The Board of Trustees of Miles Community College met in regular session at 4:00 p.m., June 27, 2011, in Room 106. The following Trustees were present: Vice Chair, Sue Stanton, Jeff Okerman, Mark Petersen, Sharon Wilcox, Garret McFarland, and Jeff Harding. The following Trustee was absent: Rusty Irion. Also present were President, Stefani Hicswa, Candy Laney, Lisa Watson, Darren Pitcher, Garth Sleight, Shelly Weight, Marcus Schieffert, and Miles City Star reporter, Don Cogger.

Vice Chair Susan Stanton called the meeting to order at 4:12 p.m.

Public Comment: None

Announcements: Stefani Hicswa made the following announcements: Stefani is on the faculty of the AACC Future Leaders Institute this year and will be presenting at the conference in Baltimore, MD. Stefani will be leaving after the meeting tonight to go to Billings. She will be flying to Baltimore, MD on Tuesday morning.

Reports: None

CONSENT AGENDA: Garret McFarland made a motion to approve the Consent Agenda for May 16, 2011. Discussion: The Board will only be approving the minutes and financial report & claims with this consent agenda as there are no HR or Academic Affairs reports because this meeting is to focus on the budget. The June HR and Academic Affairs will be included in the July consent agenda. Jeff Harding seconded the motion. Motion passed.

DISCUSSION ITEM: Mark Petersen wanted to compliment the college on a scientific meeting that the college helped facilitate last week. There were 183 scientist here from throughout the western United States for 1 ½ days. They thoroughly enjoyed the venue. The faculty and students were pleasurable to be around, the food service people did a wonderful job at having enough coffee, food, and drinks available all the time. It really went off well. This group usually has their meetings in convention centers and when they got done with this meeting they said “we should stop this convention center stuff and do this at community colleges all the time in the summer”. MCC was the center of the meeting and it worked out very well. Mark wanted to thank the college for a job well done.

OLD BUSINESS:

A. Resolution to Dispose of Unwanted Property: Stefani told the Board that this is the second reading of this resolution. Proper notice has been placed in the paper. Stefani said that the items to be sold are listed in the appendix. Upon approval of this resolution we will post the resolution and appendix and then we will sell the items as we are able.

Sharon Wilcox moved to approve the Resolution to Dispose of Unwanted Property. Garret McFarland seconded the motion.

Discussion: Jeff Harding asked what will happen to the items that do not sell. Lisa told the Board that if an asset does not sell the school is allowed to dispose of the asset in any way that we see fit.

Motion passed.

NEW BUSINESS:

A. Facilities Improvement Expenditure Approval (First Reading): Stefani discussed the facilities projects that we are seeking approval from the board. She also discussed the options for this motion, because we know that accumulatively all of the facilities projects will be approximately $100,000. Stefani said that the Board could also do three separate approvals for these items if they prefer. Susan Stanton asked if the money for these projects is money that we currently have or will it be taken out of our future building fees fund. Lisa said that it is money that we currently have in our building fees fund.

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

Discussion: Garret McFarland asked if all of the three projects mentioned have the potential of being done this summer. Lisa said yes that is her intention. We have requests for bids for these projects out. We have already received bids for the softfifs and fascia on the main building. Stevenson’s just gave Lisa the write-up for the room dividers on Friday and it will be in the paper on Tuesday, June 28th. As soon as Stevenson Design gets the write-up for the annex roof done it will be published in the paper. The projects are listed in
priority order and listed on the master plan. We have already completed some of the bigger projects on the master plan, such as the windows and heating. Last summer, Sharon Wilcox asked what we were looking at for the dividers. Lisa said that we are looking at four-foot panels. Lisa also said that one of the problems we have in rooms 106/107, 107/108 and the auditoriums is that there is no sound blocking in the ceiling. What they are planning to do is to build an insulated wall in the ceiling, put in the new panels, and the panels will break and fold flat against the wall.

Sharon Wilcox moved to approve expenditure for the projects as listed. Garret McFarland seconded the motion. Motion passed.

