also efficient, timely, orderly, and to the point.</li> <li>d. The Chairperson will attempt to arrive at a consensus by the Board members on Board decisions. The Chairperson will stimulate discussion among the Board members.</li> </ol> </li> <li>2. The Chairperson is authorized to use any reasonable interpretation of the provisions in Governance Process and Board-Staff Relationship policies in carrying out the role of Chairperson.</li> <li>3. The Chairperson has no authority to make decisions regarding implementation of the Ends and Executive Limitations policies. Such implementation is reserved for the President.</li> <li>4. The Chairperson is responsible for the Board/President relationship and shall communicate and interact with the President. However, since the President is responsible to the entire Board, the Chairperson has no authority to unilaterally supervise or direct the President.</li> <li>5. The Chairperson shall ensure the other Board members are informed of current and pending Board issues and processes and shall cause new board members to be oriented relative to board policies and operations and to the college.</li> <li>6. The Chairperson shall appoint members to all other internal and external committees as needed.</li> <li>7. The Chairperson shall ensure compliance with all required duties imposed by law including but not limited to:           <ol style="list-style-type: none"> <li>a. The Chairperson, or the Chairperson's designee, shall communicate with the public as required by law with respect to providing public notice of all meetings of the College District Board. The Chairperson may delegate the function of providing notice, but may not delegate the responsibility.</li> <li>b. The Chairperson shall sign all official documents and contracts on behalf of the District as required by law and the Board, and shall sign all contracts for public construction in the District if the estimated cost exceeds \$15,000.</li> </ol> </li> </ol> <p><b>Summary:</b> Sufficient evidence is noted that the board is in compliance with Policy on Chairperson's Role</p>	

**BOARD POLICY MONITORING**

Name of Policy: Governance Process Policy 1.8 Vice Chairperson's Role	Board member responsible: Dr. R. Scott Pierce
<p>Policy Monitoring – Evidence that the Board is doing what the policy says it should do.</p> <p style="text-align: center;"><b>VICE CHAIRPERSON'S ROLE</b></p> <p>The Vice Chairperson is elected by the Board.</p> <ol style="list-style-type: none"><li>1. The Vice Chairperson shall have all of the authority and duties of the Chairperson in the absence of the Chairperson.</li><li>2. The Vice Chairperson shall have such other authority and duties as the Board may from time to time determine and direct.</li></ol> <p><b><u>Summary:</u> Sufficient evidence is noted that the board is in compliance with Policy on Vice Chairperson's Role</b></p>	

## BOARD POLICY MONITORING

Name of Policy: Governance Process Policy 1.9 Secretary's Role	Board member responsible: Dr. R. Scott Pierce
<p>Policy Monitoring – Evidence that the Board is doing what the policy says it should do.</p> <p style="text-align: center;"><b>SECRETARY'S ROLE</b></p> <p>The Secretary is elected by the Board.</p> <ol style="list-style-type: none"><li>1. The Secretary is designated as the official custodian of all official records of the District. The Secretary may delegate the day-to-day maintenance of the custody of the records to the President of the College, but may not delegate the responsibility.</li><li>2. The Secretary shall sign all official documents and contracts on behalf of the District as required by law and the Board, and shall sign all contracts for public construction in the District if the estimated cost exceeds \$15,000.</li><li>3. The Secretary shall maintain a record and the official minutes of all meetings of the Board.</li><li>4. Where a function is assigned to the clerk of a governmental unit, and the District is designated as one of such governmental units, such function shall be performed by the Secretary.</li><li>5. On or before the first Monday in March, or within thirty (30) days of the date on which a vacancy on the Board occurs, the Secretary shall notify each member of the Appointment Committee, each governing body having a member on the Appointment Committee and the Board of the vacancy or of terms of office which will expire during the year.</li><li>6. Annually by October 31 of each year, or within ten (10) days after receipt of the equalized valuations from the Department of Revenue, whichever is later, the Secretary shall file with the clerk of each city, village, and town, any part of which is located in the District, a certified statement showing the amount of the levy and the proportionate amount of the tax to be spread upon the tax rolls for collection in each city, village, and town.</li><li>7. In the absence of both the Chairperson and the Vice Chairperson, the Secretary shall call the Board meeting to order and shall serve as Chairperson while the Board elects a Chairperson Pro Tempore.</li></ol> <p><b><u>Summary:</u> Sufficient evidence is noted that the board is in compliance with Policy on Secretary's Role</b></p> <p style="text-align: center;">January 18, 2012 Page 56</p>	

