

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD
Regular Meeting
October 24, 2013

The Gateway Technical College District Board met on Thursday, October 24, 2013 at the Racine Campus, 1001 South Main Street, Racine, Wisconsin 53403. The meeting was called to order at 8:02 am by Ram Bhatia, Chairperson.

I. Call to Order

- A. Open Meeting Compliance
 - a) M. Harpe confirmed the meeting was duly noticed in accordance with state statutes for open meeting compliance.

II. Roll Call

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

Also in attendance was, Mary Harpe and 35 citizens/reporters.

III. Approval of Agenda

- A. It was moved by P. Zenner-Richards, seconded by G. Olsen and carried to approve the agenda.

IV. Approval of Minutes

- A. It was moved by R. Zacharias, seconded by G. Olsen and carried to approve the minutes of the September 19, 2013 Regular Meeting.

V. Citizen Comments

- A. No citizen comments were submitted.

VI. Committee of the Whole

- A. Facility Planning
 - 1. Bill Whyte, Vice President of Human Resources and Facilities Director provided information regarding facility planning for future facility updates and expansions including a proposed lease of the vacant Kmart building in Burlington for a Public Safety Training Center and a sublease of the ChocolateFest grounds in Burlington to build an EVOC track. Other guests included: Zina Haywood, Terry Simmons, Joe Whiten, Larry Paruszkiewicz, Peter Scherrer and Mark Molinaro. Information provided below.

- a) Elkhorn campus expansion; remodel, and repair starting 2013-2014 to accommodate additional programs. Construction Manager selected for the Elkhorn campus was Camosy Construction. Kenosha campus academic building expansion and remodel FY 2013-2014. A proposal to move the Student Service Center to a rented location across 30th Street during construction was presented. Construction Manager selected for the Kenosha campus was Riley Construction. Proposal for the Racine campus renovation to begin FY 2014-2015.

Post Referendum Facility Planning						
Referendum Projects	Estimated Cost	2013-14	2014-15	2015-16	No plan	Status
Public Safety Training Center	\$15,568,000					Concept Plan to Board - 10/24/13
Elkhorn Campus Expansion & Remodel	\$13,950,000	\$1,500,000				Gateway Board - 10/13; WTCB Board 11/13; start 2/14
- Culinary Arts					X	
- Barber/Commetology					X	
- Manufacturing Center					X	
- Veterinary Technician Prog.			\$1,500,000			Remodel Job Center; classes in fall of 2015 & plan in process
Kenosha Campus Expansion & Remodel	\$10,048,000					
- Academic Building Expansion		\$1,500,000				Gateway Board - 10/13; WTCB Board - 11/13; start 3/14
- Learning Success Center		\$1,500,000				Gateway Board - 10/13; WTCB Board - 11/13; start 3/14
- Student Services			\$1,500,000			In Strategic Facility Plan for 2014-15 & plan in process
- Barbering		\$50,000				Completed in summer of 2013; classes being offered
- Interior Design					X	
Administration Center Addition	\$2,279,000				X	
Racine Campus Renovation	\$2,515,000					
- Fresh Water Program			\$450,000		X	In Strategic Facility Plan for 2014-15 but tentative
- Lincoln Building Renovation			\$1,400,000		X	In Strategic Facility Plan for 2014-15 but tentative
Totals	\$44,360,000	\$4,500,000	\$4,350,000			

- b) Concepts presented regarding location options visited in consideration for a Public Safety Training EVOC track.

