

The Dwayne Peaslee Technical Training Center, Inc.

Board of Directors Meeting Minutes

April 12, 2018

*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:** Lisa Larsen, Shirley Martin-Smith, Sandy Dixon, Larry McElwain, Randy Weseman, Rick Salyer, Reggie Robinson, Luke Livingston, Pat Slabaugh, Cheryl White

**Non-Voting Board Members in Attendance:** Anna Stubblefield, Diane Stoddard

**Others in Attendance:** Kevin Kelley, Debbie Burns

Shirley Martin-Smith called the meeting to order at 4:02 p.m.

Because there wasn't a quorum at the beginning of the meeting, Shirley suggested they skip down to the Updates.

1. (Agenda Item #6) Kevin reported on the Facilities Maintenance and Plumbing Lab that bids are coming in under budget because he is acting as the contractor. There is a June goal for a new classroom and Facilities Maintenance Lab.

There will be a new program at Peaslee Tech called Certified Voice Writer. It is a one-year court reporting program and will be the first school of its kind in Kansas. The class will be kept small at approximately 10 students per class.

Peaslee Tech came to an agreement with Hiper Industries and settled on \$3,600 from Hiper on the lawsuit.

Anna Stubblefield stated that USD #497 is working on an MOU with Peaslee Tech regarding the auto training center and the welding program.

The community colleges that teach classes at Peaslee have been notified that they will need a contract for future classes/use of the building. The rate is \$10 per instructional hour. All three have signed the contract now.

Funding applications are in for City and County funding requests.

An Emergency Notification System has been implemented. It's an app that will notify the faculty and staff of Peaslee Tech, Senior Resource Center, Workforce Center and the College and Career Center in case of an emergency. There have also been signs put up in the classroom with instructions on what to do for a lockdown.

SERCorp will be funding a new part-time employee for the front office. Her name is Rita Moses. She will be starting April 16<sup>th</sup>. There might also be a second person starting soon through SERCorp.

Sexual Harassment training will be provided on-line to board members, staff and instructors at Peaslee. The Peaslee Tech website has a link to the training provided through the state. It is self-paced and takes about 45 minutes.

2. (Agenda Item #1) Sandy Dixon made a motion to accept the minutes. Luke Livingston seconded. Motion passed with all in favor.
3. (Agenda Item #2) The Board reviewed the Treasurer's report.
4. (Agenda Item #3) Luke Livingston made a motion to approve the Hi Tech Interiors renovation proposal in the amount of \$25,889. Cheryl White seconded. Motion passed with all in favor.
5. (Agenda Item #4) Board members reviewed and discussed Form 990. Randy Weseman made a motion to accept it. Larry McElwain seconded. Motion passed with all in favor. Kevin can now sign it.
6. (Agenda Item #5) Committee Reports
  - a. Executive Committee: Shirley Martin-Smith said their group had one meeting. They had discussed sexual harassment training every two years. If someone has taken the training elsewhere, they can show a current document in lieu of taking Peaslee Tech's training. It was suggested that a spreadsheet can be kept showing who has completed/needs the training. They would like everyone to give their confirmation of training to staff by the August 2<sup>nd</sup> meeting.  
The Board will also need to do Kevin's review.
  - b. Academic Board: Cheryl White said they have not met yet.
  - c. Planning Board: has not met yet.
  - d. Finance Board: Lisa Larson stated they would like to meet with Peaslee Tech Staff first and review finances before they start their meetings. Shirley Martin-Smith also suggested that the Finance Board needs to implement a fundraising plan.

Sandy Dixon suggested the Chairman of the committees make commitments to contact their members and set up meetings. The Executive Committee can then call the chairs and see if their groups have met and/or need anything. Luke Livingston suggested they have regular meetings set up. Sandy also suggested that they have a template with names, dates, action items, hot list, etc.

7. (Agenda Item #7) Peaslee Tech is now an official trainer for the National Safety Council. We are the only trainers in the region.
8. (Agenda Item #8) Sandy Dixon made a motion to adjourn. Cheryl White seconded. Motion passed with all in favor.

