



Bryan D. Albrecht, Ed.D.
President and CEO

September 12, 2018

BURLINGTON CENTER

496 McCanna Pkwy.
Burlington, WI 53105-3623
262.767.5200

ELKHORN CAMPUS

400 County Road H
Elkhorn, WI 53121-2046
262.741.8200

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

380 McCanna Pkwy.
Burlington, WI 53105-3622
262.767.5204

**HORIZON CENTER FOR
TRANSPORTATION
TECHNOLOGY**

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

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

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

INSPIRE CENTER

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

KENOSHA CAMPUS

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

**LAKEVIEW ADVANCED
TECHNOLOGY CENTER**

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

RACINE CAMPUS

1001 South Main Street
Racine, WI 53403-1582
262.619.6200

WGTD HD

Your Gateway to Public Radio
wgtld.org
262.564.3800

800.247.7122

EQUAL OPPORTUNITY
EMPLOYER AND EDUCATOR

EMPLEADOR Y EDUCADOR
QUE OFRECE IGUALDAD DE OPORTUNIDADES

gtc.edu

NOTICE OF MEETING

**GATEWAY TECHNICAL COLLEGE
DISTRICT BOARD
Regular Meeting**

**Thursday, September 20, 2018 – 8:00 a.m.
Kenosha Campus, Academic Building S100A
3520 30th Avenue, Kenosha, WI 53144**

The Gateway Technical College District Board will hold its regular meeting on Thursday, September 20, 2018 at 8:00 a.m. at the Kenosha Campus, Academic Building S100A, 3520 30th Avenue, Kenosha, WI. The agenda is included.

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

To request disability accommodations, contact the Compliance Manager at [262-564-3062](tel:262-564-3062)/Wisconsin Relay 711, or vollendorfi@gtc.edu, at least three days in advance.

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Regular Meeting – Thursday, September 20, 2018 – 8:00 a.m.
Kenosha Campus, 3520 30th Avenue, Room S100A, Kenosha, WI 53144

Info. / Disc	Action	Roll Call	AGENDA	Page
			I. Call to Order A. Open Meeting Compliance	3
		X	II. Roll Call	3
	X		III. Approval of Agenda	4
	X		IV. Approval of Minutes A. August 16, 2018 – Regular Meeting	4
X			V. Citizen Comments	9
X			VI. Chairperson's Report A. Dashboard Report & Review of Updated Dashboard	11
X			B. Board Evaluation Summary	12
X			C. Review of Summer District Boards Association Meeting	13
X			D. President's Goals	14
X			VII. President's Report A. Announcements	16
X			B. Campus Welcome	17
X			C. Committee of the Whole Topics for 2018-2019	18
			VIII. Operational Agenda	
	X		A. Action Agenda	19
	X		1. Oath of Office	
			B. Consent Agenda	
			1. Finance	
			a) Financial Statement and Expenditures over \$2,500	22
			b) Cash and Investment Schedules	30
			2. Personnel Report	34
			3. Grant Awards	36
			4. Contracts for Instructional Delivery	39
			5. Advisory Committee Activity Report	46
			6. Bids for Approval:	
			a) Bid No. 1572 – Kenosha Paving Repairs, Kenosha Campus	51
			IX. Policy Governance Monitoring Reports	
	X		A. Ends Statement Monitoring	
			1. College Ends Policy - The tri-county community benefits from affordable higher education that allows residents to develop knowledge and skills for family-supporting careers that contribute to the growth and sustainability of the local economy at a cost commensurate with the value of services provided.	55
			#2. Businesses benefit from a well-trained, educated workforce and access to customized business and workforce solutions that support a positive business climate. Tri-County Workforce – Matt Janisin	
	X		2. Policy Governance Review – Ends Policy #2	56
	X		B. Executive Limitations	
	X		1. 3.5 Financial Condition – FY 2017-2018 Year-End Financial Review – Sharon Johnson	58
	X		2. Policy Governance Review – 3.5 Financial Condition	62
X			X. Board Member Community Reports	63
X			XI. Next Meeting Date and Adjourn A. Regular Meeting – Thursday, October 18, 2018, 8:00 am, Elkhorn Campus, Rooms 112/114	64
	X		B. Adjourn	64

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Regular Meeting

Thursday, September 20, 2018 – 8:00 a.m.
Kenosha Campus, Academic Building, Room S100A
3520 30th Avenue, Kenosha, WI 53144

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

II. ROLL CALL

Jesse Adams	_____
Ram Bhatia	_____
William Duncan	_____
Ronald J. Frederick	_____
Kimberly Payne	_____
Scott Pierce	_____
Roger Zacharias	_____
Pamela Zenner-Richards	_____
Bethany Ormseth	_____

Our Positive Core – Gateway Technical College District Board

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

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

III. APPROVAL OF AGENDA

Items on the Consent Agenda for discussion

IV. APPROVAL OF MINUTES

A. August 16, 2018 – Regular Meeting

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD Regular Meeting
August August 16, 2018

The Gateway Technical College District Board met on Thursday, August 16, 2018 at the Racine Campus, Quad Rooms R102/104, 1001 S. Main Street, Racine, WI. The meeting was called to order at 8:00 a.m. by Bethany Ormseth, Chairperson.

I. Call to Order

1. Open Meeting Compliance

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

II. Roll Call

Ram Bhatia	Present
William Duncan	Present
Ronald J. Frederick	Present
Kimberly Payne	Excused
Scott Pierce	Present
Roger Zacharias	Present
Pamela Zenner-Richards	Present
Bethany Ormseth	Present

Also in attendance were Zina Haywood, Kelly Bartlett, Mary Harpe and 23 citizens/reporters.

III. Approval of Agenda

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

IV. Approval of Minutes

- A. It was moved by R. Frederick, seconded by P. Zenner-Richards and carried to approve the minutes of the June 21, 2018 Regular Meeting.
- B. It was moved by W. Duncan, seconded by P. Zenner-Richards and carried to approve the minutes of the July 9, 2018 Organizational Meeting.

V. Citizen Comments

There were no citizen comments.

VI. Chairperson's Report

1. Dashboard Report items included updates on:
 - Gateway has partnered with the city of Racine on a \$1.6M grant for workforce training.
 - Gateway was selected as the 2018 Innovation College by NCATC.
 - 188 new Promise students started their bridge program into Gateway.
2. Board Evaluation Summary
 - June and July Trustee Responses to the Survey: Good meeting. I would ask Beth to poll the board regarding any interest in committee of whole agendas. We should have discussed that at retreat. / Good meeting. / WISCONN presentation was most informative.
3. Review of Summer District Boards Association Meeting

- Bill Duncan, Ram Bhatia, Ron Frederick and Roger Zacharias attended the Summer District Boards meeting in Green Bay, WI. They enjoyed the meeting and shared their thoughts on the presentations from the meeting.

VII. President's Report

A. Announcements – Zina Haywood reported on the President's Report.

- Zina introduced and welcomed the following Gateway Journey members: Stephanie Cascio and Rae Ann Stank.
- Zina welcomed the Trustees to the Racine Campus and announced that she was filling in for Bryan during the Board meeting because he was out of town for meeting.
- Zina passed around Gateway's Member in Good Standing award from ACCT.
- Zina shared the following updates: the EVOC track is progressing well, over \$1M has been received in Fast Forward grants and that is 100% matched so Gateway awards total over \$2M.
- Matt Janisin shared that Ellsworth is continuing to partner with Gateway for training to help people get jobs and to advance their skills and lives.
- Zina shared that the Promise program is in the 2nd cohort, the bridge program finished in August. There are 185 students in the program with an 88% retention rate from the first to second year.
- Gateway has held open houses recently on each of the campuses. T-shirts were shared with the Trustees from the event.
- Stacy Riley spoke about the open house events including the quick start services. She also mentioned new student orientation this fall including piloting an online orientation.
- Matt Janisin spoke about the Accelerator SEED program which is winding down through Launch Box and ending this year.

B. Campus Welcome

- Cyndean Jennings welcomed the Trustees to the Racine Campus and shared updates and events that have been happening on campus including the 5.09 Graduation, two new programs, 2nd floor remodel project and the open house.

C. iMET Expansion Update

- The tentative schedule for the iMET Expansion project was shared with the Board of Trustees with an approximate completion date of October 2019.

VIII. Operational Agenda

A. Action Agenda

1. Strategic Plan Approval

Approval of the college's three-year strategic plan.

Following discussion it was moved by S. Pierce, seconded by W. Duncan and carried to approve the Strategic Plan.

2. Resolution No. F-2018-2019C.1 - Resolution Authorizing the Issuance of \$1,500,000 General Obligation Promissory Notes, Series F 2018-2019C

Administration is recommending approval to issue General Obligation Promissory Notes, Series F-2018-2019C; in the principal amount of \$1,500,000 for the public purpose of financing a building addition and remodeling project. This borrowing is included in the 2018-19 budget. Upon approval, appropriate legal notices will be published in the official district newspapers.

