

**WSU Tech Board of Trustees  
Board Minutes  
June 20, 2024**

	<p>WSU Tech Board of Trustees met face-to-face at 3:04 PM., on June 20, 2024. The meeting was held at NCAT with a virtual option.</p> <p><b>Present:</b> Pete Meitzner, Andrew Nichols, Doug Stark, Maggie Topping, Matt Hesse, Lily Wu, and Bryan Frye (had to leave at 3:28)</p> <p><b>Virtual:</b> Nici Duncan, Alicia Thompson, and Hans Kabat</p> <p><b>Absent:</b> Meredith Olsen</p>
<b>Public Communications</b>	All proper notifications have been sent out and we have no speakers signed up to speak under Public Communications
<b>Make A Difference Student Award – Justin Pfeifer</b>	E-Sports National Champions – congratulations to the team.
<b>Consent agenda</b>	<p>a. <b>BOT Meeting Minutes</b> Recommendation action: Approval of the WSU Tech Meeting Minutes on April 18<sup>th</sup> and April 25, 2024 were provided to the Board electronically.</p> <p>b. <b><u>Board review &amp; ratification of employment offers -</u></b></p> <p><b>Mario Sanders, 12 Month Faculty, Composite Technology Education/Credentials:</b> 20+ years aviation experience Spirit Aerosystems MBA</p> <p><b>Madison Lukert, Associate Registrar</b> <u>Education/Credentials:</u> MA in Education, Wichita State University</p> <p><b>Crystal Septer, Testing Proctor</b> <u>Education/Credentials:</u> AAS in Business Administration, WSU Tech</p> <p><b>Rachel Beck, Academic Advisor</b> <u>Education/Credentials:</u> BA in English, Fort Hays State University</p> <p><b>Levi Stanyer, Recruiter, HS Programs</b> <u>Education/Credentials:</u> BA in Marketing, Emporia State University</p> <p><b>Joey Gile, Accountant, Sponsored Projects</b> <u>Education/Credentials:</u> BBA in Finance, Wichita State University</p> <p><b>Bryan Hoover, Specialist, Inventory Control</b> <u>Education/Credentials:</u> BBA in Business Management, Wichita State University</p> <p><b>Bailey Cosby, Digital Content Coordinator</b> <u>Education/Credentials:</u> BA in Marketing, Emporia State University</p> <p><b>Rachel Harpenau, Receptionist</b> <u>Education/Credentials:</u> BA in History, Emporia State University</p> <p><b>Alecia Smith, Receptionist</b> <u>Education/Credentials:</u> 2 years in a support Staff role 9 years Teaching experience</p>

	<p><b>Amanda Robinson, Hospitality Operations Manager</b>  <u>Education/Credentials:</u>  BA in Theater Communications/Spanish, William Carey University  6 years restaurant &amp; hospitality experience</p> <p><b>Nicolas Stricker, Industrial Automation and Machine Maintenance Faculty</b>  <u>Education/Credentials:</u>  Aircraft Structures Technician, Francis Tuttle Technology Center  4 years as a trainer, Crown Equipment Corporation</p> <p><b>Xavier Madrigal, Admissions Counselor</b>  <u>Education/Credentials:</u>  BS in Elementary Education, Sterling College</p> <p><b>Danielle Bittner, Admissions Counselor</b>  <u>Education/Credentials:</u>  BBA in Management, Wichita State University</p> <p>The consent agenda item(s) were considered and discussed and thereupon on the motion of Board member Bryan Frye seconded by Doug Stark, the Consent agenda was approved.</p> <p>Motion carried: 10-0 with Meredith Olsen noted absent.</p>
<p><b>Reports of Officers</b></p>	<p><b>Vice President of Finance &amp; Administration – Marlo Dolezal</b>  May Financials  Reviewed sources of funds and uses of funds  Forecasted to end \$61.8 M  Interest earnings up</p> <p>Operating cash is \$4.3M at the end of May, in line with standard cash flow cycle.  Recently more cash has be invested in short-term treasury bills that can be cashed out as needed.  Cashflow is currently on track to sufficiently support operational needs through the end of the fiscal year as well as fun cash reserves.</p> <p>Expense:  Total Budget is \$53.M  We have a savings of \$2.5M  We are continuing to monitor the payroll line due to open positions</p> <p>Total net income has consistently exceeded budget expectations due to several factors.</p> <p>CTE and other state funding have surpassed their budgeted amounts. Higher enrollment numbers have resulted in increased tuition paid by Kansas Promise funds.</p> <p>High dollar contributions have been made to the Foundation. However, a significant portion of the net income consists of restricted funds.</p> <p>Motion to approve the May Financials was considered and discussed and thereupon on the motion of Board member Lily Wu seconded by Doug Stark the financials were approved.</p> <p>Motion carried: 10-0 with Meredith Olsen noted absent.</p> <p>FY25 Budget Review – Teresa Seymour (<i>approval required</i>)  Reviewed Budget Development Cycle</p>

