



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

September 10, 2020

**Burlington Center**  
496 McCanna Pkwy.  
Burlington, WI 53105-3623

**Elkhorn Campus**  
400 County Road H  
Elkhorn, WI 53121-2046

**HERO(Health And  
Emergency Response  
Occupations) Center**  
380 McCanna Pkwy.  
Burlington, WI 53105-3622

**Horizon Center For  
Transportation  
Technology**  
4940 - 88th Avenue  
Kenosha, WI 53144-7467

**Inspire Center**  
3520 - 30th Avenue  
Kenosha, WI 53144-1690

**Kenosha Campus**  
3520 - 30th Avenue  
Kenosha, WI 53144-1690

**Lakeview Advanced  
Technology Center**  
9449 - 88th Avenue (Highway H)  
Pleasant Prairie, WI 53158-2216

**Racine Campus**  
1001 South Main Street  
Racine, WI 53403-1582

**SC Johnson  
iMET (Integrated  
Manufacturing  
& Engineering  
Technology) Center**  
Renaissance Business Park  
2320 Renaissance Blvd.  
Sturtevant, WI 53177-1763

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**gtc.edu**  
**800.247.7122**

**NOTICE OF MEETING**

**GATEWAY TECHNICAL COLLEGE  
DISTRICT BOARD  
Regular Meeting  
Thursday, September 17, 2020 – 8:00 a.m.  
Virtual Meeting, 1-312-626-6799  
Meeting ID: 995 2044 1688**

The Gateway Technical College District Board will hold its regular meeting on Thursday, September 17, 2020 at 8:00 a.m. as a virtual meeting. The agenda is included. The use of technology to access the meeting will be available to the public using the conference call number listed above.

For citizen comments please contact Kelly Bartlett at [bartlettk@gtc.edu](mailto:bartlettk@gtc.edu) prior to the meeting.

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

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Regular Meeting – Thursday, September 17, 2020 – 8:00 a.m.

Virtual Meeting, 1-312-626-6799

Meeting ID: 995 2044 1688

Info. / Disc	Action	Roll Call	<b>AGENDA</b>	Page
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			<b>X. Policy Governance Monitoring Reports</b>	
	<b>X</b>		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. <b>#3 Taxpayers receive a positive return on investment from Gateway’s impact on the local tax base, property values, and overall economic development as well as the contributions of graduates to the tri-county community.</b> GPS Report – John Thibodeau and Robbin Vester	74
	<b>X</b>		B. Executive Limitations 1. 3.5 Financial Condition – FY 2019-20 Year-End Financial Review (unaudited) – Sharon Johnson	77
	<b>X</b>		2. Policy Governance Review – 3.5 Financial Condition	81
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Info. / Disc	Action	Roll Call	<b>AGENDA</b>		Page
<b>X</b>	<b>X</b>		<b>XII.</b>	<b>Next Meeting Date and Adjourn</b> A. Regular Meeting - Thursday, October 22, 2020, 8:00 am, Kenosha Campus, Madrigrano Center, Haribo Hall and Virtual Meeting B. Adjourn	83  83

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

## Regular Meeting

Thursday, September 17, 2020 – 8:00 a.m.

Virtual Meeting, 1-312-626-6799

Meeting ID: 995 2044 1688

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

## II. ROLL CALL

Jesse Adams	_____
Megan Bahr	_____
Ram Bhatia	_____
William Duncan	_____
Zaida Hernandez-Irisson	_____
Rebecca Matoska-Mentink	_____
Bethany Ormseth	_____
Roger Zacharias	_____
Pamela Zenner-Richards	_____
Scott Pierce	_____

### **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 20, 2020 – Regular Meeting

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD  
Regular Meeting, August 20, 2020

The Gateway Technical College District Board met virtually on Thursday, August 20, 2020. The meeting was called to order at 8:00 a.m. by Scott Pierce, Chairperson.

**I. Call to Order**

A. Open Meeting Compliance

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

**II. Roll Call**

Jesse Adams	Excused
Megan Bahr	Present
Ram Bhatia	Present
William Duncan	Present
Zaida Hernandez-Irisson	Present
Rebecca Matoska-Mentink	Present
Bethany Ormseth	Excused
Roger Zacharias	Present
Pamela Zenner-Richards	Present
Scott Pierce	Present

Also in attendance were Bryan Albrecht, Kelly Bartlett, Mary Harpe and 31 citizens/reporters.

**III. Approval of Agenda**

- A. It was moved by P. Zenner-Richards and seconded by W. Duncan and carried to approve the agenda.

**IV. Approval of Minutes**

- A. It was moved by R. Zacharias and seconded by Zaida Hernandez-Irisson and carried to combine the approval of the minutes of the June 18, 2020 Regular Meeting and July 13, 2020 Organizational Meeting.

**V. Citizen Comments**

There were no citizens comments.

**VI. Chairperson's Report**

A. Dashboard Report items included updates on:

- WTCS Insurance Trust awarded Gateway \$11,775 for student emergency grants.
- The State of Wisconsin awarded Gateway \$530,000 in COVID-19 stimulus funding.
- SC Johnson awarded Gateway \$400,000 for Industry 4.0 training.

B. June Board Evaluation Summary

- 7 of 8 Attending Trustees Responded to the Survey: Diversity committee of whole section was very informative. Another excellent meeting. COW meeting was informative and gave us information for further discussion. Katie Graf and Dan Foster were the bomb. There is still work to do but progress is being made in their area. Great thanks to Ron for his years of service to the College. Thanks also to Bethany for the strong leadership she provided over her tenure as our Chair. Great meeting! Excellent meeting. COW presentation on Vision 2021, and follow up discussions were great. Similarly pleased to hear HOPE, Covid-19 update and SC Johnson announcements under president's report. Great job Beth chairing the broad meetings and your leadership throughout the pandemic virtual meetings. Looking forward to getting back to (new) normal life.

C. District Boards Association

- S. Pierce gave a report out on DBA. The next meeting will be virtual. The ACCT Conference that was scheduled for Chicago this year will also be virtual.
- D. President's Goals
- The Trustees received the President's goals. They will discuss these goals at the September meeting.

## VII. President's Report

### A. Announcements

- Bryan Albrecht welcomed the following Journey members to the meeting: Kevin Yocum and Jeffrey Mohr.
- Bryan spoke about the graduation drive up celebrations. They have been very well attended and Gateway has received a lot of positive feedback from the students and graduates.
- John Thibodeau welcomed the faculty back to campus and spoke about Faculty Professional Week where all faculty participate in training and department meetings.
- Tammi Summers and Bryan Albrecht spoke on DEI efforts.

### B. COVID-19 Update

- Stephanie Sklba and Tom Cousino gave an updated on what Gateway is doing to create a clean and healthy working and learning environment.

Jesse Adams joined the meeting at 8:20 am.

## VIII. Student Trustee Report

- A. Megan Bahr reported on student activities including: Graduation Events, Monthly Trivia Night, Red Hawk Return Kits and Student Town Hall.

## IX. Operational Agenda

### A. Action Agenda

1. Resolution No. F-2020-2021B.2 – Resolution Awarding the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2020-2021B

Administration is recommending approval of a resolution awarding the sale of General Obligation Promissory Notes, Series F-2020-2021B; in the principal amount of \$1,500,000 for the public purpose of financing building remodeling and improvement projects.

**Following discussion, it was moved by R. Zacharias, seconded by P. Zenner-Richards and carried by roll call vote to approve Resolution No. F-2020-2021B.2 – Resolution Awarding the Sale of \$1,500,000 General Obligation Promissory Notes, Series 2020-2021B**

**Aye: 8**

**Nay: 0**

**Abstaining: 0**

**Absent: 1**

### B. Consent Agenda

**It was moved by R. Bhatia, seconded by R. Zacharias and carried that the following items in the consent agenda be approved:**

#### 1. Finance

- a) **Summary of Revenue and Expenditures:** Approved the summary of revenue and expenditures as of July 31, 2020.
- b) **Cash and Investment Schedules:** Approved the monthly cash reconciliation, investment schedule and investment report.

2. **Personnel Report:** Approved the personnel report of five (5) new hires; five (5) transfers; two (2) reclassifications; five (5) separations; five (5) promotions; five (5) retirements; no employment approvals-casual, non-instructional; and no employment approvals-adjunct faculty.
3. **Grants Awards:** Approved the Grant Awards for August 2020
4. **Contracts for Instructional Delivery:** Approved the contracts for instructional delivery report for July and August 2020.
5. **Advisory Committee Activity Report:** Approved the advisory committee 2020-2021 meeting schedule and new members as of August 1, 2020

## X. Policy Governance Monitoring Reports

### A. Ends Statement Monitoring

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

**#4 Families are strengthened by the prosperity of their graduates, reduced unemployment or underemployment, and the availability of local jobs for family members.**

Jeff Robshaw reported on providing the tools to make the College's offerings available to students in a variety of ways.

Following discussion, it was moved by W. Duncan, seconded by R. Zacharias and carried that this report is evidence that the college is making progress on Ends Policy #4.

### B. Policy Governance Review – Ends Policy 4.1, Statement #4

Following discussion, it was moved by R. Bhatia, seconded by R. Matoska-Mentink and carried to approve the wording of Policy Governance, Ends Policy 4.1, Statement #4.

## XI. Board Member Community Reports

- There were no Board Member Community Reports.

## XII. Next Meeting Date and Adjourn

- A. Regular Meeting – Thursday, September 17, 2020, 8:00 am, Kenosha Campus, Madigrano Center, Haribo Hall and Virtual Meeting
- B. At approximately 9:18 a.m. it was moved by W. Duncan, seconded by R. Bhatia and carried that the meeting was adjourned.

Submitted by,

Pamela Zenner-Richards  
Secretary



V. CITIZEN COMMENTS

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
  - B. Board Evaluation Summary
  - C. President's Goals

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

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

## CHAIRPERSON'S REPORT Dashboard Report

Governance Process:  
Board Liaison:

Policy 1.2 – Governing Philosophy  
Scott Pierce

# 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  
Scott Pierce

# 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  
Scott Pierce

- VII. PRESIDENT'S REPORT
  - A. Announcements
  - B. Foundation Report
  - C. Coalition for Dismantling Racism

# 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** **Foundation Report**

Policy/Ends Statement:      Policy 2.1



# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

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

## **PRESIDENT'S REPORT** **Coalition for Dismantling Racism**

Policy/Ends Statement:      Policy 2.1

VIII. STUDENT TRUSTEE REPORT

## IX. OPERATIONAL AGENDA

### A. Action Agenda

1. Resolution Numbers B-2020 F.1 and F.2 – Approval of Project for Lincoln Building Expansion – Racine Campus, Racine, Wisconsin, for ADA Compliance
2. Resolution Numbers B-2020 G.1 and G.2 – Approval of Project for Lincoln Building First Floor and Lower Level Remodeling – Racine Campus, Racine, Wisconsin

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call	_____
Action	___X___
Information	_____
Discussion	_____

## **RESOLUTION NUMBERS B-2020 F.1 AND F.2 APPROVAL OF PROJECT FOR LINCOLN BUILDING EXPANSION – RACINE CAMPUS, RACINE WISCONSIN FOR ADA COMPLIANCE**

**Summary of Item:** The administration is recommending approval by the Gateway Technical College District Board of Resolutions B-2020 F.1 and F.2 for the Approval of Project for the Lincoln Building Expansion - Racine Campus, Racine, WI for ADA Compliance.

The administration also recommends approval from the Wisconsin Technical College System (WTCS) Board for the Lincoln Building Expansion - Racine Campus, Racine, WI for ADA Compliance.