Following discussion it was moved by R. Zacharias, seconded by P. Zenner-Richards and carried by roll call vote to approve Resolution No. F-2018-2019C.1 - Resolution Authorizing the Issuance of \$1,500,000 General Obligation Promissory Notes, Series F 2018-2019C

Aye: 7

Nay: 0

Abstaining: 0

Absent: 1

B. Consent Agenda

It was moved by S. Pierce, seconded by R. Frederick and carried that the following items in the consent agenda be approved:

1. **Finance**
 - a) **Financial Statement and Expenditures over \$2,500:** Approved the financial statement and expenditures as of July 31, 2018.
 - b) **Cash and Investment Schedules:** Approved the monthly cash reconciliation, investment schedule and investment report.
2. **Personnel Report:** Approved the personnel report of eight (8) new hires; four (4) promotions; two (2) retirements; three (3) resignations; one (1) separations; no employment approvals-casual, non-instructional; and no employment approvals-adjunct faculty.
3. **Grants Awards:** Approved the grant awards for August 2018
4. **Contracts for Instructional Delivery:** Approved the contracts for instructional delivery report for July 2018
5. **Advisory Committee Activity Report:** Approved the advisory committee 2017-2018 meeting schedule and new members as of August 1, 2018
6. **Bids for Approval:** Approved the following Bids
 - a) Bid No. 1570 – Elkhorn Campus Walking Path
 - b) Bid No. 1571 – Kenosha Campus Walking Path

IX. Policy Governance Monitoring Reports

1. Ends Statement Monitoring

College Ends Policy – The tri-county community benefits from affordable higher education that allows residents to develop knowledge and skills for family-supporting careers that contribute to the growth and sustainability of the local economy at a cost commensurate with the value of services provided. **1) Students demonstrate the knowledge and skills and self-confidence required for employability, career advancement, a global perspective, and lifelong learning.**

Stacy Riley presented on the SEM Report.

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

2. Policy Governance Review – Ends Policy #1

The Trustees reviewed Ends Policy #1 which is found under Policy Governance, Section 4 – Ends Policy 4.1, Statement #1.

Following discussion, it was moved by R. Zacharias, seconded by P. Zenner-Richards and carried to approve the wording of Ends Policy #1.

X. Board Member Community Reports

- Pamela Zenner-Richards spoke about upcoming job events and partnerships with Big Step and Gateway.
- Ram Bhatia attended an event at the iMET Center for the Academies of Racine and Future of Higher Learning. He also attended an event at Parkside for Smart Cities.

XI. Next Meeting Date and Adjourn

1. Regular Meeting – Thursday, September 20, 2018, 8:00 am, Kenosha Campus, Academic Building, S100A
2. At approximately 9:58 a.m. it was moved by R. Zacharias, seconded by R. Bhatia and carried that the meeting was adjourned.

Submitted by,

Kimberly Payne
Secretary

V. CITIZEN COMMENTS

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

VI. CHAIRPERSON'S REPORT

- A. Dashboard Report & Review of Updated Dashboard
- B. Board Evaluation Summary
- C. Review of Summer District Boards Association Meeting
- D. President's Goals

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call _____
Action _____
Information X
Discussion _____

CHAIRPERSON'S REPORT Dashboard Report & Review of Updated Dashboard

Governance Process:
Board Liaison:

Policy 1.2 – Governing Philosophy
William Duncan

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call _____
Action _____
Information X
Discussion _____

CHAIRPERSON'S REPORT Board Evaluation Summary

Governance Process:
Board Liaison:

Policy 1.2 – Governing Philosophy
William Duncan

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call _____
Action _____
Information X
Discussion _____

CHAIRPERSON'S REPORT **Review of Summer District Boards Association Meeting**

Governance Process:
Board Liaison:

Policy 1.2 – Governing Philosophy
William Duncan

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call _____
Action _____
Information X
Discussion _____

CHAIRPERSON'S REPORT President's Goals

Governance Process:
Board Liaison:

Policy 1.2 – Governing Philosophy
William Duncan

- VII. PRESIDENT'S REPORT
 - A. Announcements
 - B. Campus Welcome
 - C. Committee of the Whole Topics for 2018-2019

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call _____
Action _____
Information X
Discussion _____

PRESIDENT'S REPORT Announcements

Policy/Ends Statement: Policy 2.1

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call _____
Action _____
Information X
Discussion _____

PRESIDENT'S REPORT Campus Welcome

Policy/Ends Statement: Policy 2.1

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call _____
Action _____
Information X
Discussion _____

PRESIDENT'S REPORT **Committee of the Whole Topics for 2018-2019**

Policy/Ends Statement: Policy 2.1

VIII. OPERATIONAL AGENDA

A. Action Agenda

1. Oath of Office

**GATEWAY TECHNICAL COLLEGE DISTRICT BOARD
ORGANIZATIONAL MEETING**

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

OATH OF OFFICE

Summary of Item: The following board appointees are required to take the Oath of Office:

Jesse Adams

"I, _____, swear that I will support the Constitution of the United States and the Constitution of the State of Wisconsin, and will faithfully and impartially discharge the duties of the office of Technical College District Board Member for Gateway Technical College to the best of my ability."

VIII. OPERATIONAL AGENDA

B. Consent Agenda

1. Finance
 - a) Financial Statement and Expenditures over \$2,500
 - b) Cash and Investment Schedules
2. Personnel Report
3. Grant Awards
4. Contracts for Instructional Delivery
5. Advisory Committee Activity Report
6. Bids for Approval:
 - a) Bid No. 1572 – Kenosha Paving Repairs, Kenosha Campus

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call
Action X
Information
Discussion

FINANCIAL STATEMENT AND EXPENDITURES OVER \$2,500

Summary of Item: Summary of revenue and expenditures as of **8/31/18**

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

Staff Liaison: William Whyte

GATEWAY TECHNICAL COLLEGE
2018-19 SUMMARY OF REVENUE & EXPENDITURES AS OF 8/31/18

<u>COMBINED FUNDS</u>	2018-19 APPROVED BUDGET	2018-19 WORKING BUDGET	2018-19 ACTUAL TO DATE	PERCENT INCURRED
REVENUE:				
LOCAL GOVERNMENT	\$ 34,856,919	\$ 34,856,919	\$ -	0.00%
STATE AIDS	43,677,734	43,677,734	1,890,635	4.33%
STATUTORY PROGRAM FEES	15,523,266	15,523,266	9,326,700	60.08%
MATERIAL FEES	830,257	830,257	475,279	57.24%
OTHER STUDENT FEES	2,993,780	2,993,780	1,476,209	49.31%
INSTITUTIONAL	7,855,696	7,855,696	1,102,041	14.03%
FEDERAL	26,212,564	26,212,564	3,684,218	14.06%
OTHER RESOURCES	13,325,000	13,325,000	7,783,448	58.41%
TOTAL REVENUE & OTHER RESOURCES	<u>\$ 145,275,216</u>	<u>\$ 145,275,216</u>	<u>\$ 25,738,530</u>	17.72%
 EXPENDITURES BY FUNCTION:				
INSTRUCTIONAL	\$ 60,178,352	\$ 60,178,352	\$ 8,657,861	14.39%
INSTRUCTIONAL RESOURCES	1,382,054	1,382,054	227,170	16.44%
STUDENT SERVICES	43,142,376	43,142,376	5,987,707	13.88%
GENERAL INSTITUTIONAL	10,550,982	10,550,982	3,137,067	29.73%
PHYSICAL PLANT	29,043,952	29,043,952	4,020,509	13.84%
AUXILIARY SERVICES	575,000	575,000	81,372	14.15%
PUBLIC SERVICES	395,500	395,500	84,132	21.27%
TOTAL EXPENDITURES	<u>\$ 145,268,216</u>	<u>\$ 145,268,216</u>	<u>\$ 22,195,819</u>	15.28%
 EXPENDITURES BY FUNDS:				
GENERAL	\$ 81,425,186	\$ 81,425,186	\$ 13,321,954	16.36%
SPECIAL REVENUE - OPERATIONAL	7,309,830	7,309,830	775,023	10.60%
SPECIAL REVENUE - NON AIDABLE	29,533,200	29,533,200	3,786,592	12.82%
CAPITAL PROJECTS	13,260,000	13,260,000	4,116,582	31.05%
DEBT SERVICE	13,165,000	13,165,000	114,295	0.87%
ENTERPRISE	575,000	575,000	81,372	14.15%
TOTAL EXPENDITURES	<u>\$ 145,268,216</u>	<u>\$ 145,268,216</u>	<u>\$ 22,195,819</u>	15.28%

**GATEWAY TECHNICAL COLLEGE
2018-19 SUMMARY OF REVENUE & EXPENDITURES AS OF 8/31/18**

<u>GENERAL FUND</u>	2018-19 APPROVED BUDGET	2018-19 WORKING BUDGET	2018-19 ACTUAL TO DATE	PERCENT INCURRED
REVENUE:				
LOCAL GOVERNMENT	\$ 19,945,714	\$ 19,945,714	\$ -	0.00%
STATE AIDS	38,882,209	38,882,209	1,865,262	4.80%
STATUTORY PROGRAM FEES	15,523,266	15,523,266	9,326,700	60.08%
MATERIAL FEES	830,257	830,257	475,279	57.24%
OTHER STUDENT FEES	2,007,780	2,007,780	922,414	45.94%
FEDERAL REVENUE	30,000	30,000	-	0.00%
INSTITUTIONAL	<u>4,205,960</u>	<u>4,205,960</u>	<u>89,718</u>	2.13%
TOTAL REVENUE & OTHER RESOURCES	<u>\$ 81,425,186</u>	<u>\$ 81,425,186</u>	<u>\$ 12,679,372</u>	15.57%
 EXPENDITURES BY FUNCTION:				
INSTRUCTIONAL	\$ 52,823,011	\$ 52,823,011	\$ 7,740,403	14.65%
INSTRUCTIONAL RESOURCES	1,362,054	1,362,054	227,170	16.68%
STUDENT SERVICES	11,486,706	11,486,706	1,884,136	16.40%
GENERAL INSTITUTIONAL	8,074,463	8,074,463	2,466,211	30.54%
PHYSICAL PLANT	<u>7,678,952</u>	<u>7,678,952</u>	<u>1,004,034</u>	13.08%
TOTAL EXPENDITURES	<u>\$ 81,425,186</u>	<u>\$ 81,425,186</u>	<u>\$ 13,321,954</u>	16.36%

