



PRESIDENT'S REPORT

May 16, 2013

GATEWAY AS LEADER

The Welding Fabrication Bootcamp Completion Ceremony is scheduled for Friday, June 21st at 1:00 p.m. at the SC Johnson iMET Center. The event is open to the public. Please join us as we celebrate the hard work and perseverance of our Bootcamp students. If employers would like to participate in interviews or mock interviews contact Robin Hoke at hoker@gtc.edu.

ENROLLMENT

Current year enrollment is down 7.5% compared to the same time last year. Summer enrollment is currently running down 0.9% with headcount up 2.5%. The summer term begins our 2013-14 academic year. Summer term FTEs will be counted toward our FY 2014 budget figures.

FINANCE AND ADMINISTRATION

Several Business Office staff participated in an online demonstration of IonWave software which provides a contract management system. Northeast Wisconsin Technical College procurement department presented highlights of features and capabilities of the software.

The Student Accident Insurance renewal premium for the FY 2013-14 academic year is \$6.00 per student per term which reflects a 20% decrease from the FY 2012-13 premium of \$7.50. Student Accident Insurance policy coverage will remain the same as the previous year.

Bane Thomey is presenting a webinar demonstration of Adaptive Planning (budgeting software) to all Administrative Services Committee (ASC) members on May 30, 2013.

Gateway Technical College's property, liability, workers compensation insurance renewal premiums will be up slightly for the policy term of July 1, 2013 - June 30, 2014. Gateway's property policy reflects a 10% increase in premiums from the current year due to the Culinary Arts and S C Johnson iMET Center expansion projects. The statewide average was 8.5% increase. The college's worker's compensation renewal premium will increase 11.6% due to an increase in Gateway's claims experience for the past three years.

Beverly Hansen represented the Business Office at the May 3rd Legislative Breakfast. State representatives and senators from the Gateway's district addressed areas of concern regarding the future of the technical college system funding and the skills shortage gap. It is important that our representatives and citizens understand the value and services Gateway offers to the community.

FY 2013-14 proposed budget update - The May 6, 2013 Public Hearing is scheduled for 7:00 p.m. on the Elkhorn Campus. Public hearing notices were published in the Kenosha News, The Journal Times (Racine) and Elkhorn Independent (Walworth). Anticipated adoption of the FY 2013-14 proposed budget at the May 16, 2013 Gateway Technical College District Board meeting.

ACADEMIC AND CAMPUS AFFAIRS

Academic Operations

The details for the upcoming May 6-10 Professional Days were finalized. Textbook orders and materials for 2013-2014 are still being entered into the Follett Online Adoption system. There will be an Adjunct/Tutor Job Fair that will be coordinated with HR staff. C. Jennings also attended the 93rd Annual Convention for the American Association of Community Colleges, “Bridging To Excellence: Reimagining The Community College” in April.

Business and Information Technology

DECA:

Gateway students participated in the Collegiate DECA's International Career Development Conference. Pictured are the four second place winners.



From left to right, Nicole Rugen—Website Design, Asha Nanda--Business Ethics, Ashley Gonzales—Professional Sales, and Andrea Haisler—Business Ethics.

Twenty-nine Gateway students attended, 25 competed, and there were four Management Institute Qualifiers. Out of the 25 competitors, there were 11 International Finalists, one student received the top Accounting Exam Award, and there were four second place winners, and there were five top ten winners. The students were very successful in their

participation at this competition. The advisors who accompanied the students were Sara Skowronski, Kari Aiello, Jennifer McLean, Kelly Infusino, and Ed Grochowski.

BizSquad:

Following are two pictures of a BIZ Squad Project. The students developed a marketing plan for Knits N' Kits. The business owner Cindy Venem, was very impressed with the plan and the ideas that the group put together for her, she has forwarded numerous e-mails stating her satisfaction since the event on April 11.



The pictures show team members Lee Breuckman, Timothy Roberts, Cindy Venem, owner of Knits and Kits, and Kari Hoffman.



Student Connie Howen, (pictured at right) placed fifth in the Milwaukee Biz Starts competition and was awarded \$1000.



Administrative Professional classes, four faculty and 30 students attended a celebration seminar during Administration Professional week on how to handle difficult people and conflict situations.