**Attachments:** Resolution Numbers B-2020 F.1 and F.2  
Gateway Technical College Board Approval and Request for Approval by WTCS Board – Lincoln Building Expansion – Racine Campus, Racine, WI

**Ends Statements and/or**

**Executive Limitations:** Section 3 - Executive Limitation, Financial Condition Policy 3.5  
Section 4 – Ends, College Ends Policy 4.1

**Staff Liaison:** Thomas Cousino

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**GATEWAY TECHNICAL COLLEGE**

**RESOLUTION NO. B-2020 F.1**

**WHEREAS**, the Gateway Technical College District Board is proposing the project for the Lincoln Building Expansion - Racine Campus, Racine, WI for ADA Compliance and;

**WHEREAS**, the Lincoln Building Expansion project - Racine Campus, Racine, WI consists of a building expansion of 4,238 square feet to accommodate ADA compliance. The project cost is estimated at \$1,500,000.

**NOW, THEREFORE, BE IT RESOLVED**, that the Gateway Technical College Board, pursuant to 5.04(2)(a) of the Wisconsin Administrative Code, approves said project.

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R. Scott Pierce  
Chairperson

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Pamela Zenner-Richards  
Secretary

September 17, 2020  
Date

**GATEWAY TECHNICAL COLLEGE**

**RESOLUTION NO. B-2020 F.2**

**WHEREAS**, pursuant to 5.04(2)(a) of the Wisconsin Administrative Code, the Gateway Technical College District Board has approved the project for the Lincoln Building Expansion - Racine Campus, Racine, WI which consists of a building expansion of 4,238 square feet for ADA compliance with a project cost estimate of \$1,500,000.

**NOW, THEREFORE, BE IT RESOLVED** that pursuant to 5.04(2)(b) of the Wisconsin Administrative Code, the Gateway Technical College District Board requests the Wisconsin Technical College System Board approve the project.

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R. Scott Pierce  
Chairperson

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Pamela Zenner-Richards  
Secretary

September 17, 2020  
Date

REQUEST FOR APPROVAL

EXPANSION

Wisconsin Technical College System Board

Project Title and Description:

Racine Campus Lincoln Building Expansion

The Racine Campus of Gateway Technical College is proposing to expand 4,238 square feet of the Lincoln Building to bring the building's vertical egress system into ADA compliance.

District: Gateway Technical College

Authorized Representative: John Thielen

Date Submitted: September 25, 2020

Date of Requested WTCSB Action: November 10, 2020

The following is a resolution of the Gateway Board of Trustees from their meeting on September 17, 2020.

**GATEWAY TECHNICAL COLLEGE**

**RESOLUTION NO. B-2020 F.1**

**WHEREAS**, the Gateway Technical College District Board is proposing the project for the Lincoln Building Expansion - Racine Campus, Racine, WI for ADA Compliance and;

**WHEREAS**, the Lincoln Building Expansion project - Racine Campus, Racine, WI consists of a building expansion of 4,238 square feet to accommodate ADA compliance. The project cost is estimated at \$1,500,000.

**NOW, THEREFORE, BE IT RESOLVED**, that the Gateway Technical College Board, pursuant to 5.04(2)(a) of the Wisconsin Administrative Code, approves said project.

---

R. Scott Pierce  
Chairperson

---

Pamela Zenner-Richards  
Secretary

September 17, 2020  
Date



The following is a resolution of the Gateway Board of Trustees from their meeting on September 17, 2020.

**GATEWAY TECHNICAL COLLEGE**

**RESOLUTION NO. B-2020 F.2**

**WHEREAS**, pursuant to 5.04(2)(a) of the Wisconsin Administrative Code, the Gateway Technical College District Board has approved the project for the Lincoln Building Expansion - Racine Campus, Racine, WI which consists of a building expansion of 4,238 square feet for ADA compliance with a project cost estimate of \$1,500,000.

**NOW, THEREFORE, BE IT RESOLVED** that pursuant to 5.04(2)(b) of the Wisconsin Administrative Code, the Gateway Technical College District Board requests the Wisconsin Technical College System Board approve the project.

---

R. Scott Pierce  
Chairperson

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Pamela Zenner-Richards  
Secretary

September 17, 2020  
Date

An electronic version of the required Environmental Assessment was submitted via email with this Request for Expansion.

The existing Lincoln Building was designed in 1963 and constructed soon after. After reviewing the original building plans and the current floor plans, there have been very few renovations completed over the last fifty-plus years.

The existing Lincoln Building on the Racine Campus has vertical egress systems that are not compliant with the current Americans Disability Act Standards for Accessible Design.

The proposed expansion will create an ADA code compliant vertical egress system.

The college reviewed numerous options to bring the building's vertical egress systems into ADA compliance.

The first alternative was to renovate the building's existing central core area. The central core of the existing building doesn't have enough available square footage to accommodate two means of egress and an appropriately sized elevator.

The second alternate was to tear down the existing Lincoln Building and construct a new building. This alternative was not financially viable.

The third alternative is to expand the building to provide code compliant stairways and an elevator just outside of the Lincoln Building's existing footprint on the east and west sides of the building. Gateway Technical College has selected this option.

The following summarizes the existing conditions of the stairways and elevator and compares them to the current code-compliant design standards.

The existing stairways do not comply with current design codes in regards to the stair tread and riser heights, handrails, landings, and head height clearances. The existing stair treads are 10-3/4" deep; current code requires a minimum depth of an 11". The existing risers are 7-5/8" tall; current code allows for a maximum rise of 7". The existing handrails in the east stair is a two-bar system with 1" square profile, neither of which satisfy current code standards. Handrails cross-sections are allowed to have a minimum width of 1-1/4" or a maximum of 2". The landings are 3'-8" wide, which would meet code, but the handrails do not extend the appropriate distances horizontally at the top and bottom of the stair run.

The existing elevator does not comply with current code requirements, inclusive of the cab being undersized to meet the minimum 68" wide and 51" deep car dimensions code requirements.

The proposed Lincoln Building expansion will create ADA compliant stairs and an elevator on the east side of the building and also ADA compliant stairs on the west side of the building.

Along with the new ADA compliant vertical egress system of two new stairs and a new elevator, the proposed expansion includes the lower level passage area of 55 square feet, the first floor lobby area of 535 square feet and two building entrance passage areas of 326 square feet each. The second floor includes a storage area of 77 square feet and two passage areas of 61 square feet each. The third floor

includes a storage area of 74 square feet and two passage areas of 64 square feet and 61 square feet respectively.

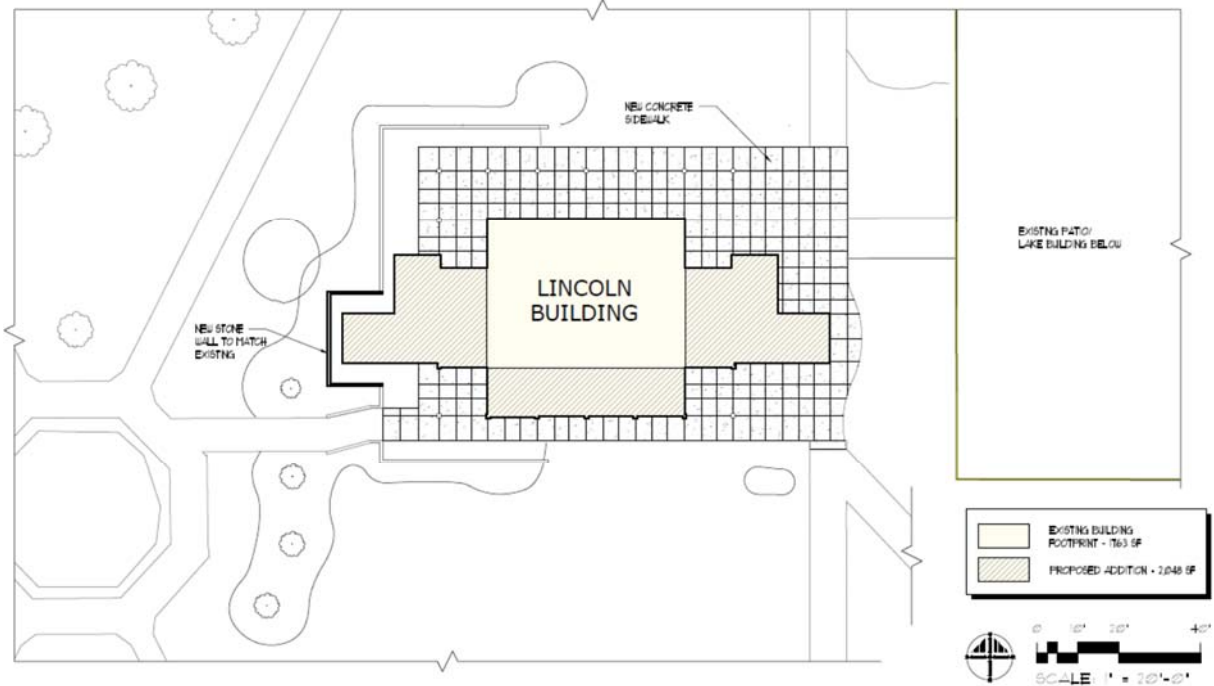
All of the funds will come from the proposed sale of bonds or notes. The District engages the services of bond counsel to provide a statement of statutory compliance.

The estimated project cost follows.

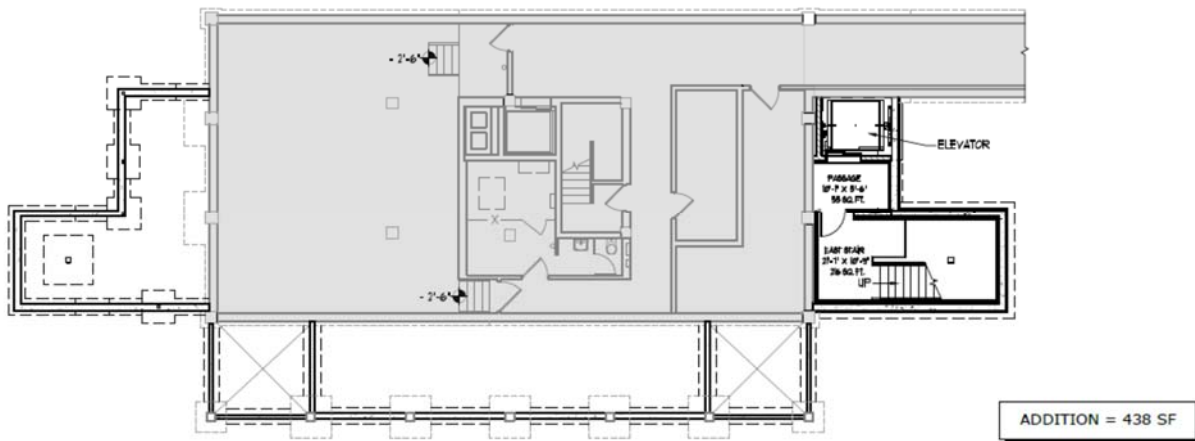
<b>Lincoln Building Expansion</b>		
TCS 5.04(4)(h)	Description	Budget
1	General Construction	\$ 19,079.00
2	Heating, ventilation and AC	\$ 94,550.00
3	Electrical	\$ 61,000.00
4	Plumbing	\$ 11,340.00
5	Other contracts:	
	Demolition	\$ 7,826.00
	Earthwork & Site utilities	\$ 92,814.00
	Concrete	\$ 211,515.00
	Asphalt Paving	\$ -
	Lanscaping (Allowance)	\$ 25,000.00
	Masonry	\$ 121,352.00
	Metals	\$ 70,000.00
	Woods & Plastic	\$ 12,680.00
	Doors & Windows	\$ 142,133.00
	Finishes	\$ 105,395.00
	Roofing Work	\$ 103,532.00
	Sealants / Firestopping	\$ 3,252.00
	Fire Protection	\$ -
6	Equipment	\$ 155,000.00
7	Miscellaneous cost	
	Supervision	\$ 31,298.00
	Contingency	\$ 90,000.00
	General Liability Insurance	\$ 1,838.00
	General Contractor Fees	\$ 16,477.00
	Performance Bond	\$ 4,789.00
	<b>TOTAL CONSTRUCTION:</b>	<b>\$ 1,380,870.00</b>
	Asbestos Abatement & Security Modifications	\$ -
	<b>TOTAL OWNER ALLOWANCE:</b>	<b>\$ -</b>
8	Fees & Permits	\$ 23,729.00
	Architectural & Engineering	\$ 91,299.00
	Reimbursable	\$ 3,000.00
	Commissioning & Arc Flash/Fault Current	\$ -
	<b>TOTAL A&amp;E FEES:</b>	<b>\$ 94,299.00</b>
<b>TOTAL PROJECT COST:</b>		<b>\$ 1,498,898.00</b>

Electronic versions of the following plans were submitted via email with this Request for Expansion.

