



**Attendees**

Trustees in attendance at VLACS: Dr. Mark Joyce (phone), Mr. Matt Treamer (phone), Ms. Kim Casey, Mr. Joseph Lovejoy, Mr. John Hansen (phone)  
Administration: Dr. Stephen Kossakoski, Mr. Tony Baldasaro, Mr. Larry White, Mr. Scott Prescott, Ms. Ollire Lane-Wortley  
Visitors: Ms. Roberta Tenney  
Apologies: Dr. Kent Chamberlin, Dr. Arthur Hanson

**Agenda**

Topics	Discussion	Decision
1. Call to Order	Mr. Lovejoy called the meeting to order at 3:15 PM.	
2. Approval of Minutes:	Mr. Lovejoy asked if there were any suggested revisions to the November 19, 2013 meeting minutes. No revisions were recommended.	<u>Motion:</u> Ms. Casey <u>Text:</u> To approve the minutes of November 19, 2013 meeting, as presented. <u>Second:</u> Mr. Treamer <u>Vote:</u> All members voted in favor of the motion.
3. Public Comment (3 minutes per speaker)	None	
4. Items Requiring Approval	None	
4.1 Policy DK- Financial Procedures	Mr. Lovejoy and Mr. White described the revisions to policy DK, which are necessary in order to accommodate the new payroll contractor, ADP.	<u>Motion:</u> Ms. Casey <u>Text:</u> To adopt the revisions to policy DK – Financial Procedures, as presented. <u>Second:</u> Mr. Hansen <u>Vote:</u> All members voted in favor of the motion.
4.2 IRS Form 990	Mr. White reviewed the 2013-2013 IRS Form 990 and answered questions from the Trustees. Mr. Lovejoy thanked Mr. White for preparing the Form 990.	<u>Motion:</u> Ms. Casey <u>Text:</u> To approve the 2012-2013 IRS Form 990. <u>Second:</u> Mr. Hansen <u>Vote:</u> All members voted in favor of the motion.
4.3 2012-2013 Audit Report	Mr. White reviewed the 2012-2013 annual audit report. The Trustees discussed the audit as well as the auditor’s comments regarding unused vacation time. While Trustees stated that vacation time should	<u>Motion:</u> Ms. Casey <u>Text:</u> To approve the 2012-2013 audit report and to affirm the authority and discretion of the CEO to

be taken during a contract year, they understood the need to have the flexibility to move a limited number of days forward in order to accommodate employees who do not take vacation days during the last quarter due to high student demand for their services.

approve employees' requests to use vacation days allocated to the previous contract year during the month of July.

Second: Dr. Joyce

Vote: All members voted in favor of the motion.

## 5. Finance

### 5.1 Financial reports

The Trustees reviewed all financial reports. General ledger reports for the months of November and December were reviewed and signed. Mr. White reported on the status of the 2013-2014 budget. Dr. Kossakoski reported that he has asked the leadership team to review all programs and services to ensure that the necessary supports are in place to maximize student success.

### 6. Legislative News

Dr. Kossakoski reported that HB 435 has passed in the House and will now be referred to the Finance Committee.

## 7. CEO's Report

### 7.1 Enrollment

Dr. Kossakoski reported that overall enrollments have decreased from to 14,511 (November 8) to 14,397. The number of incoming enrollments continues to be exceed last year's rate and the number of completions from 2012-3013 has increased which accounts for the drop in total enrollments since November. Current enrollments are 23% higher than last year at this time (11,720).

### 7.2 Nellie Mae Grant

Dr. Kossakoski reported that VLACS has received a \$40,000 Director's Grant from the Nellie Mae Education Foundation. A portion of the funds will be used to develop and publish information about VLACS work in competency education. The remaining funds will be used to develop a pathway in computer science.

## 8. Administrative Reports

### 8.1 Review of personnel list

Mr. Baldasaro reviewed the status of recent additions to the VLACS staff.

### 8.2 Review of Administrative Reports

Mr. Lovejoy asked if there were any questions about the topics addressed in the administrative report. There were no questions.

### 8.3 Presentation

Aspire presentation - moved to next meeting.

## 9. Meeting dates

March 13, 2014; May 22, 2014. All meetings are held in the VLACS conference room from 3:00-5:00PM.

## 10. Adjournment

Motion: Ms. Casey

Text: To adjourn at 4:29 PM

Second: Mr. Hansen

Vote: All members voted in favor of the motion.

Minutes recorded by: Steve Kossakoski

