

**Flint Hills Technical College**  
**BOARD OF TRUSTEES MINUTES**  
**October 12, 2015**

**I. CALL TO ORDER**

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, Beth Voorhees, Joe Pimple and Dr. Jim Williams

Absent: none

**III. ADOPTION OF THE AGENDA**

Upon a motion made by Teresa Briggs to approve the agenda, seconded by Dr. Jim Williams, the motion unanimously passed.

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

No visitors.

**V. AWARDS, RECOGNITIONS, ACHIEVEMENTS**

Benjamin Gray, Construction Instructor, reported on OSHA 30 Certificates for the Construction Students. The CST Program had previously used OSHA 10 Certification but is now using the OSHA 30 because more employers are requiring their employees to have the OSHA 30 Certification. This is given as an online course. All but one of the students have completed and received certifications. Benjamin is expecting 100% of the students to receive the certification.

The program highlight this month is the Network Technology Program (NET). Instructors, Adam Starr and Kyle Sumpter shared with the board:

- According to the U.S. Department of Labor the network and computer systems industry is expected to reach a level of just over 2.2 million jobs by 2022, one of the largest increases in employment.
- 75% of FHTC graduates obtain jobs in our region.
- The FHTC NET Program provides only an Associate Degree. One-year certificates would not be beneficial for acquiring jobs in this field.
- There are numerous industry certifications available to workers in the field of computer network support. Though not required, students are strongly encouraged to obtain one or more industry certification before graduating from the program.

Kim Dhority, Interim Dean of Instruction/Instructional Design Center Director, reported on the Kansas Business Education Association (KBEA) Conference. Last week Kim Dhority and Jessica Crabtree, FHTC Adjunct Instructor for BAT, gave a presentation at the conference. Kim has also worked with FHTC Librarian, Janet Anderson-Story, and two instructors from Emporia High School on presentations given at the KBEA Conference as well as other conferences. These presentations have been very effective in promoting FHTC and Emporia High School.

Jessica Crabtree was named "Rookie Business Instructor of the Year" at the KBEA Conference.

## **VI. CONSENT AGENDA**

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

In reviewing the consent agenda, Dr. Jim Williams asked if FHTC was complying with HLC Guidelines for Qualified Faculty. Steve Loewen explained that FHTC faculty meet or are in process with an educational plan to meet the qualifications of the Guidelines. Upon the conclusion of this discussion, Dr. Williams moved and Grant Riles seconded to approve the consent agenda. 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:

- Cash flow is down a little from last year – expected because of lower enrollment. FTE is lower but high school CEP enrollment is higher; SB155 may help balance this out.
- Investment income is very low because of the switch-over of banks. The bank will correct the interest next month.
- Have been checking the Adjunct hiring process – keeping the salary lower than last year at this point in the year.
- Utilities are lower this year.
- Adult Ed will have some minor building and maintenance expenses in the near future.
- We have received donated dollars for the Hygiene remodel on the main campus. Capital Outlay will also be used.

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

- B. Approval of the Tuition Refund Policy

Nancy Thompson, Vice President of Business Services, explained that the Tuition Refund Policy needed to be changed as we had to adjust the refund procedure in the software for refunds to be automatically credited to student accounts.

Upon a motion made by Ken Roemer to approve the Tuition Refund Policy , seconded by Joe Pimple, the motion unanimously passed.

## **VIII. DISCUSSION ITEMS**

### **A. Flint Hills Technical College Performance Report**

Steve Loewen, Vice President of Instruction, explained that all post-secondary institutions have to report on performance. Five out of our six goals had directional improvement. We are eligible for 100% of new funding available, if any.

### **B. 2015 Campus Security Report**

President Dean Hollenbeck noted we are required to compile and present data for Title IX. A potential student or parent can get this report to see crime statistics and procedures at any campus.

### **C. 2014-15 Student Learning Assessment Report**

Steve Loewen, Vice President of Instructional Services, discussed the report. KBOR asks institutions to report on educational outcomes. This year's report was related to mathematics and analytical reasoning. Faculty rates the students and the students rate themselves in each of the 9 years of Core Abilities which includes math logic. Pre-tests and post-tests are also given in College Algebra and Technical Math. These assessments help with instructional improvement and student success.

### **D. College Report**

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

- Vektek received "Exporter of the Year for the State of Kansas" Award. FHTC values all that Vektek does for the College. Several of our graduates are hired by Vektek.
- The Fall Appreciation Advisory Dinner is October 22<sup>nd</sup>.
- Savannah Phillips, Director of Nursing, and Dean will be talking about the Nursing Simulators at Newman Regional Health on KVOE Radio Station on October 13.
- FOCUS is November 9<sup>th</sup>. Regional high schools will be busing students to FHTC for this event. Students will attend a 45 minute class in the program of their choice and go on a tour of the campuses.
- The auditors were here last week. We are expecting a good report. We did not have any big issues.
- Upcoming year budget - we are watching expenses and coming up with a plan for 1-4% decrease in expenses.

- Dean has had security conversations with different teams and entities that could possibly supply some training for our staff. We are currently upgrading cameras and looking at doors and locks.

## **IX. ADJOURNMENT**

Upon a motion made by Grant Riles to adjourn, seconded by Mark Remmert, the meeting adjourned at 5:55 P.M.