Graphics program:

Teacher Sarah Henkel at Harborside Academy High School, has a new transcribed credit agreement for us. Sarah shared that she has two of her Digital Photography students that will be coming to our Graphic Design program next fall. One has registered for classes and she is working on getting the other student to register. They are planning on attending classes on the Racine campus. This year's Graphic Design show was one of the best to date! Each year, they get better and better. The Elkhorn campus hosted the event this

year and was well attended with over 300 people seeing the displays. If you missed the event, please click on this link and see what you missed. The event will happen next year on the Racine campus.

Here is the URL: graphics-sds.com

IT program:

On Saturday, April 20, students in the IT Project Management class participated in the Earth Day event. They had a booth to educate the community on proper recycling practices as well as taking in old electronics. That day they took in over 3000 pounds of electronics. See picture below.



Developmental Education (ABE, GED, ELL, AHS, Pre-Tech)

Two proposals were submitted to the Gateway Foundation for Spanish GED classes and intensive ABE skill building classes for lower level students. The Skill Building proposal has passed into the second level and additional information is being provided about the program design and the budget. This program would target students at a 2nd-4th grade reading and

math level. Structured classes would be offered three or four days a week in reading, writing and math. If students are able to raise their test scores and demonstrate a 6th grade level of competency, they may be eligible for the ABE/ELL Bridge classes in CNA and CNC.

The Dean and two instructors visited Moraine Park Technical College in Fond du Lac to learn how they structure their ABE/GED courses. With a transition this fall from three courses to six courses in math, reading and communication skills, there is a need for new processes to document level changes. We are researching how various colleges collect this data.

Sixteen ABE/ELL students have completed the six-week CNA program. There was a celebratory luncheon in Racine on April 29. Eight new students will begin the next CNA course in Burlington on May 14. An ABE instructor is embedded in the classes and assists students with their homework after class. The instructor's salary comes from a state Adult Literacy grant and the CNA tuition, books and uniforms are paid by the SC Johnson grant funds.

Plans are being finalized on the furniture, and equipment for the Racine Learning Success Center. The proposed opening will be in August 2013. Disability support services, multi-cultural student center, testing, tutoring and adult basic education will be located on the first floor of the Lake Building.

The Gateway Tutoring Services Alliance is working with Human Resources to plan a job fair to recruit tutors and/or adjuncts. Many of the new grants have a tutoring component as a tool for student success; therefore, more tutors will be needed for these programs. The dean and associate dean are working with WEDD, HPOP, TRIO and general studies to determine the need for tutors in the fall.

Health Careers

Spring 2013 ADN graduating class Pinning Ceremony was held May 7 at 6:30pm in Kenosha. There were 48 graduates.

All Health Advisers met in Kenosha on May 16th to share information and hear a presentation by a guest speaker from the University of Phoenix School of Nursing talk about the BSN completion program for our graduates.

April 29th marked the graduation day of a class of ELL CNA students in Racine. The cohort was funded by a grant from SC Johnson. President Albrecht and Deans O'Donnell and Skewes attended the celebration luncheon.

Dean O'Donnell and Associate Dean Diane Skewes have been meeting with BSN completion programs over the past few weeks, including those offered by Cardinal Stritch, UWM, University of Phoenix and Ottawa University.

Advisory Committee meetings for ADN and CNA were held in April, as were the meetings for Radiography, MA and PTA.

Nursing instructor Julie Teeter graduated from LEADERSHIP KENOSHA and her celebration dinner was attended by Dean Mike O'Donnell at the Kenosha Yacht Club on May 15th.

Dean Mike O'Donnell was selected for the 2013-14 class of the Wisconsin Leadership Development Institute (WLDI) . He will be attending the opening session in Madison next month.

Dean O'Donnell attended the quarterly meeting of the Milwaukee AHEC board on May 8th.

Karen Severson, program chair for Nursing, has retired and a celebration was held in her honor May 6 after in-service. Linda Hillesheim, Surgical Tech instructor, also retired and was honored at a dinner on May 6th. Anne Wilkinson will replace Karen as ADN chair and a search for a new surgical tech instructor is underway.

International Education

Study Abroad presentations were done on April 26 by the students that participated in the Hessen Exchange as well as the Study Abroad trip to Belgium and the Netherlands. The students were able to expand upon their experiences abroad, as well as what they learned from their respective trips.

