

**Miles Community College
Board of Trustees
Minutes
April 30, 2012**

The Board of Trustees of Miles Community College met in regular session at 5:30 p.m., April 30, 2012, in room 106. The following Trustees were present: Vice Chair, Susan Stanton, Jeff Okerman, Sharon Wilcox, Garret McFarland, and Mark Petersen. Trustees Rusty Irion and Jeff Harding were excused from the meeting. Also present were President, Stefani Hicswa, Candy Laney, Kylene Phipps, Brandi Gray, Lisa Watson, Jessie Dufner, Haley Anderson, Marcus Schieffert, Erin Niedege, Darren Pitcher, Donna Faber, Ross Lawrence, Jan Hartmann, Student Senate representatives Lindsey Stewart and Spencer Hart, and Star Reporter Don Cogger.

Vice Chair, Susan Stanton, called the meeting to order at 5:33 p.m.

Public Comment: None

Announcements: Stefani Hicswa highlighted the following announcements: Nurses pinning Friday, May 11th at 6:00, Distinguished Alumni reception, May 12th at 8:30 am in room 106, and Commencement Saturday, May 12th at 10:00.

Reports: Due to the arena tour, the only oral report given at this meeting was the Student Senate report.

Student Senate: Student Senate Representative, Lindsey Stewart, reported on the following: Student Senate donated two \$100 gift certificates to the families of MCC students that passed away this semester. The awards banquet and Easter baskets were great successes. Highway clean-up and bowling night were held on April 24th, movie night was held on April 26th. Members of the Student Senate attended the student forum during the accreditation visit. Student Senate will also be sponsoring a dance on May 4th. Lindsay introduced Spencer Hart, who will be Student Senate president next year.

Athletics: A written report was included in the Board packet, which was emailed to all of the Trustees on Monday, April 16th.

Academic Affairs: A written report was included in the Board packet, which was emailed to all of the Trustees on Monday, April 16th.

Student Services: A written report was included in the Board packet, which was emailed to all of the Trustees on Monday, April 16th.

Administrative Services: A written report was included in the Board packet, which was emailed to all of the Trustees on Monday, April 16th. In addition to the written report, Lisa reviewed the Capital Projects spreadsheet.

President's Report: A written report was included in the Board packet, which was emailed to all of the Trustees on Monday, April 16th. In addition to the written report, Stefani introduced the new Admissions Representative, Haley Anderson, to the Trustees.

CONSENT AGENDA: Trustees asked if the college bought another stock trailer. Lisa Watson explained that the college sold the stock trailer that we had and purchased a smaller trailer which can be pulled by a pick-up. The trailer we sold needed to be pulled by a semi and driven by someone with a CDL. We sold the larger trailer for \$25,000 and purchased the new one for \$18,700.

Garret McFarland made a motion to approve the Consent Agenda. Jeff Okerman seconded the motion. Motion passed.

INFORMATIONAL ITEMS:

- A. Tuition and Fees:** Lisa Watson, Vice President of Administrative Services and Finance reviewed the tuition and fee schedule that was approved last year.

NEW BUSINESS:

- A. Residence Hall and Meal Plan Rates (first reading):** Lisa Watson discussed the proposed Residence Hall and Meal Plan rates. Residence Hall increases are based on 3% inflation. Right now the dorm fund is stable, but we need to be cautious and strategic to make sure it remains stable. Proposed meal plan increases are based on actual student usage and 10% inflation. Stefani asked for approval and recommended waiving the second reading to allow time to get the information in our catalog and get information to students.

Mark Petersen moved to waive the second reading. Sharon Wilcox seconded the motion. Motion passed.

