

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD

Regular Meeting

January 16, 2014

The Gateway Technical College District Board met on Thursday, January 16, 2014 at Horizon Center, 4940 88th Avenue, Room 106, Kenosha, WI. The meeting was called to order at 8:01 am by Ram Bhatia, Chairperson.

**I. Call to Order**

A. Open Meeting Compliance

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

**II. Roll Call**

William Duncan	Present
Susan Greenfield	Absent
Gary Olsen	Present
Bethany Ormseth	Present
Scott Pierce	Present
Neville Simpson	Present
Roger Zacharias	Present
Pamela Zenner-Richards	Present
Ram Bhatia	Present

Also in attendance were Kelly Bartlett, Mary Harpe, and 21 citizens/reporters.

Susan Greenfield arrived at 8:05 am.

**III. Approval of Agenda**

- A. It was moved by S. Pierce, seconded by G. Olsen and carried to approve the agenda.

**IV. Approval of Minutes**

- A. It was moved by R. Zacharias, seconded by W. Duncan and carried to approve the minutes of the December 12, 2013 Regular Meeting.

**V. Citizen Comments**

- A. No citizen comments were submitted.

**VI. Chairperson's Report**

- A. Meeting Evaluation – Had five (5) responses - Having the meeting in the Fab Lab was great, I continue to be inspired by the work the College is doing to position itself to meet the future. Bryan, your leadership and college staff who make it happen are to be congratulated. It was a very informative first board meeting for me. I thought there was a lot of opportunity to get questions answered. I very much enjoyed learning about the Fab Lab, the student recruitment initiatives in the high schools and other GTC programs and initiatives. Excellent presentation on Fab Lab. Very impressed with Gateway's leadership in fab lab community collaboration. The Board is engaged. Good overall meeting. The meeting went well. Nice to have dinner after to get to know Susan. Every meeting gets better and better! Great idea to have meeting in the Innovation center and to see the 3D model makers in action. Good questions and good answers.

- B. Board Goals – 2<sup>nd</sup> Quarter – Members completed their input on goals. R. Bhatia thanked members for completing goals and reminded members of the importance of completing goals sheet.

## VII. President's Report

- A. Announcements: President Albrecht handed out books to the Trustees, "The Community College Career Track"; author Thomas J. Snyder, President, Ivy Tech Community College. This book touches on reference tools on elements on community and technical college. Speaks to a lot of the presentations that we have each month at the Board meetings. In the back there are sample tests for pre-college placement and compass testing. Shows the level of expectations on students across the nation.
- B. Dr. A.J. Capelli spoke at the December 2013 graduation ceremony. Thanked all of the staff involved for their hard work making the commencement ceremony a success. Dr. Capelli was a stellar speaker.
- C. Debbie Davidson and Therese Fellner completed training in Green Belt, Lean Six Sigma.
- D. Debbie Davidson reported on compressed natural gas: The director that worked with Gateway on the Snap-on partnership is now looking to partner with colleges to offer training on compressed natural gas. We hope that this is the start of a long standing relationship to offer care and maintenance on large compressed natural gas vehicles.
- E. NC3 Update:  
Matt Janisin, Gateway NC3 Instructor/Coordinator, reported through Lifesize on the NC3 update. The NC3 program started in 2007. NC3 has doubled from 2012 to 2013. In 2012 there were 4,000 certifications and in 2013 there were 8,000 pushing 9,000 certifications.
1. Morocco Training Partnership
    - a. Partner school: Ecole Supérieure de Technologie, Université Mohammed Premier (EST)
    - b. Partnership and Networking Visit: November 9-15, 2013
      - i. Facilitated the first Automotive Advisory Council meeting at EST.
      - ii. Visited OFPPT in Casablanca and discussed NC3 partnership possibilities
        1. OFPPT is the state sponsored technical education organization, similar to the WTCS.
        2. OFPPT leaders were very interested in the NC3 certifications and impressed it was so closely tied to instructor development and training, not just equipment sales. The instructor support and training was the key part.
      - iii. Visited Renault-Nissan Factory in Tangier
        1. Largest automotive factory in Africa and has a 400,000 vehicle per year capacity
        2. 1.23 billion dollar plant, covering 741 acres; was opened in early 2012.
        3. The Tangier plant *emits zero carbon and zero industrial liquid discharges* thanks to joint efforts of Morocco, Renault, and Veolia Environment. These results are achieved through the latest innovative manufacturing processes, the use of renewable energy and the optimization of the water cycle.
        4. Employs almost 6000 people
      - iv. Met with the Director of Training at the factory
        1. Company is focused on the workers and worker education / training
        2. Corporate emphasis on community involvement: The Director said they hired almost 6000 people, but had 12,000 applicants.