Early plans have begun for International Education week in November. The possibility of collaboration between Gateway's Multicultural Affairs division and International Education should make for an even bigger and more enriching experience than previous years.

Spring 2014 has been finalized as the official starting semester for Gateway's new wave of international students. Many changes are anticipated for this process to facilitate a more international campus experience.

Service

Gateway's fire adjunct, Greg Havel, is a nationally recognized Building Construction expert and author. Last year he presented sessions to the Bureau of Alcohol, Tobacco and Firearms agents in a series of seminars in Alabama. This spring he presented "Construction Concerns, Modern Materials" to nearly 100 fire service professionals at the CT Fire Academy. Later in April he presented at the Fire Department Instructors Conference in Indianapolis.

On April 10th the Fire Protection Technician Strategy & Tactics students attended a training session for the Southeast Wisconsin Incident Management Team to learn about incident management processes at major incidents. Students were able to observe a portion of the Echo Lake Foods fire debriefing and review the contents of the team resource trailer and how the resources would be deployed at significant emergencies.

Nick Shine, a Fire Protection Technician student working as an intern at the Pleasant Prairie Fire Department, received a Unit Citation at their awards banquet earlier this year. We are told he has set the bar very high for future interns and is being considered for a paid-on-call

position with the department. The citation was issued as a result of the crew's actions saving the life of a 16-year-old person that had been struck by a train in October.

Joseph Krefft, a Fire Protection Technician/Paramedic student, was awarded Salem Fire Department's "Firefighter of the Year" at their banquet in April.

Gateway hosted a TEMS (Tactical Emergency Medical Services) workshop that was funded by a WHEPP grant and instructed by specialists that came from various Law Enforcement agencies and WCTC. Approximately 30 participants endured 4 days of vigorous training at the HERO Center, Kansasville Fire Department and the Southern Wisconsin Center. The purpose of the training is to better prepare emergency responders in the treatment of traumatic injuries with a focus on improved treatment for our law enforcement personnel involved in tactical situations.

EMS is fully utilizing Life Size Video Conferencing capabilities at all levels of EMS training. They are happy to have this equipment and the students appreciate the ability to view recorded sessions over and over as they prepare for their certification boards. Three EMT courses will be taught using Life Size Video Conferencing this summer with the broadcast being originated from the Burlington Center and being sent to the Racine and Kenosha Campuses. We are excited to offer consistency in lecture methods using this technology which we feel will help prepare students for credentialing as we work through the first year of a new curriculum.

Staff has been working with the state on aligning curriculum and TSA evaluations for Barber and Cosmetology. The State has already adopted Gateway curriculum for the model for Barbering and is in the process of using Gateway's WIDS evaluations as a model for the TSA.

Cosmetology students visited Shepherd's College in Union Grove to tour the campus and meet the graduating students they will be providing services to for their graduation photo day. Students participated in the Boys and Girls club event at the Kenosha campus providing mini manicures and nail art on those attending. They also participated in RUSD Technology Awareness Day at the Festival Hall.

The Cosmetology program is collaborating with Wheaton Franciscan Hospital with hopes of providing services to long term patients.

The collaboration between Gateway Technical College and the Boy and Girls Club's "Kids N the Kitchen" program was one of two finalists for UW-Parkside's Center for Community Partnerships first annual Leadership Excellence Award. The recognition celebration was on April 26. The "Kids N the Kitchen" program shows young people career options in the culinary arts while teaching them to safely prepare simple, healthy snacks and meals. The program is located in the Boys and Girls Club kitchen and the children learn from Gateway Technical College staff and culinary students.

ELKHORN CAMPUS

AMST held an open house event on April 24th. It was well attended.

The 2013 Take Your Child to Work Day was held on campus April 25th. We had nine children participate in a full day of hands-on activities, concluding with an ice cream social hosted by Provost Zina Haywood. Zina connected to the other campus locations at the end of the day via Life Size televideo so we could share experiences of all the kids who participated in the district.

Elkhorn campus Sunshine Committee held an end-of-semester staff BBQ on May 2.

Elkhorn campus was represented at the Walworth County Visitors Bureau dinner on May 9th at Lake Lawn Lodge. Guests included Hospitality instructor Scott Meuret and several of his students, along with campus dean Mike O'Donnell.