GATEWAY TECHNICAL COLLEGE
2018-19 SUMMARY OF REVENUE & EXPENDITURES AS OF 8/31/18

<u>SPECIAL REVENUE-OPERATIONAL FUND</u>	2018-19 APPROVED BUDGET	2018-19 WORKING BUDGET	2018-19 ACTUAL TO DATE	PERCENT INCURRED
REVENUE:				
LOCAL GOVERNMENT	\$ 2,049,205	\$ 2,049,205	\$ -	0.00%
STATE AIDS	2,740,525	2,740,525	25,373	0.93%
FEDERAL	2,455,564	2,455,564	81,630	3.32%
INSTITUTIONAL	<u>64,536</u>	<u>64,536</u>	<u>29,534</u>	45.76%
TOTAL REVENUE & OTHER RESOURCES	<u>\$ 7,309,830</u>	<u>\$ 7,309,830</u>	<u>\$ 136,537</u>	1.87%
EXPENDITURES BY FUNCTION:				
INSTRUCTIONAL	\$ 4,275,341	\$ 4,275,341	\$ 307,701	7.20%
STUDENT SERVICES	2,112,470	2,112,470	305,904	14.48%
GENERAL INSTITUTIONAL	551,519	551,519	85,743	15.55%
PHYSICAL PLANT	-	-	8,250	-
PUBLIC SERVICES	<u>370,500</u>	<u>370,500</u>	<u>67,426</u>	18.20%
TOTAL EXPENDITURES	<u>\$ 7,309,830</u>	<u>\$ 7,309,830</u>	<u>\$ 775,023</u>	10.60%

**GATEWAY TECHNICAL COLLEGE
2018-19 SUMMARY OF REVENUE & EXPENDITURES AS OF 8/31/18**

<u>SPECIAL REVENUE-NON AIDABLE FUND</u>	2018-19 APPROVED BUDGET	2018-19 WORKING BUDGET	2018-19 ACTUAL TO DATE	PERCENT INCURRED
REVENUE:				
STATE AIDS	\$ 1,895,000	\$ 1,895,000	\$ -	0.00%
OTHER STUDENT FEES	781,000	781,000	537,352	68.80%
INSTITUTIONAL	3,130,200	3,130,200	797,472	25.48%
FEDERAL	<u>23,727,000</u>	<u>23,727,000</u>	<u>3,602,588</u>	15.18%
TOTAL REVENUE & OTHER RESOURCES	<u>\$ 29,533,200</u>	<u>\$ 29,533,200</u>	<u>\$ 4,937,412</u>	16.72%
 EXPENDITURES BY FUNCTION:				
STUDENT SERVICES	\$ 29,523,200	\$ 29,523,200	\$ 3,786,592	12.83%
GENERAL INSTITUTIONAL	<u>10,000</u>	<u>10,000</u>	<u>-</u>	0.00%
TOTAL EXPENDITURES	<u>\$ 29,533,200</u>	<u>\$ 29,533,200</u>	<u>\$ 3,786,592</u>	12.82%

**GATEWAY TECHNICAL COLLEGE
2018-19 SUMMARY OF REVENUE & EXPENDITURES AS OF 8/31/18**

<u>CAPITAL PROJECTS FUND</u>	2018-19 APPROVED BUDGET	2018-19 WORKING BUDGET	2018-19 ACTUAL TO DATE	PERCENT INCURRED
REVENUE:				
STATE AIDS	\$ 160,000	\$ 160,000	\$ -	0.00%
INSTITUTIONAL	100,000	100,000	131,197	131.20%
OTHER RESOURCES	<u>13,000,000</u>	<u>13,000,000</u>	<u>7,500,000</u>	57.69%
TOTAL REVENUE & OTHER RESOURCES	<u>\$ 13,260,000</u>	<u>\$ 13,260,000</u>	<u>\$ 7,631,197</u>	57.55%
 EXPENDITURES BY FUNCTION:				
INSTRUCTIONAL	\$ 3,080,000	\$ 3,080,000	\$ 609,757	19.80%
INSTRUCTIONAL - RESOURCES	20,000	20,000	-	0.00%
STUDENT SERVICES	20,000	20,000	11,075	55.38%
GENERAL INSTITUTIONAL	1,915,000	1,915,000	585,114	30.55%
PHYSICAL PLANT	8,200,000	8,200,000	2,893,930	35.29%
PUBLIC SERVICE	<u>25,000</u>	<u>25,000</u>	<u>16,706</u>	66.82%
TOTAL EXPENDITURES	<u>\$ 13,260,000</u>	<u>\$ 13,260,000</u>	<u>\$ 4,116,582</u>	31.05%

**GATEWAY TECHNICAL COLLEGE
2018-19 SUMMARY OF REVENUE & EXPENDITURES AS OF 8/31/18**

<u>DEBT SERVICE FUND</u>	2018-19 APPROVED BUDGET	2018-19 WORKING BUDGET	2018-19 ACTUAL TO DATE	PERCENT INCURRED
REVENUE:				
LOCAL GOVERNMENT	\$ 12,817,000	\$ 12,817,000	\$ -	0.00%
INSTITUTIONAL	30,000	30,000	-	0.00%
OTHER RESOURCES	<u>325,000</u>	<u>325,000</u>	<u>283,448</u>	87.21%
TOTAL REVENUE & OTHER RESOURCES	<u>\$ 13,172,000</u>	<u>\$ 13,172,000</u>	<u>\$ 283,448</u>	2.15%
EXPENDITURES BY FUNCTION:				
PHYSICAL PLANT	<u>\$ 13,165,000</u>	<u>\$ 13,165,000</u>	<u>\$ 114,295</u>	0.87%
TOTAL EXPENDITURES	<u>\$ 13,165,000</u>	<u>\$ 13,165,000</u>	<u>\$ 114,295</u>	0.87%

GATEWAY TECHNICAL COLLEGE
2018-19 SUMMARY OF REVENUE & EXPENDITURES AS OF 8/31/18

<u>ENTERPRISE FUND</u>	2018-19 APPROVED BUDGET	2018-19 WORKING BUDGET	2018-19 ACTUAL TO DATE	PERCENT INCURRED
REVENUE:				
LOCAL GOVERNMENT	\$ 45,000	\$ 45,000	\$ -	0.00%
OTHER STUDENT FEES	205,000	205,000	16,443	8.02%
INSTITUTIONAL	<u>325,000</u>	<u>325,000</u>	<u>54,120</u>	16.65%
TOTAL REVENUE & OTHER RESOURCES	<u>\$ 575,000</u>	<u>\$ 575,000</u>	<u>\$ 70,563</u>	12.27%
EXPENDITURES BY FUNCTION:				
AUXILIARY SERVICES	<u>\$ 575,000</u>	<u>\$ 575,000</u>	<u>\$ 81,372</u>	14.15%
TOTAL EXPENDITURES	<u>\$ 575,000</u>	<u>\$ 575,000</u>	<u>\$ 81,372</u>	14.15%

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: Bill Whyte

GATEWAY TECHNICAL COLLEGE
MONTHLY CASH RECONCILIATION
FOR THE MONTH ENDING JULY 31, 2018

Cash Balance June 30, 2018 **\$ 39,371,507.87**

PLUS:

Cash Receipts 10,309,002.33

\$ 49,680,510.20

LESS:

Disbursement:

Payroll 3,845,047.63

Accounts Payable 6,817,894.33 10,662,941.96

Cash Balance July 31, 2018 **\$ 39,017,568.24**

DISPOSITION OF FUNDS

Cash in Bank 3,707,498.16

Cash in Transit 43,308.14

Investments 35,261,986.94

Cash on Hand 4,775.00

TOTAL: July 31, 2018 **\$ 39,017,568.24**

GATEWAY TECHNICAL COLLEGE
MONTHLY INVESTMENT REPORT

JULY 2018 - JUNE 2019

	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-18	\$ 37,294,311	\$ 35,261,987	\$ (2,032,324)	\$ 32,663	\$ 32,663	1.14
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						
January-19						
FEBRUARY						
MARCH						
APRIL						
MAY						
JUNE						

INVESTMENT SCHEDULE

July 31, 2018

<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	\$ 12,516,191	1.95	OPEN
JOHNSON BANK	Various	Open	\$ 22,745,796	0.70	OPEN
		TOTAL	<u>\$ 35,261,987</u>		

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call _____
Action X
Information _____
Discussion _____