## BOARD POLICY MONITORING

Name of Policy: Governance Process Policy 1.10 Treasurer's Role	Board member responsible: Dr. R. Scott Pierce
<p>Policy Monitoring – Evidence that the Board is doing what the policy says it should do.</p> <p style="text-align: center;"><b>TREASURER'S ROLE</b></p> <p>The Treasurer is elected by the Board.</p> <ol style="list-style-type: none"><li>1. The Treasurer shall be the official custodian of all monies received by the District and shall be accountable for such funds. The Treasurer may delegate the day-to-day maintenance of the custody of the funds to the President of the College, but may not delegate the responsibility. All expenditures exceeding \$2,500 shall be approved by the Board.</li><li>2. The Board may by resolution authorize other persons' signatures or the use of a facsimile signature.</li><li>3. The Board shall authorize the signature of payroll, accounts payable, grants, refunds, and other accounts at its annual organizational meeting in July. The use of a facsimile signature does not relieve the Board or the Treasurer from any liability to which the Board or the Treasurer is otherwise subject, including the unauthorized use of the facsimile signature of the Treasurer.</li></ol> <p><b>Summary: Sufficient evidence is noted that the board is in compliance with Policy on Treasurer's Role</b></p>	

## BOARD POLICY MONITORING

Name of Policy: Governance Process Policy 1.11 Board Committees	Board member responsible: Dr. R. Scott Pierce
<p>Policy Monitoring – Evidence that the Board is doing what the policy says it should do.</p> <p style="text-align: center;"><b>BOARD COMMITTEES</b></p> <p>The Board shall act as a committee of the whole and shall not create, use, or rely on standing committees for any purpose. Accordingly:</p> <ol style="list-style-type: none"><li>1. The Board may establish ad hoc committees when, in the judgment of the Board, such ad hoc committees are appropriate and required for the completion of a specific project or task. When such ad hoc committees are formed, the Board shall state the purpose and establish a timeline for the completion of the committee's work.</li><li>2. The Board Chairperson shall appoint the members of the ad hoc committee and name the committee's chair from among its members. When appropriate to the committee's task, its members may include persons from the staff or from the community.</li><li>3. It is the responsibility of ad hoc committees to complete the assigned task and to prepare a written report or to deliver an oral report to the full Board. When this task is completed, the committee shall be discharged.</li><li>4. Ad hoc committees do not exercise control or authority over the President or the staff.</li><li>5. Ad hoc committees have no independent authority or power to act in lieu of the Board, except when formally given such authority for specific and time-limited purposes.</li><li>6. The Board shall schedule no less than two Committee of the Whole meetings for Board discussion to include finance and college programming.</li></ol> <p><b>Summary:</b> Sufficient evidence is noted that the board is in compliance with Policy on Board Committees Role</p>	
January 18, 2012 Page 58	

## BOARD POLICY MONITORING

Name of Policy: Governance Process Policy 1.12 Board Planning and Agenda	Board member responsible: Dr. R. Scott Pierce
<p>Policy Monitoring – Evidence that the Board is doing what the policy says it should do.</p> <p style="text-align: center;"><b>BOARD PLANNING AND AGENDA</b></p> <p>The Board shall assume and exercise responsibility for oversight of Board planning and agenda setting. Accordingly, each member of the Board shall have an opportunity to identify issues to be considered on the Board agenda. The Chairperson shall work with the President to prepare and disseminate the agenda.</p> <ol style="list-style-type: none"><li>1. The College Vision, Mission, Purposes, Values (Governance Commitment), and Strategic Directions will be reviewed annually.</li><li>2. Subjects for major policy issues to be discussed and acted upon by the Board will be developed on an annual basis.</li><li>3. The Board will conduct an annual organizational meeting on the second Monday of July for the purpose of administrating the Oath of Office to newly elected Board Members and for the election of Board Officers.</li></ol> <p><b><u>Summary:</u> Sufficient evidence is noted that the Board is in compliance with Policy on Board Planning and Agenda</b></p>	



IX. POLICY GOVERNANCE MONITORING REPORTS

A. Ends Statement Monitoring

1. Ends Statement #5 – Quarterly Finance – **Gateway provides a positive return on taxpayer and community investment by leveraging its core capabilities in a financially and socially responsible manner.**

B. Executive Limitations Monitoring

1. Policy 3.4 – Budget/Forecasting

C. Strategic Plan Monitoring – Vision 2012

1. HLC Final Reports

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

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

## MONITORING REPORT Ends Statement #5

Summary of Item: FY 2011-12 Quarterly Financial Update

Gateway provides a positive return on taxpayer and community investment by leveraging its core capabilities in a financially and socially responsible manner.

Ends Statements and/or

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

Staff Liaison: Mark Zlevor

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# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

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

## MONITORING REPORT Executive Limitation 3.4 – Budget/Forecasting

Summary of Item: The FY 2013 budget parameters were approved by the Board at the November 17, 2011 meeting. For the administration to be in compliance with Executive Limitation 3.4, an update on development of the FY 2013 budget will be provided.