Dean of Campus Affairs Mike O'Donnell attended the retirement celebration for Greg Wescott, Elkhorn School District Administrator on May 2 at Evergreen Golf Club. That same day, Mike attended a board meeting of the Walworth County Workforce Development Board. Mike also participated in the Scholastic Awards ceremony in Burlington on April 29 and attended an articulation event at Badger High School on April 30. Mike also attended the Law Enforcement Academy graduation ceremony in Kenosha on May 3.

RACINE CAMPUS

Construction continues on the Lake Building first floor the future Student Success Center. Walls are going up with many of the rooms ready for painting. We are getting excited to occupy the new space and bring Academic Services, Disability Services, Multicultural Resource Center, Testing, and other student support services into one area. Construction is continuing on the Breakwater dining room. You can now start to get the feel for how the area will look.

The Racine Campus Conference Center hosted the following activities:

April 4	Student Services Multi-Cultural Leadership Conference
April 10	Randal Middle School Campus Tour
April 11	ECO-Justice - Plan B: Mobilizing to Save Civilization (DVD)
April 13	Gateway/United Way of Racine Family's Conference
April 15	Reps. Mason, Barca, Ohnsted, Sen. Wirch, & Lehmann Public Hearing on the State Budget
April 16	RUSD - SpEd Community Panel
April 19	WWHEL 2013 Regional Conference
April 20	Earth Day 2013
April 23	Gateway's Wellness Program 'Healthy Eating Luncheon'
April 24	HPOP Employer's Breakfast
April 30	Journal Times 'Keys to Multi-Media Success
April 30	EPI - Ready Team Training: Foodborne Illness Response Strategies

WORKFORCE AND ECONOMIC DEVELOPMENT DIVISION (WEDD)

WEDD Workforce Training has developed a partnership with the Kenosha Boys and Girls Club to offer 10 courses on basic computer skills for adults with the goals of fully utilizing the computer lab during hours when students are in school. Classes being the 2nd week of

May in the early afternoon and early evening. Cost is minimal in order to appeal to low income parents and senior citizens. Summer classes may be offered if there is interest. Contact Susan Marshall at smarshall@bgckenosha.org or call 262-653-7330.

WEDD is implementing a CRM - Customer Relationship Management - which will allow WEDD to track customer information related to sales calls, training requested, changes in customer business needs, update customer contact information and more. This will allow WEDD to share information across the division and to better coordinate our marketing and service to our customers.

2013 Annual WEDD Customer Training Needs Survey - The survey is currently "live" and will close on May 15. The survey allows WEDD to gather information on training delivery methods, content areas, satisfaction with classes taken in the past year, additional training needs and general feedback. Two primary uses of the data are scheduling of open enrollment professional development workshops and interest in online delivery planned for the new fiscal year.

Online Training - WEDD workforce training is currently in discussion with a training vendor to provide 100% online and blended training. A pilot program is planned with a few customers this fall with a larger roll out expected for January 2014. Other technical colleges use this delivery method to successfully meet their customer's training needs.

WEDD is recruiting part-time adjuncts and tutors for workforce training. A job fair is being planned for early summer in order to prepare for the 2013-14 fall/spring training needs. This will allow WEDD to expand open enrollment PDW and new offerings. Watch the Gateway website for more information.

Therese Fellner was the keynote speaker at Absolutely Waterford's (AW) business owners seminar. AW is a Main Street-designated program focusing on the revitalization of the downtown Heritage District, which includes economic restructuring, among other initiatives. "We believe that bringing our business development partners to Waterford to meet and network with our downtown businesses is invaluable," stated Tina Chitwood, who oversees AW's economic restructuring committee. "Through this, and hopefully future seminars, Absolutely Waterford is striving to enhance the business climate and success our businesses can realize through the tools our partners have to offer." Fellner educated attendees on the Growth Wheel, a business decision-making visual toolkit for dialogue, decision-making and action-planning.

On April 11th Debbie Davidson presented to the Lake Chapter of the American Association of University Women meeting at the Elkhorn Campus on the topic of STEM, Career Pathways and the Skills Gap. Mike O'Donnell provided a campus overview and tour for the 40+ attendees.