He mentioned a desire to help educate and up skill the other 6000 they could not hire.

3. Great conversation and a great potential for NC3 and the EST school.
  - c. Torque & Multimeter TTT Training Visit March 24-28, 2014
    - i. Held at the EST school in Oujda
    - ii. There will be instructors attending from other schools, including OFPPT.
  2. NC3 Train-the Trainer (TTT) Events
    - a. TTT10: Held at the West-Mec, a school near Phoenix, Arizona from January 13-17.
      - i. Over 35 instructors from across the country attending
      - ii. Course offered: Verus Pro, Solus Ultra and ShopKey Pro Diagnostics, Torque, Multimeter, and Diesel Diagnostics
    - b. TTT11 – NC3's biggest TTT held July 14-18 at Gateway
      - i. Include current certifications programs in Automotive, Diesel, HVAC, and Horticulture
      - ii. New certifications being created: Advanced Automotive Diagnostics, ShopKey Pro & SureTrack, HVAC: Building Performance –II & TPI Meter– Air quality and gas monitoring, and a Manufacturing initiative including developing partnerships with MSSC.
  3. WTCS State NC3 Initiative
    - a. WTCS Presentations & Meetings: Sharing the Gateway and NC3 Story
      - i. State Called Automotive Instructor Meeting (CVTC) Nov. 7th – Presented NC3 to instructors from all the technical colleges
      - ii. Western: Phone Conference with administration about NC3 curriculum integration and a possible onsite visit with faculty in February.
      - iii. Blackhawk: Meet with manufacturing faculty on Jan 9<sup>th</sup> to discuss NC3 manufacturing initiatives
      - iv. WTCS C3 Conference February 6-7: Present to administration from many of the technical colleges on NC3 integration
      - v. Nicolet: Connected with their automotive instructor and he plans on attending TTT in July
      - vi. Gateway & NC3 booths at the Wisconsin Technology Education Association (WTEA) conference March 6-7; we will share the NC3 story with both high school and college instructors.
    - b. Inviting all WTCS schools to attend the July TTT, so they can experience NC3 and the synergy of education and industry partnerships firsthand.
- F. Economic Development Update:
- Todd Battle, President of KABA, reported on the economic development update.
1. The Kenosha Area economy is heading into 2014 with significant momentum. Recent wins have brought \$500 million in new investment, 3,000 new jobs, and 4 million SF of development/absorption.
  2. Companies building/expanding in Kenosha County include:
    - a. Meijer
    - b. Ta Chen
    - c. Konecranes
    - d. Hanna Cylinders
    - e. EMCO Chemical Distributors
    - f. Rust-Oleum Corporation
    - g. Kenall Manufacturing

