

**Flint Hills Technical College**  
**BOARD OF TRUSTEES MINUTES**  
**August 11, 2014**

**I. CALL TO ORDER**

Vice- Chair, Mark Remmert, called the meeting to order at 4:03 p.m.

**II. ROLL CALL**

Members present were: Mark Remmert, Teresa Briggs, Dr. Jim Williams, Grant Riles, Joe Pimple, and Ken Roemer.

Absent: Mary Beth Voorhees

**III. ADOPTION OF THE AGENDA**

Upon a motion made by Grant Riles to accept the agenda, seconded by Teresa Briggs, the motion unanimously passed.

**IV. OPPORTUNITY FOR VISITORS TO BE HEARD**

No visitors.

**V. AWARDS, RECOGNITIONS, ACHIEVEMENTS**

Steve Loewen, Vice President of Instructional Services, recognized and introduced new faculty at FHTC. Those attending were Sondra VanSickle, Allied Health Coordinator. Nancy Thompson, Vice President of Business Services, introduced Susan Mendoza, Business Office Assistant.

Lance Nitahara, Culinary Arts instructor, spoke about Skills USA. Lance stated that on April 3<sup>rd</sup> four students competed in the Skills USA State competition. Megan McKanna received 1<sup>st</sup> place in Culinary Arts and Randon Davis, received 1<sup>st</sup> place in Commercial Baking. Lance reported that this was the first time the college has taken 1st place in both categories. Megan and Randon competed at Nationals Skills USA on June 24. Lance stated that the students put in over 100 hours each to prepare for nationals. Megan received 14<sup>th</sup> in the nation and Randon received 9<sup>th</sup> in the nation.

Barb Evans, Emergency Dispatch Technology instructor, gave a report on the program. Barb stated that this will be the first year that the college will offer an EMT Hybrid on-line course. In January 2015 the college will offer an advanced on-line EMT. Barb stated that she has 10 new EMT students starting the fall semester, 6 on-line students, and 126 First Aid/CPR students. There were 8 EMT students that tested last semester and passed their skills and the students are above average for their written pass rate. Last year the students did a food drive for the Salvation Army for their community service.

## **CONSENT AGENDA**

- A. Minutes from July 14, 2014 Meeting
- B. Warrants
- C. New Staff Appointments/Adjunct Contracts/Mutual Consent Contracts/Classified & Unclassified Contracts

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

## **VI. ACTION ITEMS**

- A. Approval of Financial Reports

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

- The college received financial aid money in July.
- Revenue and expenses are typical for July.
- Received JIST grant payment and will receive quarterly as reimbursement is requested.
- AEC did receive 100% of state grant that helped with expenses.
- In the Other Funds everything is in line with the TRAC 7 grant.
- TRAC 7 monies were received in the month of July.

Nancy stated that the auditors will be here August 25 – 28.

Upon a motion made by Ken Roemer to approve the financial report, seconded by Grant Riles, the motion unanimously passed.

## **VII. DISCUSSION ITEMS**

- A. Fall Enrollment Report

Lisa Kirmer, Vice President of Student Services, handed out an enrollment report to the members. Lisa stated that with school starting the next day, the numbers could change. The data shows how many FTE and Headcount student there are in a program. Lisa stated the Headcount numbers are the actual number of students in the program and it takes 15 credit hours to equal 1 FTE. Lisa explained that last year the college had a huge spike in enrollment due to the Hostess employees.

- B. Job Placement Report

Lisa Kirmer, Vice President of Student Services, handed out a 2013 Job Placement Report to the board members. Lisa stated that the report reflects how students are doing because of the training they received at FHTC and is also a form of assessment for the college. The college contacts students who have been out of the tech college for at least 6 months, to see if they have found and maintained employment. 309 students were contacted out of 320. 128 are continuing their education, 141 are employed in their field, 32 are employed in another field, and 8 are unemployed. These figures give the college a 97% job placement rate, with the average annual salary being \$29,000.00.

#### D. College Report

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

- Met with Blake Flanders from KBOR.
- Jessica Hopkins is the new Marketing Director.
- Classes start at the college August 12.
- There is a water problem on north side of the building. The new offices were flooded due to heavy rain.
- Work is being done towards fund raising for the new Welding building.
- The college plans to build their own building for Dental Hygiene. Will do fundraising for this and would not be expected to be done for 3 years. A chemistry lab would be added to this building.
- USD 253 will be using the empty lot east of FHTC for Discus and Javelin.
- The Collaborate magazine will be coming out in 2 weeks.
- Rachael LeClear reviewed timeline for 5 year Strategic Plan.
- Dean was appointed to the SOS board.

#### **VIII. EXECUTIVE SESSION**

Upon a motion made by Grant Riles to go into Executive Session for 15minutes, seconded by Teresa Briggs, the motion unanimously passed. At 5:08 p.m. Dean Hollenbeck asked only the board members to stay to discuss personnel. At 5:21 p.m. they returned to open session.

#### **IX. ADJOURNMENT**

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

The meeting adjourned at 5:22 p.m.