On May 7th the Kenosha Area Business Alliance (KABA), in partnership with Gateway, will host the first School2Skills Tour which will expose 25 Bradford High School students to manufacturing through visits to local manufactures and a stop at the SC Johnson iMET Center. Students will learn about local manufacturing careers and the training required to

obtain local employment in advanced manufacturing. Students will spend time in the Fab Lab, tour the iMET facility, hear from manufacturing and engineering faculty, and learn how to get started at Gateway.

On April 25th Gateway and KABA hosted a Kenosha County K-14 Strategy Meeting which included representatives from Kenosha County public and private high schools along with KABA, Gateway and the Kenosha Area Chamber of Commerce. The purpose of the meeting was to discuss and explore a variety of career tools and initiatives available to students for the purpose of connecting them to business opportunities through education. The group is working towards a strategy to improve communication between the two groups.

Debbie Davidson will participate in the US Department of Education, Office of Vocational & Adult Education Community College and Career Pathways Webinar on May 14th. The topic will be Gateway Bootcamps and she will be joined by representatives from the Joyce Foundation, South Texas College, and Kentucky Community & Technical College System.

The Racine County Youth CNC Bootcamp will begin on July 15th at the SC Johnson iMET Center. Students entering their senior year of high school are eligible to participate. More information can be viewed at the following link: www.gtc.edu/youth-cnc . Applications are available at the Racine Workforce Development Center or online at: www.wdc.racineco.com.

The second Certified Nursing Assistant (CNA) specialized in Adult Basic Education (ABE) and/or high level English Language Learners (ELL) completed coursework on March 29, 2013. This is a unique program which offers additional instructional time for students. This program follows the I-BEST model. I-Best refers to Integrated Basic Education Skills Training. In the I-BEST program, students have the benefit of two instructors. One is a subject matter expert, and the other is a specialist in basic skills such as English, reading and math. Three divisions of the college work together to provide these services; WEDD, Health Sciences and Adult Basic Education <http://www.gtc.edu/wedd/cna-specialized-abe-ell-program>. President Albrecht attended the completion ceremony. Six participants also obtained their GED or are in the process of finalizing their GED, and six did not speak English as their primary language.

The Industrial Machine Repair/Technician will be re-starting in June 2013. The program will be a hybrid offering with both the Racine campus and iMET center being used for coursework. The course will be taught from a combination of instructors from WEDD, the academic program, and outside adjuncts from industry. Beverly Frazier is working in collaboration with WEDD in this offering. If you have any questions regarding the Bootcamps contact Robin Hoke @ hoker@gtc.edu. To find out more about the programs and services offered through WEDD, please sign up to receive our e-newsletter at www.gtc.edu/wedd/wedd-newsletter.

Business Services client, Gary Krause, EKG Concepts <http://ekgconcepts.com/> has advanced to the top 20 for the State of Wisconsin Governor's Business Plan Competition. The top 12 finalists will present orally and compete in front of live judging for the contest's grand prize at the Wisconsin Entrepreneurs' Conference, to be held June 4-5 in Middleton.

<http://www.wisconsintechcouncil.com/newsroom/Index.aspx?ID=1862>.

Gary Krause has been receiving technical assistance from Kate Walker, Director of Business Services since Fall of 2011. They meet regularly and work on a variety of topics including: market definition, distribution models, intellectual property protection, licensing, strategy, and general business operations.

Under the direction of Dr. Therese Fellner strides are being made in entrepreneurialism in Oujda Morocco in partnership with Gateway. Working with academic instructors Cheryl Ucakar and Sue LaCanne on the first replicated Biz Squad in the Middle East. Gateway students and instructors in the Biz Squad, a multi-disciplinary course which works collectively on problem-centric learning with local businesses has served as a training platform for EST over the fall semester. The training is aimed at preparing instructors to understand the concepts and interactions of the Gateway model Biz Squad course. The projects worked on this semester are from local businesses in Kenosha Wisconsin, and Oujda Morocco.

Formal training was conducted at the National Business Incubation Association in Boston Massachusetts for this project on April 8-10th for ten of the instructors from EST to build their entrepreneurial capacity to further the project objectives on both the Biz Squad efforts, along with rapid prototyping and product development which are deliverables of the project. Dr. Fellner, Robin Hoke, and Cheryl Ucakar represented Gateway. Questions about the project can be directed to Therese Fellner at fellnert@gtc.edu.