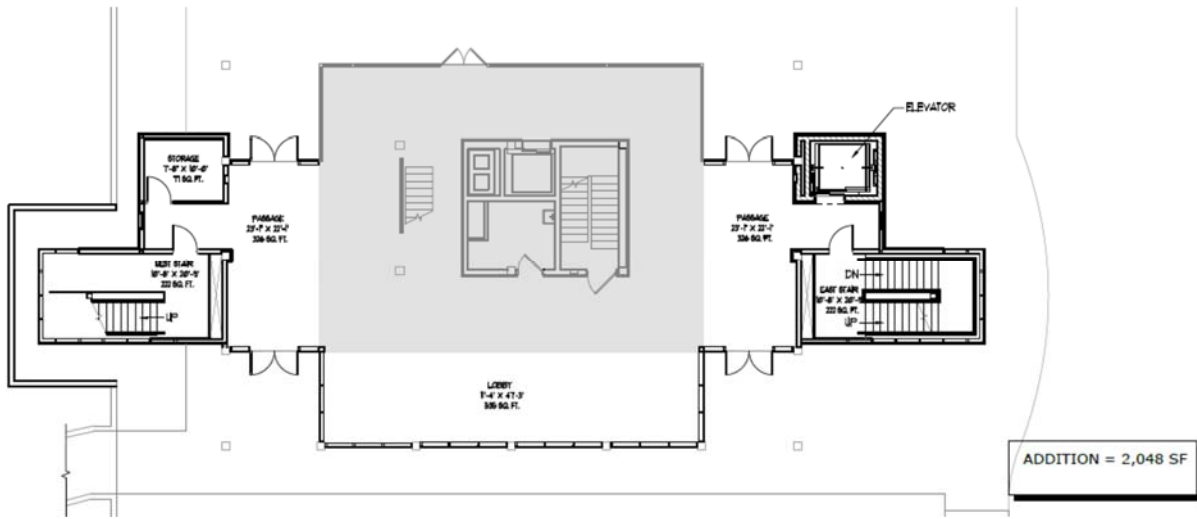
### ADA Compliance Site Plan



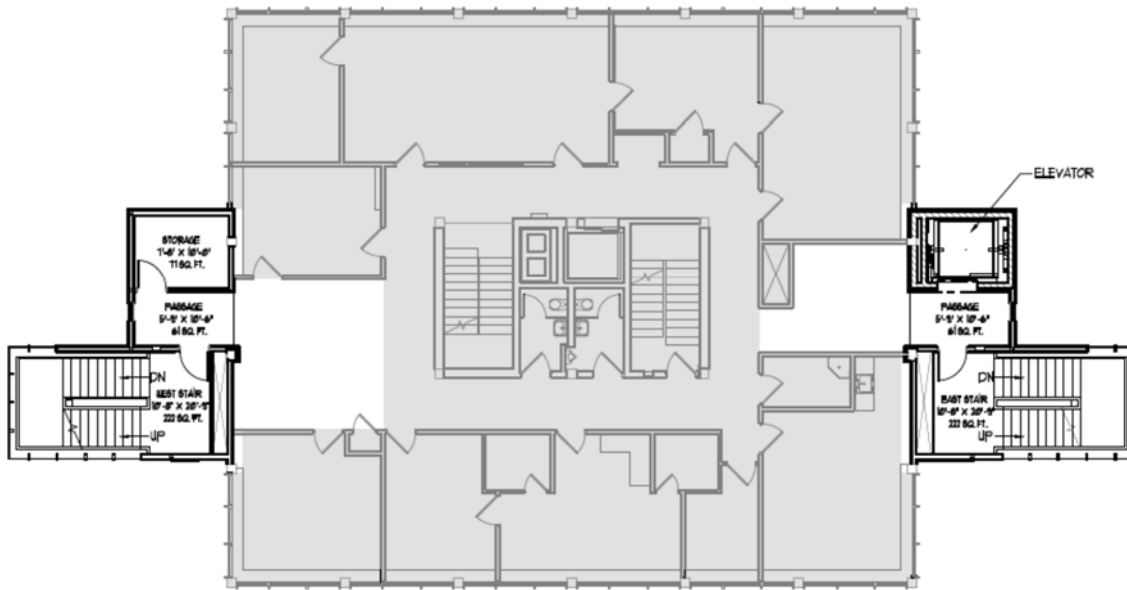
### Lower Level Addition 438 Square Feet



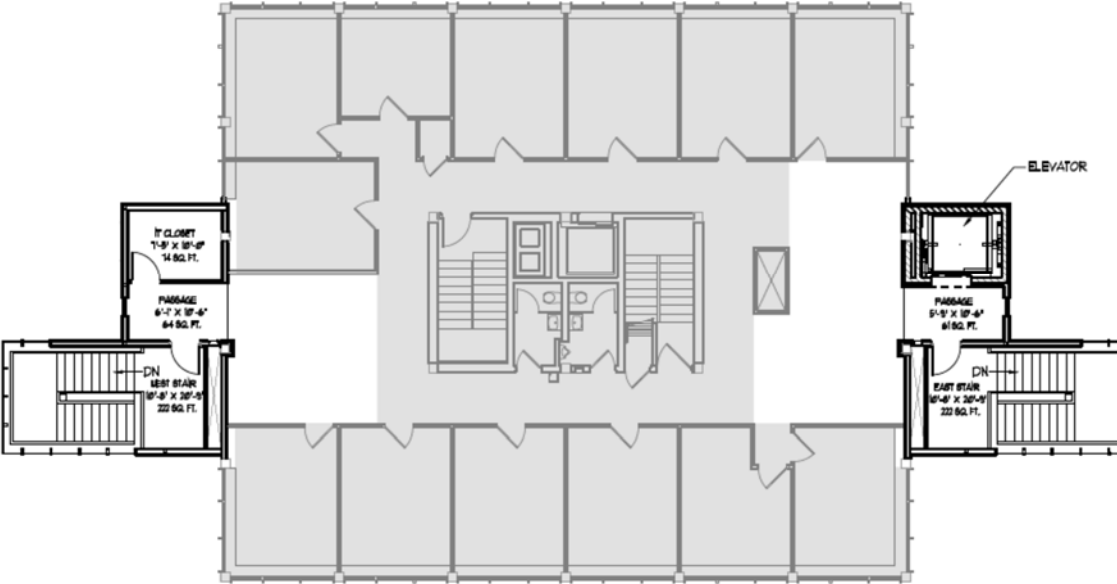
First Floor Addition 2,048 Square Feet



Second Floor Addition 876 Square Feet



Third Floor Addition 876 Square Feet



# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call	_____
Action	___X___
Information	_____
Discussion	_____

## **RESOLUTION NUMBERS B-2020 G.1 AND G.2 APPROVAL OF PROJECT FOR LINCOLN BUILDING FIRST FLOOR AND LOWER LEVEL REMODELING – RACINE CAMPUS, RACINE WISCONSIN**

**Summary of Item:** The administration is recommending approval by the Gateway Technical College District Board of Resolutions B-2020 G.1 and G.2 for the Approval of Project for the Lincoln Building First Floor and Lower Level Remodeling - Racine Campus, Racine, WI.

The administration also recommends approval from the Wisconsin Technical College System (WTCS) Board for the Lincoln Building First Floor and Lower Level Remodeling – Racine Campus, Racine, WI.

**Attachments:** Resolution Numbers B-2020 G.1 and G.2  
Gateway Technical College Board Approval and Request for Approval by WTCS Board – Lincoln Building First Floor and Lower Level Remodeling – Racine Campus, Racine, WI

**Ends Statements and/or**

**Executive Limitations:** Section 3 - Executive Limitation, Financial Condition Policy 3.5  
Section 4 – Ends, College Ends Policy 4.1

**Staff Liaison:** Thomas Cousino

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**GATEWAY TECHNICAL COLLEGE**

**RESOLUTION NO. B-2020 G.1**

**WHEREAS**, the Gateway Technical College District Board is proposing the project for the Lincoln Building First Floor and Lower Level Remodeling - Racine Campus, Racine, WI and;

**WHEREAS**, the Lincoln Building First Floor and Lower Level Remodeling project - Racine Campus, Racine, WI consists of the remodeling of 2,854 square feet. The project cost is estimated at \$1,500,000.

**NOW, THEREFORE, BE IT RESOLVED**, that the Gateway Technical College Board, pursuant to 5.04(2)(a) of the Wisconsin Administrative Code, approves said project.

\_\_\_\_\_  
R. Scott Pierce  
Chairperson

\_\_\_\_\_  
Pamela Zenner-Richards  
Secretary

September 17, 2020  
Date



**GATEWAY TECHNICAL COLLEGE**

**RESOLUTION NO. B-2020 G.2**

**WHEREAS**, pursuant to 5.04(2)(a) of the Wisconsin Administrative Code, the Gateway Technical College District Board has approved the project for the Lincoln Building First Floor and Lower Level Remodeling - Racine Campus, Racine, WI which consists of remodeling 2,854 square feet with a project cost estimate of \$1,500,000.

**NOW, THEREFORE, BE IT RESOLVED** that pursuant to 5.04(2)(b) of the Wisconsin Administrative Code, the Gateway Technical College District Board requests the Wisconsin Technical College System Board approve the project.

---

R. Scott Pierce  
Chairperson

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Pamela Zenner-Richards  
Secretary

September 17, 2020  
Date

REQUEST FOR APPROVAL

REMODELING

Wisconsin Technical College System Board

Project Title and Description:

Racine Campus Lincoln Building First Floor and Lower Level Remodel

The proposed Lincoln Building First Floor and Lower Level remodel project is substantially a HVAC upgrade, electrical upgrade, and glazing upgrade project, that includes remodeling 2,854 square feet to support Health program training.

District: Gateway Technical College

Authorized Representative: John Thielen

Date Submitted: September 25, 2020

Date of Requested WTCSB Action: November 10, 2020

The following is a resolution of the Gateway Board of Trustees from their meeting on September 17, 2020.

**GATEWAY TECHNICAL COLLEGE**

**RESOLUTION NO. B-2020 G.1**

**WHEREAS**, the Gateway Technical College District Board is proposing the project for the Lincoln Building First Floor and Lower Level Remodeling - Racine Campus, Racine, WI and;

**WHEREAS**, the Lincoln Building First Floor and Lower Level Remodeling project - Racine Campus, Racine, WI consists of the remodeling of 2,854 square feet. The project cost is estimated at \$1,500,000.

