

The Dwayne Peaslee Technical Training Center, Inc.

Board of Directors Meeting Minutes

November 8, 2018

Mission Statement

We are a catalyst for economic growth providing access to technical training for a diverse community of learners to meet the current and emerging needs of our communities and employers.

Voting Board Members in Attendance: Shirley Martin-Smith, Willie Amison, Cynthia Yulich, Lisa Larsen, Luke Livingston, Chris Pandino, Rick Salyer, Patrick Slabaugh, Cheryl White, Sandy Dixon, Neil Gaskin, GR Gordon-Ross, Tracy Green

Non-Voting Members in Attendance: Dr. Anthony Lewis, Diane Stoddard, Craig Weinaug

Board Members Absent: Randy Weseman, Reggie Robinson, Larry McElwain, Mike Gaughan

Others in Attendance: Kevin Kelley, Rick Hird, Debbie Burns

Shirley Martin-Smith called the meeting to order at 4:00 pm

(Agenda Item #1) Sandy Dixon made a motion to approve the August 2018 minutes. Chris Pandino seconded. All in favor.

(Agenda Item #2) Cindy Yulich is in another meeting but will be here shortly with the Treasurer's Report.

(Agenda Item #3) Academic Committee Report by Cheryl White: The committee reviewed the 2019 catalog and had some suggestions.

- a. They felt like the policies and courses should be separated
- b. Courses should be listed by skills

Another question the committee had was about the instructors and if they are keeping up with professional development skills. Kevin told them he had a new staff member coming in and funded for 500 hours with Dept. of Labor funds through SER Program and that she will be working with the staff and providing staff development.

They would like to:

- a. Continue the marketing and recruiting for the programs
- b. Continue the student surveys for feedback
- c. Encourage every board member to review the Peaslee Tech web site

Cheryl White made a motion to approve the 2019 catalog with revisions. 2nd by Willie Amison. All in favor.

(Agenda Item #4) Finance Committee Report by Lisa Larson: They looked at and discussed several items.

- a. The fund balance is increasing
- b. Review building funds going forward
- c. Need restricted funds for scholarships
- d. Review statements possibly quarterly and get feedback
- e. Historical revenues
- f. Policies on giving out scholarships

Sandy Dixon had a question regarding training for instructors for the programs. She wanted to know if that expense was already built into the budget. Kevin stated that it is built in and he reviews new program information first then sends it to the board members for review.

Craig Weinaug told Kevin that if something comes up that wasn't budgeted, to contact the board and they can work with him on it.

Kevin stated that next year all of the committees should have input on the budget.

Pat Slabaugh made a motion to approve the Finance Committee's report. Lisa Larson seconded. All in favor.

(Agenda Item #5) Planning Committee Report by Chris Pandino:

They questioned Kevin about the \$150,000 budgeted for redoing our parking lot, sidewalks, etc. They are wanting to know if that is sufficient and if the correct depth and strength are in that budget. Kevin will contact Keith Browning, Douglas County Public Works Director about the construction. It will need approval of a licensed engineer and be put up for bids.

Neil Gaskin questioned if the parking blocks planned are necessary.

Chris said the committee wants to know what risk management items are in place. Some examples they brought up were:

- a. Fires
- b. Hazmat spills
- c. Snow removal
- d. Warranties
- e. Replacement as equipment ages
- f. Computer replacement as needed

Kevin told the board that there is no replacement plan for facilities and machinery. Staff can do basic repairs but there is no existing contract.

Sandy Dixon told Kevin there is a hazmat group out of Olathe that they can register with for future needs. She will get Kevin the information on them and he will call them.

(Agenda Item #6) The board meeting schedule for next year will be as follows unless there is a change:

- a. February 14, 2019
- b. April 11, 2019
- c. August 22, 2019
- d. November 14, 2019

The committees will continue to have their group meetings an hour before the regular meetings.

(Agenda Item #2) Treasurer's report by Cindy Yulich: The budget is right on. There are no real changes. It was brought up that sometimes expenses occur before the revenue comes in but it will all level out. Lisa Larson questioned about the 4th paragraph in the Accountant's Report. Rick Hird said that is pretty standard wording and it concerns GAAP regulations.

Sandy Dixon made a motion to approve the treasurer's report. 2nd by Cheryl White. All in favor.

(Agenda Item #7) Updates:

- a. Trustees vs Directors; Rick explained that in KS there really isn't a difference unless you're a community college. Some authors say that trustees carry a heightened responsibility. In his opinion, Peaslee should just stay with Directors.
- b. Kevin explained Title IV funding (Dept. of Education). This includes Pell grants, work studies, loans, scholarships, etc. It is a bigger pool of money but is used by many more students.
- c. Kevin explained why he prefers the Department of Labor funding. Students have no debt with this funding stream as there are no provisions for student loans. Many of our students are WIOA (Workforce Innovation Opportunity Act) funded.
- d. Kevin pulled up the Peaslee Tech website and showed the board how it works. He then went over the Organizational Chart with them.
- e. Enrollment report: through the third quarter.
- f. Flint Hills Technical College will be leaving in the spring of 2019.
- g. USD 497 will be moving their welding lab to Peaslee next summer. There is also the possibility of the district's Adult Basic Education and English as a Second Language moving into the building when the Senior Resource Center moves back to their original location.
- h. Phoenix Woodworking is still using a small area at the back of Peaslee. Shine Adams is their director.
- i. Kevin got the application from KBOR back. They needed one sentence changed.

(Agenda #8) Willie moved to go into executive session Cheryl seconded. It was then amended to 5 minutes. Cheryl seconded the amended motion. All in favor.

Shirley Martin-Smith recorded the following for the minutes:

While in Executive session it was moved by Pat Slabaugh and 2nd by Willie Amison to extend the session for 5 minutes.

Willie moved, and Cindy seconded to come out of executive session and resume the regular meeting. Motion carried.

Before adjournment it was moved by Pat Slabaugh and seconded by Rick Salyer to authorize the Executive Committee to meet with the Director to address compensation retroactive to the anniversary date. Motion carried.

Cindy Yulich moved, and Willie Amison seconded to adjourn the regular meet of the board. Motion carried.

Debbie Burns, Board Recorder