

**Miles Community College
Board of Trustees
Minutes
November 28, 2011**

The Board of Trustees of Miles Community College met in regular session at 5:30 p.m., November 28, 2011, in Room 106. The following Trustees were present: Chair, Rusty Irion, Sue Stanton, Jeff Okerman, Sharon Wilcox, Garret McFarland and Mark Petersen. The following Trustee was absent: Jeff Harding. Also present were President, Stefani Hicswa, Candy Laney, Darren Pitcher, Marcus Schieffert, Brandi Gray, Jessie Dufner, Kylene Phipps, Garth Sleight, Craig Rink, Erin Niedge, Lindsay Stewart, Shelly Weight, Laura Bennett, and Deputy Commissioner John Cech via telephone.

Chair Rusty Irion called the meeting to order at 5:34 p.m.

Public Comment: None

Announcements: Stefani Hicswa highlighted the following announcements: SunGard Health Check is going to be held on Tuesday and Wednesday of this week, the basketball teams have a game on Wednesday, their tournament this weekend, a game on December 7th, and a game on December 8th. A pre-game social will be held on December 7th. The MCC Holiday party will be held on December 15th at Stefani's home beginning at 5:00. Campus is closed December 22 – 26th.

Reports:

OCHE: Deputy Commissioner John Cech reported on the following: Montana Two-Year colleges will participate with PTK to establish an all-Montana academic team to celebrate the achievements of our top associate degree students. The All-Montana team is a component of the All-USA Coca Cola Community College Academic team's initiative. This supports our state wide initiative of encouraging and recognizing student success at all of our institutions and raising awareness of our two-year colleges across the state. Commissioner Cech is preparing his annual summary report for the Lumina Foundation. The MUS System committed NSF and EPSCOR Cyber Infrastructure grant funding of over \$1.1 million dollars to enhance network links to Montana's community and tribal colleges. This has involved the creation of network junction points in Missoula, Billings, and Miles City to provide Montana community and tribal colleges points at which to connect with the MUS Research and Educational network. The network junction point in Missoula is complete, Billings is expected to be completed at the end of this year, and Miles City is expected to be completed in 2012. Deputy Commissioner Cech said they will be holding their second retreat of the College!Now Initiative Strategy One on December 15th and 16th at MSU Bozeman. The College!Now Initiative Strategy One has been focused on extending the comprehensive two-year mission to the five COT's. Deputy Commissioner Cech said that he had a conversation with President Karas at Flathead Valley Community College today about receiving written comments from the US Department of Labor regarding the TAA Grant that the Montana Consortium submitted.

Deputy Commissioner Cech also updated the Board on the conversation that took place at the Board of Regents meeting in Bozeman with respect to workforce development issues in Montana. Board Of Regents and the Commissioner have been addressing issues that have been raised in listening sessions. The Commissioner will be convening a task force to begin looking at this issue and make some recommendations to the Board of Regents at their March meeting as to how to proceed. The Commissioner has asked the Deputy Commissioner John Cech and MSU President Waded Cruzado to co-chair this initiative. Commissioner Stearns and Deputy Commissioner Cech also had a conversation with President Hicswa last Tuesday and indicated that it would be very important for her to play a leadership role in the core group of the executive committee of this task force as it is being formed. He also said that they recognize that Miles Community College will need to play a very important role in helping to address those issues. Jeff Okerman asked Deputy Commissioner Cech to give a quick overview of his perspective on the relationship between the Deputy Commissioner of Two-Year Education and Miles Community College and to give a brief synopsis of where he thinks it is now and where he thinks we are going in the near future. Deputy Commissioner Cech said he has tried to work with all of the two-year leaders in the state to figure out how we can work together and to elevate the important role that our two-year colleges and two-year programs provide. One thing that was very evident early on was that we did not have a comprehensive mission or vision statement for two-year education. They worked together to develop a comprehensive mission and vision statement for two-year education, which has served to be a foundational piece for the work that we have been doing. They still have a lot of work to do figuring out how we can work together to meet the needs of citizens of the state, how we can work to increase degree attainment, and how we can use our two-year institutions in the state to make them first choice affordable access points for higher education for students. He also works with the leaders of the two-year institutions with respect to issues with which the Board of Regents are directly involved. Jeff Okerman said he watched the proceedings at the Board of Regents meeting in Bozeman and he is confused. He saw the two-year education presentation and Commissioner Stearns talk about need in Northeastern and Eastern Montana but yet he saw the listening sessions all happened from Billings and west. There were no listening sessions in Eastern Montana to start to gather data to address those needs. He was also concerned when President Hicswa was able to have