**NOW, THEREFORE, BE IT RESOLVED**, that the Gateway Technical College Board, pursuant to 5.04(2)(a) of the Wisconsin Administrative Code, approves said project.

---

R. Scott Pierce  
Chairperson

---

Pamela Zenner-Richards  
Secretary

September 17, 2020  
Date

The following is a resolution of the Gateway Board of Trustees from their meeting on September 17, 2020.

**GATEWAY TECHNICAL COLLEGE**

**RESOLUTION NO. B-2020 G.2**

**WHEREAS**, pursuant to 5.04(2)(a) of the Wisconsin Administrative Code, the Gateway Technical College District Board has approved the project for the Lincoln Building First Floor and Lower Level Remodeling - Racine Campus, Racine, WI which consists of remodeling 2,854 square feet with a project cost estimate of \$1,500,000.

**NOW, THEREFORE, BE IT RESOLVED** that pursuant to 5.04(2)(b) of the Wisconsin Administrative Code, the Gateway Technical College District Board requests the Wisconsin Technical College System Board approve the project.

\_\_\_\_\_  
R. Scott Pierce  
Chairperson

\_\_\_\_\_  
Pamela Zenner-Richards  
Secretary

September 17, 2020  
Date

The proposed Lincoln Building First Floor and Lower Level remodel project is substantially a HVAC upgrade, electrical upgrade, and glazing upgrade project that includes remodeling 2,854 square feet to support Health program training.

The Lincoln Building's existing HVAC system, including the end-of-life roof top mounted cooling tower, the chiller, the air handler unit, the hot water and cold water piping, and the controls will be completely removed.

A new 50 Ton packaged VAV roof top unit will be provided on the roof. The unit will be a VAV unit with DX cooling and gas fired heating, and will incorporate energy recovery, economizer, and MERV 13 filters.

The removal of the existing roof top mounted cooling tower and the installation of the new VAV roof top unit will require substantial roofing work.

The new HVAC system will be designed to provide increased ventilation at 30% above the ASHRAE standard 62.1 levels. The roof top unit will utilize R-410A refrigerants to reduce the ozone depletion in compliance the Montreal Protocol and minimize contributions to climate change. HVAC zoning will be provided to give maximum temperature control for space occupants and design temperatures will comply with ASHRAE 55 comfort conditions.

The 1,689 square feet remodel of the Lincoln Building first floor will create an Innovation Center. The Innovation Center will be used for Health program related group meetings and events, entrepreneurship, and faculty professional development.

The first floor remodel includes upgrading all of the existing glazing. All new lighting will be LED light fixtures with new controls consisting of dimming switches, occupancy/vacancy sensors, and daylight sensors. All components from the Acuity brand nLight control system will be provide with components to tie into the building automation system.

The 1,165 square feet remodel of the Lincoln Building lower level includes an 856 square feet storage area that currently is utilized as a chiller room and storage area. The project includes the removal of the chiller and all associated piping. The lower level remodel also includes a 155 square feet corridor and a 155 square feet electrical room.

The Lincoln Building energy costs are expected to decrease due to the hvac improvements, glazing upgrades, and energy efficient lighting improvements. No increased instructional, administrative, or maintenance costs are expected. No increase in capital equipment costs are expected.

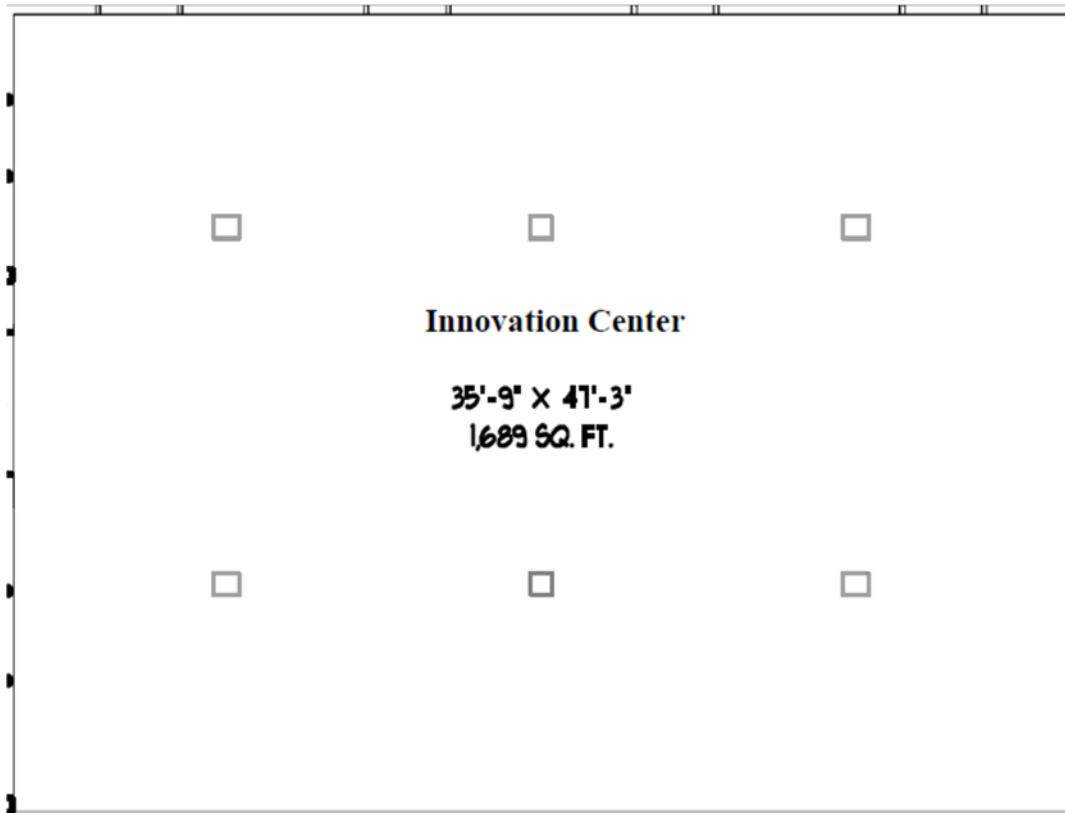
All of the funds will come from the proposed sale of bonds or notes. The District engages the services of bond counsel to provide a statement of statutory compliance.

The estimated project cost follows.

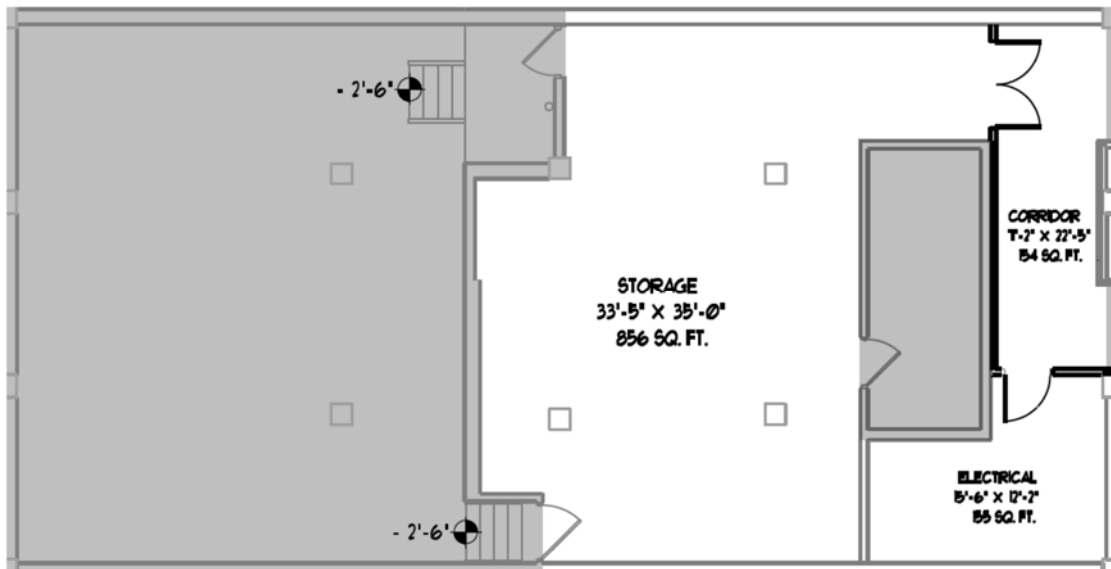
<b>Lincoln Building First Floor and Lower Level</b>		
TCS 5.04(4)(h)	Description	Budget
1	General Construction	\$ 57,238.00
2	Heating, ventilation and AC	\$ 236,375.00
3	Electrical	\$ 183,000.00
4	Plumbing	\$ 47,250.00
5	Other contracts:	
	Demolition	\$ 37,173.00
	Earthwork & Site utilities	\$ -
	Concrete	\$ -
	Asphalt Paving	\$ -
	Landscaping (Allowance)	\$ -
	Masonry	\$ -
	Metals	\$ 18,500.00
	Woods & Plastic	\$ 32,942.00
	Doors & Windows	\$ 238,394.00
	Finishes	\$ 172,907.00
	Roofing Work	\$ 69,390.00
	Sealants / Firestopping	\$ 3,346.00
	Fire Protection	\$ -
6	Equipment	\$ -
7	Miscellaneous cost	\$ -
	Supervision	\$ 93,894.00
	Contingency	\$ 90,000.00
	General Liability Insurance	\$ 1,838.00
	General Contractor Fees	\$ 55,534.00
	Performance Bond	\$ 14,368.00
	<b>TOTAL CONSTRUCTION:</b>	<b>\$ 1,352,149.00</b>
	Asbestos Abatement & Security Modifications	\$ 25,000.00
	<b>TOTAL OWNER ALLOWANCE:</b>	<b>\$ 25,000.00</b>
8	Fees & Permits	\$ 21,822.00
	Architectural & Engineering	\$ 90,933.00
	Reimbursable	\$ 500.00
	Commissioning & Arc Flash/Fault Current	\$ 9,000.00
	<b>TOTAL A&amp;E FEES:</b>	<b>\$ 100,433.00</b>
<b>TOTAL PROJECT COST:</b>		<b>\$ 1,499,404.00</b>

Electronic versions of the following plans were submitted via email with this Request for Expansion.

