

Flint Hills Technical College
BOARD OF TRUSTEES MINUTES
June 9, 2014

I. CALL TO ORDER

Chair, Mary Beth Voorhees, called the meeting to order at 4:00 p.m.

II. ROLL CALL

Members present were: Mary Beth Voorhees, Teresa Briggs, Dr. Jim Williams, Mark Remmert, and Grant Riles.
Absent: Mark Whitfield and Joe Pimple

III. ADOPTION OF THE AGENDA

Upon a motion made by Dr. Jim Williams to accept the agenda, seconded by Grant Riles, the motion unanimously passed.

IV. OPPORTUNITY FOR VISITORS TO BE HEARD

No visitors.

V. AWARDS, RECOGNITIONS, ACHIEVEMENTS

Dean Hollenbeck spoke about a partnership between Westar Energy and Flint Hills Technical College. Westar Training Center in Topeka holds classes for the Power Plant Technology program. FHTC offers classes four nights a week at the Topeka Professional Development Center and the sessions are held throughout the year. Dean also reported that the Department of Commerce, Board of Regents, and Flint Hills Technical College put a program together to recognize outstanding business partners for Technical Education & Community Colleges. Dean attended an award ceremony where five business partners were awarded the Champion Level Award.

Dean of Instruction, Rachael LeClear, handed out information on General Education courses and CEP's. Highlights from Rachael's report were:

- Listing of Gen Ed's offered from FY07 – FY15
- Concurrent Enrollment Partnership (CEP) offerings
- Transferability of courses
- General Education enrollment comparison

CONSENT AGENDA

- A. Minutes from May 12, 2014 Meeting
- B. Warrants
- C. New Staff Appointments/Adjunct Contracts/Mutual Consent Contracts/Classified Contracts/Open Positions/Resignations

Upon a motion made by Teresa Briggs to approve the consent agenda, seconded by Mark Remmert, the motion unanimously passed.

VI. ACTION ITEMS

A. Approval of Revised Policy 3.11.13 – Vacation Procedures

Sheri Knight, HR Director, explained the new policy made it clearer the number of hours of vacation time a classified and unclassified employee could carry over.

Upon a motion made by Dr. Jim Williams to approve the new policy, seconded by Grant Riles, the motion unanimously passed.

B. Approval of Master Agreement

Sheri Knight, HR Director, explained that besides the salary table being updated, the only changes in the Master Agreement were some wording and date changes.

Upon a motion made by Teresa Briggs to approve the Master agreement with changes, seconded by Mark Remmert, the motion unanimously passed.

C. Approval of Financial Reports

Nancy Thompson, Vice President of Business Services, gave a financial report. Highlights from her report are:

- There was an increase in tuition and fees income.
- Investment income exceeded the budget.
- The expense line is in line where anticipated being for this time of the year.
- AEC received money from the credit recovery account.
- Other funds are in line where expected to be.

Upon a motion made by Grant Riles to approve the financial report, seconded by Dr. Jim Williams, the motion unanimously passed.

D. Approval of FY 2015 Budget

Nancy Thompson, Vice President of Business Services, went over the final budget, only reviewing the line items that were adjusted from the first draft.

Upon a motion made by Mark Remmert to approve the FY 2015 budget, seconded by Teresa Briggs, the motion unanimously passed.

VII. DISCUSSION ITEMS

A. Enrollment Report

Dean Hollenbeck, President, reviewed the enrollment report with the board members. Dean stated that enrollment for summer 2014 was down from the summer 2013 in headcount, but up in FTE. Dean reported that the headcount for the Fall 2014 headcount is 484 and FTE is 440.

B. Election of Officers

Officers for the 2014-2015 year will be: Chair – Mary Beth Voorhees, Vice-Chair – Mark Remmert, Board Clerk – Kathy Lauer, Nancy Thompson – Treasurer.

C. College Report

Dean Hollenbeck, President, gave a college report. Highlights from his report are:

- The college is in the process of building a new office suite in main building.
- The rain has kept the maintenance staff busy mowing.
- Technical Colleges and Community Colleges are keeping an eye on the budget from the state.
- New equipment in Industrial Engineering.
- The solar panels project for JEC is moving forward.
- Dean and Mike Crouch are setting up foundation visits.

Mark Remmert asked about the sustainability classes being put on hold and if the college is constantly assessing programs. Dean asked how the board can get more engaged in the programs. Mark stated he felt the board members should be looking at jobs of the future and be more a part of the strategic plan.

VIII. EXECUTIVE SESSION

Upon a motion made by Mark Remmert to go into executive session for 20minutes, seconded by Dr. Jim Williams, the motion unanimously passed.

IX. ADJOURNMENT

Upon a motion made by Grant Riles to adjourn, seconded by Mark Remmert, the motion unanimously passed.

The meeting adjourned at 6:05 p.m.