her time to speak and give MCC's presentation as to what we have been doing; it was cut very short, even though Commissioner Stearns seemed to elevate the "strike force" urgency in the needs, issues, and challenges of Northeastern Montana. Jeff did not feel that we were on the same page. Deputy Commissioner Cech said that the listening sessions were targeted at Strategy One of College!Now which have been focusing on extending the comprehensive mission to the five Colleges of Technologies. The Colleges of Technologies are located in Billings, Butte, Great Falls, Helena and Missoula. The listening sessions were specifically targeted in the communities where those five COT's were located. Regarding the comprehensive mission, Stefani said the community college presidents felt that they already have that mission so that was not something that they felt was a priority for them to participate. They did let Deputy Commissioner Cech know that they would be available as resources. The three community college presidents also talked to Deputy Commissioner Cech about how they can involve Strategies 360, the marketing firm that OCHE has contracted with, to help even though the community colleges are not a part of this Strategy One so the community colleges are not left out of some of that marketing. Deputy Commissioner Cech also said that in regards to the other concern that Trustee Okerman had, he has been working with Commissioner Stearns on the placement of the community college and two-year college committee at the Board of Regents meeting. He is going to work with her to see if in future committee meetings two-year education reports are not at the very end, which puts us in a difficult position of running out of time. He sincerely apologized for running out of time at the Regents meeting. Susan Stanton said that she appreciates John being willing to look at that schedule and possibly put us in a spot that makes it easier to give a presentation. She also said that it is difficult when we have such a small amount of time to talk and someone else takes the majority of our time. It is frustrating for us, so we appreciate that effort on your part. Rusty Irion said that he has always envisioned the Deputy Commissioner of Two-Year Education position as someone who works both for the Regents and Commissioner, as well as the community colleges. As Trustees we cannot always be there to represent our best interests and would hope that the Deputy Commissioner has that in mind when meeting with OCHE and the Regents and that his job is one of representing Miles Community College as well. This is something that Deputy Commissioner Cech takes very seriously.

Student Senate: Lindsay Stewart reported that Steven Goodell will be resigning as president of Student Senate and she will be taking his place. Student Senate sent five members to the Board of Regents meeting in Bozeman November 16th through the 19th. Student Senate delivered 22 Thanksgiving baskets to our non-traditional students. They have also ordered poinsettias for the college. The Student Senate members painted the hockey rink in exchange for a free night of skating for the MCC students. They are also planning a dance on December 10th. Student Senate members will be helping the Salvation Army with a shopping day for kids. A Christmas open house is being planned in the Commons.

Athletics: Craig Rink asked if there were any questions about his report that was included in everyone's board packet. Receiving no questions, Craig reported on the following: Lady Pioneers are 8 – 1 and the Men are 7 -2. The Pioneer Basketball tournament will be held this weekend. Craig also told the Board that the simulators are now working correctly and invited them to use the simulators.

Academic Affairs: Shelly Weight asked if there were any questions about her report that was included in everyone's board packet. Receiving no questions, Shelly reviewed what the Board would be approving on the consent agenda and went over the program planning list that will be presented to the Board of Regents.

