



Peaslee Board of Directors

May 2019 Board/Annual Meeting

May 9, 2019, 3:00-4:00 p.m., Board Committee Meetings; Academic Classroom B, Executive Committee – Kevin's office, Finance Committee – Classroom C, Planning Committee – Classroom E

May 9, 2019, 4:00-5:30 p.m., Peaslee Tech Directors' Meeting, Classroom C
May Board Meeting Agenda—4:00 p.m.-5:30 p.m.

1. Treasurer's/Finance Committee Report
 - 1st Quarter Financials Report – Landi Goyer, McFadden Group, LLC
 - Audit & 990 Report – Angela Motsinger, Motsinger CPA Tax & Accounting, LLC
2. Approval of February 21, 2019 Minutes—vote
3. Bylaws Revision; Chamber President as permanent, non-voting, ex officio appointment – vote
4. Nomination of At-large Director— vote
5. Academic Committee
6. Planning Committee
7. Peaslee Tech Liaison to Haskell Indian Nations University
8. Updates/Discussion:
 - Contingency-Staffing Planning
 - Campus Activity & Enrollment Report
 - LPS update
 - KU Solar Car Program
 - She Sheds
 - Stewardship Committee
9. Other Business
10. Adjourn



Peaslee Board of Directors

February 2019 Board/Annual Meeting

February 21, 2019, 3:00-4:00 p.m., Board Committee Meetings; Academic Classroom B, Executive Committee – Kevin's office, Finance Committee – Classroom C, Planning Committee – Classroom E

February 21, 2019, 4:00-5:30 p.m., Peaslee Tech Directors' Meeting, Classroom C
February Board Meeting Agenda—4:00 p.m.-5:30 p.m.

Director Attendance (voting): Dr. Willie Amison, Jessica Beeson, Joe Caldwell, Sandy Dixon, Tracy Green, Shirley Martin-Smith, Lisa Larsen, Luke Livingston, Bonnie Lowe, Chris Pandino, Reginald Robinson, Rick Salyer, Patrick Slabaugh, Randy Weseman, Cheryl White, and Cindy Yulich

Director Attendance (non-voting): Sarah Plinsky, and Dianne Stoddard

Other Attendees: Rick Hird (Board Attorney, Dr. Kevin Kelley (Executive Director), Dr. Teresa Kelley (Volunteer Recorder)

1. Approval of November 2018 Minutes—vote

The Board President called for a motion to approve the minutes. Luke Livingston moved, Randy Weseman seconded. Minutes approved.

2. Treasurer's Report—vote

Treasurer's report indicated that instructional costs and income have increased, and the year was ended very near budget. Discussion followed regarding the amount owed on the facility and the current enrollment trends. It was reported that financials are better than ever, and the first audit has begun.

Willie Amison motioned to approve the report. Pat Slabaugh seconded. Motion carried.

3. Bylaws Revision; Increase At-Large Directors positions from seven to 11 – vote

The board voted on a proposal to increase the number of At-Large Directors. Motion made by Reggie Robinson. Lisa Larsen seconded. Motion carried.

4. Board Membership-Terms/Renewals/Vacancy/Nominating Committee—vote
 - a. Reappointment Nominees; Cheryl White, Rick Salyer, Cynthia Yulich, and Luke Livingston

Reappointment nominations were presented, and a vote called for. Motion made by Cindy Yulich and seconded by Cheryl. Motion carried. An updated roster will be disseminated soon.

- b. New At-Large Appointment Nominees; Sandy Dixon and Craig Weinaug

New At-Large appointment nominees were presented. Randy Weseman motioned to approve. Reggie Robinson seconded. Motion carried.



5. Election of Board officers – vote

A proposal to maintain Shirley Martin-Smith, Cindy Yulich, and Sandy Dixon in current offices and add Craig Weinaug as secretary was presented. Willie Amison moved to approve the proposal. Randy Weseman seconded. Motion carried.

6. Revision of Inclement Weather policy – vote

A revision of the Inclement Weather policy was presented. Cindy Yulich motioned to approve and Cheryl White seconded. Motion carried.

7. Addition of Registration and Enrollment Procedure to Policy & Procedures Manual – vote

A proposal to add the Registration and Enrollment procedure to the manual was presented. Discussion followed regarding off-site data backup and the use of best practices to develop the policy. Willie Amison moved to approve the proposal. Rick Salyer seconded. Motion carried.

8. Repaving proposals – vote

Three bids and a recommendation for parking lot repaving were presented. Tracy Green moved to accept the recommendation. Luke Livingston seconded. Motion carried.

9. Michael Gaughan Resolution – vote

A resolution to honor Michael Gaughan for board service to Peaslee Technical was presented. Luke Livingston moved to approve the resolution. Lisa Larsen seconded. Resolution unanimously approved.

10. Willie Amison Resolution - vote

A resolution to honor Willie Amison for board service to Peaslee Technical was presented. Cindy Yulich moved to approve the resolution. Cheryl White seconded. Resolution unanimously approved.

11. Hugh Carter Resolution – vote

A resolution to honor Hugh Carter for service to Peaslee Technical was presented. Craig Weinaug moved to approve the proposal. Willie Amison seconded. Resolution unanimously approved.

12. Updates/Discussion:

- **New programs for 2019 – apprenticeships, open enrollment, customized, Cengage**
Seven new programs began last year and six are planned for the current year.
The Executive Director has been asked to present to the deans of the community colleges regarding successful apprenticeship programs.
- **Campus Activity & Enrollment Report**
Flint Hills Community College will be leaving Peaslee at the end of the semester.
Peaslee is becoming broadly recognized.
Peaslee and the Workforce Center have developed a one-stop experience for potential clients/students.