PUBLIC SAFETY TRAINING CENTER SITES EVALUATED

OPTION	ADDRESS	LAND (Acres)	BUILDINGS	COST	COMMENTS
A	27435 Washington Ave. (HWY 20) Dover WI (Racine County)	76 acres w/horse track	None – farm land	\$990,000	+ \$1M to run IT Fiber
B	3614 52 nd Street; Kenosha (former construction company offices)	3.3 acres	13,300 sq. ft. building	\$1,100,000	Potential Lease Significant Remodel Needed
C	3613 Washington Road; Kenosha (non-profit headquarters)	17 acres	21,000 sq. ft. building	\$1,000,000	Very residential; no lease available
D	701 Blackhawk Drive (HWY 83); Burlington	No land	35,000 sq. ft. building		Leased Space Building but long narrow building
E	911 Milwaukee Avenue; (HWY 36) Burlington	—	40,000 sq. ft.		Lease Available; Little Parking (10 spaces)
F	3211 S. Colony Avenue (HWY 43); Yorkville (Racine County)	Vacant land adjacent but heavy residential	35,000 sq. ft. building (former car dealer)	\$695,000 Lease Available;	Limited Parking Building in significant disrepair.
G	1326 Willow Road; Mt. Pleasant (South of HWY 20)		30,300 sq. ft. Former Office Space		Lease Available; Low Ceilings (not high enough for an indoor range). Conversion cost high.
H	1200 Milwaukee Avenue (HWY 36) Burlington		83,000 sq. Ft. Former Kmart; 300 parking spaces; 0.8 miles from Chocolate Fest Grounds; potential EVOC sub-lease.		Reasonable lease with landlord able to fund significant portion of improvements; good overall condition; sprinklered; open floor plan

- c) Floor plan proposal for renovation of the former Kmart building to establish a state of the art Public Safety Training Center to accommodate the training needs of programs though out the state.

BURLINGTON CENTER PSTC STUDY



Proposed Plan - 54,677 SF

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Project No. 2012-001
 Date: 08/28/12
 Scale: 1/8" = 1'-0"



- d) Proposed EVOC Track design for development on a subleased property owned by the City of Burlington and used for the yearly ChocolateFest. This proposed plan will be presented to the Burlington community during upcoming listening sessions.

EVOC TRACK



EVOC COURSE
 © 2012 Partners in Design Architecture, Inc.

Scale: 1/8" = 1'-0"



VII. Chairperson's Report

- A. Meeting Evaluation – Had only three (3) responses; there was one-sided conversation about a public complaint demonstrating a lack of trust in leadership; meeting was informative even though there were disagreements; there was a lack of preparation. Comments show independent views of the board. Board members need to complete evaluation in order to cross check our performance.
- B. ACCT Conference Report – Board members R. Zacharias, N. Simpson, B. Duncan, R. Bhatia as well as B. Albrecht attended many of the 80 sessions. The sessions were very rewarding and interesting. B. Duncan attended the pre-conference session as a new Trustee which was very informative. He also attended nine other sessions. R. Zacharias attended many sessions. In talking with many college Trustees, Gateway is way ahead of the curve on many issues.
- C. Board Goals Reminder (1st Quarter) – Reminder to the Board members to complete Board Goals for the first quarter, which includes their activity participation.

- D. President's 2013-2014 Goals – Per discussion during the September Board meeting the President's goals for 2013-2014 were revised and presented to the Board for review.

Following discussion, it was moved by R. Zacharias, seconded by W. Duncan and carried to approve President's 2013-2014 Goals.

VIII. President's Report

A. Introduction of German Exchange Students

1. Julia Benner
2. Maria Hermann
3. Carolin Slawik
4. Milena Volbrecht

Chinedu Obowu, International Education Coordinator introduced each student who presented their educational program in Germany. Zina Haywood offered thanks to the Gateway Employees who were host families.

B. Bryan Albrecht offered announcements as follows:

1. New Board of Trustees member has been selected and appointment approval has been submitted to the State Board.
2. Journey member Andrew Goodman in attendance.

C. Awards Ceremony - Stephanie Sklba attended the Build Wisconsin Award ceremony in Madison where Riley Construction received an award for their work on Gateway's iMET Center.

D. Employee Learning Day- John Thibodeau reviewed Employee Learning Day held on October 16, 2013. Faculty members nominated by their students were recognized. Over 90 employee personal and professional development workshops were offered to staff by staff, as well as a health fair.

E. Jeff Robshaw updated the Board on Mary Blue, Gateway's VANguard Virtual Learning Specialist recently coordinated a cultural exchange between students at Burlington High School and students in Chennai, India. The videoconference was posted on YouTube and highlighted in the President's Weekly Message.