Lincoln Building First Floor Remodel 1,689 square feet



Lincoln Building Lower Level Remodel 1,165 square feet



IX. OPERATIONAL AGENDA

B. Consent Agenda

1. Finance
  - a) Summary of Revenue and Expenditures
  - b) Cash and Investment Schedules
2. Personnel Report
3. Grant Awards
4. Contracts for Instructional Delivery
5. Advisory Committee Activity Report
6. Request for Program Approval:
  - a) Medical Laboratory Technician
  - b) Small Business Entrepreneurship



# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call  
Action X  
Information  
Discussion

## SUMMARY OF REVENUE AND EXPENDITURES

**Summary of Item:** Summary of revenue and expenditures as of **8/31/20**

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

**Staff Liaison:** Sharon Johnson

**GATEWAY TECHNICAL COLLEGE**  
**2020-21 SUMMARY OF REVENUE & EXPENDITURES AS OF 8/31/20**

<u>COMBINED FUNDS</u>	2020-21 APPROVED BUDGET	2020-21 WORKING BUDGET	2020-21 ACTUAL TO DATE	PERCENT INCURRED
<b>REVENUE:</b>				
LOCAL GOVERNMENT	\$ 38,200,641	\$ 38,200,641	\$ -	0.00%
STATE AIDS	44,701,342	44,701,342	1,979,273	4.43%
STATUTORY PROGRAM FEES	13,123,383	13,123,383	8,564,342	65.26%
MATERIAL FEES	702,026	702,026	430,188	61.28%
OTHER STUDENT FEES	2,791,117	2,791,117	1,269,154	45.47%
INSTITUTIONAL	10,288,403	10,288,403	877,982	8.53%
FEDERAL	26,866,369	26,866,369	3,109,104	11.57%
OTHER RESOURCES	15,640,000	15,640,000	4,196,634	26.83%
<b>TOTAL REVENUE &amp; OTHER RESOURCES</b>	<u><u>\$ 152,313,281</u></u>	<u><u>\$ 152,313,281</u></u>	<u><u>\$ 20,426,677</u></u>	13.41%
 <b>EXPENDITURES BY FUNCTION:</b>				
INSTRUCTIONAL	\$ 61,429,779	\$ 61,429,779	\$ 10,102,393	16.45%
INSTRUCTIONAL RESOURCES	1,212,520	1,212,520	197,522	16.29%
STUDENT SERVICES	44,733,353	44,733,353	5,191,379	11.61%
GENERAL INSTITUTIONAL	11,289,302	11,289,302	4,356,466	38.59%
PHYSICAL PLANT	34,132,827	34,132,827	1,617,090	4.74%
AUXILIARY SERVICES	700,000	700,000	72,901	10.41%
PUBLIC SERVICES	415,500	415,500	73,094	17.59%
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 153,913,281</u></u>	<u><u>\$ 153,913,281</u></u>	<u><u>\$ 21,610,845</u></u>	14.04%
 <b>EXPENDITURES BY FUNDS:</b>				
GENERAL	\$ 84,244,723	\$ 84,244,723	\$ 14,783,820	17.55%
SPECIAL REVENUE - OPERATIONAL	6,834,958	6,834,958	979,702	14.33%
SPECIAL REVENUE - NON AIDABLE	30,583,600	30,583,600	3,082,647	10.08%
CAPITAL PROJECTS	15,450,000	15,450,000	2,624,675	16.99%
DEBT SERVICE	16,100,000	16,100,000	67,100	0.42%
ENTERPRISE	700,000	700,000	72,901	10.41%
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 153,913,281</u></u>	<u><u>\$ 153,913,281</u></u>	<u><u>\$ 21,610,845</u></u>	14.04%

**GATEWAY TECHNICAL COLLEGE  
2020-21 SUMMARY OF REVENUE & EXPENDITURES AS OF 8/31/20**

<b><u>GENERAL FUND</u></b>	<b>2020-21 APPROVED BUDGET</b>	<b>2020-21 WORKING BUDGET</b>	<b>2020-21 ACTUAL TO DATE</b>	<b>PERCENT INCURRED</b>
<b>REVENUE:</b>				
LOCAL GOVERNMENT	\$ 21,296,436	\$ 21,296,436	\$ -	0.00%
STATE AIDS	39,992,958	39,992,958	1,929,426	4.82%
STATUTORY PROGRAM FEES	13,123,383	13,123,383	8,564,342	65.26%
MATERIAL FEES	702,026	702,026	430,188	61.28%
OTHER STUDENT FEES	1,689,117	1,689,117	740,870	43.86%
FEDERAL REVENUE	20,000	20,000	-	0.00%
INSTITUTIONAL	<u>6,420,803</u>	<u>6,420,803</u>	<u>17,598</u>	0.27%
<b>TOTAL REVENUE &amp; OTHER RESOURCES</b>	<b><u>\$ 83,244,723</u></b>	<b><u>\$ 83,244,723</u></b>	<b><u>\$ 11,682,423</u></b>	<b>14.03%</b>
 <b>EXPENDITURES BY FUNCTION:</b>				
INSTRUCTIONAL	\$ 55,207,841	\$ 55,207,841	\$ 9,258,636	16.77%
INSTRUCTIONAL RESOURCES	1,197,520	1,197,520	197,522	16.49%
STUDENT SERVICES	12,063,118	12,063,118	1,799,623	14.92%
GENERAL INSTITUTIONAL	8,093,417	8,093,417	2,448,300	30.25%
PHYSICAL PLANT	<u>7,682,827</u>	<u>7,682,827</u>	<u>1,079,739</u>	14.05%
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 84,244,723</u></b>	<b><u>\$ 84,244,723</u></b>	<b><u>\$ 14,783,820</u></b>	<b>17.55%</b>

**GATEWAY TECHNICAL COLLEGE  
2020-21 SUMMARY OF REVENUE & EXPENDITURES AS OF 8/31/20**

<b><u>SPECIAL REVENUE-OPERATIONAL FUND</u></b>	<b>2020-21 APPROVED BUDGET</b>	<b>2020-21 WORKING BUDGET</b>	<b>2020-21 ACTUAL TO DATE</b>	<b>PERCENT INCURRED</b>
<b>REVENUE:</b>				
LOCAL GOVERNMENT	\$ 2,049,205	\$ 2,049,205	\$ -	0.00%
STATE AIDS	2,462,884	2,462,884	49,847	2.02%
FEDERAL	2,190,369	2,190,369	133,921	6.11%
INSTITUTIONAL	<u>132,500</u>	<u>132,500</u>	<u>383,233</u>	289.23%
<b>TOTAL REVENUE &amp; OTHER RESOURCES</b>	<b><u>\$ 6,834,958</u></b>	<b><u>\$ 6,834,958</u></b>	<b><u>\$ 567,000</u></b>	<b>8.30%</b>
<b>EXPENDITURES BY FUNCTION:</b>				
INSTRUCTIONAL	\$ 3,686,938	\$ 3,686,938	\$ 441,329	11.97%
STUDENT SERVICES	2,105,635	2,105,635	309,109	14.68%
GENERAL INSTITUTIONAL	651,885	651,885	96,245	14.76%
PHYSICAL PLANT	-	-	59,925	0.00%
PUBLIC SERVICE	<u>390,500</u>	<u>390,500</u>	<u>73,094</u>	18.72%
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 6,834,958</u></b>	<b><u>\$ 6,834,958</u></b>	<b><u>\$ 979,702</u></b>	<b>14.33%</b>

**GATEWAY TECHNICAL COLLEGE  
2020-21 SUMMARY OF REVENUE & EXPENDITURES AS OF 8/31/20**

<u><b>SPECIAL REVENUE-NON AIDABLE FUND</b></u>	<b>2020-21 APPROVED BUDGET</b>	<b>2020-21 WORKING BUDGET</b>	<b>2020-21 ACTUAL TO DATE</b>	<b>PERCENT INCURRED</b>
<b>REVENUE:</b>				
STATE AIDS	\$ 2,145,500	\$ 2,145,500	\$ -	0.00%
OTHER STUDENT FEES	902,000	902,000	519,798	57.63%
INSTITUTIONAL	2,880,100	2,880,100	329,696	11.45%
FEDERAL	<u>24,656,000</u>	<u>24,656,000</u>	<u>2,975,183</u>	12.07%
<b>TOTAL REVENUE &amp; OTHER RESOURCES</b>	<u><u>\$ 30,583,600</u></u>	<u><u>\$ 30,583,600</u></u>	<u><u>\$ 3,824,677</u></u>	12.51%
 <b>EXPENDITURES BY FUNCTION:</b>				
STUDENT SERVICES	\$ 30,539,600	\$ 30,539,600	\$ 3,082,647	10.09%
GENERAL INSTITUTIONAL	<u>44,000</u>	<u>44,000</u>	<u>-</u>	0.00%
<b>TOTAL EXPENDITURES</b>	<u><u>\$ 30,583,600</u></u>	<u><u>\$ 30,583,600</u></u>	<u><u>\$ 3,082,647</u></u>	10.08%

**GATEWAY TECHNICAL COLLEGE  
2020-21 SUMMARY OF REVENUE & EXPENDITURES AS OF 8/31/20**

<u><b>CAPITAL PROJECTS FUND</b></u>	<b>2020-21 APPROVED BUDGET</b>	<b>2020-21 WORKING BUDGET</b>	<b>2020-21 ACTUAL TO DATE</b>	<b>PERCENT INCURRED</b>
<b>REVENUE:</b>				
STATE AIDS	\$ 100,000	\$ 100,000	\$ -	0.00%
INSTITUTIONAL	350,000	350,000	10,189	2.91%
OTHER RESOURCES	<u>15,000,000</u>	<u>15,000,000</u>	<u>4,000,000</u>	26.67%
TOTAL REVENUE & OTHER RESOURCES	<u>\$ 15,450,000</u>	<u>\$ 15,450,000</u>	<u>\$ 4,010,189</u>	25.96%
<b>EXPENDITURES BY FUNCTION:</b>				
INSTRUCTIONAL	\$ 2,535,000	\$ 2,535,000	\$ 402,428	15.87%
INSTRUCTIONAL - RESOURCES	15,000	15,000	-	0.00%
STUDENT SERVICES	25,000	25,000	-	0.00%
GENERAL INSTITUTIONAL	2,500,000	2,500,000	1,811,921	72.48%
PHYSICAL PLANT	10,350,000	10,350,000	410,326	3.96%
PUBLIC SERVICE	<u>25,000</u>	<u>25,000</u>	<u>-</u>	0.00%
TOTAL EXPENDITURES	<u>\$ 15,450,000</u>	<u>\$ 15,450,000</u>	<u>\$ 2,624,675</u>	16.99%

**GATEWAY TECHNICAL COLLEGE  
2020-21 SUMMARY OF REVENUE & EXPENDITURES AS OF 8/31/20**

<b><u>DEBT SERVICE FUND</u></b>	<b>2020-21 APPROVED BUDGET</b>	<b>2020-21 WORKING BUDGET</b>	<b>2020-21 ACTUAL TO DATE</b>	<b>PERCENT INCURRED</b>
<b>REVENUE:</b>				
LOCAL GOVERNMENT	\$ 14,810,000	\$ 14,810,000	\$ -	0.00%
INSTITUTIONAL	50,000	50,000	-	0.00%
OTHER RESOURCES	<u>640,000</u>	<u>640,000</u>	<u>196,634</u>	30.72%
TOTAL REVENUE & OTHER RESOURCES	<u>\$ 15,500,000</u>	<u>\$ 15,500,000</u>	<u>\$ 196,634</u>	1.27%
<b>EXPENDITURES BY FUNCTION:</b>				
PHYSICAL PLANT	<u>\$ 16,100,000</u>	<u>\$ 16,100,000</u>	<u>\$ 67,100</u>	0.42%
TOTAL EXPENDITURES	<u>\$ 16,100,000</u>	<u>\$ 16,100,000</u>	<u>\$ 67,100</u>	0.42%

**GATEWAY TECHNICAL COLLEGE**  
**2020-21 SUMMARY OF REVENUE & EXPENDITURES AS OF 8/31/20**

<b><u>ENTERPRISE FUND</u></b>	<b>2020-21 APPROVED BUDGET</b>	<b>2020-21 WORKING BUDGET</b>	<b>2020-21 ACTUAL TO DATE</b>	<b>PERCENT INCURRED</b>
<b>REVENUE:</b>				
LOCAL GOVERNMENT	\$ 45,000	\$ 45,000	\$ -	0.00%
OTHER STUDENT FEES	200,000	200,000	8,486	4.24%
INSTITUTIONAL	<u>455,000</u>	<u>455,000</u>	<u>137,267</u>	30.17%
TOTAL REVENUE & OTHER RESOURCES	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ 145,753</u>	20.82%
<b>EXPENDITURES BY FUNCTION:</b>				
AUXILIARY SERVICES	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ 72,901</u>	10.41%
TOTAL EXPENDITURES	<u>\$ 700,000</u>	<u>\$ 700,000</u>	<u>\$ 72,901</u>	10.41%



