

**Miles Community College  
Board of Trustees  
Minutes  
July 23, 2012**

The Board of Trustees of Miles Community College met in regular session at 5:30 p.m., July 23, 2012, in room 106. The following Trustees were present: Chair, Susan Stanton, Jeff Okerman, Rusty Irion, Sharon Wilcox, Garret McFarland, and Jeff Harding. Trustee Mark Petersen was excused from the meeting. Also present were President, Stefani Hicswa, Candy Laney, Lisa Watson, Shelly Weight, Kylene Phipps, Jessie Dufner, Garth Sleight, Jan Hartmann, Marcus Schieffert, and Star Reporter, Don Cogger.

Chair, Susan Stanton called the meeting to order at 5:35 p.m.

**Public Comment:** None

**Announcements:** President Stefani Hicswa highlighted the following announcements: She will be going on a tour of the Arch Coal mine on July 26th, the President's Cabinet planning session will be held on July 31<sup>st</sup> and August 2<sup>nd</sup>, Vern Kailey's visitation will be held August 3<sup>rd</sup>, and convocation will be on August 16<sup>th</sup>. Stefani also invited the Trustees to attend the New Employee orientation on August 7<sup>th</sup> at the Range Riders Museum and the Welcome Wagons on August 18<sup>th</sup> and 19<sup>th</sup> at the dorm. John Cech will be joining us at the September 24<sup>th</sup> Board of Trustee meeting.

**Reports:**

**Academic Affairs:** From the written report included in the Board packet, Vice President of Academic Affairs Shelly Weight highlighted what the Trustees would be approving in the consent agenda.

**Student Services:** In addition to the written report included in the Board packet, Interim Vice President of Student Success, Jessie Dufner handed out the new MCC catalogs. She also discussed the FTE breakout as of today, the head count is at 251 students and the FTE is at 208 students. Applications are tracking about 30 less than last year. Jessie is also working with the University of Montana to obtain analysis on admission types, (ie traditional students, transfer students, readmit students, and non-traditional students). The Residence hall is full. Jessie also told the Trustees that the function at the Discovery Pond resulted in one application.

**Administrative Services:** From the written report included in the Board packet, Vice President of Administrative Services and Finance, Lisa Watson reported that Laura Bennett's last day was Friday, facilities are finishing projects that they have been working on this summer, and food services are busy with catering. MonDak Football organization has donated funds to the College which were given to Dining Services to purchase catering equipment.

**President's Report:** Highlighting the written report included in the Board packet, President Stefani Hicswa noted that she was interviewed for an article in the New York Times. Stefani explained data in the Legislative analysis report regarding community college funding. She reminded the Trustees that the Community College funding formula is a collective funding formula of all three Community Colleges and what has been going on in the Flathead Valley during this time period skews these numbers substantially. The last biennium Miles Community College's state funding remained flat and in the previous biennium our funding decreased. Unfortunately Flathead Valley Community College's success comes across as a challenge. Stefani will prepare MCC data for the Legislature. Stefani told the Trustees that the Endowment Board has decided to advertise for a full-time position to replace the Executive Director Brandi Gray.

**CONSENT AGENDA:**

*Sharon Wilcox made a motion to approve the Consent Agenda. Garret McFarland seconded the motion. Motion passed.*

**INFORMATIONAL ITEMS:**

- A. **Retreat Debrief:** Board priorities developed at the retreat were handed out to the Trustees.

**OLD BUSINESS:**

- A. **FY 13 Budget (second reading):** Lisa Watson presented the proposed budget to the Trustees. Lisa reviewed the total revenues of \$4,858,715 which is based on legislative funding at 418 FTE, however we have planned for 340 FTE which is reflected in the tuition amounts listed in the budget. The state appropriations line item of \$2,221,215 reflects removing audit costs included in last year's budget, as we are only funded for one year. As of 6-16-12, the cash posting from the court house was not yet received, therefore the numbers listed in the FY12 preliminary column are not current. Tuition was increased as approved last year by \$1 to \$2 per category. Tuition waivers have been cut by 10% to proportionally reflect our loss in enrollment. A prior year carry forward of \$80,000 has been

included to account for separation pay and Banner training. Lisa discussed each of the different programs and adjustments therein. In the Student Services budget, the decrease in Athletic Appropriations was taken from the Athletic Director's salary, as that position has not been filled. No individual sports budgets were cut. In Academic Support the equipment budget was reduced. In the Institutional Support budget, due to the reduction in enrollment, the reversion line item was added to account for the funding that we anticipate needing to return to the state. Banner Expense was increased to reflect estimated training by the MUS and Ellusion. In the Physical Plant budget, utilities were increased by an inflationary rate of 11% as well as the inclusion of the Student Center utilities. The first payment of the DEQ loan was added this year as well.

*Rusty Irion moved to accept the FY 13 budget as presented. Garret McFarland seconded the motion.*

*Discussion: Jeff Okerman thanked Lisa Watson and her staff for everything they have done to get the information together to prepare the budget.*

*Motion passed.*

**B. Suggested Dates for December 2012 and May 2013 Trustee meetings (second reading):**

Due to the scheduled dates of the December 2012 and May 2013 Trustee meetings falling on holidays, Stefani recommended that the December meeting be changed to December 17<sup>th</sup> and the May meeting be changed to May 20<sup>th</sup>. Susan Stanton suggested not having staff reports at the December meeting with the Trustees going to dinner after the meeting to celebrate the holiday season.

***Garret McFarland moved to accept the proposed meeting date changes. Sharon Wilcox seconded the motion. Motion passed.***

**NEW BUSINESS:**

- A. Future Agenda Items:** Stefani said that we are still looking at the VA for housing options but are on hold with the changes being made at the VA system at the state level. We will keep on top of this issue. Tuition waivers will be on the September agenda to give our institutional researcher time to do analysis so we can have a philosophical discussion about the waivers before we make any budget recommendations. It was also decided that going forward Jessie Dufner would give the overall report for athletics but Trustees would like to have coaches come in to discuss their programs, their overall philosophy, and highlight anything their athletes are doing outside of their sport such as going to the grade schools.

Chair Susan Stanton adjourned the meeting at 6:21 p.m.

Next Board of Trustees meeting will be held on Monday, August 27, 2012, at 5:30 p.m.

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Chair

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Secretary