PERSONNEL REPORT

Summary of Item: Monthly Personnel Activity Report

**Employment Approvals: New Hires
Promotion(s)
Retirement(s)
Resignation(s)**

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

Staff Liaison: William Whyte

PERSONNEL REPORT

September 2018

EMPLOYMENT APPROVALS: NEW HIRES

Gerardo Almazan, Instructor HVAC, School of Manufacturing, Engineering & Information Technology (MEIT); Kenosha; Annual Salary: \$72,000; effective August 20, 2018

Raymond Clark, Instructor Law Enforcement Academy (50% Position); School of Protective & Human Services (PHS); Kenosha; Annual Salary: \$35,000; effective August 20, 2018

Heather Clingan, Instructor Veterinary Assistant, School of Allied Health & Vet Science (AHVS); Elkhorn; Annual Salary: \$69,000; effective August 20, 2018

Elizabeth Guerrero, Talent Acquisition Recruiter, Human Resources; Kenosha; Annual Salary: \$68,000; effective August 20, 2018

Jeffrey Lorino, Instructor Communications, General Studies; Racine; Annual Salary: \$70,000; effective August 20, 2018

PROMOTION(S)

Julie Esquivel, Divisional Dean Associate, PHS; Kenosha; Annual Salary: \$42,140.80; previously Welcome Center Associate-SSC; effective August 6, 2018

Abbie M. Ford, Manager Community Relations & Communications, Community & Government Relations; Kenosha; Annual Salary: \$60,000; previously Marketing Communications Specialist-Recruitment & Retention; effective September 17, 2018

Kotelia Q. Scott, Fast Forward Accountability Coordinator (LTE), Business Workforce Solutions (BWS); iMET Center, Sturtevant; Annual Salary: \$49,836.80; previously Divisional Apprenticeship Associate; effective September 17, 2018

RETIREMENT(S)

Barbo Olijnek, Student Success Assistant, Student Services; Elkhorn; effective September 27, 2018

RESIGNATION(S)

Timothy J. Collins, Instructor Gas Utility, Kenosha; effective August 31, 2018

Denise Funk, EMS Assistant, PHS; Burlington Center; effective August 17, 2018

Brandon Loomer, Mechanic, Facilities and Security; Elkhorn; effective August 17, 2018

Monica McNaughton, Director Student Financial Accounting, Student Services; Kenosha; effective August 31, 2018

Maria Torres, Academic Advisor, Student Services; Elkhorn; effective September 14, 2018

SEPTEMBER 2018 GRANT AWARDS

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call _____
Action _____X
Information _____
Discussion _____

GRANT AWARDS

Summary of Item: The college has received three new grant awards. The Student Support Services and Youth POWER Academy of Finance are continuing projects. The Welding Academy for high school students is new.

Attachments: Grant Awards – September 2018

College Strategic Directions
and/or Executive Limitations: Wisconsin Statutes 38.14(4)
Section 3 - Executive Limitations
Policy 3.5 - Financial Condition
College Strategic Direction #1

Staff Liaison: Anne Whynott

SEPTEMBER 2018 GRANT AWARDS

Project Number	Title	Purpose	Grant Period	Number Served	Funding Source	Total Budget	Grant Award	Matching Funds
023	Youth POWER Academy of Finance	This grant will fund the Youth POWER Academy of Finance (YPAF), a program to help students from low- and moderate-income households to gain admittance to college and to persist in college through graduation. The key elements of the program are a precollege curriculum and a personal finance curriculum.	7/1/18 – 6/30/19	45	Wisconsin Department of Public Instruction – Precollege Scholarship Award	\$13,972	\$13,972	\$0
122	Welding Academy	Gateway will facilitate a Welding Academy for high school students, encompassing the Welding/Manufacturing and Fabrication Technical Diploma, MSSC Workplace Safety certification, and the Welding Youth Apprenticeship. Throughout the duration of the 2-year grant, 34 students will take 7 courses worth 17 credits, on-site at the Elkhorn and Racine Gateway campuses.	9/7/18 – 6/30/20	34	Wisconsin Department of Workforce Development – Fast Forward	\$150,000	\$100,000	\$50,000

SEPTEMBER 2018 GRANT AWARDS

Project Number	Title	Purpose	Grant Period	Number Served	Funding Source	Total Budget	Grant Award	Matching Funds
157	Student Support Services Program – Disabilities	Provide academic and other support services to low-income, first-generation or disabled students to increase students' retention and graduation rates, facilitate their transfer from two-year to four-year colleges, and foster an institutional climate supportive of the success of low-income and first-generation college students and individuals with disabilities.	9/01/18-8/31/19	104	U.S. Department of Education	\$242,136	\$242,136	\$0

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

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

CONTRACTS FOR INSTRUCTIONAL DELIVERY

Summary of Items: **1. 38.14 Contract reports for August 2018**
lists all contracts for service completed or
in progress 2018/2019 fiscal year.

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

Staff Liaison: Matt Janisin

BWS CFS Board Report FY19



Contract #	Sponsor Name	Type	WATG #	Course Numbers	Estimated CFS Cost	CFS Date / Date Req.	BY:
1 0001	Whitewater Unified School Dist	IN		531-427-1z1a, 1z1b		03/22/18	Lori Maccari
2 0002	GTCF - SCJ			316-170-1bab	\$3,332.60	03/28/18	Michelle Miller
3 0003	WI DOC - Ellsworth			444-338-1cbc, 801-302-1cbc	\$15,300.00	03/28/18	Robin Widmar
4 0004	Forest County Potawatomi Gaming Commission	IN		150-411-1CBA, 900-019-1CBA	\$6,637.50	04/04/18	Robin Widmar
5 0005	Kenosha Fire Dept	IN		531-805-1BZA	\$1,360.00	04/12/18	Robin Widmar
6 0006	St. Joseph's Nursing Home	IN		503-447-1ZBA, 503-447-1ZBB, 503-447-1ZBC, 503-447-1ZBD, 503-447-1ZBE, 503-447-1ZBF	\$2,052.00	04/06/18	Robin Widmar
7 0007	REAL School	IN		https://docs.google.com/spreadsheets/d/ID-SUGHTakwgsnLRnHKC9QEBIQUBnCWwJvBBXbp-1M1AF/edit#gid=1816531902 607-406-2C1A>F, 606-741-2C1A>F, 664-401-2C1A>F, 614-401-2C1A>F	\$50,178.00	07/10/18	Robin Widmar
8 0008	REAL School	IN		https://docs.google.com/spreadsheets/d/ID-SUGHTakwgsnLRnHKC9QEBIQUBnCWwJvBBXbp-1M1AF/edit#gid=1816531902 606-128-2C1A, 606-128-2C1B, 606-129-2C1B, 152-182-2C1A, 152-182-2C1B	\$33,180.80	07/10/18	Robin Widmar
9 0009	KABA	IN		196-848-1ZBA	\$2,052.00	05/11/18	Robin Widmar
10 0010	KABA	IN		196-849-2ZBA, 196-850-2ZBA	\$4,104.00	05/11/18	Robin Widmar
11 0011	Royal Basket	IN/TA		623-823-1ZBA, 900-019-1ZBA	\$20,856.00	04/20/18	Robin Widmar
12 0012	Parallel Employment Group	IN		196-834E-1ZBA	\$569.53	08/13/13	Robin Widmar
13 0013	Amazon	IN		152-182-1ZBA, 152-184-1ZBA; 900-003-1M1AF	\$25,680.55	05/31/18	Robin Widmar
14 0014	Kenosha Public Library	IN		204-422-1ZBA	\$2,240.00	05/11/18	Robin Widmar
15 0015	Darien FD	IN		503-742-1z11	\$1,228.86	04/23/18	Lori Maccari
16 0016	Darien FD	IN		503-746-1z9a	\$443.34	04/23/18	Lori Maccari
17 0017	GTCF - KLOSS & BWS Teach Out for Igor	IN		444-338-1ebb, (See 2018-0448- 900-003-1em1)	\$2,496.00	04/24/18	Michelle Miller
18 0018	RCWS--Teeth+Hire	IN		152-187-1RMA, 152-088-1R1A, 152-184-1R1A, 152-182-1R1A, 152-146-1R1A, 152-097-1R1A, 152-087-1R1A, 152-183-1R1A, 152-178-1R1A, 152-150-1R1A, 152-129-1R1A	\$0.00	04/26/18	Michelle Miller
19 0019	BRP	IN		606-423-1ZBA	\$12,370.00	04/27/18	Robin Widmar
20 0020	RCWS - Start IT	IN		154-127-1z1a, 107-193-1z1a	\$14,375.27	04/27/18	Michelle Miller
21 0021	KenallMfg--CANCELLED	IN		605-458-1ZBA	\$6.00	04/27/18	Robin Widmar
22 0022	Lyons Fire Department	IN		503-867a-1z11	\$125.44	04/30/18	Lori Maccari
23 0023	Lyons Fire Department	IN		503-836b-1z11	\$247.52	04/30/18	Lori Maccari
24 0024	East Troy HS	IN		Primary w/0025	\$4,712.40	05/01/18	Michelle Miller
25 0025	Westosha CentralHS	IN		Secondary s/0024	\$4,712.40	05/01/18	Michelle Miller