INSTITUTIONAL EFFECTIVENESS

The IE Division is supporting the faculty's professional week activities (May 6-10) by offering a number of our most popular training programs:

- We will offer a condensed 1-1/2 day section of *Service: A Degree Above* and our companion course about dealing with angry or agitated customers *Respect, Service, and Safety at Work*.
- Deb Walsh from CVTC has been contracted to present two brain-compatible learning workshops, one basic and one advanced with technology applications.
- The Service Learning Center is also starting its fourth *Service Learning Course Design* workshop during professional week.
- Our Learning Technologist will offer several different training sessions on Blackboard and Google.

Professional week was added to the faculty calendar this year as a time to make training available to faculty who usually cannot attend training due to their teaching schedules.

STUDENT SUCCESS

As of May 1, we have over 1000 responses to our on-going Customer Feedback survey. Here are some of the results so far:

- 97.3% of respondents received the services they needed during their visit to the Student Services Center.
- 94.4% felt their in-person transactions took a reasonable amount of time.

- 98.8% reported they were treated with courtesy and respect in our Student Services Centers.
- 91.7% (11/12) of respondents who interacted by phone, chat, or e-mail reported positively on all three questions.
- 53 customers have requested and received a follow-up contact from one of our managers.

The results of the customer feedback survey are reviewed weekly by service center managers and monthly by the student success administrative team and the Student Success Effectiveness Committee. All employees named on a comment card are contacted by their supervisor to share positive or negative feedback.

NTO/Displaced Homemaker Program

The Non-Traditional Occupation (NTO) and Displaced Homemaker program staff continue to partner with various departments within the college to provide information about the NTO/Displaced Homemaker programs. In collaboration with the Student Support Specialists from the Multicultural program, Gateway hosted its first Annual Student Leadership Conference. Over 100 students registered for the conference and close to 70 students participated. The students participated in workshops on resume and cover letter writing, how to dress professionally for an interview, practiced interviewing techniques, and professional branding.

NTO/Displaced Homemaker students, along with staff, participated in a fashion show at the 2013 Earth Day event. Staff also participated at the United Way Career Awareness Day to raise awareness about the NTO/Displaced Homemaker programs. The NTO/Displaced Homemaker Support Specialists also participated in the Career & Tech Awareness Day that was sponsored by Racine Unified School District to raise awareness for STEM related career paths and to promote the program initiatives among 5-12 grade students and their teachers. Classroom presentations on NTO/Displaced programs were held with students presently enrolled in the ABE/ELL programs. Finally, an on-campus video was filmed highlighting an NTO Barber/Cosmetology student; the video focuses on how the NTO program currently supports his academic program.

The NTO/Displaced Homemaker Support Specialists conducted 5-6 end-of-semester workshops on how to prepare for final exams and finishing the semester strong. Forty eligible Displaced Homemaker students will receive a \$250 support payment to assist with transportation, books, supplies, and tuition. The Support Specialists were able to recruit and support 60 students for the NTO program and 58 students for the Displaced Homemaker program for the 2012-13 academic year.

TRIO SSS Program

Last fall, the TRiO program Specialists gathered a group of interested faculty, staff, and administrators to examine developing a consistent tutoring system across the district. The newly formed Gateway Tutoring Services Alliance have begun to delve into issues such as tutor hiring processes, background checks, training, and the development of a job fair for recruitment of quality tutors. One objective includes developing a pool of tutors that would

vary in expertise and be available to the college's many programs that provide tutoring services to Gateway students. Recently, Lauri Howard from the WEDD Division joined the committee and in partnership with WEDD, the committee is working to implement a job fair that could help build the Adjunct Instructor and Academic Tutor pools.

College Connection

Youth Option Information Nights were held on each campus from April 22 through April 25, from 4 to 6 p.m. On those nights, the College Connection department met with students and parents to go over their approved courses, set up their security questions, log in to WebAdvisor, register for classes, and obtain their Gateway student I.D.

Governor Scott Walker has proclaimed Tuesday, April 30, 2013 as Dual Credit Day. To honor the teachers and students participating in dual credit, such as transcribed credit, the College Connection department partnered with Badger High School to coordinate a local event. During this event, teachers and students were given recognition for their participation in dual credit. Bryan Albrecht spoke about the benefits of dual credit and read the signed proclamation by the Governor. Badger High School students participating in the Culinary Arts transcribed credit course provided snacks for the event.

