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**July 12, 2021 - 4:00 PM  
Conference Room C & ZOOM Video**

**I. CALL TO ORDER**

Chair Pat Wiederholt called the meeting to order at 4:00 PM.

**II. ROLL CALL**

Members Present in Conference Room C: Brian Potter, Ken Roemer, Leslie Seeley and Pat Wiederholt  
Members absent: Angie Gilpin and Michelle Hammond

**III. ADOPTION OF THE AGENDA**

Nancy Thompson, VP of Business Services, requested an addition to the agenda to approve to raise the overall credit card limit to \$30,000 (Action Item D).

Upon a motion made by Ken Roemer to accept the Agenda with the addition of Action Item D stated above, seconded by Brian Potter, the motion unanimously passed.

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

No visitors

**V. AWARDS, RECOGNITIONS, ACHIEVEMENTS**

A. Kendra Smith, Hospitality & Culinary Arts Instructor, received the CCE (Certified Culinary Educator) Certification

- There are only 600 chefs in the world that have obtained this certification.
- Along with this certification comes eligibility for ACF (American Culinary Federation) certification for the FHTC Culinary Kitchen. When certification is received FHTC will have the second certified kitchen in the state.
- Kendra also conducted a Kids College in June for 3 days. Twelve children between the ages of 8-18 attended. She will be conducting another one in July. The Lyon County KS State Extension office partnered in this endeavor.
- Kendra is also working with the Emporia Country Club for student internships.

B. Kim Dhority, Dean of Instructional Services – IDC Director received Administrator/Supervisor of the Year Award from M-PBEA (Mountain Plains Business Education Association)

- Kim has been on the Kansas Business Education Association for 15 years. The Mountain Plains Association is the regional board and she is also serving at the National level on two committees.

C. Lisa Kirmer, VP of Student Services, will be serving as President on the Emporia Main Street Board.

**VI. CONSENT AGENDA**

The Warrants (item B) and the New Staff Appointments (item C) were brought in as hard copies to the board meeting.

Upon a motion made by Brian Potter to approve the Consent Agenda, seconded by Leslie Seeley, the motion unanimously passed.

**VII. ACTION ITEMS**

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

- This report is a preliminary report as journal entries and adjustments are still being made.
- Ended FY21 strong.
- Moved additional funds of \$100,000 to deferred maintenance account.

Upon a motion made by Brian Potter to approve the Financial Reports as submitted, seconded by Leslie Seeley, the motion unanimously passed.

B. Approval of KASB (Kansas Association of School Boards) Waiver of Conflict for the MOU between USD 253 and FHTC – Nancy Thompson

- KASB requested a waiver of conflict in case of dispute due to representation of both FHTC and USD 253.

Upon a motion made by Ken Roemer to approve the KASB Waiver of Conflict for the MOU between USD 253 and FHTC, seconded by Brian Potter, the motion unanimously passed.

C. Approval of MOU with USD 253 for utilization of the Jones Education Center – Nancy Thompson

- A new MOU was needed between USD 253 and FHTC due to the transfer of deed to FHTC.

Upon a motion made by Ken Roemer to approve the MOU with USD 253 for utilization of the Jones Education Center, seconded by Leslie Seeley, the motion unanimously passed.

D. Approval of overall credit card limit to increase to \$30,000.

Upon a motion made by Brian Potter to increase the overall credit card limit for Community National Bank to \$30,000, seconded by Ken Roemer, the motion unanimously passed.

**VIII. DISCUSSION ITEMS**

A. Annual Assessment Report – Denise Gilligan, Director of Information Resources and Assessment

- Institutional Student Learning Outcomes (ISLO) are data collected on student performance based on the skill level as defined by the rubric measurement tool.
- ISLO #1 – Communication skills – Student feedback shows students do not feel they are increasing their skills in speaking and writing.
- ISLO #2 – Professionalism – though data is not consistent semester to semester, the scores have remained above 4 on a 5pt. scale.
- ISLO #3 – Problem-Solving – skills are not as good as other ISLOs. Will research to find the reason why.
- Four courses with common assessments that completed closing the loop process 2 years ago all show increases in all student course learning outcomes proving effectiveness of process.

B. Institutional Overview – Lisa Kirmer, VP of Student Services

C. College Report – President Caron Daugherty

- Received news of Nursing students' test success rates – 93% for first time testers, 89% for repeaters
- President Daugherty has begun to implement her 90-day engagement plan:
  - Internal engagement – scheduling 1:1 meeting with every employee
  - External engagement – Attended statewide Tech College Retreat in Wichita

**IX. ADJOURNMENT**

Upon a motion made by Leslie Seeley, seconded by Ken Roemer, the meeting adjourned at 5:15 PM.