F. Gary Flynn has been named the new Kenosha Dean of the Campus Affairs.

G. Use of Reserve Balance

1. The President may not 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 greater than three (3) months. (Administrative Interpretation is 17-25%)
 - a) FY13 unaudited reserves balance is \$2.5 million over the current policy guidelines
 - b) Based on the strong fiscal position of the college the following recommendations are presented for discussion
2. Vision 3•2•1 Strategic Directions
 - a) Educational excellence
 - b) Degree completion and employment
 - c) Culture of innovation and opportunity
 - d) Programs aligned with industry
 - e) Gateway as the community's college
 - f) OPEB Liability

3. Bryan Albrecht detailed proposed use of the \$2.5 million reserves balance

Strategic Plan	Reserves Investment	Rationale
<u>Educational Excellence and Academic Success</u> <ul style="list-style-type: none"> Expand High School Transcribed Credit Offset equipment needs for new programs 	<p>\$100,000</p> <p>\$1,000,000</p>	Expand transfer opportunities and position the college for the state performance funding model; support innovative classrooms and labs
<u>Degree Completion and Employment</u> <ul style="list-style-type: none"> Fund job placement services 	\$100,000	Strengthen support for students and position the college for the state performance funding model
<u>Culture of Innovation and Opportunity</u> <ul style="list-style-type: none"> Lean Quality Systems Training 	\$175,000	Seed investment to begin our path toward lean and quality driven decision-making
<u>Programs Aligned with Industry Needs</u> <ul style="list-style-type: none"> Investment in Bootcamp Training 	\$100,000	Support high-demand programming and position the college for the state performance funding model
<u>Gateway Valued as Community's College</u> <ul style="list-style-type: none"> Public Safety & EVOC Water Center Energy & Sustainability Administration Center Remodel 	<p>\$375,000</p> <p>\$100,000</p> <p>\$ 25,000</p> <p>\$ 25,000</p>	Seed capital for EVOC, Public Safety and Water Center to create learning destinations for our community and expand educational partnerships
<u>OPEB Liabilities</u>	\$500,000	Establish a reserve account toward post retirement benefits, strengthening our financial base
	<u>\$2,500,000</u>	

IX. Operational Agenda

A. Action Agenda

1. Resolution M-2013 A - Request for Authorization of Administration to Establish a Line of Credit for Temporary Borrowing in an Amount Not to Exceed \$5,000,000.00
 - a) Authorization. The District be authorized to borrow funds for the purpose of paying the immediate expenses of operating and maintaining the public instruction in the District pursuant to Section 67.12(8m), Wisconsin Statutes, from the Bank from time to time as needed pursuant to the Line of Credit so that the amount outstanding at any one time does not exceed \$5,000,000.00 in accordance with the terms and conditions of the Bank's commitment letter.

Following discussion a request was made by Board Member R. Zacharias that the use of funds be detailed to the Board, it was moved by P. Zenner-Richards, seconded by W. Duncan, and carried by roll call vote to approve Resolution M-2013 A - Request for Authorization of Administration to Establish a Line of Credit for Temporary Borrowing in an Amount Not to Exceed \$5,000,000.00

**Aye: 6
Nay: 0
Absent: 2**

2. Public Safety Facility Concept Plan

Following discussion during the Community of the Whole, it was moved by P. Zenner-Richards, seconded by Gary Olsen, and carried to ask the Administration to continue to pursue a lease of the vacant Kmart building in Burlington for a Public Safety Training Center and a sublease of the ChocolateFest grounds in Burlington to build an EVOC track.

3. Resolution M-2013 B – Designation of Assistant, Associate, and Deputy Directors

Following discussion it moved by R. Zacharias, seconded by G. Olsen and carried that the Board approve Resolution M-2013 B – Designation of Assistant, Associate, and Deputy Directors.

