

GATEWAY TECHNICAL COLLEGE DISTRICT BOARD
Regular Meeting
August 15, 2013

The Gateway Technical College District Board met on Thursday, August 15, 2013 at the Kenosha Campus, Center for Bioscience and Information Technology, Room 120, 3520 30th Avenue, Kenosha, Wisconsin 53144. The meeting was called to order at 8:00 am by Ram Bhatia, Chairperson.

I. Call to Order

A. Open Meeting Compliance

1. K. Jackson 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	Present
Neville Simpson	Present
Sheila Webber	Excused
Roger Zacharias	Present
Pamela Zenner-Richards	Present
Ram Bhatia	Present

Also in attendance were Bryan Albrecht, Kamaljit Jackson, Mary Harpe and 22 citizens/reporters.

III. Oath of Office

- A. Sheila Webber tendered her resignation as a member of the Board of Trustees. Posting for this vacancy will occur immediately.

IV. Approval of Agenda

- A. It was moved by R. Zacharias, seconded by G. Olsen and carried to approve the agenda with modification of agenda to remove Oath of Office.

V. Approval of Minutes

- A. It was moved by S. Pierce, seconded by N. Simpson and carried to approve the minutes of the June 20, 2013 Regular Meeting and the July 8, 2013 Organizational Meeting.

VI. Citizen Comments

- A. No citizen comments were submitted.

VII. Chairperson's Report

- A. Follow-up on District Board Committee Appointments – no follow-up needed as this was to allow Sheila Webber the opportunity for appointment to a committee.
- B. President's 2013-2014 Goals – every year the Board approves the goals of the President. All members will be provided the President's goals for 2013-2014 and feedback should be provided to R. Bhatia for comment. At the September Board Meeting, goals will be presented for discussion and approval.

- C. Meeting Evaluation – Had good response (8); members are participating; comments are good.
- D. Board 4th Quarter Goals – Board goals shared; good participation in various activities.
- E. District Board Association Meeting – good information; tours were good; networking opportunities with other members was good.

VIII. **President's Report**

- A. Bryan Albrecht offered announcements as follows:
 - 1. Journey Members in attendance:
 - 1. Aidana Lira
 - 2. George Andrews
 - 3. Jazmine Vargas
 - 4. Kristine Mueller
 - 5. Lindsey Mizak
 - 6. Morgan Kaiser
 - 7. Patrick Brinkman
- B. Facility Update (W. Whyte): photos presented for all projects in process and those completed.
- C. Sustainability Update (S. Sklba):
 - 1. Sustainability Dashboard
 - i. Four year trend
 - ii. Approx. 10% decrease of energy usage in 2013 from 2010
 - iii. 3.5% decrease in waste pick up from 2013-2012
 - 2. Sustainability Activities:
 - i. High School Environmental Summit
 - ii. 1369 visitors to the Center for Sustainable Living
 - iii. Development of Energy Knowledge Center
 - iv. Recycling Taskforce
- D. Enrollment Strategies (Z. Haywood):
 - 1. Open Houses
 - 2. Ready, Set, Go/Registration Days/FAFSA Fridays
 - 3. Walk-in Advising
 - 4. Call Campaign
 - 5. College Connection
 - 6. Community Outreach
 - 7. Marketing Efforts
 - 8. 1+3 with UW-Parkside
 - 9. Focus on 2+2 agreements
 - 10. Weekend College
 - 11. Learning Success Centers
 - 12. International Students/Multicultural Resource Center
 - 13. Academic Strategic Plan

IX. **Operational Agenda**

A. **Action Agenda**

1. **Resolution No. B-2013 C.1 and C.2 Demonstration Kitchen Classroom Remodel Lake Building, Racine Campus**

Gateway Technical College is proposing to remodel 1,156 sq. ft. of the Racine Campus into the culinary arts program Demonstration Kitchen Classroom. The proposed remodel will accommodate the growth in the number and the type of classes that the culinary arts program teaches each semester. The remodeled

space will allow the instructors to creatively demonstrate techniques and methods in a high tech environment. The estimated cost to remodel the south end of the former bookstore space into the Demonstration Kitchen Classroom is \$300,000.