# 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:** Sharon Johnson

**GATEWAY TECHNICAL COLLEGE**  
**MONTHLY CASH RECONCILIATION**  
**FOR THE MONTH ENDING JULY, 2020**

**Cash Balance: June 30, 2020** \$ 37,563,836.76

**PLUS:**

Cash Receipts 6,644,610.03

\$ 44,208,446.79

**LESS:**

Disbursement:

Payroll 5,975,862.59

Accounts Payable 9,652,856.73 15,628,719.32

**Cash Balance: July 31, 2020** **\$ 28,579,727.47**

**DISPOSITION OF FUNDS**

Cash in Bank 1,093,312.03

Cash in Transit 88,591.11

Investments 27,392,599.33

Cash on Hand 5,225.00

**Cash Balance: July 31, 2020** **\$ 28,579,727.47**

GATEWAY TECHNICAL COLLEGE  
MONTHLY INVESTMENT REPORT

JULY 2020 - JUNE 2021

	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-20	\$ 34,865,388	\$ 27,392,599	\$ (7,472,789)	\$ 4,023	\$ 4,023	0.15

AUGUST

SEPTEMBER

OCTOBER

NOVEMBER

DECEMBER

January-21

FEBRUARY

MARCH

APRIL

MAY

JUNE

**INVESTMENT SCHEDULE**

**July 31, 2020**

<b><u>NAME OF BANK/INST</u></b>	<b><u>DATE INVESTED</u></b>	<b><u>DATE OF MATURITY</u></b>	<b><u>AMOUNT</u></b>	<b><u>INTEREST RATE</u></b>	<b><u>PRESENT STATUS</u></b>
LOCAL GOV'T POOL	Various	Open	\$ 7,545,464	0.14	OPEN
JOHNSON BANK	Various	Open	19,847,135	0.15	OPEN
		TOTAL	<u>\$ 27,392,599</u>		

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call	_____
Action	_____ X _____
Information	_____
Discussion	_____

## PERSONNEL REPORT

Summary of Item: Monthly Personnel Activity Report

- Employment Approvals: New Hire(s)
- Promotion(s)
- Transfer(s)
- Reclassification(s)
- Retirement(s)
- Separation(s)

Ends Statements and/or Executive Limitations:

Section 3: Executive Limitations

Policy 3.3 – Employment, Compensation & Benefits

Staff Liaison: Jacqueline Morris

# Personnel Report

## September 2020

### **Employment Approvals: New Hires**

Gabriela Anaya

Instructor, Adult Basic Education; Pre-College Programs; Kenosha; Annual Salary: \$70,000.00 Effective: August 17, 2020

Briana Crump

Instructor, Community Pharmacy Technician; School of Health; Burlington; Annual Salary: \$65,000.00 Effective: August 17, 2020

Alexander Danowski

Mechanic; Building Services; Elkhorn; Annual Salary: \$45,568.00 Effective: August 24, 2020

Emily Goodhall

Health & Technology Learning Center Assistant; School of Health; Kenosha; Annual Salary: \$64,000.00 Effective: August 10, 2020

Jenica Imse

Instructor, Veterinary Technician; School of PHS; Elkhorn; Annual Salary: \$63,325.00 Effective: August 17, 2020

Amanda Neel

Health & Technology Learning Center Assistant; School of Health; Racine; Annual Salary: \$64,000.00 Effective: August 3, 2020

Rodney Reece

Dean, School of Business and Transportation; School of Business and Transportation; Kenosha; Annual Salary: \$100,000.00 Effective: August 3, 2020

John Sevey

ERP Systems; Learning Innovation Division; Kenosha; Annual Salary: \$65,000.00 Effective: August 31, 2020

Anton Spatz

Instructor/Program Director, Veterinary Technician; School of Protective and Human Services; Elkhorn; Annual Salary: \$85,000.00 Effective: August 17, 2020

Cymone Turner

Instructor, Health Information Technology; School of Health; Kenosha; Annual Salary: \$60,000.00 Effective: August 17, 2020

### **Transfer(s)**

Donna Piccolo

Instructor, Adult Basic Education; Pre-College Programs; Kenosha; Effective: August 17, 2020

Lauren Weis

Health Technology Learning Center Assistant; School of Health Racine; Effective: August 3, 2020

Kristine Yesbeck

Case Management Coordinator; School of Protective and Human Services; Elkhorn; Effective: August 17, 2020

### **Retirement(s)**

Edwin Clark

State Reporting/Software Development; Kenosha; Effective: August 21, 2020

Douglas Harcus

Custodian; iMet; Effective: August 21, 2020

Helen Holder

Instructor, Nursing Assistant; Elkhorn; Effective: August 21, 2020

Paulette Jenrette

Talent Acquisition Assistant; Kenosha; Effective: August 21, 2020

Vanessa Kramasz

Instructor, Nursing; Burlington; Effective: August 24, 2020

Christine MacDonald

Instructor, Learning Success; Racine; Effective: August 21, 2020

Sally Tompsett

Groundskeeper/Custodian; Racine; Effective: August 14, 2020

Victoria Weber

Welcome Center Associate – Student Services; Elkhorn; Effective: August 21, 2020

Wesley Wojciechowski

Transportation Technical Assistant/Expediter; Kenosha; Effective: August 21, 2020

### **Separation(s)**

Daniel Lee

Academic Advisor; Racine; Effective: July 31, 2020

Jennifer Lucas

Instructor, Community Pharmacy Technician; Elkhorn; Effective: August 19, 2020



SEPTEMBER 2020 GRANT AWARDS

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

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

GRANT AWARDS

Summary of Item: The college has received 2 new grant awards.

Attachments: Grant Awards – September 2020

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 2020 GRANT AWARDS**

<b>Project Number</b>	<b>Title</b>	<b>Purpose</b>	<b>Grant Period</b>	<b>Number Served</b>	<b>Funding Source</b>	<b>Total Budget</b>	<b>Grant Award</b>	<b>Matching Funds</b>
003	JFF Google	Gateway will develop two new courses which will include five Google certifications. Funding will be used to deliver the courses at area high schools. Funding will also be distributed to six other WTCS colleges so they can deliver the certifications.	8/1/2020-12/31/2020	255	Jobs for the Future (JFF)	\$17,500	\$17,500	\$0
158	TRiO SSS	Through this grant we will serve students who have a documented disability and who maybe low-income and have an academic need.	9/1/2020 – 8/31/2025	100 annually	U.S. Department of Education	\$261,888 FY 20-21	\$261,888 FY 20-21	\$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 September 2020**  
lists all contracts for service completed or  
in progress 2020/2021 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 FY21



Contract #	Sponsor Name	Grant Type / No.	Course Numbers	CFS Date / Date Req.	Estimated CFS Cost
1	<b>FY21 B&amp;I Total</b>				<b>\$136,576.33</b>
2	KABA		196-848-1ZBA	03/25/20	\$1,308.00
3	KABA		196-849-2ZBA, 196-850-2ZBA	03/25/20	\$2,616.00
4	Kunes Country Auto Group		103-432C-1ZBA, 103-466-1ZBA	05/14/20	\$2,800.00
5	WRTP_Big Step		607-104-1ZMA	05/18/20	\$6,815.00
6	<b>Adams Electric</b>	<b>182</b>	<b>413-411-1ZBAE</b>	<b>05/26/20</b>	<b>\$9,538.00</b>
7	KABA		196-850-1ZBK	07/22/20	\$2,136.00
8	WCEDA		196-848-1EBA, 196-848-1EBB	07/22/20	\$2,568.00
9	Rockwell Automation		900-010-1ZBRA	07/20/20	\$5,296.98
10	SC Johnson		462-463-1CBA	06/18/20	\$700.00
11	<b>CC&amp;N</b>		<b>607-407-1CBA</b>	<b>06/18/20</b>	<b>\$2,670.00</b>
12	Bradshaw Medical		103-818-1ZBA, 900-019-1ZBA	06/23/20	\$2,127.00
13	Kenosha County Parks		900-019-1ZBK	07/20/20	\$2,429.00
14	Plymouth Tube		196-826-1ZBA	07/22/20	\$835.64
15	InSinkErator		804-370-2ZBA, 628-115-2CBA, 620-303-2CBA, 620-305-2CBA	09/02/20	\$56,548.50
16	Plymouth Tube		196-842-1ZBA	07/22/20	\$745.65
17	WRTP_Big Step		612-413-1ZBA, 612-413-1ZBB, 900-010-1ZBP	07/27/20	\$2,457.20
18	Swiss Tech		420-439A-1ZBA	07/30/20	\$775.72
19	<b>SC Johnson</b>		<b>664-100-2ZBA, 664-100-2ZBP, 664-110-2CBA, 664-110-2CBP</b>	<b>08/12/20</b>	<b>\$32,040.00</b>
20	Gilbane Building Company		196-803-1CBA, 196-827-1CBA	08/13/20	\$1,424.00
21	Plymouth Tube		196-877-2ZBA	08/19/20	\$745.64
22	City of Elkhorn PD		531-426-1z1a	07/01/20	\$179.12
23	Burlington Area School District		531-448-1z1a	08/08/20	\$1,772.55
24	<b>FY21 Contract Total</b>				<b>\$1,951.67</b>

# 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 September 2020**  
lists all high school contracts for service completed or  
in progress 2019/2020 fiscal year.

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

Staff Liaison:           Katie Graf

<b>Contract # 2021-</b>	<b>Sponsor Name</b>	<b>Section</b>	<b>Term</b>	<b>Contract Estimate</b>
1009	HS Welding Academy Elkhorn	442-321-2E1A, 442-322-2E1A, 442-324-2E1A	2020FA	\$24,960.00
1010	HS CJ Academy-Burlington	504-900-2K1B, 504-903-2K1B	2020FA	\$900.00
1012	HS CJ Academy-Elkhorn Campus	504-900-2E1C; 504-903-2E1C	2020FA	\$11,986.00
1017	Burlington High School	Nursing Assistant-Limited Term	2020FA	\$2,275.00
1018	Badger HS	Vanguard Technical Assistance 900-019-1ZBA	2020FA	\$6,000.00
1019	Big Foot HS	Vanguard Technical Assistance	2020FA	\$6,000.00
1020	Burlington HS	Vanguard Technical Assistance	2020FA	\$6,000.00
1021	Westosha Central HS	Vanguard Technical Assistance	2020FA	\$6,000.00
1022	Elkhorn HS	Vanguard Technical Assistance	2020FA	\$6,000.00
1023	Waterford HS	Vanguard Technical Assistance	2020FA	\$6,000.00
1024	Williams Bay	Vanguard Technical Assistance	2020FA	\$6,000.00
1025	REAL SCHOOL	Academy Courses	2020FA	\$55,000.00
1026	Badger High School	Transcripted Credit	2020FA	\$150,000.00
1028	ITHS	Nursing Assistant-Limited Term	2020FA	\$2,925.00
1029	ITHS	Nursing Assistant-Limited Term	2020FA	\$2,925.00
1030	HS Welding Academy Racine	442-321-2R1A, 442-322-2R1A, 442-324-2R1A	2020FA	\$16,640.00
1031	HS Welding Academy Elkhorn	442-321-2E1B, 442-322-2E1B, 442-324-2E1B	2020FA	\$3,900.00
1032	HS Welding Academy Elkhorn	442-321-2E1C, 442-322-2E1C, 442-324-2E1C	2020FA	\$3,300.00
1033	HS CJ Academy	504-903-2E1F	2020FA	CANCELED
1034	HS CJ Academy	504-900-2E1F, 504-903-2E1G	2020FA	CANCELED
1035	Williams Bay HS	543-200-2ZB2	2020FA	\$325.00
1036	Waterford HS	543-200-2ZB3	2020FA	\$650.00
1037	RUSD	543-200-2RBA / 2RBB	2020FA	\$5,200.00
1038	Union Grove HS	Transcripted Credit	2020FA	\$44,000.00
1039	HS Welding Academy Racine	442-321-2R1B, 442-322-2R1B, 442-324-2R1B	2020FA	\$1,600.00
1040	HS Welding Academy Racine	442-321-2R1C, 442-322-2R1C, 442-324-2R1C	2020FA	\$1,600.00
1041	HS Welding Academy Racine	442-321-2R1D, 442-322-2R1D, 442-324-2R1D	2020FA	\$1,600.00
1042	HS Welding Academy Racine	442-321-2R1E, 442-322-2R1E, 442-324-2R1E	2020FA	\$8,300.00
1043	HS Welding Academy Racine	442-321-2R1F, 442-322-2R1F, 442-324-2R1F	2020FA	\$1,600.00
1044	HS Welding Academy Racine		2020FA	\$1,600.00
1045	HS SMART Manufacturing Academy IMET	664-100-2C1T, 664-110-2C1A	2020FA	\$3,800.00
1046	Williams Bay HS	501-101-2ZCB	2020FA	\$461.00
1047	Waterford HS	Vangaurd 152-126-2RCC	2020FA	\$8,000.00
1048	Cosmotolgy CCA	502-312-2Z1A	2020FA	\$1,400.00
1049	Cosmotolgy CCA	502-324-2Z1A	2020FA	\$1,400.00
1050	St. Catherine's HS	543-200-2RBC	2020FA	\$2,600.00
1051	Brookfield East	543-200-2Z2C / 2Z2D	2020FA	\$1,300.00
1052	Wauwatosa	543-200-2Z2G	2020FA	\$10,400.00
1053	Christain Life	Transcripted Credit	2020FA	\$4,600.00
1054	Brookfield East	543-200-2Z2E	2020FA	\$1,300.00
1055	Delavan-Darien	Transcripted Credit	2020FA	\$52,000.00
1056	HS CNC Academy	444-331-2E1A, 444-337-2E1A	2020FA	\$3,700.00
1057	HS CNC Academy	444-331-2E1B, 444-337-2E1B	2020FA	\$1,050.00
1058	Elkhorn HS	Transcripted Credit	2020FA	\$75,000.00

