

**Miles Community College
Board of Trustees
Minutes
September 24, 2012**

The Board of Trustees of Miles Community College met in regular session at 5:30 p.m., August 27, 2012, in room 106. The following Trustees were present: Chair, Susan Stanton, Jeff Okerman, Sharon Wilcox, Garret McFarland, Mark Petersen, and Jeff Harding. Rusty Irion was excused from the meeting. Also present were President, Stefani Hicswa, Candy Laney, Lisa Watson, Shelly Weight, Jessie Dufner, John Egan, Erin Niedege, Kylene Phipps, Cathy Hanek, Donna Faber, Marcus Schieffert, Student Senate President, Spenser Hart, Deputy Commissioner for Two-Year and Community College Education, John Cech, and Star Reporter, Don Cogger.

Chair, Susan Stanton called the meeting to order at 5:40 p.m.

Public Comment: None

Announcements: President Stefani Hicswa highlighted the following announcements: She will be leaving on Thursday, September 27 to travel to Helena for the Legislative Finance Committee meeting, President Hicswa has been invited to a doctoral program planning session in Casper, WY, she has also been invited to speak at the ASPIRE conference in Billings, the Educator's Conference will be held October 18th and 19th, and the Main Event will be held on October 27th.

Reports:

OCHE: John Cech, Deputy Commissioner for Two-year and Community College Education, discussed the statewide two-year programs received emphasis this year. Deputy Commissioner Cech went through the "Your Guide Montana's Two-Year Workforce Development" brochure that is sponsored by the statewide Carl Perkins program. He also highlighted the Two-Year and Community College Committee 2012/2013 work plan areas of focus. John discussed developmental education for students beginning college and research that has been done nationally; workforce development and reaching out to the adult learner; and the American Association of Community Colleges Voluntary Framework of Accountability (VFA).

Trustees thanked John for coming to the meeting and congratulated the Two-year and Community College committee on their work plan areas of focus. Regarding workforce development, to determine the gaps between how colleges feel they are doing and what their customers feel they are receiving, Trustees asked if there has been any discussion on how the change would be organized or how it will be implemented to meet those gaps. John said that MCC is doing some great things but that the state is in the beginning stages of redesigning their curricula to reach out to students. Trustees said when MCC creates a "curricula" for workforce development and this curricula does not lead to a credential and therefore does not count in our FTE base, MCC does not get funded for these credits for those students. Mark Petersen asked if there is a process to allow MCC to do quick start programs for workforce development for students and also get FTE credit even though it may not be a credentialed program. John said that there are some states that build non-credit courses into their FTE; however Montana is not one of them. Trustees see a parallel system, not the same FTE, but a parallel system that rewards the institution monetarily for those students. Trustees are not minimizing the degree programs of the college but would like to enhance the workforce development programs. Trustees are proud of the college's developmental education and their efforts to get students ready to take college level classes, but when students are put into developmental education programs we sacrifice our FTE. This practice has increased our graduation rate but has also affected our bottom line. This is an issue that has been brought up nationally to reward institutions for doing developmental type services. John said that this was a good point.

Student Senate: Student Senate President, Spenser Hart, reported that Student Senate provided cinnamon rolls and lunch for fee payment day. The Rodeo tailgate party was well attended. Student Senate helped people register during National Voter Registration Day, which was September 25th. Student Senate will be donating a basket to the Main Event.

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. Shelly also introduced John Egan and Donna Faber who gave the Trustees tours of the new music and art rooms.

Student Services: In addition to the written report included in the Board packet, Interim Vice President of Student Success, Jessie Dufner, discussed the steps that are being taken to identify at risk students and how to turn those students around. Jessie said that applications are already being received for spring semester. Jessie is tapping into different avenues such as FFA and 4H activities and advertising to attract new students. Trustees encouraged Jessie to continue trying new things to attract students. Jessie also discussed our numbers for credit load and FTE. Jessie said our state report is not done but she does have preliminary figures that she gave to Stefani for the Board of Regents meeting. She will present fall enrollment data at the October meeting. Trustees were asked if there were specific comparisons they would like Jessie to put together in

preparation for the Enrollment Study Session discussion that will be held during the October meeting. Trustees would like to have number of high school seniors from the area, number of students on waivers, enrollment trend from 1991 to date, quality decisions that have affected enrollment, put together data to compare to spikes on the enrollment trend. They would also like to know what kind of impact Grow Eastern Montana has had on our athletic waivers.

Administrative Services: From the written report included in the Board packet, Vice President of Administrative Services and Finance, Lisa Watson, discussed the remodeling projects and the amount of savings that will be realized by the improvements. Lisa said that fee payment went very smoothly. She credited this to Wendy Hodgson, who was proactive in contacting students. Lisa said that they have received a lot of positive feedback from students regarding the supplies Judy has brought into the bookstore for the trades programs. Due to enrollment figures tracking lower than budget, Lisa told Trustees that she is recommending a 2% cut across the board to the general fund. This will amount to a \$95,000 cut in the budget. There will be no change to the revision we have to do for this fiscal year. Lisa said that our state financial statement audit for fiscal year 2011 and 2012 has been scheduled in January 2013. At the end of October or November we are scheduled to have a federal compliance audit. This is an audit that takes place every two years.

President's Report: Highlighting the written report included in the Board packet, President Stefani Hicswa discussed the Aspen Award with the Trustees. Stefani said that the Board of Regents approved our budget and discussed the Board of Regents webpage. Cathy Hanek was introduced to the Trustees. She will be teaching science along with being the Women's Basketball Coach. Sarah Peterson has been hired as the Endowment Director, Sharon O'Meara has been hired as the part-time Med Lab Tech Instructor, and Sarah Pett has been hired as the Developmental Reading & Writing Instructor and Coordinator of College Success & Disabilities Support Services.

CONSENT AGENDA:

Garrett McFarland made a motion to approve the Consent Agenda. Mark Petersen seconded the motion. Motion passed.

INFORMATIONAL ITEMS:

- A. **College!Now/Statewide Workforce Development Taskforce:** Trustees asked Deputy Commissioner, John Cech, in this challenged environment, how MCC can continue to grow and also prepare for the future? John said that MCC is situated very nicely to respond to the changing economic needs of Eastern Montana. In Eastern Montana, MCC will be dealing not only with oil development but also with coal. There will be a great opportunity to work with these companies to train their employees. Trustees said one frustration for them is that the more workforce development MCC does with no compensation for FTEs, the less money MCC has to spend on other things. Trustees asked how we keep expanding the workforce development piece if we do not get money for it. John suggested policy changes to accommodate that need. Stefani said she likes the policy idea that there are 14 states that currently fund non-credit courses. Stefani said this is something we could research. John said that his job is to serve and help support MCC.

Deputy Commissioner Cech's scheduled time with the Trustees was cut short as he had a conference call to attend at 7:00.

NEW BUSINESS:

- A. **Winter Retreat suggested dates:** Trustees will discuss the dates for the retreat at the Trustee meeting in October. It was decided that they would not have a facilitator at the January retreat.
- B. **Review Policy Section 200:** This policy with proposed changes will be sent to Trustees for their review before the October meeting.
- C. **Future Agenda Items:** There were no recommended future agenda items.

Chair

Secretary