Contract #	Sponsor Name	Type	WATG #	Course Numbers	Estimated CFS Cost	CFS Date / Date Req.	BY:
26	Waterford Area Cooperative Schools	IN		531-448-1z1a	\$2,323.20	07/12/18	Lori Maccari
27	Heartland Business Systems	IN	165	150-411-1CBB, 150-412-1CBB; 900-003-1M1HB	\$4,435.00	05/07/18	Robin Widmar
28	RCWS	IN		SU18: TechHire Web/Java	\$0.00		Michelle Miller
29	RCWS	IN		FA18: TechHire Web/Java	\$0.00		Michelle Miller
30	BRP	IN		103-466-1ZBA	\$1,598.50	05/11/18	Robin Widmar
31	UMOS	IN		449-411-1CBA, 420-434A-1CBA, 420-438-1CBA, 196-821A-1CBA	\$7,157.00	05/14/18	Robin Widmar
32	WRTP / Big Step	IN		607-104-1CMA	\$7,240.00	05/16/18	Robin Widmar
33	InSinkErator	IN		504-482-1ZBA, 103-417C-1ZBA, 103-432C-1ZBA, 623-401C-1ZBA	\$4,829.97	05/24/18	Robin Widmar
34	Badger High School	IN		543-300-1ZBA	\$4,712.40		Michelle Miller
35	Wilnot High School	IN		543-300-1ZBB	\$4,712.40		Michelle Miller
36	RUSD	IN		543-300-1RBA, 543-300-1RBB	\$9,424.80		Michelle Miller
37	Union Grove High School	IN		543-300-1Z1B	\$4,712.40		Michelle Miller
38	RUSD	IN		510-407-1RBA, 510-407-1RBB	\$811.00		Michelle Miller
39	RCWS	IN		152-187-1r1a, 152-184-1rma, 107-193-1rma, 152-182-1rma, 152-146-1rma	\$33,252.00	05/29/18	Michelle Miller
40	RCWS	IN		804-107-2rba, 152-097-2r1a, 152-174-2r1a, 152-188-2r1a, 801-136-2rba	\$33,696.00	05/29/18	Michelle Miller
41	Wisconsin Oven					06/13/18	Robin Widmar
42	Good Foods					06/14/18	Robin Widmar
43	Lavelle Industries	IN					Robin Widmar
44	Elkhorn HS	IN		533-126-2zca https://docs.google.com/spreadsheets/d/1kMgm74ZUXIDggMHZYWpeirT4X_ZPULDIV9Kyf4T1r/euif#g0=0		06/20/18	Michelle Miller
45	Union Grove HS	IN		501-101-2eca		06/20/18	Michelle Miller
46	Burlington HS	IN		501-101-2zca		06/20/18	Michelle Miller
47	Union Grove HS	IN		809-188-2zca		06/20/18	Michelle Miller
48	Waterford HS	IN		809-188-2zcb		06/20/18	Michelle Miller
49	Westosha Central HS	IN		809-188-2zcc		06/20/18	Michelle Miller
50	Big Foot HS	IN		501-101-2ecb		06/20/18	Michelle Miller
51	Burlington HS	IN		501-101-2zcb		06/20/18	Michelle Miller
52	Union Grove HS	IN		501-101-2zcc		06/20/18	Michelle Miller
53	Williams Bay HS	IN		501-101-2zcd		06/20/18	Michelle Miller
54	Westosha Central HS	IN		533-126-2eca		06/20/18	Michelle Miller
55	Waterford HS	IN		533-126-2zcb		06/20/18	Michelle Miller
56	Burlington HS	IN		533-126-2zcc		06/20/18	Michelle Miller
57	Waterford HS	IN		809-198-2zca		06/20/18	Michelle Miller

Contract #	Sponsor Name	Type	WATG #	Course Numbers	Estimated CFS Cost	CFS Date / Date Req.	BY:
58	Waterford HS	IN		809-198-2zcb		06/20/18	Michelle Miller
59	Elkhorn HS	IN		533-131-2zcc		06/20/18	Michelle Miller
60	Williams Bay HS	IN		533-131-2zcb		06/20/18	Michelle Miller
61	Badger HS	IN		501-101-2ecc		06/20/18	Michelle Miller
62	Williams Bay HS	IN		533-126-2ecb		06/20/18	Michelle Miller
63	Faith Christian HS	IN		533-126-2zcd		06/20/18	Michelle Miller
64	Waterford HS	IN		809-196-2zca		06/20/18	Michelle Miller
65	Union Grove HS	IN		809-196-2zcb		06/20/18	Michelle Miller
66	Burlington HS	IN		533-126-2ecc		06/20/18	Michelle Miller
67	Williams Bay HS	IN		533-126-2zce		06/20/18	Michelle Miller
68	Westosha Central HS	IN		533-126-2zcf		06/20/18	Michelle Miller
69	Burlington HS	IN		533-126-2ecd		06/20/18	Michelle Miller
70	Union Grove HS	IN		533-126-2zcg		06/20/18	Michelle Miller
71	Big Foot HS	IN		533-126-2zch		06/20/18	Michelle Miller
72	Union Grove	IN		809-196-2zcc		06/20/18	Michelle Miller
73	Waterford HS	IN		533-126-2ecf		06/20/18	Michelle Miller
74	Union Grove HS	IN		533-126-2zcm		06/20/18	Michelle Miller
75	Burlington HS	IN		533-126-2zck		06/20/18	Michelle Miller
76	Williams Bay HS	IN		533-128-2zca		06/20/18	Michelle Miller
77	Westosha Central HS	IN		533-128-2zca		06/20/18	Michelle Miller
78	Big Foot HS	IN		533-128-2zcb		06/20/18	Michelle Miller
79	Faith Christian HS	IN		533-128-2zcc		06/20/18	Michelle Miller
80	Big Foot HS	IN		152-126-2zca		06/20/18	Michelle Miller
81	Burlington HS	IN		152-126-2zcb		06/20/18	Michelle Miller
82	Union Grove HS	IN		152-126-2zcc		06/20/18	Michelle Miller
83	Westosha Central HS	IN		152-126-2zcd		06/20/18	Michelle Miller
84	Elkhorn HS	IN		533-128-2ecb		06/20/18	Michelle Miller
85	Burlington HS	IN		533-128-2zcd		06/20/18	Michelle Miller
86	Waterford HS	IN		533-128-2zce		06/20/18	Michelle Miller
87	Union Grove HS	IN		533-128-2zcf		06/20/18	Michelle Miller
88	WE Energies	IN		420-408-1CBA	\$16,536.00	06/26/18	Robin Widmar
89	GTC - Foundation			607-104-1CMB, 607-102-1CMB, 607-169-1CMB		06/13/18	Robin Widmar
90	Premier Products of Racine			900-019-1ZBB, 623-437A-1ZBA, 623-447B-1ZBA, 623-482-1ZBA	\$1,305.18	06/14/18	Robin Widmar
91	Westosha Central HS			https://docs.google.com/spreadsheets/d/1Y1JigJUV5my-ON9Bap0TILF4QSNRhd9Ir96f6f-mMX0/edi#gid=0	\$4,146.66	06/11/18	Dawn Herrmann

Contract #	Sponsor Name	Type	WATG #	Course Numbers	Estimated CFS Cost	CFS Date / Date Req.	BY:
92	0092	Wilmot High School		https://docs.google.com/spreadsheets/d/1Y1JgJJYV5my-ON9BapoTILF4QSNRhd9lr96f6FmMX0/edit#gid=0	\$7,107.84	06/11/18	Dawn Herrmann
93	0093	NC3		900-019-1M1Q3, 900-019-1M1QC		08/16/18	Robin Widmar
94	0094	GTCF		900-003-1m12	\$1,950.00	06/25/18	Michelle Miller
95	0095	Parallel Employment Group	IN	196-407A-1ZBA	\$1,074.53	08/13/18	Robin Widmar
96	0096	GTC Learning Innovation Dept		605-451-1CBA, 605-463-1CBA, 900-019-1CBA	\$1,404.00	07/03/18	Robin Widmar
97	0097	NC3		900-003-1M1JL	\$3,900.00	07/02/18	Robin Widmar
98	0098	Senior Flexionics - GA Precision	IN	421-434-1CBA	\$4,365.98	08/03/18	Robin Widmar
99	0099	GTCF		900-003-1m13	\$1,950.00	07/05/18	Michelle Miller
100	0100	REAL School	IN	https://docs.google.com/spreadsheets/d/1D50cH1akiwq5nLRnHKC9QEBiQrUbhCwWJVBBXbp-1M/edit#gid=1816531902	\$49,428.00		Robin Widmar
101	0101	REAL School	IN	https://docs.google.com/spreadsheets/d/1D50cH1akiwq5nLRnHKC9QEBiQrUbhCwWJVBBXbp-1M/edit#gid=1816531902	\$24,104.00		Robin Widmar
102	0102	WI DOC - RCI	IN	444-331-1ZBA, 444-337-1ZBA, 444-338-1ZBA, 444-339-1ZBA, 804-370-1ZBA	\$51,108.00	07/12/18	Robin Widmar
103	0103	WI DOC - REECC		444-331-2cbb, 444-337-2cbb, 444-339-2cbb, 804-370-2cbb, 801-302-2cbb,		07/18/18	Michelle Miller
104	0104	CC&N	IN				Robin Widmar
105	0105	NAMI, Kenosha County	TA	900-019-1KF2	\$946.28	07/19/18	Molly Meagher
106	0106	WI Oven	IN	442-323-1ZBA	\$15,390.00	07/23/18	Robin Widmar
107	0107	RCI - DOC	IN	see google doc dh		07/24/18	Nancy Jorgensen
108	0108	RYOC - DOC	IN	see google doc dh		07/24/18	Nancy Jorgensen
109	0109	Ellsworth - DOC	IN	see google doc dh		07/24/18	Nancy Jorgensen
110	0110	Felss Shortcut Technologies	IN	605-453-1ZBA, 605-453-1ZBB, 605-450-1ZBA, 605-450-1ZBB, 605-429H-1ZBA, 605-429H-1ZBB, 605-446-1ZBA, 605-446-1ZBB	\$6,246.10	07/26/18	Robin Widmar
111	0111	Walworth County Jail	IN	890-721-2ZBA, 854-733-2ZBA, 859-777-2ZBA	\$4,485.00	08/03/18	Robin Widmar
112	0112	Kenosha County Sheriff's Dept.	IN	504-481-1K1F	\$300.00	07/31/18	Molly Meagher
113	0113	Kenosha Police Dept.	IN	504-481-1K1G	\$200.00	07/31/18	Molly Meagher
114	0114	Racine Police Dept.	IN	504-481-1K1H	\$100.00	07/31/18	Molly Meagher
115	0115	Pleasant Prairie PD	IN	504-481-1K1J	\$65.00	07/31/18	Molly Meagher
116	0116	UW-Parkside PD	IN	504-481-1K1K	\$31.34	07/31/18	Molly Meagher
117	0117	Racine County Sheriff's Office	IN	504-481-1K1M	\$65.00	07/31/18	Molly Meagher
118	0118	Kenosha Fire Dept	IN	531-805-2ZBA, 531-805-2ZBB, 531-805-2ZBC, 531-801-2ZBA, 531-801-2ZBB, 531-801-2ZBC	\$2,496.00	08/01/18	Robin Widmar
119	0119	InSinkErator	IN	606-111-2ZBA, 628-109-2ZBA, 103-417C-ZBA, 103-432C-ZBA, 628-115-2LB1	\$34,524.00	08/02/18	Robin Widmar