Student Services: Darren Pitcher asked if there were any questions about his report that was included in everyone's board packet. Receiving no questions, Darren told the Board that he is very close to having the data from the graduation success survey and will get that information to the Board. Darren also told the Board that we have received 34 applications for this spring which are more than usual. These applications are students from here that have gone to another school and are returning to MCC. Darren also said that we have purchased an ad from Mid-Rivers. The Fall Pioneer Preview Day had 24 students and was considered a success.

Administrative Services: In Lisa Watson's absence, Stefani went over the budget status report that Lisa submitted.

President's Report: Stefani Hicswa asked if there were any questions about her report that was included in everyone's board packet. Receiving no questions, Stefani gave an update on the following: Stefani updated the Board on the continuing litigation with SSI. Board of Regents announced a two-year "strike force" chaired by MSU president Waded Cruzado. Brandi held the Endowment meeting at the arena where both Endowment Board and Board of Trustee members learned more about the equine program.

CONSENT AGENDA: *Susan Stanton made a motion to approve the Consent Agenda for October 24, 2011. Garret McFarland seconded the motion. Motion passed.*

INFORMATIONAL ITEMS:

- A. **Student Enrollment Process in Banner:** Jessie Dufner and Erin Niedege demonstrated the process used to recruit students and entering them into the Banner system.
- B. **Retreat:** Stefani reminded the Board that Brenda Beckman has been hired to conduct the Board of Trustee retreat on February 17th from 4p.m. – 8 p.m. and 18th from 8 a.m. – 2 p.m. at the Yellowstone Bed and Breakfast with the Endowment Board Retreat to follow from 3 p.m. to 8 p.m.
- C. **Asset Disposal Resolution:** Stefani informed the Board that there will a posting made letting the public know that a resolution will be brought forth to the Trustee meeting for anyone who would like to make a public comment on that item.
- D. **December Meeting:** It was decided that in December there would be the committee meetings. There will be a short Board of Trustee meeting following the committee meetings with no reports, however the Board would approve the consent agenda and claims and have a reduced business list. The Board members and guests would then go out to dinner. Candy will make reservations.

OLD BUSINESS:

- A. There was no Old Business

NEW BUSINESS:

- A. **Suggested Policy 100.4 Conflict of Interest (first reading)**
- B. **Suggested Policy Revision 100.3 Access to Public Records (first reading)**
- C. **Suggested Policy Revision 600.7 Qualifications (first reading)**
- D. **Suggested Policy Revision 600.8.1 Faculty Contract Year Obligations (first reading)**

Garret McFarland moved to waive the second reading of suggested policy revisions for 100.4 Conflict of Interest, 100.3 Access to Public Records, 600.7 Qualifications, and 600.8.1 Faculty Contract Year Obligations. Jeff Okerman seconded the motion. Motion passed.

Sharon Wilcox moved to approve all policy revisions presented. Mark Petersen seconded the motion. Motion passed.

- E. **Calendar (first reading):** Stefani explained that the calendar being presented for approval is for fiscal years 2013/2014. This is the calendar as was submitted to Stefani by the Calendar Committee. Following submission from the Calendar Committee the calendar was taken to the Administrative Council. Administrative Council approved this calendar as presented and it was then emailed to the campus community for any questions or concerns. Stefani heard from three faculty members with concerns that the first day of classes started before the fair, which is what we did this year. Stefani heard from two faculty members who had concerns that we were starting two days before we normally do in both August and January, which would eliminate faculty floating days on the current calendar. Stefani recommended approval of the calendar as presented by the Calendar Committee.

Jeff Okerman moved to waive the second reading of the calendar. Susan Stanton seconded the motion. Motion passed.

Susan Stanton moved to accept the calendar as presented by the Calendar Committee. Sharon Wilcox seconded the motion.

