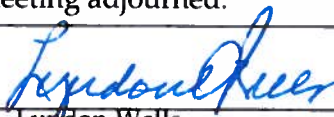


**Sedgwick County Technical Education and Training Authority  
The Governing Board of Wichita Area Technical College  
Board Minutes  
Thursday, October 20, 2011**

	<p>Sedgwick County Technical Education and Training Authority Governing Board of Wichita Area Technical College, Sedgwick County, Kansas, met in regular session at <b>NCAT Campus Aviation Training Building #300, Conference Room S210</b>, 4004 North Webb Rd., Wichita Kansas, at <b>3:06 pm</b>, on <b>October 20, 2011</b>.</p> <p><b>Present:</b> Jim Walters, Kim Shank, Dave Unruh, Pete Meitzner, Rich Jiwanlal, Brad Gorsuch, Cindy Hoover (3:05 pm), Jeff Turner (3:08 pm), John Dieker (3:14 pm), Lyndon Wells (4:00 pm)</p> <p><b>Absent:</b> Matt Leary</p>
<p><b>NCAT Training and Equipment Dollars</b></p>	<p><b>Approval of NCAT Training and Equipment Dollars –</b> Dr. Kinkel &amp; Sheree Utash</p> <p>Sheree Utash gave a presentation on the NCAT Training and Equipment dollars. Reviewed in detail the NCAT Equipment request for Expenditure FY2012.</p> <p>Dr. Kinkel has spoken with Audrey Dunkel from the Governor's office Reviewed the Protocol and Timetable for Training Expenditures. Beginning with 2012 budget, all training dollars requiring the hiring of employees must be phased out over two years. In the second year, 50% of the training expenditures used for the hiring of employees shall be shifted onto WATC's General Fund. In the third year, 100% of the training expenditures shall be shifted onto WATC's General Fund.</p> <p>Any money not spent in training will go back to equipment and the college will bring back to Board for approval of the college's secondary list of equipment.</p> <p>The above NCAT Training and Equipment Dollar item(s) were considered and discussed and thereupon on motion of Board Member Jeff Turner, seconded by Board Member Rich Jiwanlal, the above NCAT Training and Equipment list was approved.</p> <p>Motion carried: 10-0 approved with Matt Leary noted absent</p>
<p><b>Committee Report</b></p>	<p><b>Finance Committee – Doug Brantner</b></p> <p>Increase in enrollment driving higher revenues and expenses. Cash is up about \$400,000 primarily driven by the increase in student enrollment for both summer and fall. Increase also includes Accelerated Opportunity and Federal ABE Grants received in September. Cash in the bank up \$800,000 from prior year Higher student revenues translate to a better bottom line Improved customized training revenues supplementing courses taught for credit Reviewed the Balance Sheet, Income and Cash Flow Statements for the month of September</p>
<p><b>Vice President's Reports</b></p>	<p><b><u>Student Services &amp; Workforce Development</u> – Jim Fly</b> <b><u>Student Code of Conduct</u></b> Revised the Student Code of Conduct due to increasing frequency and severity of misconduct. The college needed a more specific process for investigating student misconduct, decision making and appeals process. Nearly all of the other Board of Regents colleges and universities in the area have adopted the same approach.</p> <p><b><u>Drops and Refunds</u></b> The college had 4 different sets of written instructions came to exist for dropping classes. Many students believed that non-attendance was a method to drop and should result in a refund</p>

	<p>The procedures are updated and the new process makes it clear that bookstore purchases, tool purchases and non-refundable fees will not be refunded and non-attendance does not constitute an official drop or refund.</p> <p><u>Background Checks in Healthcare</u> For onsite clinical education, healthcare students must meet legal standards of background checks when dealing with patients and patient records. To reduce risks and costs of legal challenges, we have updated the background check criteria for healthcare programs</p> <p><u>Scholarships</u> Several students who are smart and have no money and/or qualify for government programs. The funding is from a mix of industry and WATC funding Criteria on when to offer scholarships. To improve enrollment or retain high performers and high-potential students</p>
	<p><u>Administration &amp; Finance Department</u> – Doug Brantner When the college signed the lease last year, the college agreed to maintain the NCAT property. Sedgwick County did a walk-through which Marv Duncan said the facility is very well maintained and will see you next year. The audit with BKD is progressing well. The college are preparing for the November Finance Meeting. Wichita Vending will be the new food supplier for the Southside Campus.</p> <p><u>Executive Director Report</u> – Randy Roebuck (powerpoint presentation) The college is in year two of the five year strategic plan. Reviewed the WATC strategic Planning Reduction Results. The college had 173 indicators, 18 goals and 4 strategies. The Plan has been revised to include 34 indicators, 18 goals and 4 strategies. Also replaced multipage action plan with one page plan.</p> <p>Randy Roebuck showed the Board pictures of the new WATC signage on K-96 and K-15.</p> <p>Foundation Board has two vacancies and holds quarterly meetings.</p>
<b>President's Report</b>	<p><u>President's report</u> – Dr. Tony Kinkel</p> <p>Dr. Kinkel introduced Joe Ontjes, the new Executive Director of Recruitment and Marketing. The college is hosting a dinner for new employees on Tuesday, October 25, 2011. The Leadership Team is working on 32 policies and procedures. Reviewed Active Grant Summary The college enrollment is up 7% from Fall 2010 to Fall 2011.</p>
<b>Consent Agenda</b>	<p><b>A. BOT Meeting Minutes</b> Recommendation action: Approval of the SCTETA meeting minutes for August 18, 2011 which were provided to the Board electronically</p> <p>The above consent agenda item(s) were considered and discussed and thereupon on motion of Board Member Jeff Turner, seconded by Board Member Lyndon Wells, the consent agenda item was approved.</p> <p>Motion carried: 10-0 approved with Matt Leary noted absent</p>
<b>Adjournment</b>	<p>At approximately 5:20 p.m., the meeting adjourned.</p>

Approved:

  
Lyndon Wells  
Signature

11/17/11  
Dated