Discussion: Mark Petersen asked how students reacted to the tuition rates increases last year. Lisa said that to her knowledge there were no negative reactions. She explained that before the rate increases

were implemented we held a number of meetings and had many conversations. During these conversations it was stated that we wished we did not have to make the adjustments, however with inflation we had no choice. Stefani said that the student's comments on tuition were that this is a great college and they would like to see it continue to be a great, and therefore supported the tuition increase. Students also did not want services to be cut. Mark asked if the college was going to hold informational meetings with students and community members. Lisa said she was not planning to have meetings because the increases are based on inflation and trying to cover costs. We could revisit the idea of having these conversations with students. Mark felt that the meetings last year must have been effective because there was not much push back to the increases. He also feels that it is the courteous thing to do for the students. Stefani will discuss this with Lindsey Stewart, Student Senate President. Susan Stanton said that her concern with not pricing the meal plan rates correctly is that there will be a lot of students that will run out of money before the semester is over.

Mark Petersen moved to waive the second reading. Sharon Wilcox seconded the motion. Motion passed.

Jeff Okerman moved to approve the proposed Residence Hall and Meal Plan rate increases. Garret McFarland seconded the motion. Motion passed.

- B. Facilities Improvement Expenditure Approval (first reading):** After reviewing the Capital Improvement spreadsheet, Lisa Watson asked the Trustees to approve an appropriation in the amount of \$60,000 to repair the Student Services roof. Lisa explained that we have monies in the building fund for this expenditure.

Garret McFarland made a motion to waive the second reading. Sharon Wilcox seconded the motion. Motion passed.

Sharon Wilcox made a motion to approve the facilities improvement expenditure request to replace the roof above the Student Services in Lucas Hall for \$60,000 and that the project will be funded through the current building fee fund. Garret McFarland seconded the motion. Motion passed.

- C. Suggested Policy Revision, Policy 600.1 Definitions (first reading):** Stefani discussed the reasons for adding definitions to this policy. Trustees asked how much input employees had in this process. Stefani explained that these changes have been taken to the Administrative Council, which approved the policy. She then sent it to all employees and asked for feedback. That feedback was taken into consideration to bring the recommendation forward. Stefani will also change the hours worked to 19 or less in the Permanent Part-time Employee section of this policy and bring it forward for a second reading.
- D. Suggested Policy Revision, Policy 600.9.2 Staff Leave (first reading):** Stefani discussed the reasons for the changes to this policy. Due to the FMLA conversation that has been held, the policy needed to be reordered and the sentence addressing abuse of sick leave was moved from the bottom of the policy to the third paragraph. The language in the policy has also been cleaned-up.

Garret McFarland moved to waive the second reading. Sharon Wilcox seconded the motion. Motion passed.

Discussion: Mark Petersen asked if abuse is defined in this policy. Stefani explained that this had been discussed and determined that abuse would be determined by the supervisor. If the supervisor is sensing abuse, they would talk to Kylene for confirmation. They would then have to talk to the president before she would issue the termination. Stefani stated that we did not want to lock ourselves into a situation by giving specific scenarios because there are too many variables. As with any disciplinary action that may lead to termination, there is a disciplinary procedure. We always work with our attorney on any termination.

Garret McFarland moved to approve the suggested revisions to policy 600.9.2, Staff Leave. Jeff Okerman seconded the motion. Motion passed.

- E. Suggested Summer Planning Session June 22nd and 23rd:** Stefani explained that there is a community event on June 22nd and 23rd. The dates of June 29th and 30th were discussed. The Summer Planning Session will be held at Sharon Wilcox's home.

Garret McFarland moved to have the Summer Planning Session on June 29th and 30th. Jeff Okerman seconded the motion. Motion passed.

- F. Suggested May Meeting Change to May 21st:** Stefani suggested moving the May meeting from the fourth Monday to the third Monday due to Memorial Day.

Garret McFarland moved to change the May Board of Trustee meeting to May 21st. Mark Petersen seconded the motion. Motion passed.

G. Future Agenda Items: No future items were discussed.

Susan Stanton adjourned the meeting at 6:20 p.m. at which time the Trustees took a tour of the MCC Arena with Kim Haile, Kristen Buck, Josh Bilbrey, and Jerry Forman giving presentations on their programs and Wally Badgett presenting on the Rodeo team and use of the arena.

Next Board of Trustees meeting will be held on Monday, May 21, 2012, at 5:30 p.m. Please note this is a change from the regular fourth Monday schedule.

Chair

Secretary