Discussion: Sharon Wilcox asked if the faculty union was ok with the calendar. Stefani said the two faculty members that expressed their concerns regarding the start dates are leaders of the Faculty Association. Earlier today Stefani talked to the union representative in Billings who expressed concerns that this could be considered a change in working conditions. Stefani told the Board that we followed-up with our legal counsel this afternoon. Legal counsel said the argument could be made that the calendar was passively approved by faculty because of the shared governance process that is in place on campus. Susan Stanton asked if this was because we had union representatives that were part of the process. Stefani said that a faculty member chaired the Calendar Committee and another faculty member served on the Calendar Committee, both of which are members of the faculty association. There are three faculty members who serve on the Administrative Council and all three are members of the faculty association. Stefani also said that Shelly presented the concept to the faculty at the October and again at the November faculty meetings. Susan Stanton asked if there were concerns expressed at that time. Stefani said that concerns were directed to Stefani by the President and Vice President of the Faculty Association. The concerns seemed to revolve more around the process of how it came to be and the fact that it was outside of the negotiations process, not so much the concept. Stefani said she wished Faculty Association

representatives were at the meeting to speak to this point. Susan Stanton said that without hearing from the faculty she liked the idea of having a more specific use of that time. Susan also asked if these days were going to be used for professional development. Stefani said no, this time would be used for preparation. Stefani explained that one of the issues that we have heard from faculty over the years is that because of all the advising and orientation activities at the beginning of the semester there is not enough time to prepare before school starts, so this is advantageous to faculty from a preparation standpoint. It is also very advantageous to students. By getting our "housekeeping duties" out of the way before the student arrives on campus we serve students better because our focus is on the student. This schedule will also allow for more time for advising, more time for testing, it works better for residence life, better for cafeteria, bookstore, the registrar, and financial aid because everything can be taken care of before students come back to campus. Stefani said she knows that it is very difficult for everyone on campus to have convocation activities the morning of the Monday before school starts. Hopefully this will also help with our enrollment because we don't want to lose those students if they are ready. Mark Petersen said that he likes to think of our faculty as being professionals. Faculty are good at their job and they are motivated at doing their job. He would like to think that having two days on the calendar does not make a difference whether faculty do an excellent job or not. In a way it bothered Mark that we have to put two days on the calendar because faculty do not get enough time before school starts to prepare. They ought to do their stuff anyway. He is disappointed in the discussion, but on the other hand, he could see, as a faculty member, if he had four paid days that were flexible to use and now they are lost. There are these two things going on here and he does not like either of them. Mark is disappointed that the floating days are gone for the faculty but on the other hand he is also disappointed that they were saying they needed two more days to do their job. They are professionals and should do their job anyway. But in the end, he loved the idea that this was better for students. The student is what it is all about. Susan Stanton said that the difference with actually having it on the calendar is then everyone can count on it. Usually the teachers are going to be here anyway and they are going to be providing those services but when it is on the calendar we know that it is available to all the students. You don't necessarily know that if they choose to use their floating days a different way. Stefani said that from an advisory standpoint, Erin Niedege can count on all of the advisors being here when she has students in her office. In the summer it is frustrating because sometimes faculty advisors are the only ones, besides Erin or Shelly, who advise those students. It is very nice for students from that perspective because their advisor is on campus. Rusty Irion said that he feels it is a critical enough item to the college and to the students, that it is a good thing. Susan Stanton said that if the faculty had not been involved in the process she would feel differently about it, but since they were participating from the beginning she feels that it is a good idea to put the days on the calendar. Rusty Irion said that he feels we have seen the level of professionalism in the fact that they did not have a lot of argument over this issue and they actually see the need for it also. Garret McFarland said that he agreed with Rusty and that the fact that they did not come to the Board meeting tonight to voice their concerns definitely shows passive approval of the calendar by the faculty.

Motion passed.

- F. Future Agenda Items:** Trustees like the information demonstrations on process and programs that have been given in the past and would like to continue this practice. Some suggestions given were to see a demonstration of the new science lab equipment, information about the construction program, and a tour of the facilities.

Rusty Irion adjourned the meeting at 7:38 p.m.

Next Board of Trustees meeting will be held on Monday, December 19, 2011, at 5:30 p.m.

Chair

Secretary