

Sedgwick County Technical Education and Training Authority
The Governing Board of Wichita Area Technical College
Joint Finance and Facilities Construction Committee Minutes
November 11, 2011

Roll Call	<p>Sedgwick County Technical Education and Training Authority Governing Board of Wichita Area Technical College, Finance and Facilities Committee, Sedgwick County, Kansas, held a joint meeting at the NCAT Campus, 4004 N. Webb Rd, November 11, 2011.</p> <p>Present: Lyndy Wells, John Dieker, Dave Unruh, Doug Brantner, Dr. Tony Kinkel, Marv Duncan, Kirk Peterson</p> <p>Absent: Rich Jiwanlal</p>
Reports	<p>BKD Report – Bill Pickert/Noelle 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>Financial Report – Doug Brantner <i>October Highlights</i> Strong summer and fall enrollment continue to drive positive cash generation The surplus generated should be a permanent increase for the year and is now reflected in year end balances 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 boosted income. No furloughs due to good spending controls</p> <p>Facilities Report – Kirk Peterson The college is getting ready to send out the new smoking policy. Smoking containers have been moved and no smoking signs have been hung up. The college is not banning smoking just trying to contain.</p> <p>President’s Report – Dr. Tony Kinkel The college has updated the Tuition Waiver Policy and in the process of reviewing and updating several other policies.</p>
Adjournment	At approximately 4:30 p.m., the meeting adjourned.

Approved:



Signature

Dated