Contract #	Sponsor Name	Type	WATG #	Course Numbers	Estimated CFS Cost	CFS Date / Date Req.	BY:
120	KUSD - Lakeview	IN		152-126-2L1A, 152-150-2L1A, 152-182-2L1A, 152-178-2L1A	\$39,020.80	08/02/18	Robin Widmar
121	Kenall Mfg	IN	166	605-458-2ZBA, 605-458-2ZBB; 900-003-2M1KM		08/09/18	Robin Widmar
122	Racine County Workforce Solutions	TA		900-003-1M1RK	\$3,900.00	08/08/18	Robin Widmar
123	Walworth County Job Center	TA		900-003-1M1RR	\$3,900.00	08/08/18	Robin Widmar
124	WI DOC - REECC			444-338-3cbb		08/09/18	Michelle Miller
125	NC3	TA		900-003-1M1DS	\$3,900.00	08/08/18	Robin Widmar
126	Kenall Mfg	IN		605-458-3ZBA, 605-458-3ZBB		08/09/18	Robin Widmar
127	Telecom Consortium	IN	149	900-003-2M1TC		08/09/18	Robin Widmar
128	Parallel Employment	IN					Robin Widmar
129	WRTP / Big Step	IN		607-104-1CBB	\$6,415.00	08/17/18	Robin Widmar
130	Staff Electric	IN/TA		150-412-2CB1, 900-019-2CB1	\$13,272.00	08/17/18	Robin Widmar
131	NC3	TA		900-003-2M1AT	\$3,900.00	08/20/18	Robin Widmar
132	RCK Foods	IN/TA	143				Robin Widmar
133	GNC Consortium - Basin Mfg	IN	173	444-337-2eba,			Robin Widmar
134	GNC Consortium - Precision Plus	IN	173				Robin Widmar
135	Telecom Consortium	IN	149				Robin Widmar
136	Telecom Consortium	IN	149				Robin Widmar
137	Racine Lutheran High School	IN		664-100-2CBA, 664-110-2CBA		08/23/18	Robin Widmar
138	RUSD	IN		664-100-2CBB, 664-110-2CBB	\$749.82	08/31/18	Robin Widmar
139	Union Grove High School	IN		664-110-2CBC, 664-110-2CBC	\$2,249.46	08/31/18	Robin Widmar
140	Shoreland Lutheran High School	IN				N/A	Robin Widmar
141	Elkhorn High School	IN		See CNA Google Doc here		08/24/18	Michelle Miller
142	Westosha Central High School	IN		See CNA Google doc here		08/24/18	Michelle Miller
143	East Troy High School	IN		https://docs.google.com/spreadsheets/d/1dND0TE2IHFNEA3GVKFGXGu-TDPCFX6MOUHQj80RW_Q/edit#gid=0		08/24/18	Michelle Miller
144	Burlington High School	IN		https://docs.google.com/spreadsheets/d/1dND0TE2IHFNEA3GVKFGXGu-TDPCFX6MOUHQj80RW_Q/edit#gid=0		08/24/18	Michelle Miller
145	Waterford High School	IN		https://docs.google.com/spreadsheets/d/1dND0TE2IHFNEA3GVKFGXGu-TDPCFX6MOUHQj80RW_Q/edit#gid=0		08/24/18	Michelle Miller
146	Badger High School	IN		https://docs.google.com/spreadsheets/d/1dND0TE2IHFNEA3GVKFGXGu-TDPCFX6MOUHQj80RW_Q/edit#gid=0		08/24/18	Michelle Miller
147	Wilnot High School	IN		https://docs.google.com/spreadsheets/d/1dND0TE2IHFNEA3GVKFGXGu-TDPCFX6MOUHQj80RW_Q/edit#gid=0		08/24/18	Michelle Miller

Contract #	Sponsor Name	Type	WATG #	Course Numbers	Estimated CFS Cost	CFS Date / Date Req.	BY:
148	0148 Delavan Darien High School	IN		https://docs.google.com/spreadsheets/d/1dND61ET2IHFNEA3GVKFGXGu-1DPCFX6MOUuQj8oRW_Q/edit#gid=0		08/24/18	Michelle Miller
149	0149 Burlington High School	IN		https://docs.google.com/spreadsheets/d/1dND61ET2IHFNEA3GVKFGXGu-1DPCFX6MOUuQj8oRW_Q/edit#gid=0		08/24/18	Michelle Miller
150	0150 Waterford High School	IN		https://docs.google.com/spreadsheets/d/1dND61ET2IHFNEA3GVKFGXGu-1DPCFX6MOUuQj8oRW_Q/edit#gid=0		08/24/18	Michelle Miller
151	0151 Burlington High School	IN		https://docs.google.com/spreadsheets/d/1dND61ET2IHFNEA3GVKFGXGu-1DPCFX6MOUuQj8oRW_Q/edit#gid=0		08/24/18	Michelle Miller
152	0152 Tremper High School (KUSD)	IN		https://docs.google.com/spreadsheets/d/1dND61ET2IHFNEA3GVKFGXGu-1DPCFX6MOUuQj8oRW_Q/edit#gid=0		08/24/18	Michelle Miller
153	0153 Indian Trail High School (KUSD)	IN		https://docs.google.com/spreadsheets/d/1dND61ET2IHFNEA3GVKFGXGu-1DPCFX6MOUuQj8oRW_Q/edit#gid=0		08/24/18	Michelle Miller
154	0154 Indian Trail High School (KUSD)	IN		https://docs.google.com/spreadsheets/d/1dND61ET2IHFNEA3GVKFGXGu-1DPCFX6MOUuQj8oRW_Q/edit#gid=0		08/24/18	Michelle Miller
155	0155 Twin Disc	IN					Robin Widmar
156	0156 RUSD - Kobriger	IN/TA					Robin Widmar
157	0157 KUSD	IN		838-105-2KBA	\$5,277.40	08/31/18	Robin Widmar
158	0159 GTC - College Connection	IN		442-321-2EBA, 442-322-2EBA		09/04/18	Robin Widmar

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call _____
Action x
Information _____
Discussion _____

ADVISORY COMMITTEE ACTIVITY REPORT

Summary of Item: Approval of:

- New Members as of September 1, 2018
- 2018-19 Meeting Schedule as of September 1, 2018

Staff Liaison: John Thibodeau

GATEWAY TECHNICAL COLLEGE ADVISORY COMMITTEES -- NEW MEMBERS As of September 1, 2018

PROGRAM Name	Job Title	Employer	County Represented
Aeronautics – Pilot Training			
Mann, Jill	Flight Instructor/Contract Pilot	L10E, LLC	Racine
Emergency Medical Technician, Advanced EMT, EMT Paramedic, Fire Medic, & Paramedic Technician			
Spencer, Joshua	Fire Engineer	City of Burlington Fire	Racine
Welding & Welding/Maintenance & Fabrication			
Hanson, Richard	Apprenticeship Coordinator	Iron Workers Local 8	Out of District
Motorcycle, Marine and Outdoor Power Products			
Barnes, Jason	Service Manager	House of Harley Davidson	Racine
Falvey, Amanda	Human Resources Director	BRP Evinrude	Racine
Obligato, Carlo	Service Manager	Jerry's Majestic Marine	Walworth
Oglesby, Jerry	Owner – President	Jerry's Majestic Marine	Walworth