Following discussion, it was moved by R. Zacharias, seconded by S. Pierce, and carried to approve Resolution No. B-2013 C.1 and C.2 Demonstration Kitchen Classroom Remodel Lake Building, Racine Campus

B. Consent Agenda

It was moved by G. Olsen, 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 July 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 nine (9) new hires; three (3) promotions; four (4) resignations; two (2) terminations; twelve (12) employment approvals-casual, non-instructional; and no employment approvals-adjunct faculty.
3. **Grant Awards:** Approved the Grant Awards – August 2013
4. **Contracts for Instructional Delivery:** Approved the contracts for instructional delivery report for July 2013
5. **Advisory Committee Activity Report:** Approved the advisory committee 2013-2014 meeting schedule and new members as of August 1, 2013

X. Policy Governance Monitoring Reports

A. Ends Statement Monitoring (Z. Haywood and W. Whyte)

1. Ends Statement #4: Gateway models integrity, social responsibility, and continuous improvement in its internal and external processes and relationships.
 - i. Ends Statement # 4 Interpretation
 - Staff Evaluation processes and the Staff Recognition program model responsibility, and continuous improvement in employee relations
 - ii. Faculty Evaluation
 - 16 Criteria Teaching:
 - Knowledge of field or discipline
 - Practical Application
 - Teaches to the competencies as outlined in the course syllabus and in accordance with catalog descriptions and the schedule of classes
 - Environment for learning and critical thinking
 - Instructor/student relationship
 - Presentation of Course Material
 - Evaluation methods and timely feedback
 - Scholastic records
 - Syllabi
 - Use of technology
 - 16 Criteria Professionalism
 - Compliance with established college policies and procedures

- Accessibility
- Recruitment and Retention activities
- College, division and program committees
- Meetings and events
- Collaboration with and support of colleagues
- iii. Teaching and Professionalism
 - 16 Criteria Rubric
 - Strong
 - Competent
 - Marginal
 - Unsatisfactory
- iv. Sources of Information
 - Students
 - IDEA Survey
 - Faculty Member
 - Self-Evaluation
 - Supervisor
 - Observation
 - Blackboard Review
 - Evaluation Meeting
- v. Evaluation Cycles
 - Category A
 - No Marginal or Unsatisfactory
 - Full Evaluation in 3 years (self-evaluation every year)
 - Category B
 - No Unsatisfactory, 1 or more Marginal
 - Targeted Evaluation by Supervisor the following year
 - Performance Improvement Plan
 - Self-evaluation
 - Category C
 - 1 or more unsatisfactory
 - Full Evaluation every year until no unsatisfactory
 - Performance Improvement Plan
- vi. Employee Evaluation
 - Development Process
 - Researched Best Practices
 - Selected Basic Format From Many at All Management Leadership Meeting
 - Interdisciplinary Team Created Final Product
 - Piloting This Year
 - Features
 - All employees except faculty
 - Success Factors
 - Self-rating Component
 - Goals
 - Mid-year Review
 - Career Interests
 - One-up Review

- Success Factors
 - Adaptability/Flexibility
 - Communications
 - Interpersonal
 - Collaboration and Promoting Teamwork
 - Execution/Decision Making
 - Leadership
 - Innovation
 - Conflict Management
 - Problem Solving
 - Continuous Improvement
 - Passionate Customer Care
 - Technical Skill
 - Tolerance
- Staff Recognition
 - President's Faculty Excellence Award
 - Customer Service
 - Outstanding Team
 - Special Project
 - Outstanding Innovator
 - Outstanding Leader
 - Outstanding New Employee
 - Outstanding Expert
 - Outstanding Collaborator
 - Community Service
 - Years of Service

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

XI. Board Member Community Reports:

A. None reported

XII. Next Meeting Date and Adjourn

A. Regular Meeting – Thursday, September 19, 2013, 8:00 am, Elkhorn Campus

B. At approximately 9:43 a.m. it was moved by S. Pierce, seconded by R. Zacharias and carried that the meeting adjourn.

Submitted by

Pamela Zenner-Richards
Secretary