It was moved by R. Zacharias, seconded by G. Olsen and carried that the Board approve the following items in the action agenda:

4. Resolution B-2013 D.1 & D.2 – Renovation & Expansion Academic Building - Kenosha Campus
5. Resolution B-2013 E.1 & E.2 – Learning Success Center Academic Building - Kenosha Campus
6. Resolution B-2013 F.1 & F.2 – Academic Building Toilet Renovation – Kenosha Campus
7. Resolution B-2013 G.1 & G.2 – Renovation & Expansion South Building - Elkhorn Campus
8. Resolution B-2013 H. 1 & H.2 – Elkhorn Campus South Building Toilet Room Renovation – Elkhorn Campus
9. Resolution B-2013 I.1 & I.2 – Learning Success Center Temporary Program Space – Kenosha Campus
10. Resolution B-2013 J.1 & J.2 – Health Profession Opportunity Program (HPOP) Grant Program Space

B. Consent Agenda

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

1. **Finance**
 - a) **Financial Statement and Expenditures over \$2,500:** Approved the financial statement and expenditures as of September 30, 2013.
 - b) **Cash and Investment Schedules:** Approved the monthly cash reconciliation, investment schedule and investment report.
2. **Personnel Report:** Approved the personnel report of seven (7) new hires; two (2) promotions; two (2) resignations; one (1) retirement; twenty-eight (28) employment approvals-casuals.
3. **Grant Awards:** Approved the Grant Awards – October 2013
4. **Contracts for Instructional Delivery:** Approved the contracts for instructional delivery report for September 2013
5. **Advisory Committee Activity Report:** Approved the advisory committee 2013-2014 meeting schedule and new members as of October 1, 2013
6. **Annual Procurement Review:** Approved of FY 2013 procurements in accordance with Wisconsin Administrative Code TCS 6.05 (2)(h), that identifies purchases were reviewed to identify vendors for which annual purchases exceeded \$25,000. Based on the review, the College will undertake a competitive selection process for goods and services if the purchase volume is expected to exceed \$50,000 during the succeeding fiscal year.

X. Policy Governance Monitoring Reports

A. Ends Statement Monitoring (D. Davidson)

1. Ends Statement #3: Gateway provides leadership in tri-county community and workforce development through collaborative partnerships with business, industry, labor, and community organizations to support economic development, keeping in mind the desire not to duplicate services for an efficient use of taxpayer dollars.
 - a) October is Manufacturing Month
 - i. Walworth County Bus Tours – Partners included Walworth County Economic Development Alliance (WCEDA), Walworth County Job Center, Gateway

- Technical College, Delavan/Darien High School, Elkhorn High School, Badger High School
- ii. Racine County Bus Tours – Partners included Racine County Workforce Development Center, Gateway Technical College, RUSD
- iii. Kenosha County Schools2Skills Tours – Partners included Kenosha Area Business Alliance (KABA), Kenosha County Job Center, Gateway Technical College, KUSD
- b) Manufacturing Expo – October 29th Middle Schools; October 30th High Schools
 - i. Partners - Gateway, Racine WDC, Kenosha Job Center, RAMAC, RCEDC, KABA, Kenosha Area Chamber, DWD. Tour of iMET facility and expo booths, meet employers, and learn what they make and the skills they value. Take part in manufacturing and engineering demonstrations. Meet Rudy the Red Hawk and enter for prize drawings. Student Essay Contest- one high school and one middle school winner from each county.
- c) Industrial Apprenticeship Event – Apprenticeship Works For Manufacturing at SC Johnson iMET, October 17, 2013.

Following discussion, it was moved by R. Zacharias, seconded by P. Zenner-Richards and carried that this report is evidence that the college is making progress on Ends Statement #3.

