

**October 8, 2018
Conference Room C**

I. CALL TO ORDER

Ken Roemer called the meeting to order at 4:01 PM

II. ROLL CALL

Members present: Pat Wiederholt, Grant Riles, Ken Roemer, Michelle Hammond

Members absent: Joe Pimple, Mark Remmert, Melissa Hall

III. ADOPTION OF THE AGENDA

Upon a motion made by Pat Wiederholt to approve the agenda with the addition of Action Item C - FY 19 Budget Revision as requested by Nancy Thompson, seconded by Grant Riles, the motion unanimously passed.

IV. OPPORTUNITY FOR VISITORS TO BE HEARD

No visitors.

V. AWARDS, RECOGNITIONS, ACHIEVEMENTS

A. Program Highlight – Emergency Technology Program – Barb Evans, Director

1. 8 students currently in the program.
2. The progression of the program is as follows: Emergency Medical Responder (EMR) moves to Emergency Medical Technician (EMS) to Advanced Emergency Medical Technician (AEMT)
3. National Certification - In the last 2 year period EMR students had 100% pass rate, EMT - 86%, and AEMT - 95%.
4. Barb helps with the Board of EMS skills testing.
5. FHTC is a training center for the American Heart Association which covers several counties.
6. Barb also teaches First Aid/CPR for the public and assists training in the USD 253 school system.

VI. CONSENT AGENDA

- A. Minutes from September 10, 2018 Board Meeting
- B. Warrants
- C. New Staff Appointments/Adjunct Contracts/Mutual Consent Contracts/Resignations/Retirements

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

VII. ACTION ITEMS

A. Approval of Financial Reports – Nancy Thompson, VP of Business Services

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

B. Approval of FY 19 Master Agreement – Jacinda Kahle, Director of Human Resources

Upon a motion made by Pat Wiederholt to approve the FY 19 Master Agreement, seconded by Michelle Hammond, the motion unanimously passed.

C. FY 19 Budget Revision – Nancy Thompson, VP of Business Services

With the completion of the negotiations process with the FHTC Faculty group, and the increased enrollment, we are requesting approval of a revision to the FY 19 Salary Budget.

Upon a motion made by Grant Riles to approve the FY 19 Salary Budget Revision, seconded by Pat Wiederholt, the motion unanimously passed.

VIII. DISCUSSION ITEMS

A. FHTC Campus Security Report – Lisa Kirmer, VP of Student Services

1. Institutions that provide Financial Aid are required to submit crime statistics for each campus to the Kansas Department of Ed, in compliance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act and the Higher Education Reauthorization Act.
2. Crime data is reported on all FHTC buildings – Main Campus, Downtown Campus, South Campus, Adult Ed and the Lawrence Extension.
3. Provide all of Title IX procedures and Alcohol procedures in the report.

B. College Update – President Dean Hollenbeck

1. Mid- term exams are this month.
2. The Board of Regents reported 17% increase in attendance for FHTC. Secondary number of students has affected this increase more than post-secondary. Bryan Crouch and Kim Dhority were instrumental in obtaining the secondary numbers.
3. Moving forward with the renovation on the west side of main building.
4. Moving towards renovation for the Dental Assisting Program – more room and new equipment is needed.
5. Culinary Dietary Management Program was approved in September.
6. The State Board of Nursing was here last week to assess the progress of obtaining the Associates Degree in Nursing (ADN) Program. We received good reports and ideas. As we move forward with the ADN program we will be making a presentation to the State Board of Education in March. Kick off date for the program is the fall of 2020.

7. We held the Program Advisory Committee dinner and meetings on September 27th.
8. Field to Feast was September 29 at Rex Williams' place. This was a joint effort between our Culinary Arts program and Emporia Chamber of Commerce. Proceeds are being divided between the two.
9. Manufactures Council is working on ideas to build the workforce in the area.
 - a. Student visits to manufacturers.
 - b. Combine FHTC with tours to manufacturers.
10. Two cars were added to the college fleet.
11. On October 19th "The Cut" will be held at FHTC. It is a contest between 4 culinary students. An Executive Chef from the Broadmoor in Colorado Springs will be one of the judges. Network Program students will be filming the contestants working in the kitchen and broadcasting it to the Conference Center for the audience to watch.
12. Wednesday, October 24th FHTC will host a luncheon with Textron Aviation from Wichita, KS. Textron will be visiting with students from several of our programs about their company.

C. Orientation Meetings for Board Members– President Dean Hollenbeck

1. We would like to schedule a couple of workshops to provide information to board members concerning different departments in the college, such as Student Services, the Business Office, Academic Affairs and the Foundation.

IX. ANNOUNCEMENT

The November Board Meeting will be November 5th at the South Campus, Welding Technology Center. Workshop will begin at 3:00pm followed with a tour of the South Campus. The Board of Trustees meeting will begin at 4:00pm.

X. ADJOURNMENT

Upon a motion made by Grant Riles to adjourn the meeting, seconded by Michelle Hammond, the meeting adjourned at 4:59p.m.