ADVISORY COMMITTEE 2018-2019 MEETING SCHEDULE as of September 1, 2018

ADVISORY COMMITTEE	DEAN	FALL 2018	SPRING 2019
Accounting Accounting Assistant	J. Fullington	Tuesday, September 25, 2018 5:30 pm - Elkhorn, Room 112/114	
Administrative Professional Office Assistant	J. Fullington	Tuesday, September 25, 2018 5:30 pm - Elkhorn, Room 112/114	
Adult Basic Education	C. Jennings		
Adult High School	C. Jennings	Tuesday, October 16, 2018 2:00 pm - iMET, Room 104	
Aeronautics-Pilot Training	J. Fullington	Thursday, September 20, 2018 11:00 am - Horizon Center, Room 106	
Air Conditioning, Heating, & Refrigeration Technology Facilities Maintenance Building Trades - Carpentry	R. Koukari	Monday, September 24, 2018 5:00 pm - Kenosha Campus	
Arboriculture/Urban Forestry Technician	T. Simmons	Friday, September 21, 2018 9:30 am	
Architectural-Structural Engineering Technician Civil Engineering Technology - Fresh Water Resources	R. Koukari	Wednesday, September 19, 2018 5:30 pm - iMET, Room 104	
Civil Engineering Technology – Highway Technology	J. Fullington	Tuesday, October 2, 2018 5:30 pm - Horizon Center, Room 106	
Automotive Technology Automotive Maintenance Technician	T. Simmons	Wednesday, October 10, 2018 5:00 pm - Racine Campus, Room R306A	
Barber Technologist Cosmetology	R. Koukari	Monday, September 24, 2018 5:00 pm - Kenosha Campus, Room TBA	
Building Trades - Carpentry	J. Fullington	Tuesday, September 25, 2018 5:30 pm - Elkhorn, Room 112/114	
Business Management Leadership Management Business Services Manager Small Business Entrepreneurship	R. Koukari	Thursday, September 27, 2018 5:30 pm - iMET, Room 401	
CNC Production Technician CNC Programmer Tool and Die Technician	T. Simmons	Thursday, October 4, 2018 11:00 am - Burlington Center, Room 100	
Criminal Justice Studies	T. Simmons	Wednesday, October 3, 2018 11:00 am - Kenosha Campus, Room T127	
Criminal Justice - Law Enforcement 720 Academy			

Culinary Arts Culinary Assistant	T. Simmons	Tuesday, October 9, 2018 3:30 pm - Racine Campus	Wednesday, March 6, 2019 3:15 pm - Racine Observatory Kitchen
Dental Assistant	M. O'Donnell	Tuesday, September 25, 2018 5:30 pm - Kenosha Dental Lab	
Diesel Equipment Mechanic Diesel Equipment Technology	J. Fullington	Wednesday, October 3, 2018 5:30pm - Horizon Center, Room 106	
Early Childhood Education Foundations of Teacher Education	T. Simmons	Monday, October 8, 2018 10:00 am - Racine Campus, Room R301	Monday, March 4, 2019 10:00 am
Electrical Engineering Technology Electronics Electronics Technician Fundamentals	R. Koukari	Wednesday, September 19, 2018 5:30 pm - IMET, Room 104	
Electromechanical Maintenance Technician	R. Koukari	Wednesday, October 3, 2018	
Fire Medic Paramedic Technician Advanced EMT Emergency Medical Technician EMT Paramedic	T. Simmons	Tuesday, October 9, 2018 9:00 am - Burlington Center, Room H101	Thursday, March 7 5:30 pm - Burlington Center, Room H101
Firefighter Technician	T. Simmons	Thursday, October 11, 2018 6:00 pm - Burlington Center, Room H101	Thursday, March 14, 2019 6:00 pm - Burlington Center, Room H101
Gas Utility Construction and Service	R. Koukari	Friday, September 21, 2018 8:00 am - Kenosha Campus	
Graphic Communications Professional Communications	J. Fullington		
Health Information Technology	M. O'Donnell	Thursday, November 1, 2018 2:30 pm - Racine Campus, Room T409	
Horticulture	T. Simmons	Monday, September 24, 2018 6:00 pm - Kenosha Campus Hort Bldg, Room 120	
Hospitality Management Foundations of Lodging and Hospitality Management	T. Simmons	Wednesday, October 10, 2018 1:30 pm - Racine Campus, Room R301	
Human Services Associate	T. Simmons	Wednesday, October 3, 2018 3:00pm - Racine Campus, Room R301	Wednesday, March 6, 2019 5:00 pm
Information Technology - Computer Support Specialist Information Technology - Network Specialist	R. Koukari	Thursday, September 20, 2018 5:30 pm - Racine Campus	
Information Technology - Software Developer Information Technology - Web Software Developer Information Technology - Computer Support Tech Information Technology - Web Programmer	R. Koukari	Thursday, September 20, 2018 5:30 pm - Racine Campus	

Interior Design	T. Simmons	Wednesday, October 3, 2018 6:00 pm	
Marketing	J. Fullington	Tuesday, September 25, 2018 5:30 pm - Elkhorn Campus, Room 112/114	
Mechanical Design Technology Advanced Manufacturing Technology	R. Koukari	Wednesday, September 19, 2018 5:30 pm - iMET, Room 104	
Medical Assistant	M. O'Donnell	Wednesday, October 17, 2018 7:30 am - Racine Campus, Room T406	
Motorcycle, Marine and Outdoor Power Products	J. Fullington		
Nursing Assistant	V. Hulback	Tuesday, October 9, 2018 3:30 pm - Burlington Center	
Nursing Associate Degree	V. Hulback	Thursday, October 11, 2018 2:00 pm - Kenosha Campus, Room S100A	
Pharmacy Technician	M. O'Donnell	Tuesday, October 16, 2018 6:30 pm - Burlington Center	
Physical Therapist Assistant	M. O'Donnell		
Supply Chain Management	J. Fullington	Tuesday, September 25, 2018 5:30 pm - Elkhorn Campus, Room 112/114	
Surgical Technology	M. O'Donnell	Monday, September 17, 2018 4:30 pm - Kenosha Campus, Room S118	Monday, January 29, 2019 4:30 pm - Kenosha Campus, Room S118
Veterinary Technician Veterinary Assistant	M. O'Donnell	Monday, October 29, 2018 5:30 pm - Elkhorn Campus, Vet Sciences Bldg	
Welding Welding/Maintenance & Fabrication	R. Koukari	Wednesday, October 3, 2018 5:30 pm - Racine Campus	

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call _____
Action X
Information _____
Discussion _____

BID NO. 1572 KENOSHA PAVING REPAIRS KENOSHA CAMPUS

Summary of Item: Sealed bids were received from various contractors for the Kenosha Paving Repairs project, Kenosha Campus.

Administration is recommending the contract to provide all labor and materials required for this project be awarded to:

Prime Contract

Cicchini Asphalt, LLC.
Kenosha, WI

Prime Contract (Contract Value for Cicchini Asphalt)	\$148,381.00
Catch Basin Repairs (Work already completed)	17,556.66
GTC Contingency (GTC held contingency)	8,562.34
Architect & Engineering Fees:(PIDA Fees 9.5% + \$6,900 study fee)	21,000.00
Reimbursable Fees	<u>4,500.00</u>

Total Project Cost: \$200,000.00

Funding Source: G O Promissory Notes Series 2018-2019B

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

Ends Statements
and/or Executive
Limitations:

Section 3 – Executive Limitations,
Policy 3.5, Financial Condition

Staff Liaison: Bill Whyte

Top895.docx or .pdf 09/13/18



**Partners in Design
Architects, Inc.**

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

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

September 13, 2018

Mr. William Whyte
Gateway Technical College
3520 30th Avenue
Kenosha, Wisconsin 53140

RE: Kenosha Campus
Paving Repairs
Official Notice No. 1572

Dear Mr. Whyte:

On Tuesday, September 11, 2018, at the Kenosha Campus Administration Center, bids were received for the Kenosha Paving Repairs. Rhonda Cerminara, and Larry Paruszkiewicz were in attendance on behalf on Gateway Technical College. I was in attendance on behalf of Partners In Design Architects for the receipt of bids.

The Kenosha Paving Repairs project consisted of a single bid package and one unit price to replace a single concrete catch basin. There are three total within the project limits.