B. Executive Limitations (B. Thomey)

1. Policy 3.4 – Budget/Forecasting – Confirmation of Tax Levy and Mill Rate

- a) 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. Bane Thomey presented information regarding the tax levy mill rate, including tax levy history, property tax impact of Gateway’s tax levy, and property valuations.
- b) Fiscal 2013/14 Tax Levy

	Approved Budget May 16, 2013	Recommendation October 21, 2013
Levy Request	1.02 % increase	1.02% increase
Property Valuation	Estimated 2.0% decrease	Actual 3.8% decrease
Tax Rate	\$1.60471/\$1,000	\$1.63471/\$1,000

- c) Property Tax Impact

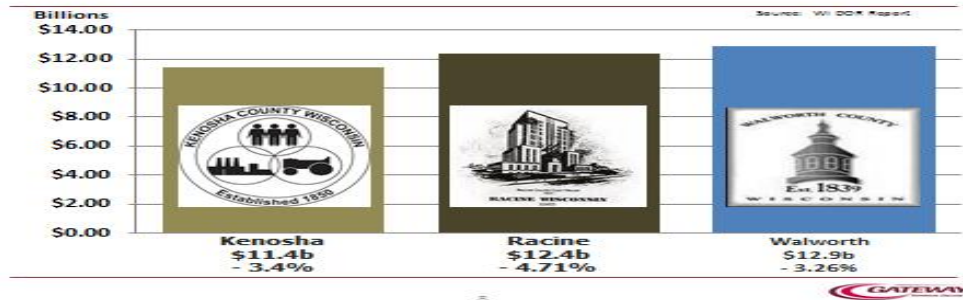
Sample: impact on average \$150,000 house over five years:

	FY09	FY10	FY11	FY12	FY13	FY14
Total Mill Rate	1.22646	1.28202	1.39112	1.43255	1.55672	1.63471
Property Values *	+3.07%	-0.28%	-4.34%	-1.96%	-7.13%	-3.80%
House Value	\$150,000	\$149,580	\$143,088	\$140,284	\$130,281	\$125,331
Tax Assessed	\$184	\$192	\$199	\$201	\$203	\$205
Taxpayer Increase	→	\$8	\$7	\$2	\$2	\$2

* Rates can vary among municipalities within a district. The above example is calculated based on equalized valuations for the district.



d) Valuation by County



Following discussion, it was moved by P. Zenner-Richards, seconded by W. Duncan and carried by roll call vote that Tax Levy and Mill Rate be approved.

Aye: 6
Nay: 0
Absent: 2

C. Strategic Plan Monitoring – Vision 3.2.1 (J. Thibodeau/K. Jackson)

1. Lean Six Sigma Office Results Reporting
 - a) Executive Limitation 3.1.6 - The President shall not operate without a Board-approved three-year strategic plan.

Interpretation - Strategic direction #3: Employees will work together in a culture of innovation and opportunity. Establishing a culture of quality improvement is a long-range goal for Vision 3.2.1.

- i. Office of Quality Systems was instituted September 2013, situated under Division of Institutional Effectiveness. Responsibilities include providing leadership, oversight, and support of continuous improvement processes throughout all divisions of the college. Will work closely with cross-functional teams to identify and accomplish improvement projects to increase efficiency and productivity of college processes.
- ii. Infrastructure - Policy and procedures drafted; Project registry created; Asset map created. Communications - Applications for green belt training solicited; Website in development. Training - Green belt and black belt classes scheduled; "White belt" for all employees in development.
- iii. 3-6 Months - Recruitment for Quality Systems Advisory Council; Consulting on Green Belt Project (tollgate reviews) for next cohort; Black Belt Training; Cohort starting in January 2014 (6 weeks); Institutional Communication Plan; Wisconsin Forward Criteria Review.

XI. Board Member Community Reports:

- Bill Duncan - Attended the Legislative Update sponsored by the Walworth County Economic Development group.
- Ram Bahtia – Participated in Bryan Albrecht's monthly radio show along with Gary Olsen and Scott Pierce. Attended the Distinguished Citizen Awards Dinners honoring Dr. Robert Spitzer an amazingly accomplished individual.

XII. Next Meeting Date and Adjourn

- A. Regular Meeting – Thursday, November 21, 2013, 8:00 am, Burlington Campus
- B. **At approximately 10:50 a.m. it was moved by R. Zacharias, seconded by W. Duncan and carried that the meeting adjourn.**

Submitted by,

Pamela Zenner-Richards
Secretary