College Connection Coaches coordinated off-site COMPASS testing at their College Connection high schools. They also organized group and individual campus tours to prospective students and their families and hosted an open computer lab on the Kenosha Campus for the final KUSD Asynchronous Learning Day. College Connection Coaches presented on college and career readiness at the United Way event on the Racine Campus, presented College Connection program information at the state WACTE conference, and represented Gateway at the 2nd Annual Academic Spotlight event at Indian Trail High School and Academy.

Wilmot High School and College Connection staff collaborated to carry out Gateway's very first "Heavy Metal" tour. Students toured Scott Forge to gain a first look at what employers are looking for in their employees and industry demands. The career cluster they talked about was manufacturing. Afterward, they went to the Elkhorn Campus to learn about Gateway's programs in Automated Manufacturing System Technology and Welding. The scope of the "Heavy Metal" tour was to answer the "What" and "How" - what employers are looking for and how students can get the training at Gateway. Special thanks to Allen Reynolds for making the event a great success.

Enrollment Services

Enrollment Services has been using the POS (Point-of-Service) Scanning system for just over a year. With this system we scan student documents at the time they are received by the Student Express Associate (at the point-of-service). This process has greatly improved our efficiency in processing student documents and has decreased the time from in-take to processing. Over 105,150 documents (not pages) have been processed since March 2012. May, July and January were the highest volume months. The highest day of processing included processing over 900 documents; the highest week of processing included processing 3,426 documents.

This system has been expanded to include the Global Study application and documents and will soon include scanning all Veteran benefit documents.

Student Accounts

In January 2013 the Student Accounts Department started a new collections initiative to reduce Gateway's outstanding student debt. As of April 2013 we have received \$27,000 in past due payments from students. In addition, we have received \$21,000 in payments for past due debts from the Tax Refund Interception Program (T.R.I.P.).

Financial Aid

The Financial Aid office has shifted its focus to the 2013-2014 processing year with over 6,000 FAFSA applicants. Over 2400 students completing the process and 2,142 students awarded. We anticipate awarding an additional 190 students by May 1.

COMMUNITY AND GOVERNMENT RELATIONS

The Foundation is having a great year. To date, they have received \$952,897 in support from individuals, corporations, foundations, and civic organizations. There have been many opportunities to outreach in the community such as speaking at the Whitewater Rotary Club and participating in events in Kenosha and Walworth Counties.

The Foundation has expanded their committee membership to individuals that are not on the Foundation Board. Committee members now include the following community members: Michelle Randall (Golf Committee), Stacey Liebke (Golf Committee), Jennifer Koependoerfer, (Finance Committee), Pete Sinsky (Finance Committee), and Grace Kragness (Scholarship & Disbursement).

The 19th annual Golf Outing will be held on Thursday, May 23 at the Kenosha Country Club. To date, major sponsors include Trane Corporation, Snap-On, Bubrick's Complete Office, Kenosha Area Tourism and Visitor's Bureau, Johnson Bank, Wells Fargo and Bane Nelson Construction.

There have been a number of activities at the Center for Sustainable Living (CSL). We hosted a number of middle school students from Kenosha Unified that are participating in a weekly series. While at the CSL, the students learn about pollution, renewable energy, all of us doing our part, knowing about our local ecology, etc. These are great opportunities for the students and we will be expanding this opportunity to other schools. There are also groups of new employees that are coming to the CSL to learn about the property and the sustainable initiatives at the college. We are continuing to work on the development of the Energy Knowledge Center with Larry Hobbs and Tom Niesen. This project is being funded through an Inspiration Grant from the Foundation and is expected to be completed the end of June. The interior design students also presented new ideas for the Interior Design Showcase room at the CSL. The next theme will be a dining room, with work to begin mid-May and completed by the end of the month. We are continuing to work on additional sustainability projects at the college and will be reviewing the sustainability plan to take it to the next level. We have also participated in a recycling webinar and putting together a recycling taskforce that will work on a media/information campaign that will be implemented in the fall.