<b>Contract # 2021-</b>	<b>Sponsor Name</b>	<b>Section</b>	<b>Term</b>	<b>Contract Estimate</b>
1059	RUSD Case High School	Transcripted Credit	2020FA	\$83,000.00
1096	Horlick High School	Transcripted Credit	2020FA	\$48,000.00
1097	REAL School	Transcripted Credit	2020FA	\$12,000.00
1098	Park High School	Transcripted Credit	2020FA	\$75,000.00
1001	RUSD	543-300-1RBA	2020SU	CANCELED-COVID
1002	RUSD	543-300-1RBB	2020SU	CANCELED-COVID
1003	St. Catherine's HS	543-300-1RBC	2020SU	CANCELED-COVID
1004	KUSD	543-300-1Z1A	2020SU	CANCELED-COVID
1005	KUSD	543-300-1Z1B	2020SU	CANCELED-COVID
1006	Union Grove HS	543-300-1Z1C	2020SU	CANCELED-COVID
1007	RUSD-	543-300-1RBD (stacked w/ 1RBC)	2020SU	CANCELED-COVID
1008	RUSD	543-300-1RBE	2020SU	CANCELED-COVID
1014	Badger High School	Transcripted Credit	2020SU	CANCELLED-Zero-enrollments
1015	Burlington High School	Transcripted Credit	2020SU	CANCELLED-Zero-enrollments
1016	Wilmot High School	Transcripted Credit	2020SU	\$15,500.00
1027	Burlington High School	Transcripted Credit	2020SU	\$95,000.00
1060	HS CJ Academy-Reuther	504-900-2K1C, 504-903-2K1C	Fall 2020	\$1,800.00
1061	HS CJ Academy-Racine Luterhan	504-900-2K1D, 504-903-2K1D	Fall 2020	\$900.00
1062	HS CJ Academy-Union Grove	504-900-2K1E, 504-903-2K1E	Fall 2020	\$2,700.00
1063	HS CJ Academy-Westosha Central	504-900-2K1F, 504-903-2K1F	Fall 2020	\$2,300.00
1064	Elkhorn HS	533-126-2ZCA	Fall 2020	\$7,400.00
1065	Burlington HS	501-101-2ECA	Fall 2020	\$2,700.00
1066	Waterford HS	809-188-2ZCA	Fall 2020	\$2,700.00
1067	Big Foot HS	501-101-2ECB	Fall 2020	\$900.00
1068	Burlington HS	501-101-2CA	Fall 2020	\$1,800.00
1069	Westosha Central HS	533-126-2ECA	Fall 2020	\$3,000.00
1070	Burlington HS	533-126-2ZCB	Fall 2020	\$1,800.00
1071	Catholic Central	533-126-2ZCC	Fall 2020	\$300.00
1072	Waterford HS	809-198-2ZCA	Fall 2020	\$6,000.00
1073	Waterford HS	809-198-2ZCB	Fall 2020	\$5,000.00
1074	Badger HS	501-101-2ZCB	Fall 2020	\$9,200.00
1075	Williams Bay	533-126-2ECB	Fall 2020	\$300.00
1076	Waterford HS	809-196-2ZCA	Fall 2020	\$7,800.00
1077	Burlington HS	533-126-2ECC	Fall 2020	\$3,700.00
1078	Williams Bay	533-126-2ZCD	Fall 2020	\$1,500.00
1079	Westosha Central HS	533-126-2ZCE	Fall 2020	\$2,400.00
1080	Burlington HS	533-126-2ECD	Fall 2020	\$2,100.00
1081	Big Foot HS	533-126-2ZCF	Fall 2020	\$2,400.00
1082	Waterford HS	533-126-2ECE	Fall 2020	\$4,600.00
1083	Williams Bay	533-128-2ZCA	Fall 2020	\$600.00
1084	Westosha Central HS	533-128-2EZA	Fall 2020	\$1,200.00
1085	Big Foot HS	533-128-2ZCB	Fall 2020	\$2,400.00
1086	Big Foot HS	152-126-2ZCA	Fall 2020	\$1,200.00
1087	Burlington HS	152-126-2RCA	Fall 2020	\$2,400.00

<b>Contract # 2021-</b>	<b>Sponsor Name</b>	<b>Section</b>	<b>Term</b>	<b>Contract Estimate</b>
1088	Westosha Central HS	152-126-2ZCB	Fall 2020	\$4,300.00
1089	Elkhorn HS	533-128-2ECB	Fall 2020	\$1,500.00
1090	Burlington HS	533-128-2ZCC	Fall 2020	\$1,800.00
1091	Waterford HS	533-128-2ZCD	Fall 2020	\$1,200.00
1092	Waterford HS	442-324-2W7B, 457-309-2Z1A, 442-321-2Z1A	Fall 2020	\$14,700.00
1093	Waterford HS	154-130-2Z1A, 154-131-2Z1A	Fall 2020	\$3,800.00
1094	HS CNC Academy	444-331-2B1C, 444-337-2B1C	Fall 2020	\$1,050.00
1095	Lakeview Technology	444-331-2L2A; 444-339-2L2A; 612-102-2L2A; 152-178-2LMA; 152-081-L2MA; 444-331-2L2B; 444-339-2L2B; 152-126-2LMA; 152-080-2LMA; 444-338-2L2A; 152-126-2L1A; 152-182-2L1A; 664-105-2L2A; 664-110-2L2A; 628-310-2L2A; 152-126-2L1B; 152-080-2L1A	Fall 2020	\$70,000.00



## GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Roll Call \_\_\_\_\_  
Action   x    
Information \_\_\_\_\_  
Discussion \_\_\_\_\_

### ADVISORY COMMITTEE ACTIVITY REPORT

Summary of Item: Approval of:  
➤ New Members as of September 1, 2020  
➤ 2020-21 Meeting Schedule as of September 1, 2020

Staff Liaison: John Thibodeau

**GATEWAY TECHNICAL COLLEGE  
ADVISORY COMMITTEES -- NEW MEMBERS  
As of September 1, 2020**

PROGRAM Name	Job Title	Employer	County Represented
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**Business Management, Small Business Entrepreneurship, Leadership Development, & Marketing**

Uran, Marley	Director of Media Relations	Express Employment Professionals/RAMAC	Racine
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## ADVISORY COMMITTEE

### 2020-2021 MEETING SCHEDULE as of September 1, 2020

ADVISORY COMMITTEE	DEAN	FALL 2020	SPRING 2021
Accounting Accounting Assistant	R. Reece	Tuesday, September 22, 2020 6:00 pm - iMET Center, Room 102	
Administrative Professional Office Assistant	R. Reece	Tuesday, September 22, 2020 6:00 pm - iMET Center, Room 102	
Adult Basic Education	C. Jennings		
Adult High School	C. Jennings		
Aeronautics-Pilot Training	R. Reece	Thursday, September 17, 2020 12:00 pm - Horizon Center, Room 106	
Air Conditioning, Heating, & Refrigeration Technology Facilities Maintenance Building Trades - Carpentry	R. Koukari	Monday, October 12, 2020 5:00 pm - Kenosha Campus, Room T122	
Arboriculture/Urban Forestry Technician	T. Simmons	Friday, September 25, 2020 1:00 pm - <a href="https://gtc.zoom.us/j/92482886166">https://gtc.zoom.us/j/92482886166</a>	
Architectural-Structural Engineering Technician Civil Engineering Technology - Fresh Water Resources Civil Engineering Technology – Highway Technology Construction Management Technician	R. Koukari		
Automotive Technology Automotive Maintenance Technician	R. Reece	Wednesday, October 7, 2020 5:00 pm - Horizon Center, Room 106	
Barber Technologist Cosmetology	T. Simmons	Wednesday, September 30, 2020 5:30 pm - <a href="https://gtc.zoom.us/j/99735661026">https://gtc.zoom.us/j/99735661026</a>	
Business Management Leadership Development Business Services Manager Small Business Entrepreneurship Marketing	R. Reece	Tuesday, September 22, 2020 6:00 pm - iMET Center, Room 102	
CNC Production Technician CNC Programmer Tool and Die Technician	R. Koukari		
Criminal Justice Studies	T. Simmons	Thursday, October 8, 2020 11:00 am - <a href="https://gtc.zoom.us/j/92326213400">https://gtc.zoom.us/j/92326213400</a>	
Criminal Justice - Law Enforcement 720 Academy	T. Simmons	Wednesday, October 7, 2020 11:00 am - Horizon Center, Room	