Attachments: FY 2013 Budget Parameters  
FY 2012-13 Budget Calendar

Ends Statements and/or  
Executive Limitations: Section 1 – Governance Process  
Policy 1.14, College Budget Process  
Executive Limitations 3.4

Staff Liaison: Bane Thomey

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## Preliminary FY2013 Budget Parameters

### Enrollments

The initial budget for FY2013 will be prepared using the enrollments for the current 2012 fiscal year.

### Tuition and Fee Revenue

A 4% increase will be used for projected tuition and fees. Latest indicators from the State office report that increases for FY2012 are likely to be near or slightly less than last year's increase of 5%. The 4% increase would change the tuition per credit from \$150 to \$156.

### State Aid

Based on current enrollments and the economic environment, State Aid will be budgeted flat with the current year forecast.

### Contracts for Service and High School Contracts

Contracted Services and High School contracts will be budgeted as expected for FY2012. Current trends indicate a potential decline in revenue source.

### Projected Property Valuations

A 2% decrease in valuations will be used in the calculation of the mill rate for the FY2013 budget. Per Act 10, there is no increase in tax levy for operations.

### Salary and Wage Expense

Salaries will be in accordance with Act 10 negotiating parameters.

### Employee Benefit Expense

The initial budget will include a medical insurance rate based on the RFP process. In addition, the budget will reflect all employees contribute 12% of health insurance premiums and ½ the cost of retirement contribution. A 5% rate of increase will be used to budget life insurance and other employee fringe benefits.

### Other Expenses

Total current expenses will not exceed 2% of prior year expenses.

### Debt Service/Long-Term Borrowing

A total of \$12 million is projected in borrowing for FY2013 for capital equipment and facility remodeling and repairs.

### Reserves

Administration's goal is to add \$500,000 to the District's reserves based on the parameters stated above.



## 2012-13 Budget Calendar

<b>October 24, 2011</b>	Executive Leadership Council (ELC) Review and approve budget parameters for FY 2013
<b>November 17, 2011</b>	Gateway District Board of Trustees (District Board) Review and approve budget parameters and budget calendar for FY 2013
<b>December 12, 2011</b>	Budget Officers Budget kickoff meeting
<b>January, 2012</b>	All Staff Budget development
<b>February 3, 2012</b>	All operating and capital budgets due to Bane ( <b><i>all data must be entered into Adaptive Planning by this time</i></b> )
<b>February 13, 2012</b>	ELC Review preliminary budget
<b>February, 2012</b>	Budget Council Develop list of recommended budget strategies and forward to ELC
<b>February-March, 2012</b>	Budget Council and ELC Review and adjust budget as necessary
<b>March 15, 2012</b>	Budget status report to District Board
<b>April 6, 2012</b>	Distribute proposed budget to District Board
<b>April 19, 2012</b>	District Board Approve preliminary budget for public hearing
<b>April 27, 2012</b>	Publish Class I notice of public hearing
<b>May 14, 2012</b>	District Board Public Hearing - Kenosha
<b>May 17, 2012</b>	District Board Approve budget (if change is not needed from public hearing)
<b>May – June 2012</b>	Revise budget if necessary (if change is determined necessary as a result of public hearing)
<b>June 21, 2012</b>	District Board Approve FY 2013 Budget, if needed
<b>June 30, 2012</b>	Submit approved FY 2013 Budget to State Board
<b>October 2012</b>	District Board Reaffirm tax levy

**GATEWAY TECHNICAL COLLEGE DISTRICT BOARD**

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

**POLICY GOVERNANCE MONITORING REPORTS**  
**Strategic Plan Monitoring**  
**Vision 2012**  
**HLC Final Reports**

**Summary of Item:** John Thibodeau will provide the final Higher Learning Commission reports to the Board.

**Governance Policies:**

- Policy 1.5 – Board Members Role**
- Policy 2.3 – Monitoring College Effectiveness**
- Policy 3.1.6 – General Executive Constraint**

Staff Liaison: John Thibodeau

## X. BOARD MEMBER COMMUNITY REPORTS

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

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

## BOARD MEMBER COMMUNITY REPORTS

Summary: Board members will share recent contacts.

Governance Policy: Policy 1.5-Board Member Role



XI. NEXT MEETING DATE AND ADJOURN

- A. Regular Meeting Date – Thursday, February 16, 2012, 8 a.m. – Horizon Center
- B. Adjourn – Following the regular meeting, the Gateway Technical College District Board will meet in executive session pursuant to Wisconsin Statutes 19.85(1)(c) to discuss personnel issues and the President’s goals. The Board reserves the right to reconvene in open session to take action on items discussed in executive session.

ROLL CALL

Todd Battle	_____
Ram Bhatia	_____
Gary Olsen	_____
Scott Pierce	_____
Leslie Scherrer	_____
Neville Simpson	_____
Roger Zacharias	_____
Pamela Zenner-Richards	_____