- School Districts; LPS and EPS update
Adult Basic Education and ELL programs are moving from the Lawrence school district to Peaslee. A partnership with Eudora public schools and Peaslee will begin in June with an auto collision apprenticeship.
- Stewardship Committee
Starting a Stewardship Committee to supplement current revenue was discussed.
- Annual Fundraiser
Plans for the first annual fundraiser are underway.
- 2019 Accounting/Bookkeeping process
Bookkeeping is now done in-house. Quarterly reviews will be provided by an accountant and Peaslee's first audit is in-process.

13. Other Business

Pat Slabaugh moved to enter into Executive Session. Rick Salyer seconded. Session began at 5:30 p.m. Cindy Yulich moved to adjourn Executive Session. Rick Salyer seconded. Session adjourned at 5:38 p.m.

14. Adjourn

Peaslee Tech
Proposed Bylaw Amendment
May 9, 2019

Section 3. Election and Term of Office.

Permanent Directors. There shall be thirteen (13) permanent Directors, of which ~~nineteen~~ (10) are voting members as follows: ~~Chamber CEO~~, EDC Chair, Chamber Chair, City Commissioner, County Commissioner, USD 497 Board Member, University of Kansas representative, and a representative of the Lawrence Home Builders Association. An agency that provides workforce services and a Union will each have board representation on a permanent basis as well, as voting members. However, the individuals serving in those capacities will have two-year terms, but may be reelected.

The remaining ~~four~~ (3) permanent Directors are ex-officio, non-voting; Chamber CEO, City Manager of Lawrence, Douglas County Administrator and USD 497 Superintendent. All of these positions may be filled by a delegate of the Director.

Peaslee Tech
Contingency & Staffing Planning Outline
Prepared by Kevin Kelley, PhD

The following outline initiates a project to develop contingency and succession planning options for Peaslee Tech. Included are personal and operations related remediations in the event of unforeseen circumstances, as well as, personnel planning through 2024.

- I. Executive Director Contingency. In the event of an unplanned vacancy of the position of executive director, the organizations listed below can provide experienced, interim leadership. During any period between the vacancy and attainment of interim leadership, the Peaslee Board Executive Committee would need to provide organizational leadership.
 - a. The Registry – this is a well-regarded organization that contracts with retired academic leaders for interim placements. Their fee structure is the base salary of the position they are filling plus 33%. There are no additional fees for benefits, however, temporary housing and travel would be an additional expense. Contact information:

Kevin J. Matthews, President
Registry Advisory Services
3 Centennial Drive
Peabody, MA 01960
(office) 978.532.4090
(mobile) 978.223.8399
www.registryinterim.com/Consulting-6-10.html
 - b. The Association of Governing Boards – offers interim academic leadership placement through its ABD Search office (<https://www.agbsearch.com/interim-search>). Their fee structure is based on an analysis of the organizations needs and requirements. Contact information:

AGB Search Headquarters
1133 20th St. NW, Suite 300
Washington, DC 20036
info@agbsearch.com
202-776-0856
- II. Facilities Maintenance
 - a. Contingency – Peaslee Tech currently contracts for routine facilities maintenance with Richard Easter and engages contractors for specialized facilities needs. In addition, we have two part-time custodians. One of the custodians is placed at Peaslee through the SER program (Dave Robb) and we will be budgeting his transition to Peaslee in the 2020 budget as a part-time employee. The company below can manage our facilities in the event of an emergency.

Peaslee Tech
 Facility Usage and Enrollment Report
 1st Quarter 2019

The following summarizes tenant, third party trainers, community, community college and Peaslee Tech usage of the 2920 Haskell facility for the period 1/1-12/31/2018 and 1/1-3/31/2019.

<u>Tenant Activity</u>	<u>2018</u>	<u>1Q 2019</u>
• Lawrence Workforce Center (not unduplicated)	9,100	1,949
• Senior Resource Center (not unduplicated)	1,121	327
• API America (employees on three shifts)	<u>30</u>	<u>33</u>
<u>Total</u>	<u>10,251</u>	<u>2,309</u>
 <u>Community Events/Meetings/K-12 Outreach</u>		
• Community Events/Meetings	556	183
• K-12 & ABE Outreach	264	82
• Statewide Job Fair		171
<u>Total</u>	<u>820</u>	<u>436</u>
 <u>Third Party Training/Courses</u>		
<u>Total</u>	<u>507</u>	<u>151</u>
 <u>Community College Enrollment (All Lawrence and duplicated spring-fall, w/high school enrollment)</u>		
• Flint Hills Technical College	6	3
• Johnson County Community College (not unduplicated)	145	62
• Neosho County Community College (not unduplicated)	<u>192</u>	<u>82*</u>
<u>Total</u>	<u>343</u>	<u>147</u>
 <u>Peaslee Tech Programs</u>		
• Contract Training	174	59
• Open Enrollment (unduplicated)		
○ Pharmacy Technician	18	6
○ Commercial Driving	28	14
○ Court Reporting	4	4
○ Cisco Networking	<u>6</u>	2
○ PLC		<u>7</u>
<u>Sub-Total</u>	<u>56</u>	<u>33</u>
• Construction & Mechanical Trades (unduplicated)		
○ Carpentry	12	12
○ Facilities Maintenance	12	12
○ Electrical	10	12
○ Plumbing	7	6
○ Industrial Maintenance	<u>20</u>	16
		<u>61</u>
<u>Total</u>	<u>291</u>	<u>150</u>
• Peaslee Tech Individual Inquiries and Career Advising (114 sessions)	<u>293</u>	<u>91</u>
 TOTAL FACILITY ACTIVITY AND ENROLLMENTS	 <u>12,212</u>	 <u>3,193</u>