

**Flint Hills Technical College**  
**BOARD OF TRUSTEES MINUTES**  
**December 8 , 2014**

**I. CALL TO ORDER**

Co- Chair, Mark Remmert, called the meeting to order at 4:00 p.m.

**II. ROLL CALL**

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

**III. ADOPTION OF THE AGENDA**

Upon a motion made by Ken Roemer to accept the agenda, seconded by Joe Pimple, the motion unanimously passed.

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

No visitors.

**V. AWARDS, RECOGNITIONS, ACHIEVEMENTS**

President, Dean Hollenbeck, introduced Pam Combes, the new Grant Director for Flint Hills Technical College.

Brian Romano, HCA instructor, handed out a portion of a copy of the American Culinary Federation magazine. The magazine highlights chefs and food service personnel, congratulating them for their accomplishments they have done. Brian was highlighted in the October magazine and has been a part of the American Culinary Federation organization since 1997. Brian also spoke about a vision for the program, which includes: moving towards an ACF Accreditation, doing some competition with the American Culinary Federation, and starting a local ACF chapter. Brian handed out an article that he had written for a national magazine called "Rescue".

Alicia Rangel, Graphic Arts Production staff, reported that students in the Graphic Arts Program designed a poster for the Kiwanis Club. Alicia stated that as a service project the students rebound the clubs song books that were in need of repair and redid the cover of the song books.

Savannah Phillips was not able to attend the board meeting and will give her Hospital Simulation Task Force Partnership w/ESU & Newman Regional Health at the January board meeting.

Kim Dhority, Instructional Design Director, gave a report on the two community service projects that Phi Beta Lamda Chapter is doing. The first project is Blue Jean's Monday. Employees and students can pay to wear blue jeans on Monday's, in place of wearing dress clothes. The money is designated every year to a different organization and this year the "Never Let Go Foundation" has been chosen. The students raised \$300.00 to give to the foundation. The second project is working with the Lyon County Historical Society. The students have put in 20 hours of work so far.

Ben Coltrane, Power Plant Technology Program Director, reported on the Energy Pathway & National Science Foundation Grant Partnership w/ESU. Ben stated that he went to Garden City to talk to high school students about the Career Pathway Plan of Study. Ben also stated that he is hoping that he will be bringing students onto the FHTC campus in the spring through the National Science Foundation Grant and in the fall for ESU.

Cheryl Bosiljevac, Dental Hygiene Instructor, spoke about the hygiene program. Cheryl stated that all 14 students passed their national boards in May. In the fall 14 students enrolled in the program and the students are working on injections at this time. In January the students will be going to Legislative Day in Topeka.

## **VI. CONSENT AGENDA**

- A. Minutes from November 10, 2014 Meeting
- B. Warrants
- C. New Staff Appointments/Adjunct Contracts/Mutual Consent Contracts/Classified & Unclassified Contracts

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

## **VII. ACTION ITEMS**

- A. Approval of FY' 14 Audit

Phillip Jarred, from Jarred, Gilmore, and Phillips, PA, reviewed the audit report with the board members. Phillip suggested that the board members read pages 1-6, Management's Discussion and Analysis. There were no findings and it was a clean opinion.

Upon a motion made by Joe Pimple to approve the FY' 14 audit, seconded by Teresa Briggs, the motion unanimously carried.

- B. Approval of Financial Reports

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

- Beginning balances have been adjusted to reflect the actual ending balances after the audit.
- Cash balances are significantly different compared to this time last year.
- The Business Office signed a new contract with a new collection agency, Credit World.
- Revenue is where it was expected to be after receiving enrollment numbers.
- Expenses are lower than last year at this point.
- AEC is still going strong. Using carry over from late payment to help cover some expenses for some IT work.
- TRAC 7 will have a negative balance until end of the grant.
- The Welding building has expenses for the Architectural fees.

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

C. Approval of 2.20 Facilities and Operations-College Vehicles Policy

Nancy Thompson, Vice President of Business Services, asked the board to approve the new policy.

Upon a motion made by Ken Roemer to approve the updated college vehicle policy, seconded by Teresa Briggs, the motion unanimously passed.

There was discussion at the board meeting to have employees acknowledge that they have read and understand the changes in the policy and create a form for them to sign.

D. Approval of 6.46 Finance Policy and 6.47 Payment plan policy.

Nancy Thompson, Vice President of Business Services, asked the board to approve the finance policy and the payment plan policy.

Upon a motion made by Grant Riles to approve the policies, seconded by Joe Pimple, the motion was unanimously approved.

## **VIII. DISCUSSION ITEMS**

A. Quarterly Strategic Plan Report

Rachael LeClear, Dean of Instructional Services, handed out a Strategic Plan report and reviewed the report with board members. There was discussion from the board members regarding the salary analysis and where the college is regarding salaries.

B. FY '15 November Perkins Quarterly Report

Steve Loewen, Vice President of Instructional Services, reviewed and gave highlights from the report to the board members.

C. College Report

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

- The Annual Principal/Counselor conference was held at FHTC on December 3. 47 counselors, principals, superintendents, and FHTC staff attended.
- December 4 the college will be having their Christmas potluck lunch.
- December 15 the Culinary Arts program is having their Christmas Around the World lunch. This is the final exam for some of the students.
- Graduation is Friday, December 19.
- Dean, President and President Shonrock are meeting with legislatures in the morning. Dean read from the Emporia Area 2015 Legislative Agenda regarding education. Dean asked the board for any comments regarding the message about education that he read.

## **IX. ADJOURNMENT**

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

The meeting adjourned at 6:10 p.m.