Legislatively, we have been very busy. From attending the Burlington Chamber legislative breakfast to participating in the listening session on the state budget that was hosted at Gateway. Congressman Ryan held listening sessions across his district and Gateway attended the event that was hosted at the Boys and Girls Club in Kenosha. The annual legislative breakfast was held and there was a great turnout. We had eight elected officials participate along with a federal representative from Senator Johnson's office. Members of United Student Government spoke and there was a nice variety of questions from the audience. Individuals then had an opportunity to tour the SC Johnson iMET Center.

Other activities included participating in the statewide Dual Credit Day. This event was hosted at Lake Geneva Badger High School. Events were held across the state to celebrate the many agreements and programs with dual credit. Governor Walker declared April 30th as Dual Credit Day in the State of Wisconsin. The 10th annual robotics competition was also held this year at the SC Johnson iMET Center. Over 17 teams competed from across Southeastern Wisconsin.

HUMAN RESOURCES & FACILITIES

Jacqueline Morris reports:

- We are currently recruiting for 10 positions {Administrative (1), Faculty (5), Technical (3), Clerical (1)}
- We will be posting 5 additional positions as soon as they are approved.
- We are having continued success with our on-line application and hiring process. With the remote/online screening and dedicated conference call number, hiring managers will show a savings with commute time, mileage costs, and paper costs.
- Mary Halberstadt and Selina Hochertz attended Fox Valley's Faculty and Adjunct job fair for research on a possible Gateway job fair.
- Mary Halberstadt presented at the faculty in-service on May 9th and 10th.
- Human Resources portion of IPEDS Survey has been completed and accepted.
- Jacqueline Morris and Paulette Jenrette are working on the GTEA employment contracts which are due to all GTEA members by May 15, 2013.

Labor Relations is working on:

- 4 Records of Consultation – preparation and delivery
- 1 non-renewal converted to a resignation
- 6 investigations regarding employee issues
- 4 issues for review and opinion

2013 Negotiations

- Bill Whyte, Zina Haywood (GTEA only), Jacqueline Morris, John Frost, & Paulette Jenrette represented the District for the 2013 Negotiations. Tentative agreements have been reached with all three unions as follows:
 - AFSCME – 1.85%
 - GESP – 1.75%
 - Custodians – 1.25%
 - GTEA - \$1585 increase to all full-time and pro-rated for part time (1.7% for highest paid and 2.9% for lowest paid)

John Frost reports:

- Rollout of the 2nd version of the Web Time Entry software for the test group.

- The push continues for Electronic Signatures. The process is in the hands of the IS Department.
- The software from Perceptive/Image Now looks promising. The system was purchased and is rolling out in Student Services first.
- The next Leadership Training is scheduled for May 16.

Bill Whyte noted the following:

- Bill Whyte, John Frost, Jacqueline Morris and Debbie Miller attended the quarterly WTCS HR Directors meeting on April 25 & 26.
- During this meeting, Bill Whyte chaired a committee of the 16 colleges to review the quotes for a compensation firm to provide compensation consulting services and made a final decision.
- FACILITIES: The Facilities Department has been working on plans to continue with construction projects since the referendum failed. The first year of the three-year plan has been drafted and a project schedule developed.
- Bill Whyte has been elected vice chairperson of the Leadership Kenosha Board of Directors.
- John Frost had total knee replacement on May 2 and will be out a couple of months.

Debbie Miller reported the following:

- **BENEFITS:**
 - We continue to prepare for the impact of the Health Care Reform *Pay or Play Rules for Employers* which affect us January 2014. I will be leading a sub-committee of Benefits Management personnel from the 16 colleges to address and review the compliance issues arising out of the Health Care Reform requirements.
 - I continue to participate in the WTCS Benefits Consortium project.
- **WELLNESS:**
 - The Wellness Committee is preparing for 2014 Wellness activities.
 - The sub-committee members are preparing to address the WELCOA Well Workplace benchmarks.
 - We have conducted a Wellness Culture and Interest Survey and experienced strong participation from our employees with 297 responses.
- **COMPLIANCE:**
 - I received a student complaint against an instructor alleging harassment and bullying. The investigation did not reveal probable cause.
 - The OCR complaint filed against Gateway on February 13, 2013 was dismissed.
 - We are still awaiting a response from the Equal Rights Department regarding the terminated employee alleging disability discrimination.
 - The EEOC did not find probable cause relative to the complaint filed alleging age discrimination.