- h. Amazon
  - 3. New Private Investment: KABA will work on development projects that generate \$500 million in the new private investment over the next five years (2013-2017).
  - 4. Lead Generation: KAMA will interact with 50 economic development prospects (or professional representatives on behalf of prospects) regarding the consideration of Kenosha County as a legitimate option for a project location.
  - 5. The Role of Gateway Technical College in supporting the economic development:
    - a. Future Training Needs
      - i. Logistics
      - ii. Supply Chain Management
      - iii. Purchasing
      - iv. Inventory Management
      - v. Business Management
      - vi. Sales/Marketing
      - vii. Human Resources Management
      - viii. CNC Machining
      - ix. Mechanical/Electrical Engineering
- G. Wastewater Treatment Plant Operator Apprenticeship:  
Sandy Brietzman, DWD Apprenticeship Training Representative and Mike Schuck, Gateway Water Technology Instructor presented on the Wastewater Treatment Plant Operation Apprenticeship proposal.
- 1. Current Status
    - a. Offered on-line by Moraine Park
    - b. Several municipalities expressed a desire for class room instruction to be part of the program
    - c. Class room instruction better for some classes (e.g. water chemistry and equipment maintenance)
    - d. Many of the resources needed for classroom instruction are in place at Gateway's SC Johnson iMET Center
      - i. Classroom equipped with a fume hood, laboratory countertops, chemical storage cabinets and analytical equipment
      - ii. Equipment for hands on demonstrations including a four station jar testing apparatus, ground water model, bench scale ultrafiltration and reverse osmosis systems
      - iii. Courses to likely run on Saturdays either over 6 semesters (72 hrs/semester for 3 years) or 4 semesters (108 hrs/semester for 2 years)
  - 2. Steps Taken by Gateway Technical College
    - a. Curriculum reviewed
      - i. Substantial portion taught as part of Gateway's Civil Engineering Technology – Fresh Water Resources associate degree program
    - b. Reviewed program curriculum and required resources with Gateway administration
      - i. Gateway's program will complement the on-line courses offered by Moraine Park
  - 3. Funding
    - a. State Energy Sector Partnership grant from U.S. DOL to provide "green skills" training for 25 occupations
  - 4. Need
    - a. Train next generation of skilled workers

- b. Standardize training across the industry
  - c. Incorporate industry certifications
- H. Journey Members in attendance:
- 1. Kallie Chittenden
  - 2. Michelle James
  - 3. Michael Pagliaroni
  - 4. Tanya Prostko

## VIII. Operational Agenda

### A. Action Agenda

#### 1. **Resolution No. F-2013-2014 D.2 Resolution authorizing the sale of \$1,500,000 General Obligation Promissory Notes, Series 2013-14 D**

The administration is recommending Board approval of a resolution awarding the sale of \$1,500,000 of General Obligation Promissory Notes, Series 2013-2014D; \$1,000,000 for the public purpose of financing building remodeling and improvement projects and \$500,000 for the public purpose of financing the construction of building additions or enlargements, consisting of the Student Center expansion on the Kenosha Campus. The actual sale will take place at the Board meeting. This debt issue is included in the Board-approved budget for FY 2014.

**Following discussion and presentation by John A. Mehan, Managing Director, Baird, it was moved by R. Zacharias, seconded by N. Simpson, and carried by roll call vote to approve Resolution No. F-2013-2014 D.2 Resolution authorizing the sale of \$1,500,000 General Obligation Promissory Notes, Series 2013-14 D.**

**Aye: 9**

**Nay: 0**

**Abstaining: 0**

### B. Consent Agenda

**It was moved by R. Zacharias, seconded by W. Duncan 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 December 31, 2013.
  - b) **Cash and Investment Schedules:** Approved the monthly cash reconciliation, investment schedule and investment report.
- 2. **Personnel Report:** Approved the personnel report of two (2) new hires; five (5) promotions; one (1) involuntary transfer; one (1) retirement; one (1) resignation; seven (7) employment approvals-casual, non-instructional; and no employment approvals-adjunct faculty.
- 3. **Grant Awards:** Approved the Grant Awards – January 2014
- 4. **Contracts for Instructional Delivery:** Approved the contracts for instructional delivery report for December 2013
- 5. **Advisory Committee Activity Report:** Approved the advisory committee 2013-2014 meeting schedule and new members as of January 1, 2013
- 6. **Program Approval:** Approved the submission of the request for approval for a new apprentice program 50-527.1 – Wastewater Plant Operator to the Wisconsin Technical College System for consideration.

