

**Flint Hills Technical College
BOARD OF TRUSTEES MINUTES
November 14, 2016**

I. CALL TO ORDER

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

II. ROLL CALL

Members present were: Ken Roemer, Joe Pimple, Mark Remmert, Grant Riles, Pat Wiederholt, and Beth Voorhees

Absent: Dr. Jim Williams

III. ADOPTION OF THE AGENDA

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

IV. OPPORTUNITY FOR VISITORS TO BE HEARD

No visitors.

V. AWARDS, RECOGNITIONS, ACHIEVEMENTS

Developmental Math Courses – Paul Cassidy, Adjunct Math Instruct

- All the developmental math courses have been combined into one section, although grades are listed separately on transcripts.
- Students at various levels are in the same class working at their own level with instructor supervision and assistance. This enables FHTC to offer all math courses every semester.
- Students use the ALEC system to work through the developmental math courses that prepare them for Tech Math or College Algebra.
- Students are tested by the ALEC system and are placed in the course level accordingly.

Program Highlight – B & I Industry – Jennifer Peckman-Rethman,

- FHTC provides customized training for manufacturers and businesses in Emporia.
- FHTC provided 23 difference customized trainings last year.
- MAMTEC is a consultant agency that works with FHTC to provide help to area businesses.
- Jennifer has also put together an Alumni Advisory Committee and is hoping to start an alumni association at FHTC.

VI. CONSENT AGENDA

- A. Minutes from September 12 & October 10, 2016 Board Meetings
- B. Warrants
- C. New Staff Appointments/Adjunct Contracts/Mutual Consent Contracts/Resignations/Retirements

Ken Roemer moved to approve the consent agenda with the correction of changing Grant Riles' name in the Consent Agenda motion in the September minutes to Mark Remmert. Seconded by Joe Pimple, the motion unanimously passed.

VII. ACTION ITEMS

- A. Approval of Financial Reports - Nancy Thompson, Vice President of Business Services
- The Accounts Receivable balance is lower than last year at this time.
 - Adult Ed: Nancy and Jason Hendry, Adult Ed Director, will be starting budget projections soon.
 - KanTrain has a negative balance which includes September and October expenses. We are waiting on reimbursement from the grant.

Upon a motion made by Mark Remmert to approve the Financial Reports, seconded by Pat Wiederholt, the motion unanimously passed.

- B. Changes to the HR Section of the Policy Manual – Jacinda Kahle, Director of Human Resources
- Key pieces changed or added:
 - 3.05 Dress Code added to the policy
 - 3.11 – Chargeable Leave and Bereavement Leave – Definition of immediate family and gave an option for bereavement leave for people who do not fall into the definition of immediate family
 - 3.41 – Tuition Waiver – Did not change the total number of credit hours per academic year – changed wording so that employees' children attending high school could use more than 6 credits in a semester due to trimester sessions at the high schools.

Upon a motion made by Joe Pimple to approve the changes to the HR Section of the Policy Manual, seconded by Grant Riles, the motion unanimously passed.

VIII. DISCUSSION ITEMS

- A. FOCUS and Graduation – Lisa Kirmer, Vice President of Student Services
- FOCUS was Thursday, November 10. 500 high school students attended (Freshmen - Seniors). Students chose one program to visit and then received campus tours. Information from the students was captured before they left that day. This is a good recruiting event for FHTC.
 - Graduation is at the Downtown Campus on December 16th at 6:30pm.
- B. College Report – Dean Hollenbeck, President
- Dean met with high school counselors and principals from area high schools on Wednesday, November 9.
 - KBOR is having meetings in Emporia this week.

IX. ADJOURNMENT

Grant Riles moved to adjourn the meeting; Mark Remmert seconded. Meeting adjourned at 5:13 PM.