

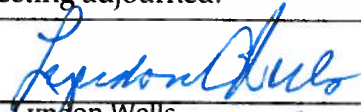
Sedgwick County Technical Education and Training Authority
The Governing Board of Wichita Area Technical College
Board Minutes
Thursday, November 17, 2011

	<p>Sedgwick County Technical Education and Training Authority Governing Board of Wichita Area Technical College, Sedgwick County, Kansas, met in regular session at NCAT Campus Aviation Training Building #300, Conference Room S210, 4004 North Webb Rd., Wichita Kansas, at 3:03 pm, on November 17, 2011.</p> <p>Present: Jim Walters, Kim Shank, Dave Unruh, Rich Jiwanlal, Cindy Hoover, John Dieker, Lyndon Wells</p> <p>Absent: Jeff Turner, Matt Leary, Brad Gorsuch and Pete Meitzner</p>
<p>Committee Report</p>	<p>October Financial Report – Doug Brantner Higher summer and fall enrollment continue to drive positive cash generation The surplus generated should be permanent increase for the year and is reflected in year-end balance Lower payroll expenses from adjunct usage and unfilled positions are positively contributing Cumulative income for the first four months exceeds the annual total Higher revenues and reduced expenses have increased income</p> <p>FY2011 Audited Financial Statements – BKD Reviewed and handed out audit report Very good year The college is improving processes</p> <p><u>Significant Deficiencies</u> <i>Student Accounts Receivables</i> Due to conversion of the accounting records to Banner, the College experienced difficulties within student accounts receivable. The college is in the process of obtaining direct consulting services from Sungard to determine how to address the issues.</p> <p><u>Deficiencies</u> <i>Segregation of Duties</i> The Foundation Director has incompatible duties within the cash receipts cycle. To reduce the risk of improper activity, BKD suggested the College separate the duties of receiving cash payments and sending donor acknowledgement letters between the Foundation Director and another College employee.</p> <p><i>Early Retirement Plan Accrual</i> Documentation for two participants could not be located by the College. The risk involved is that these participants could file a complaint or a lawsuit against the College for incorrect payment amounts and the College would not have full documentation to support its payment amounts. The college needs to locate or re-perform calculations for these two individuals to ensure accrual and future payment amounts are accurate.</p> <p>Motion to accept FY2011 Audited Financial Statements by BKD were considered and discussed and thereupon on motion of Board Member Lyndy Wells, seconded by Board Member Dave Unruh the Audit Report was approved.</p> <p>Motion carried: 7-0 with Jeff Turner, Matt Leary, Brad Gorsuch and Pete Meitzner noted as absent</p>
<p>Vice President's Reports</p>	<p><u>Academics Affairs</u> – Sheree Utash Demonstrated Robot for the Robotics class The college has met with Neosho Community College and will assist in</p>

	<p>Train the Trainer for Spirit Aerosystems NAM project is gaining some momentum The first joint Goodwill and WATC GED graduation is tonight at NCAT The Academic Code of Conduct was revised, implemented and will be in all syllabi</p> <p><u>Administration & Finance Department</u> – Doug Brantner Wichita Vending will begin service on November 28th at Southside Campus The college new smoking policy will be in effect on November 28th The college began scheduling budget meetings for next year The bookstore will begin to carry Nike and Under Armour</p> <p><u>Student Services & Workforce Development</u> – Jim Fly Workforce development has increased 37%. This time last year we provided \$388,000 worth of training and as of today we have provided \$530,000. Reviewed the Student Code of Conduct policy. The college has seen an increase in mental health issues with students. Will be reviewing what The college awards scholarships to students, who show high academics, retain or recruit students in specific programs, financial needs and students who have overcome significant academic challenges (GED/ABE). The college is in the process of putting together an executive committee to oversee and award scholarships</p> <p><u>Executive Director Report</u> – Joe Ontjes Recruiting and Marketing Overview Targeting High school students choosing a college or want to get a head Start on Gen Eds Laid off workers seeking new skills to be rehired and to achieve greater stability Gen Ed credits that are affordable, convenient, close to home and easy to transfer and Step Up are a couple sample campaign themes and messages The college continues recruiting efforts at high school college fairs, career planning events, career expos, outreach to McConnell prospects and tours TV spots targeted for April, 2012 Radio advertisement from November 25 – December 23, 2011 Between August and November of 2011, WATC met three times with some students from every high school in USD 259. Additionally, recruitment at other events reached students from 165 other schools At Future Fair 2010, the college had one recruiting table and captured 70 student inquiries. At the 2011 event, the college had four interactive displays and seven recruiters who captured 220 inquires From September to November, content generation for www.watc.edu and social media channels increased 400% vs. the period of July to August. Between August and November of 2011, NCAT external scheduling earned \$7,500 resulting from conferences and other events. Not invoiced was an additional \$12,600 of third-party facility usage.</p>
President's Report	<p><u>President's report</u> – Dr. Tony Kinkel (powerpoint presentation) Goodwill and WATC first GED Graduation tonight at Hughes Metroplex Reviewed Student Enrollment Report. The College has 2026 traditional and 915 Web-Based Students. The College continues working on increasing the number of High School students. There are 35 Processes and Policies which Dr. Kinkel reviewed and discussed. Reviewed 2012 Strategic Plan Presentation on Trends in Higher Education</p>
Consent Agenda	<p>A. BOT Meeting Minutes Recommendation action: Approval of the SCTETA meeting minutes for October 20, 2011 which were provided to the Board electronically</p> <p>The above consent agenda item(s) were considered and discussed and</p>

	thereupon on motion of Board Member John Dieker, seconded by Board Member Kim Shank, the consent agenda item was approved. Motion carried: 7-0 with Jeff Turner, Matt Leary, Brad Gorsuch and Pete Meitzner noted as absent
Adjournment	At approximately 5:20 p.m., the meeting adjourned.

Approved:


Lyndon Wells
Signature

12/15/11
Dated