**IX. Policy Governance Monitoring Reports**

**A. Ends Statement Monitoring (B. Thomey)**

1. End Statement #5 – **Gateway provides** a positive return on taxpayer and community investment by leveraging its core capabilities in a financially and socially responsible manner. FY 13-14 Quarterly Financial Report.
  - a. Financial Update
    - i. Revenues
      1. General Fund revenues are expected to be about \$1.6 million less than budget
      2. Student Fees - \$1.5 million shortfall
      3. High School Contracts - \$100,000 shortfall
    - ii. Expenditures
      1. Salaries favorable by \$537,000
      2. Benefits favorable by \$800,000
        - a. Favorable health insurance costs
        - b. Favorable WRS
        - c. Health invoices lower than expected
      3. Other Expenses favorable by \$243,000
    - iii. Overall Expected Results
      1. Break even, no net impact
      2. Administration will continue to monitor enrollment, expenses, and trends
    - iv. Tax Rates
      1. Total Tax Rate of \$1.63 – 5<sup>th</sup> lowest 10% below state average
      2. Operating Tax Rate of \$1.39 – 7<sup>th</sup> lowest at state average
      3. Debt Tax Rate of \$.24 – 4<sup>th</sup> lowest 44% below the state average
    - v. Cost Per FTE
      1. FY 2010: Gateway \$12,716, State \$12,652
      2. FY 2011: Gateway \$12,824, State \$13,010
      3. FY 2012: Gateway \$13,398, State \$13,320

**Following discussion, it was moved by S. Pierce, seconded by R. Zacharias and carried by roll call vote that this report is evidence that the college is making progress on Ends Statement #5.**

**Aye: 9**

**Nay: 0**

**Abstaining: 0**

**X. Executive Limitations**

**A. Policy 3.4 – Budgeting/Forecasting (J. Nygard)**

1. Budgeting for any fiscal year or the remaining part of any fiscal year shall follow Board Ends priorities, control College financial risk and accurately reflect projections of income and expenses.
2. The President shall propose a budget after first seeking broad input from all College constituencies.
3. Budgets will become effective upon approval by the Board.
4. FY15 Budget Development
  - a. December/January
    - i) Budget kickoff
    - ii) Department meetings

- iii) Prepare preliminary budgets
  - b. February/April
    - i) Budget council review
    - ii) ELC review, counsel, and approval
    - iii) Board presentations
  - c. May/June
    - i) Final review
    - ii) Public hearing; adjustments
    - iii) Board approval
    - iv) State submission
- 5. FY15 Budget Kickoff
  - a. Budget officers met December 10, 2013
  - b. President shared college strategies and priorities in our strategic plan
  - c. Understanding of budget
  - d. Working collaboratively
  - e. Ensure costs are in line with expected revenue
  - f. Align requests with College outcomes
  - g. Guidelines, parameters, and calendar discussed

**Following discussion, it was moved by G. Olsen, seconded by W. Duncan that this report is evidence that the college is making progress on Executive Limitations 3.4 – Budget/Forecasting.**

**XI. Board Member Community Reports**

- Ram Bhatia attended the Gateway Technical College Foundation Scholarship Ceremony on January 14, 2014. Ram Bhatia challenges the Trustees to donate to scholarships. If 100% of the Gateway Technical College Board of Trustees donates to scholarships, then Ram will donate an additional \$200.
- William Duncan attended the Gateway Technical College Graduation Ceremony on December 19, 2013. He commented that it was an extraordinary event.

**XII. Next Meeting Date and Adjourn**

- A. Regular Meeting – Thursday, February 20, 8:00 am, Kenosha Campus
- B. At approximately 9:53 a.m. it was moved by R. Zacharias, seconded by N. Simpson and carried by roll call vote that the meeting was adjourned and the District Board move to executive session pursuant to Wisconsin Statutes 19.85(1)(c) to discuss personnel issues and the President's goals. The Board reserves the right to reconvene in open session to take action on items discussed in executive session.

**Aye: 9**

**Nay: 0**

**Abstaining: 0**

**XIII. Executive Session**

At approximately 10:05 am, the Board convened in executive session.

**XIV. Open Session**

At approximately 11:32 am, the meeting was called to order by Ram Bhatia, Chairperson.

It was motioned by R. Zacharias, seconded by G. Olsen and by a roll call vote of 6 ayes and 3 nays, carried to increase President Albrecht's base salary by \$15,000 retroactive to January 1, 2014.

At approximately 11:36 am, it was moved by R. Zacharias, seconded by S. Pierce and carried that the meeting adjourn.

Submitted by,



Pamela Zenner-Richards  
Secretary