

**Flint Hills Technical College**  
**BOARD OF TRUSTEES MINUTES**  
**February 9, 2015**

**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, and Ken Roemer.  
Absent: Joe Pimple, Mark Remmert, Grant Riles, and Dr. Jim Williams.

**III. ADOPTION OF THE AGENDA**

There was not a quorum. The Agenda will be approved at the March meeting.

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

No visitors.

**V. AWARDS, RECOGNITIONS, ACHIEVEMENTS**

Bret Pope was recognized for becoming a NATEF Evaluation Team Leader. Bret reported that NATEF is an ASE accrediting organization for schools. Bret stated that in order for him to be a team leader, he had to be Master ASE certified instructor at a school and be Advanced Engine Performance certified and General Certified. Bret also had to take a 16 hour class and pass a 200 question test with a score of 100%. Bret stated that every 5 years every program in the state has to go through a NATEF re-accreditation. For the re-accreditation an ETL is assigned to the school and several people from Business and Industry make the team. Bret stated he was very excited and honored to be an Evaluation Team Leader.

Lori Moore, Business Administrative Technology instructor, handed out an information sheet on the Business Administrative Technology program. Highlights from Lori's report are:

- Students can attend full-time, part-time, On-campus, On-line, and Hybrid classes.
- Students that are a junior or senior in high school can take the program.
- A sales point for the program is that it is broad based.
- The instructors for the program are working really hard with recruiters to get high school students into the program. This will help increase the programs enrollment numbers and help students get their technical certificate while attending high school. This will also help the students get campus jobs.
- Changes for the program were enrollment numbers were down a little this year. The highest enrollment was in the Fall of 2012 with 91 students.
- Students can be a part of student organization called Phi Beta Lambda.

Lori spoke about internships, certifications, and employment for students in the program.

## **VI. CONSENT AGENDA**

- A. Minutes from January 12, 2015 Meeting
- B. Warrants
- C. New Staff Appointments/Adjunct Contracts/Mutual Consent Contracts/Classified & Unclassified Contracts

Due to not having a quorum, the consent agenda will be approved at the March 9, 2015 board meeting. The vendor payments will be mailed out according to approved practice by the board.

## **VII. ACTION ITEMS**

- A. Approval of Financial Reports

Due to not having a quorum, the financial reports will be approved at the March 9, 2015 board meeting.

## **VIII. DISCUSSION ITEM**

- A. Guiding Documents

Rachael LeClear, Dean of Instructional Services, reviewed the guiding documents with the board. Rachael stated that the only change in the Mission statement was taking out the words “degree granting institution”. The Vision statement was completely changed, emphasizing the words growth, excellence, and education. The Value statements were changed by taking away the word FHTC from the beginning of each value and statements were combined with other statements.

The Purpose statements were combined, shortened and re-ordered.

Philosophy of Education was shortened to just a paragraph, making sure there were no repeated information.

Rachael also handed out a snap shot of the process of the Strategic Plan right now and said she would be giving the board regular updates on this.

- B. Core Abilities

Steve Loewen, Vice President of Instructional Services, stated that part of the Guiding documents is Core Abilities. Core Abilities are those skills and knowledge that any graduate should possess, regardless of what program of study they are in. Steve stated that because of HLC Accreditation, they needed to do something with the Core Abilities systematically institutional wide. The Assessment Committee increased the abilities to nine and put thirty-eight indicators underneath them. The students will be rated on these. Steve asked for input from the board members on the Core Abilities and stated that they would be brought back for approval at another meeting.

- C. Industrial Engineering Technology Program Delivery in Lawrence, Douglas County

Steve Loewen, Vice President of Instructional Services, stated that Flint Hills Technical College was asked to deliver the Industrial Engineering Technology technical courses at the Peaslee Center in Lawrence next academic year. Steve said that because FHTC is going into a county that was not under our authority the college had to get permission to teach those courses from the University of Kansas. Steve stated that in order to teach these courses they would need nine students enrolled.

#### D. College Report

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

- A Start Your Own Business Class started February 3<sup>rd</sup>. Nineteen students are enrolled and ESB financial is helping support the class.
- On March 11, Dean and Mary Beth Voorhees will be attending a KBOR dinner.
- February 17 is the State Chamber meeting in Topeka.
- There will be a 2% cut in money from the state, which is about \$50,000. The Executive team continues to work on the budget.
- At 8:15 tomorrow morning Dean will be on Tech Talk, with ESFCU sponsoring this. The subject will be Student Services and Scholarships.
- A reception was given today for Lance Nitahara, Culinary Arts Instructor, who is leaving FHTC to take another position in New York.
- The college will start looking for another Culinary Arts instructor in the spring. There is no candidate at this time.
- Dean plans to visit some area high schools to talk about FHTC.
- Tuition rates will be discussed at the next meeting.
- There will be a truck driving school starting March 30 – May 8. Fort Scott Community College is setting this up with FHTC.

#### **IX. ADJOURNMENT**

The meeting ended at 5:08.