

**Flint Hills Technical College**  
**BOARD OF TRUSTEES MINUTES**  
**November 9, 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, Grant Riles, Ken Roemer, Beth Voorhees, and Joe Pimple.

Absent: Dr. Jim Williams and Mark Remmert

**III. ADOPTION OF THE AGENDA**

Upon a motion made by Joe Pimple to approve the agenda, Grant Riles, the motion unanimously passed.

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

No visitors.

**V. AWARDS, RECOGNITIONS, ACHIEVEMENTS**

BAT Instructors, Lori Moore and Kenda O'Mara, were recognized for the MOS Certifications they have received. Lori said they received the Microsoft Certified Educator and the Microsoft Office Specialist in Word and PowerPoint Certification. These certifications are also offered to associate level students to attend.

Kim Dhority, PBL Advisor, introduced two BAT students, Krisanne Karr and Kelly Lanier, who attended the PBL State Fall Leadership Conference. Krisanne and Kelly attended several sessions for marketing, accounting, human relations and insurance. They learned a great deal and enjoyed meeting students from other institutions. Krisanne and Kelly also reported that the BAT students are collecting hygiene items for SOS for their service project.

Monica Graves, Dental Assisting Instructor, reported that the dental students participated in the "Boo at the Zoo" celebration at the Emporia Zoo for Halloween. They gave out 475 toothbrush kits to the children at the zoo. The DNA student organization purchased the kits. They also donated kits to the SOS project. The dental students held the International Reception for ESU Conversation Partners on November 6<sup>th</sup>. The FHTC students participate with the ESU English learners by spending an hour each week speaking with them to assist in learning English. They also provided tours of the campus for the International Students.

Industrial Engineering Technology (IET) was the program highlighted this month. IET Instructor, Chris Wilson, shared the following information about the program:

- Advisory Board has asked the program to teach more about instrumentation, automation and trouble-shooting. More of these classes have been added to the curriculum.
- Obtained new equipment – updated to new larger electrical panels. More can be taught with this equipment, it can be added on to in the future.
- Recruiting efforts – the instructors visit area high school programs. Chris has taught at the FHTC Kids College the last 2 summers.
- 2<sup>nd</sup> Annual Student Showcase will be held April 28, 2016.
  - Expecting about 100 potential employers to attend
  - 2<sup>nd</sup> year students develop projects and present them at the Showcase
  - Teaches skills to obtain a job, keep the job and get promoted.
- IET Program has a partnership with Rubbermaid. FHTC sent 5 students to them in the last 2 years and Rubbermaid sent the IET Program one robot. The robot will be used at the end of the 2<sup>nd</sup> year program
- Students Tyson Johnson and Bryce Dakin placed third in last spring's Emporia Entrepreneurial Challenge.

## **VI. CONSENT AGENDA**

- A. Minutes from October 12, 2015 Board Meeting
- B. Warrants
- C. New Staff Appointments/Adjunct Contracts/Mutual Consent Contracts/Retirements

Upon a motion made by Teresa Briggs 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:

- The cash balance is down, however, we are keeping expenses lower.
- The lease payment expense was coded under the “other” column and needs to be moved under “service contracts.
- Adult Ed is keeping expenses low
- Other: Hygiene classroom remodel. We have been getting cash flow in for the project. We received another grant from Delta Dental. Will be getting equipment bids ready to send out.
- Trac 7 grant is finalized.
- Welding Building remodel – over-expended the amount of money brought in through donated dollars. That expense will be transferred over to the general fund.

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

B. Approval of RFP for Welding Equipment

- a. Requests for Proposals were sent out October 13<sup>th</sup> for a Tilt Frame Band Saw to be used in the Welding Program. This equipment will be paid for using KanTRAIN Grant Funds. We are requesting approval to accept the bid from Lampton Welding Supply.

Upon a motion made by Joe Pimple to approve to accept the bid from Lampton Welding Supply, seconded by Ken Roemer, the motion unanimously passed.

**VIII. DISCUSSION ITEMS**

A. FOCUS & Graduation – Lisa Kirmer, Vice President of Student Services

- a. Today we had FOCUS, an annual event for 15 years. Area high school students come to FHTC to visit one program and take a campus tour. We had about 450 students attend. It is our biggest recruiting event of the year. About 12% of new students come to FHTC because of FOCUS.
- b. Graduation is Friday, December 18<sup>th</sup> at 7 pm in the Plumb Hall at ESU. Dr. Brad Karr is going to be the graduation speaker.

B. HLC Assurance Report – Lisa Kirmer, Vice President of Student Services

- a. This report covers 5 criteria:
  - i. Mission
  - ii. Integrity
  - iii. Teaching and learning from the quality resource and support side
  - iv. Teaching and learning from the evaluation and improvement side
  - v. Resource, planning and institutional effectiveness.
- b. This document is to highlight strengths, weaknesses, and what is being done to improve the weaknesses.
- c. The HLC Team will be here in March and will be visiting with Board Members.

C. College Report – Dean Hollenbeck, President

- Thursday, November 12<sup>th</sup> Leadership Emporia will be here.
- Thursday, November 6<sup>th</sup> was the Scholarship Luncheon. We had a very high percentage of funders attended.
- Tuesday, November 10<sup>th</sup> Dean and the NET Tech Instructors will be participating in Tech Talk on KVOE.
- Foundation received \$150,000 from Delta Dental for the remodel of the Hygiene Program.

**IX. EXECUTIVE SESSION - Personnel**

At 4:58 pm a motion was made by Teresa Briggs to go into Executive Session for 20 minutes, seconded by Ken Roemer. The motion unanimously passed.

The meeting went back into open session at 5:18pm.

**X. ADJOURNMENT**

Upon a motion made by Grant Riles to adjourn, seconded by Ken Roemer, the meeting adjourned at 5:20 P.M.