

**Flint Hills Technical College
BOARD OF TRUSTEES MINUTES
September 14, 2015**

I. CALL TO ORDER

Mary Beth Voorhees, Chair, called the meeting to order at 4:00 P.M.

II. ROLL CALL

Members present were: Teresa Briggs, Mark Remmert, Grant Riles, Ken Roemer, and Mary Beth Voorhees

Absent: Joe Pimple and Dr. Jim Williams

III. ADOPTION OF THE AGENDA

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

IV. OPPORTUNITY FOR VISITORS TO BE HEARD

No visitors.

V. AWARDS, RECOGNITIONS, ACHIEVEMENTS

David Budke, Industrial Engineering Instructor, reported on the SHAPE (Safety and Health Award for Public Employees) reception on September 10th. FHTC received the award from the Kansas Department of Labor. To be eligible the college had to complete a safety audit and be accident-free for 2 years. FHTC is the first educational entity to win this award in the state of Kansas.

David Budke, Industrial Engineering Instructor, also reported on the Employer Initiative Awards from the Department of Commerce. The award is given to businesses that help school by donating time, equipment, internships, etc. With the help of Julie Cooper, Director of Career Services/Customized Training/Continuing Education, FHTC applied for and received awards for 2 local businesses. The Champion Level Award went to Simmons Pet Food and Camso.

Deb Illk, Dental Assisting Instructor, reported on the Dental Assisting Program. Some highlights from her report are:

- Students took their first real x-rays today
- 2012 Median Pay - \$34,500/year – may not be this high in Kansas
- An assistant coming out of a certified course generally makes about \$2/hour more than a non-certified assistant.

- Placement rate is high – Instructors receive phone calls a couple of times a week from dentists seeking dental assistants.

John Decker, Interactive Multimedia Design Instructor, presented a promotional video that he developed for the Dirty Kanza.

Brian Romano, Culinary Arts Instructor, reported on awards received in the Culinary Arts Program. One student, Zachary Frieling, competed in the Skills USA National Competition. He placed 7th in the nation. HCA students competed in the Beef Fest BBQ Competition in Emporia. They placed 5th in the “Local Team Overall” category and 10th Overall. They competed against the #1 and #2 BBQ teams in the country.

President Dean Hollenbeck recognized Board Member Mark Remmert for being ‘one of the 50 men in Kansas you need to know’, according to the Ingram’s Magazine(Kansas City Business Magazine).The article, *The Crème of the Crop*, recognized Mark and the Green Dot Holdings LLC.

VI. CONSENT AGENDA

- A. Minutes from August 10, 2015 Board Meeting
- B. Warrants
- C. New Staff Appointments/Adjunct Contracts/Mutual Consent Contracts/Retirements

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

VII. ACTION ITEMS

- A. Approval of Financial Reports

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

- Revenue is down a little bit from last year largely due to lower enrollment.
- Expenses are also down.
- The accounts receivable balance looks large because of fall charges. This will go down some when the financial aid is receipted in September.
- Adult Ed has been very conservative with spending. The new director is working with the budget.
- Welding building remodel – a few expenses are coming in and will have to be taken out of operating funds

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

- B. RFP for Adult Simulator (Nursing)

Nancy Thompson, Vice President of Business Services, requested approval to accept the bid from CAE Healthcare. CAE was the only bid that met the requirements. Funds for the simulator will be coming from donations and Perkins Grant. Mark Remmert suggested a letter be made up to explain why the bid from CAE was accepted as it was higher than the other bid.

Upon a motion made by Grant Riles to approve the acceptance of the bid from CAE Healthcare, seconded by Ken Roemer, the motion unanimously passed.

C. RFP for forklift – KanTRAIN

Nancy Thompson, Vice President of Business Services, requested approval to accept the bid from Discount Forklift. The lowest bid did not fully meet specifications.

Upon a motion made by Teresa Briggs to approve the acceptance of the bid from Discount Forklift, seconded by Mark Remmert, the motion unanimously passed.

D. Location Approval – IET – Lawrence

Steve Loewen, Vice President of Instruction, requested approval of an additional location for the Industrial Engineering Technology Program at the Peaslee Technical Training Center in Lawrence, Kansas.

Upon a motion made by Ken Roemer to approve the additional location for the Industrial Engineering Technology Program at the Peaslee Technical Training Center, seconded by Grant Riles, the motion unanimously passed.

E. Location Approval – PPT – Topeka

Steve Loewen, Vice President of Instruction, requested approval of an additional location for the Power Plant Technology Program at the Washburn Institute of Technology Campus in Topeka, Kansas.

Upon a motion made by Grant Riles to approve the additional location for the Power Plant Technology Program at the Washburn Institute of Technology Campus, seconded by Teresa Briggs, the motion unanimously passed.

F. Title IX Policy Update

Lisa Kirmer, Vice President of Student Services, requested approval of updates to the Title IX Policy (Sexual Misconduct, Harassment Policies).

Upon a motion made by Ken Roemer to approve the updates to the Title 9 Policy on sexual misconduct and harassment, seconded by Grant Riles, the motion unanimously passed.

G. Lyon County Mitigation Plan

Dean Hollenbeck, President, requested approval of the Lyon County Mitigation Plan.

Upon a motion made by Grant Riles to approve the Lyon County Mitigation Plan, seconded by Teresa Briggs, the motion unanimously passed.

VIII. DISCUSSION ITEMS

A. Program Advisory Dinner

Steve Loewen, Vice President of Instruction, invited the board members to attend the annual Program Advisory Dinner on October 22, 2015 at 6:30 PM.

B. Final FY 15 Perkins Report

Steve Loewen, Vice President of Instruction, presented the FY 15 Perkins Report. Highlights:

- 10 programs that were working on curriculum development/course development activities.
- Encouraging more interaction with high school students over the entire state.
- 300 8th grade students attended STREAM DAY on May 8.
- Excelling in state and national competitions.
- Hosted 54 companies and organization at Spring Career Fair.
- 140 Students involved in internships this summer.
- Received NATEF accreditation for the Automotive Program.
- Try to provide as many different formats for programs. We have 36 different non-traditional type courses.
- Encourage students at the Adult Education Center to continue their education. 153 students (duplicated headcount) were enrolled in the three semesters for the FY'15 academic year.
- 77% of math students successfully completed a 10-level math course with a "C" or better.

C. College Report

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

- Tiered funding formula – the legislature is asking us to present a plan through the Board of Regents to re-center based on number of credits and enrollment. If we re-centered right now based on the previous 3 years of enrollment we are pretty neutral. We have the potential in 3 years for this to have an impact on our state funding and state allocation.
- Saturday is the Boy Scouts Merit Badge University
- The Peaslee Technical Training Center Ribbon Cutting Ceremony is September 24th
- September 29th is the Manufacturing Council Meeting. Department of Commerce is coming to talk to CEOs from the community.
- October 22nd is Manufacturer's Day.

IX. ADJOURNMENT

Upon a motion made by Mark Remmert to adjourn, seconded by Grant Riles, the meeting adjourned at 5:56 P.M.