B. Future Agenda Items: None.

INFORMATIONAL/DISCUSSION ITEMS:

A. Budget: Stefani commended Lisa Watson for her hard work in preparing materials for this meeting. Stefani said that what she needs as a take-a-way from tonight’s meeting is direction on the funding items that are at the bottom of the Budget Analysis Projected Funding Sources Uses 2012. The final funding items are the suggestions that the Executive staff brings to the Board tonight. Stefani will need to know if those meet the direction that the Board wants the college to go. The benefit of having the retreat before the June Board meeting helped inform the Board on these items. We can also make adjustments to this based on our discussion tonight.

Lisa Watson went over the budget analysis and also included last year’s approved budget. Lisa stressed that our revenue sources are flat. Lisa informed the Board that changes in the college staffing pattern were identified, these included the changes in the library. The accounts payable clerk position will be eliminated and replaced with an accounts payable technician, and our Ag teacher resigned. We decided to fill that position with adjunct faculty for at least this year. Lisa also said that she did not put numbers in for 2013 because we are only planning and approving the budget for a one-year basis. Lisa told the Board that with both Teena Freese and Karen Losing retiring, we have a policy that says if you have been with the college for 25 years, the college will pay two years of the employer’s portion of the health insurance that we provide. This cost will be approximately $8800 a year per person. Sue Stanton asked if the HRSA funding is new or continued funding. Lisa said it is continued funding. We have a HRSA grant that was due to expire this year, due to various circumstances, we asked for an extension and the extension was approved last week. This grant will now fund the position held by Suzanne Thomason. Jeff Okerman asked if the $90,347 figure paying for the coaches will be net left the total Athletic Directors salary. Stefani said she was hoping so otherwise it would not have been beneficial to make that decision. This will also free us up to do some other things. Lisa said that when the budget was being discussed we were concerned about grants. She discussed the need to maintain our core services that are funded by these grants. Sharon Kearnes has since found out that all of the grants have been almost 100% funded with the exception of the displaced homemaker, which they have not heard funding information about yet. Mark Peterson asked if these were federal grants. The Board was told that the grants are both Federal and State. Mark also asked how the college knew if the federal grant dollars were going to be available. Lisa said that we have been notified by the federal agencies that fund the grants, but the displaced homemakers is a state grant and we have not heard from them as of yet. Lisa also discussed the contingency fund for utilities that was cut from last year’s budget. Lisa said she is requesting to restore this contingency fund in the budget. We have found that they have saved roughly $18,000 on the utilities. This savings can go toward the DEQ loan payment. Lisa also said that we would like to try to restore the professional development fund. The amount budgeted will put us back to the same amount budgeted for professional development in 2009. Lisa told the board that the bookstore will take a loss this year of $25,000 - $40,000. Lisa told the Board that the bookstore has not had a loss since this year. Electronic books now being offered through vendors online has drastically affected the bookstore. This is a challenge that we are looking at ways to adapt. Mark Petersen asked if there is a way to play a middleman role in dispersing these education materials so we get part of the financial action. Lisa said if we keep offering electronic books, we will need to look at this. Mark Petersen said that the bookstore needs to be an asset not a liability. Lisa discussed Banner training and expenses. Lisa discussed restoring the facilities, repairs and maintenance budget. Jeff Harding asked if any of our general fund monies come from the Endowment. Stefani explained that our general fund is made-up of mill levies, state appropriations, and tuition. The Endowment can be asked to fund specific items, but the Endowment is struggling to balance their needs at this time. Stefani said that we need to have the budget approved in July and it needs to be submitted to the Board of Regents in August.
EXECUTIVE SESSION:

The Board of Trustees went into Executive Session.

Following the Executive Session Garret McFarland moved to renew President’s contract. Sharon Wilcox seconded the motion. Motion passed.

Susan Stanton adjourned the meeting at 6:50 p.m.

Next Board of Trustees meeting will be held on Monday, July 25, 2011, at 5:30 p.m.

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Chair

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Secretary