Culinary Arts Culinary Assistant	T. Simmons	Wednesday, October 7, 2020 3:30 pm - <a href="https://gfc.zoom.us/j/99330780823">https://gfc.zoom.us/j/99330780823</a>	
Dental Assistant	V. Hulback	Tuesday, October 6, 2020 5:30pm	
Diesel Equipment Mechanic Diesel Equipment Technology	R. Reece	Wednesday, October 7, 2020 5:00 pm - Horizon Center, Room 106	
Early Childhood Education Foundations of Teacher Education	T. Simmons	Tuesday, October 6, 2020 10:00 am - Racine Campus, Room 243 <a href="https://gfc.zoom.us/j/8984107061">https://gfc.zoom.us/j/8984107061</a>	
Electrical Engineering Technology Electronics Electronics Technician Fundamentals	R. Koukari		
Electromechanical Maintenance Technician	R. Koukari		
Fire Medic Paramedic Technician Advanced EMT Emergency Medical Technician EMT-Paramedic	T. Simmons	Tuesday, October 13, 2020 10:00 am - Burlington Center, Room H101 <a href="https://gfc.zoom.us/j/8984107061">https://gfc.zoom.us/j/8984107061</a>	
Firefighter Technician	T. Simmons	Wednesday, October 7, 2020 6:00 pm - Burlington Center, Room H101 <a href="https://gfc.zoom.us/j/8984107061">https://gfc.zoom.us/j/8984107061</a>	
Gas Utility Construction and Service	R. Koukari	Internally Closed	Internally Closed
Graphic Communications Professional Communications	R. Reece	Tuesday, October 13, 2020 6:00 pm - iMET Center, Room 102	
Greenhouse Operations Horticulture Technician	T. Simmons	Monday, September 28, 2020 5:30 pm - <a href="https://gfc.zoom.us/j/98628605715">https://gfc.zoom.us/j/98628605715</a>	
Health Information Technology	V. Hulback	Thursday, October 1, 2020 2:00 pm - <a href="https://us02web.zoom.us/j/6182590931">https://us02web.zoom.us/j/6182590931</a>	
Hospitality Management Foundations of Lodging and Hospitality Management	T. Simmons		
Human Services Associate	T. Simmons	Wednesday, October 14, 2020 5:30 pm - <a href="https://gfc.zoom.us/j/92834654599">https://gfc.zoom.us/j/92834654599</a>	
Information Technology - Computer Support Specialist Information Technology - Network Specialist Information Technology - Cybersecurity Specialist Information Technology - Computer Support Technician	R. Koukari	Thursday, October 8, 2020 5:00 pm - Elkhorn Campus, Room 114	

Information Technology - Software Developer Information Technology - Web Software Developer Information Technology - Data Analytics Specialist Information Technology - Web Programmer	R. Koukari	Thursday, October 8, 2020 5:00 pm - Elkhorn Campus, Room 114	
Interior Design	T. Simmons	Tuesday, September 29, 2020 5:30 pm - <a href="https://gfc.zoom.us/j/96376580665">https://gfc.zoom.us/j/96376580665</a>	
Mechanical Design Technology Advanced Manufacturing Technology	R. Koukari		
Medical Assistant	V. Hulback	Wednesday, October 21, 2020 7:00 am - <a href="https://us02web.zoom.us/j/6182590931">https://us02web.zoom.us/j/6182590931</a>	
Motorcycle, Marine and Outdoor Power Products	R. Reece	Tuesday, September 29, 2020 5:00 pm - Racine Campus, Quad Room 102	
Nursing Associate Degree Nursing Assistant	V. Hulback		
Pharmacy Technician	V. Hulback	Tuesday, October 20, 2020 6:30 pm - <a href="https://us02web.zoom.us/j/6182590931">https://us02web.zoom.us/j/6182590931</a>	
Physical Therapist Assistant	V. Hulback		
Supply Chain Management	R. Reece	Tuesday, October 6, 2020 6:00 pm - iMET Center, Room 102	
Surgical Technology	V. Hulback	Monday, October 12, 2020 5:00 pm - Kenosha Campus, ST Lab 118	
Truck Driving	R. Reece		
Veterinary Technician Veterinary Assistant	T. Simmons		
Welding Welding/Maintenance & Fabrication	R. Koukari	Thursday, October 15, 2020 5:00 pm - Elkhorn Campus, Room TBD	

**GATEWAY TECHNICAL COLLEGE DISTRICT BOARD**

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

**Program Approval  
Medical Laboratory Technician Associate’s Program**

**Summary of Item:**

Board approval is requested for a Medical Laboratory Technician Associate’s program. Upon Board approval, the Concept Review document will be submitted to the Wisconsin Technical College System Board for approval.

**Attachments:** Summary of Concept Review

**College Strategic Directions  
and/or Executive Limitations:** Strategic Directions 1 and 2

**Staff Liaison:** Laura Neal  
Michael Smith

## **Medical Laboratory Technician Concept Review**

### Description

At career entry, the medical laboratory technician will be able to perform routine clinical laboratory tests (such as hematology, clinical chemistry, immunohematology, microbiology, serology/immunology, coagulation, molecular, and other emerging diagnostics) as the primary analyst making specimen oriented decisions on predetermined criteria, including a working knowledge of critical values. Communications skills will extend to frequent interactions with members of the healthcare team, and external relations.

### Need

District employers have uniformly expressed an increased demand for full-time Medical Laboratory Technician. Economic research provides evidence of increased job market demand and competitive wages.

**GATEWAY TECHNICAL COLLEGE DISTRICT BOARD**

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

**Program Approval  
Small Business Entrepreneurship Associate’s Program**

**Summary of Item:**

Board approval is requested for a Small Business Entrepreneurship Associate’s program. Upon Board approval, the Concept Review document will be submitted to the Wisconsin Technical College System Board for approval.

**Attachments:**

Summary of Concept Review

**College Strategic Directions  
and/or Executive Limitations:**

Strategic Directions 1 and 2

**Staff Liaison:**

Michael Hashek  
Michael Smith



## **Small Business Entrepreneurship Concept Review**

### Description

Small Business Entrepreneurs learn both the technical and soft skills necessary to operate a successful small business. The coursework combines business theory with practical application. Small Business Entrepreneurs will develop skills as a business innovator, learning the process and skills to fix business related problems. Small Business Entrepreneurs will also go through the process of developing, testing and executing a business concept. Additionally, students will learn strategic forecasting and daily operations management. Small Business Entrepreneurs will have valuable mentorship opportunities with small business owners. The Small Business Entrepreneurship program will support graduates looking to launch their own venture, or innovate an existing business.

### Need

District employers have uniformly expressed an increased demand for full-time Small Business Entrepreneurs. Economic research provides evidence of increased job market demand and competitive wages.

X. 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.

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

**GATEWAY TECHNICAL COLLEGE DISTRICT BOARD**

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

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

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

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

**Staff Liaison:** John Thibodeau and Robbin Vester

X. POLICY GOVERNANCE MONITORING REPORTS

B. Executive Limitations

1. 3.5 Financial Condition – FY 2019-20 Year-End Financial Review (unaudited)
2. Policy Governance Review – 3.5 Financial Condition

# GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

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

## MONITORING REPORT FY 2019-20 YEAR-END FINANCIAL REVIEW (UNAUDITED)

Summary of Item: The report will include FY 2019-20 preliminary year-end financial review and results (unaudited).

Attachment: FY 2019-20 Year-End Financial Review (unaudited)

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

Staff Liaison: Sharon Johnson

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# YEAR END FINANCIAL REVIEW (unaudited)

July 1, 2019 – June 30, 2020

## General Fund

The preliminary General Fund results for fiscal year 2020 are as follows:

GENERAL FUND	Budget	Actual	Variance fav (unfav)
Revenue	\$ 82,942,196	\$ 84,492,020	\$ 1,549,824
Expenditures	82,942,196	83,418,166	(475,970)
Net Operating Rev (Exp)	-	\$ 1,073,854	\$ 1,073,854
Transfer Out	-	-	-
General Fund Surplus (Deficit)	-	\$ 1,073,854	\$ 1,073,854

## Overall Results

Preliminary operating results show revenues exceeding expenditures by \$1.07 million which will be the net increase to the fund balance. 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, memberships, purchasing consortium expenditures, etc.

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:**

<b>06/30/19 Balance</b>	<b>\$ 24,946,226</b>
Less: reclassification to Reserve for OPEB	\$ -
Net Revenue over Expenditures FY20	1,073,854
Adjustment for decrease in Prepaid Expenditures	219,197
Less: Operating Transfer out to Capital Fund	-
Net Change to Designated for Operations	1,293,051
<b>06/30/20 Balance</b>	<b>\$ 26,239,277</b>
FY20 Expenditures	\$ 83,418,166
General Fund Reserves as a % of Expenditures	31.5%

# YEAR END FINANCIAL REVIEW (unaudited)

July 1, 2019 – June 30, 2020

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The General Fund reserve is expected to be \$26.2 million as of June 30, 2020 or 31.5% of actual FY20 expenditures. To align with the WTCS Financial Administrative Manual and comply with district policy, administration is recommending the fund balance be allocated to various designations as follows:

		As a % of Expenditures
<b>Designated for Operations</b>	<b>\$ 20,854,542</b>	<b>25.0%</b>
Designated for Subsequent Years	5,384,735	
<b>Total Fund Balance 06/30/20</b>	<b>\$ 26,239,277</b>	

## Revenues

Overall, total revenues were favorable to budget by 1.9% or \$1,549,824. The increase is due largely to an increase in Transcribed Credits revenues, which is considered a “wash” with Transcribed Credits expenditures. Transcribed Credits revenues exceeded the budget by \$1,076,090 or 66.5% continuing to demonstrate a strong outreach into the K12 districts. There were additional increases in revenues of \$473,734 due mainly to increases in other revenues and state aid fluctuations.

## Expenditures

Overall, total General Fund expenditures were over budget by \$475,97 or .6%.

*Total salaries* were over budget \$1,630,334 or 3.3% due largely to an increase in Adjunct Instructor salaries of 27.2% or \$1,481,208 and an increase in Instructor salaries of 1.9% or \$372,558. The shift in hiring more adjunct faculty instead of full time faculty provided the flexibility needed to accommodate the changes in enrollment during the fiscal year. This increase was offset by a decrease in clerical full-time salaries and wages, which were under budget by 6.4% or \$234,223.

*Employee benefits* were under budget by \$589,873 or 3.2%. The variance is due largely to early retirement expenditures which were under budget \$403,181 or 26.9% due mainly to actual rates coming in lower than expected. All other benefits were collectively under budget by 1.1% or \$186,692.

*Other expenditures* were under budget by \$564,491 or 3.8%. Transcribed Credit expenditures were over budget by \$1,076,090 or 66.5%. This variance is a “wash” with a revenue variance of the same amount (discussed in revenue section). The Transcribed Credit variance is offset by various expenditures that were under budget by a collective \$1,641,469 or 12.3%. These savings were mainly attributed to management’s focus on controlling expenditures responsibly in line with the decrease in enrollment.

## Special Revenue Fund

The Special Revenue Fund is used to account for all grant-related activities. The fund experienced a favorable financial result for FY 2020 with revenues exceeding expenditures by \$218,978. A year-end budget revision will be necessary to reallocate the budget within functions.

# YEAR END FINANCIAL REVIEW (unaudited)

July 1, 2019 – June 30, 2020

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## **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 \$14 million and \$291,932 of operating transfers from the Special Revenue Non-Aidable fund for student walking paths. Overall, the Capital Projects Fund reflects total expenditures of \$15.8 million and revenues and other financing sources of \$15.9 million. The Capital Projects Fund balance increased by \$149,871. A 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 revenues exceeded expenditures by \$509,737 due mainly to higher premiums received on issuances. Principal and interest payments totaled \$14.2 million in FY20.

## **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 Fund in a manner similar to accounting for private enterprise operations. The fund experienced an unfavorable financial result with expenses exceeding revenues by \$97,157.

## **Summary**

Overall, the College's financial condition remains strong as we continue to strategize and make the necessary decisions to meet the challenges of COVID-19 along with all other future fiscal challenges.

The College also continues to hold a bond rating of Aaa, the highest rating as provided by Moody's Investors Services.

Moving forward, management will continue to keep a focus on enrollment trends, the impacts of COVID-19, community needs, and economic indicators to ensure responsible fiscal management.

FY 2019-20 Year End Financial Review - 09 17 20 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: Scott Pierce

## XI. BOARD MEMBER COMMUNITY REPORTS

XII. NEXT MEETING DATE AND ADJOURN

- A. Regular Meeting - Thursday, October 22, 2020, 8:00 am, Kenosha Campus, Madrigano Center, Haribo Hall and Virtual Meeting
- B. Adjourn