After reviewing the bids with Larry Paruszkiewicz, we are recommending the college accept Cicchini Asphalt's bid. Based on our bid evaluation we are recommending the following contracts:

Budget Estimate: \$200,000.00			
Prime Contract:	\$	148,381.00	<i>(Contract Value for Cicchini)</i>
Catch Basin repairs	\$	17,556.66	<i>(Work already completed)</i>
GTC Contingency	\$	8,562.34	<i>(GTC Held Contingency)</i>
A&E Fees:	\$	21,000.00	<i>(A&E Fees 9.5% + \$6,900 study fee)</i>
<u>Reimbursable Fees</u>	\$	<u>4,500.00</u>	<i>(Reimbursable Fees)</i>
Total Project Cost:	\$	200,000.00	

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

Sincerely,

Jeffrey E. Bridleman

www.pidarchitects.com

IX. POLICY GOVERNANCE MONITORING REPORTS

A. End Statement Monitoring

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

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call _____
Action X
Information _____
Discussion _____

POLICY GOVERNANCE MONITORING REPORTS
Ends Statement Monitoring

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

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

Staff Liaison: Matt Janisin

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

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

POLICY GOVERNANCE REVIEW **Review Ends Policy #2**

SECTION 4 – ENDS POLICY 4.1, STATEMENT 2

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

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

Governance Process: Policy 1.4 – Board Policy Creation and Review
Board Liaison: William Duncan

IX. POLICY GOVERNANCE MONITORING REPORTS

B. Executive Limitations

1. 3.5 Financial Condition – FY 2017-2018 Year-End Financial Review
2. Policy Governance Review – 3.5 Financial Condition

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call _____
Action X
Information _____
Discussion _____

**MONITORING REPORT
FY 2017-18 YEAR-END FINANCIAL REVIEW (UNAUDITED)**

Summary of Item: The report will include FY 2017-18 preliminary year-end financial review and results (unaudited).

Attachment: FY 2017-18 Year-End Financial Review (unaudited)

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

Staff Liaison: Sharon Johnson

Top819.docx 09/11/18

YEAR END FINANCIAL REVIEW (unaudited)

July 1, 2017 – June 30, 2018

General Fund

The preliminary General Fund results for fiscal year 2018 are as follows:

GENERAL FUND	Budget	Actual	Variance fav (unfav)
Revenue	\$ 79,952,081	\$ 81,407,391	\$ 1,455,310
Expenditures	80,252,081	80,348,134	(96,053)
Net Operating Rev (Exp)	<u>(300,000)</u>	<u>\$ 1,059,257</u>	<u>\$ 1,359,257</u>
Transfer Out	-	(3,000,000)	(3,000,000)
General Fund Surplus (Deficit)	\$ (300,000)	\$ (1,940,743)	\$(1,640,743)

Overall Results

Preliminary operating results show revenues exceeding expenditures by \$1.06 million, however due to a planned transfer out to the capital fund, the net effect to fund balance will be a decrease of \$1.9 million. The operational savings are mainly due to vacant position savings throughout the year, benefits budgeted at family for all vacancies and administration managing discretionary current expenditures. Overall, there were no salary savings as additional adjuncts were used in place of full time personnel.

Fund Balance/Reserves

Fund balance is a combination of previous fund balance, net revenues over expenditures, adjustments for prepaid expenditures and transfers out to other funds. As a matter of sound financial practice, fund balance should only be used to support one time initiatives, as opposed to ongoing operational expenditures. In any year, the amount by which net expenditures exceed net revenues, there will be a direct reduction in fund balance.

Prepaid expenditures are those expenditures paid in the current year for services to be provided in subsequent years. They are “shifted” to the appropriate year through the use of reserves. Prepaid expenditures mainly include expenditures for maintenance agreements, IT contracts, purchasing consortium expenditures, etc.

In FY18 and as part of the budget, the board approved a \$3,000,000 reclassification of fund balance to the capital projects fund for one time remodeling and equipment needs to support the iMet parking lot project and iMet equipment purchases.

Management is recommending fund balance be monitored for policy adherence and possible use to offset the OPEB liability.

Change in Fund Balance - Designated for Operations:

06/30/17 Balance	\$ 24,196,745
Less: reclassification to Reserve for OPEB	\$ (500,000)
Net Revenue over Expenditures FY18	1,059,257
Adjustment for decrease in Prepaid Expenditures	890,267
Less: Operating Transfer out to Capital Fund	<u>(3,000,000)</u>
Net Change to Designated for Operations	(1,550,476)
06/30/18 Balance	<u>\$ 22,646,269</u>

YEAR END FINANCIAL REVIEW (unaudited)

July 1, 2017 – June 30, 2018

Page 2 of 3

	FY18 Expenditures	\$	80,348,134
General Fund Reserves as a % of Expenditures			28.2%

The General Fund reserve is expected to be \$22.6 million as of June 30, 2018 or 28.2% of actual FY18 expenditures. To align with the WTCS Financial Administrative Manual and comply with district policy, administration is recommending the fund balance will be allocated to various designations as follows:

		As a % of Expenditures
Designated for Operations	\$ 20,087,033	25.0%
Designated for Subsequent Year	2,559,236	
Total Fund Balance 06/30/18	\$ 22,646,269	

Revenues

Overall, total revenues were favorable to budget by 1.8% or \$1,455,310. The increase is due largely to an increase in Transcribed Credits revenues but this revenue is considered a “wash” with expenditures, Transcribed Credits exceeded the budget by \$1,195,615 or 89.7% demonstrating additional outreach into the K12 districts. Tuition and fees revenue exceeded budget by \$238,827 or 1.3% due to slightly higher FTE’s than budgeted.

Expenditures

Overall, total general fund expenditures were over budget by \$96,053 or .1%.

Total salaries were over budget \$519,187 or 1.1% due largely to an increase in Adjunct Instructor salaries of 19.3 % or \$1,101,563. This increase was offset by a decrease in part to full time salaries and wages which were under budget by 1.4 % or \$582,376. The decrease in hiring full time faculty provided the flexibility needed to accommodate the changes in enrollment during the fiscal year.

Employee benefits were under budget by \$1,154,552 or 6.3%. The variance is due largely to Health & Dental Insurance savings of \$542,738 or 5.6%; and Social Security and Retirement of 4.0% or \$264,982. These savings were driven by unfilled full-time positions which were budgeted at family coverage. Early retirement expenditures were under budget \$292,451 or 18.3% due mainly to actual rates coming in lower than expected.

Other expenditures were over budget by \$731,418 or 5.1% due mainly to Transcribed Credit expenditures of \$1,195,615 or 89.7%. This variance is a “wash” with a revenue variance of the same amount (discussed in revenue section). The Transcribed Credit variance is offset mainly by Supplies, which were under budget by \$196,944 or 11.8%. The savings in supplies was mainly attributed to management’s focus on controlling expenditures responsibly in line with the decrease in enrollment. Rentals were also under budget by 28.8% or \$277,956. The rental savings was attributed to the decrease in cost of equipment rentals due to the continued green print initiative.

Special Revenue Fund

The Special Revenue Fund is used to account for all grant-related activities. The fund experienced an

YEAR END FINANCIAL REVIEW (unaudited)

July 1, 2017 – June 30, 2018

Page 3 of 3

unfavorable financial result for FY 2018 with expenditures exceeding revenues by \$358,571. This variance is due to the use of fund balance previously approved for the Innovation Grants. A year-end budget revision will be necessary to reallocate the budget within functions.

Capital Projects Fund

The Capital Projects Fund is used to account for financial resources and related financial activity for the acquisition and improvement of sites and for the acquisitions, construction, equipping and renovation of buildings. Revenues reflect fiscal year debt issues totaling \$13 million and \$3.046 million of operating transfers of which \$3.0 million are from the General Fund, \$31.2K from the Special Revenue Fund and \$15k from the Special Revenue Non-Aidable Fund (DAAB). Overall, the Capital Project Fund reflects total expenditures of \$14.5 million and revenues and other financing sources of \$16.5 million. The Capital Projects fund balance increased by \$2,060,494. Year-end budget revision will be necessary to reallocate the budget within functions.

Debt Service Fund

The Debt Service Fund is used to account for the accumulation of resources for, and payment of, general long-term debt and lease obligation principal, interest and related costs. The fund expenditures exceeded revenues by \$35,974 due to slightly higher interest costs. Principal and interest payments totaled \$12.2 million in FY18.

Enterprise Fund

The Enterprise Fund is used to account for operations (other than for the general operations) that are financed and operated in a manner similar to a private business enterprise, where the intent of the College is that the costs of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges. The operations of the District's culinary arts, auto labs and miscellaneous student auxiliary items are accounted for in the enterprise funds in a manner similar to accounting for private enterprise operations. The fund experienced a slightly negative result with expenses exceeding revenues by \$11,389.

Summary

Overall, the College's financial condition remains strong and well positioned to meet future fiscal challenges. The College continues to hold a bond rating of Aaa, the highest rating as provided by Moody's Investors Services. As compared to the other 16 WTCS, Gateway has the 4th highest equalized value; 6th lowest debt as a percentage of operating expenditures at 14.64% and 3rd highest General Fund balance as a percentage of revenues. Moving forward, management will continue to keep a focus on enrollment trends, community needs and economic indicators to ensure responsible fiscal management. We continue to monitor and strategize about the effects of the increased capitalization threshold as well as continued enrollment challenges.

FY 2017-18 Year End Financial Review - 09 20 18 Bd Mtg.docx

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

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

POLICY GOVERNANCE REVIEW **Review Policy 3.5**

SECTION 3 - EXECUTIVE LIMITATIONS POLICY 3.5 **FINANCIAL CONDITION**

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

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

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

Governance Process: Policy 1.4 – Board Policy Creation and Review
Board Liaison: William Duncan

X. BOARD MEMBER COMMUNITY REPORTS

XI. NEXT MEETING DATE AND ADJOURN

- A. Regular Meeting – Thursday, October 18, 2018, 8:00 am, Elkhorn Campus, Rooms 112/114
- B. Adjourn