

Peaslee Tech Board of Directors Workshop  
February 8, 2018  
Dr. Ken Gibson and Dr. Jackie Snyder

Dr. Ken Gibson and Dr. Jackie Snyder facilitated the workshop with a focus on organizing Peaslee as a postsecondary institution. The following provides an overview of the workshop activities.

1. **Vision Statement**

*"We envision a community with a technically skilled workforce that fosters retention, expansion, and attraction of business."*

It is a "public declaration." Use the mission statement to market Peaslee Tech.

2. **Mission Statement**

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

There may be some things added to the mission statement in the future.

3. **Values Statement**

*"We value empowering diverse individuals, collaborating across the community, and cultivating innovation and entrepreneurship."*

May want to look at this a little more closely. Trust, honesty, integrity, responsibility, empowering, engagement of instructors, students, and community. Consider the multiple ways people learn (Multiple Intelligences: verbal-linguistic, logical-mathematical, visual-spatial, bodily-kinesthetic, musical, naturalistic, interpersonal, intrapersonal)

3. Questions for Board members:

- Look at the name of the institution - possibilities could be institution, training center, institute, technical school, Peaslee Tech, etc.
- Consider changing title of board members from Board of Directors to Trustees.
- How is information shared and what type of information is shared?
- How does the executive director share information and emergency information with the board?
- Does the Board get feedback on emergencies at Peaslee?
- How do we make kids aware of post-secondary opportunities?
- Do we track the percentage of job placement and retention of Peaslee Tech graduates?

4. The Board was divided into four committees to develop roles & responsibilities and goals. A member of the executive committee will also serve on each of the committees listed below.

**Executive Committee:** Shirley Martin-Smith, President; Sandy Dixon, Vice-President/  
President Elect; Willie Amison, Secretary; Cynthia Yulich, Treasurer

1. Develop and implementation of an emergency information plan to keep Board members informed
2. Kevin will send press releases to the board members

**Academic Programs:** GR Gordon-Ross, Chair; Neil Gaskin; Cheryl White; Diane Stoddard;  
Willie Amison (Exec. Comm. Rep)

1. Develop metrics for programs outcome, inventory of courses and measurements including enrollment growth, placement and retention.
2. Annual review of curriculum by instructor or responsible party.
3. Review and develop recommendations for new programs.
4. Study needs of major local employers, businesses, trade groups and economic development needs.
5. Assist with development of marketing strategies.
6. Explore Soft Skills requirements.

**Goals:**

1. Establish metrics for current programs.
2. Conduct outreach with employers, industry, trade groups, and economic development on training gaps.

**Planning Committee:** Chris Pandino, Chair; Luke Livingston; Rick Salyer, Tracy Green; Sandy Dixon (Exec. Comm. Rep)

1. Strategic planning regarding facilities, equipment, and long-term maintenance.
2. Identify equipment needs
3. Identify training needs
4. Assist with instructor recruitment
5. Equipment asset/replacement schedule - lifespan of current machinery and facility (roof, parking lot, etc.)

**Finance Committee:** Lisa Larsen, Chair; Mike Gaughan; Larry McElwain; Shirley Martin-Smith and Cindy Yulich (Exec. Comm. Rep)

1. Better understanding of key indicators w/ reports from Academic and Planning Committees.
2. Research industry standards
3. Finance 101 – Peaslee Tech accounting firm and Executive Committee assist with this