Revenues:

FY25 Budget proposal overview

-Tuition and fees stay flat

-Increased enrollment (funding one year in arrears)

-State Appropriations - 1.5M TC Grant, 1.2M Student success, .4M

Capital Outlay

KS Promise increase which goes into grants

Expenses:

Compensation/Benefits - Merit, additional payroll incentives

Facilities and plant operations - Airplane leases, NICHE increases, TC Grant, offset by decrease in FRC

Other operating costs - Pilot and Marketing cost increase, AMT and nursing testing fee increases

Increase in sources of funds is driven primarily in two areas

-Other state appropriations

-Excel in CTE

Increase in Uses of Funds primarily driven in one area

-salaries & wages

FY25 Budget proposal highlights

Revenues increases to \$62.0M

Expenses increased to \$59.6M

Net Income increase to \$2.4M

Motion to approve the FY25 Budget was considered and discussed and thereupon on the motion of Board member Pete Meitzner seconded by Doug Stark the financials were approved.

Motion carried: 10-0 with Meredith Olsen noted absent.

**Vice President of Student Success** – Dr. Justin Pfeifer

End of Year Enrollment Report

Reviewed enrollment for Academic Year 2024

Total up FTE 12.3%

WSUTech is 3rd biggest 2-year college in state

Strengths

Aviation Maintenance continues to be up 526

Automotive Services up 393

Criminal justice up 267

Alternative fuels up 233

Industrial automation up 185

Welding up 175

Culinary up 174

Challenges

Biology is down 313

Machining down 289

Computer Education down 222

Psychology down 192

English 181

CNA down 175

Surgical Technology down 175

August/October expansion at South Campus for IT FRC and USD259

<p><b>President's Report</b></p>	<p><b>Employee Mentoring Presentation - Same Team</b>  A new employee's orientation is greatly enhanced by assigning an office mentor.  Financial need - \$25,000 ask from Innovation Fund to provide working budget of \$150 per mentee plus a welcome kit which will be managed through People and Culture department.</p> <p>The Mentee Requirements:  1 month of employment  Performance must be in good standing  Commitment to invest in personal and professional growth  They will fill out a survey to help match with a mentor.</p> <p>Mentor responsibilities:  Assisting a new employee acclimating to WSU Tech, a Mentor serves as a valuable resource by creating a trusting relation and maintaining confidentiality.</p> <p>The mentor will fill out a survey  1 year of employment at WSUTech  Supervisor recommendation  Performance must be in good standing  Commitment to attend mandatory activities  Meet once per month with mentee  Uphold the values of WSU Tech  Mentor must have finished LEAD  There will be check points along the way</p> <p>WSU Tech has 61 full-time new hires in the last 12 months, 38 average new hires for the last 3 fiscal years and as of today we have 42 new hires for FY24</p> <p>The board asked what is the goal?</p> <p>This will improve retention. Our turnover is 19%. We would like it to drop 5%. The college has grown so fast. New employees need to know the basic values/missions.</p> <p>The mentor will be with the mentee for 1 year.</p> <p><b>Board Ratifications – Paula Pitts</b>  I move that the Board of Trustees ratify the following individuals as members of the Board for another three year.</p> <ol style="list-style-type: none"> <li>1. Magg Topping has agreed to serve another term and another year as Chair of the Board</li> <li>2. Greg Stroud has agreed to serve another term and continues as Chair of Finance.</li> <li>3. Meredith Olson has agreed to another term</li> <li>4. Derrick Nielsen has agreed to another term.</li> <li>5. Pete Meitzner has agreed to serve another term as Vice Chair</li> </ol> <p>The ratification of these board members will be effective immediately upon approval.</p> <p>Also, Spirit AeroSystems had two seats on the board, we will be moving to one board member from Spirit. Sheree is still working on the other seats.</p> <p>Today is Kristin Robert and Jay Hohl's last meeting.</p>
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	<p>Derek Penn with Bombardier will start in August 2024</p> <p>The motion to approve the Board Ratifications was considered and discussed and thereupon on the motion of Board member Lily Wu second by Matt Hesse the board ratifications were approved.</p> <p>Motion carried: 10-0 with Meredith Olsen noted absent.</p>
<b>Executive Session</b>	<p><b>Motion for Executive Session – 4:00 PM (Maggie Topping/Matt Hesse)</b></p> <p>I move that we recess into Executive Session for consultation with WSU Tech legal counsel which would be deemed privileged in the attorney-client relationship. The justification for the recess is to consult with legal counsel. The open meeting will resume in this room at 4:15will reconvene to open session no sooner than 4:20 p.m.</p>
<b>Reconvened</b>	<p>The meeting reconvened at approximately 4:20 PM into open session.</p> <p>No formal action was taken.</p>
<b>Adjournment</b>	<p>At approximately 4:22 p.m., the meeting adjourned</p>

**Approved:**

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Signature

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Dated