

**Miles Community College**  
**Board of Trustees**  
**Minutes**  
**January 28, 2019**

The Board of Trustees of Miles Community College met in regular session at 5:30 p.m., January 28, 2019 in room 106. The following Trustees were present: Debbie Morford, Garret McFarland, Sue Morlock, and Ryan Jones. The following Trustees were excused: Jeff Okerman and Mark Petersen and Jamie Ogolin. Also present were President Stacy Klippenstein, Candy Laney, Kylene Phipps, Rita Kratky, Erin Niedge, Richard DeShields, Garth Sleight, Ace Giannonatti, Jerry Olson, Pauline Flotkoetter, Mary Jansen, Jay Wiebers, and Miles City Star Reporter Ashley Wise.

Chair Debbie Morford called the meeting to order at 5:30 p.m.

**Public Comment:**

**Announcements:** President Klippenstein highlighted the following announcements: Miles City Leadership Education Day is scheduled on February 14 and Buckaroo Bash will be held February 16 in the Centra. Chair Morford and President Klippenstein have been discussing the possibility of having a Board retreat on March 9. Would like to try to confirm that date this evening. Trustee Okerman is the only Trustee that will not be able to attend the meeting. President Klippenstein and Candy Laney will get a venue secured and send out information to Trustees.

**REPORTS:**

- A. Student Senate:** In addition to the written report included in the Board packet, ASMCC President Ace Giannonatti reported on the following: Homecoming will be held the week of Feb 18. They do have a list of events scheduled for that week but are waiting for verification of a couple events before letting everyone know what the schedule is. ASMCC has given the Young Farmers and Ranchers club \$6,000 for their upcoming events. Ten students will be going to Helena on March 11 -12 for Student Lobby Day. There will be more MAS events coming up this semester, one being Day of Action, where they will send letters to their legislators in support of the tuition freeze in Montana. ASMCC has a meeting scheduled tomorrow night at 7:00.
- B. Enrollment Services:** In addition to the written report included in the Board packet, Dean of Enrollment Management and Educational Support Services Erin Niedge reported on the following: The staff in the Learning Center is very excited to be working with the St. Vincent's board and their donation. They have made a donation to sponsor the HiSet scholarships and are looking to fund college scholarships for HiSet students in college. Financial Aid has been caught up after the government shut down. FAFSA applications that have been awarded to date have exceeded the total awarded last year. We have been sitting in application pending for SEVIS (Student Exchange Visitor Information System) for processing our international students and hoping to get this update. We did just get some guidance that within the next couple of years the fees will be increasing both to the colleges to become SEVIS approved and also the individual cost to the students. This will be an impact on our international students going forward.
- C. Student Engagement:** In addition to the written report included in the Board packet, Dean of Student Engagement & Auxiliary Services reported on the following: Brian Beacham has been hired as Dining Director. We are finalizing our occupancy numbers for the spring term, while we may still lose a couple students over the next few weeks we are doing very well in housing and dining contracts. We are actually at 135 after no shows today, which is about 85% occupancy. We budget on 80% occupancy. Looking at room and board rates with smaller food plans. Inventory of the Bookstore was done at the end of December and we will be doing another inventory when we close for two days just prior to purchasing summer textbooks. Yearend banquet is potentially scheduled for the 2<sup>nd</sup> or 3<sup>rd</sup> week of April.
- D. Administrative Services and HR:** In addition to the written report included in the Board packet, Dean of Administrative Services and HR Kylene Phipps reported on the following: Facilities and IT have been busy with outside events on campus.

Institutional research is working on Banner 9 and has it in our test system. We will be scheduling a meeting with the staff to talk about next steps, how we are going to implement that, and transition over into Banner 9. Facilities and IT are working on planning spring and summer projects.

- E. Academic Affairs:** In addition to the written report included in the Board packet, Vice President Rita Kratky reported on the following: We are progressing nicely with new programs. Had a great start up with faculty at the beginning of January. Completed the first class of Quick Books through SBDC with two more classes coming up.
- F. President's Report:** In addition to the written report included in the Board packet, President Klippenstein reported on the following: Had a chance to meet with the new MCAEDC Director Elizabeth Patten. The county commissioners held a public meeting regarding the VA on January 8. He appreciates all the staff and trustees that were able to attend the public meeting. Thanked Carla Cummins and Sarah Kloewer for their work assessing compliance with all ADA regulations related to online learning and ITV modalities as well as our website and forms used. Thanked Carla Cummins, Tracie Vogel, and Candy Laney for all the work they did on the AAC webpage. Discussed trends in higher education and priorities and MCC Trustee meeting information and schedule for 2019.

Athletic update by Jerry Olson: Shawna Juarez has been hired as our new Softball Coach. She will begin in February. We are in the process of establishing an athletic hall of fame. We hope to have our first banquet next fall. We will be having Elementary school nights each night during the basketball games.

#### **CONSENT AGENDA:**

***Trustee Morlock moved to approve the consent agenda as presented. Trustee McFarland seconded the motion. Motion passed.***

#### **INFORMATIONAL ITEMS:**

- A. Spring Enrollment Data:** Dean Niedege said this morning's numbers show us down about eight tenths of a percent, but what you need to know is that none of our concurrent numbers have been entered. As of today, the concurrent enrollment numbers that are not in are 195 headcount and over 72 FTE. These numbers will change. Today is the last day to add or withdraw classes, so tomorrow we will have updated numbers and will be working over the next week to get the concurrent numbers entered. Projecting for an FTE is around 455 total FTE, which will be up from last spring. We will have the census state numbers by February and be able to report on all of these numbers along with retention. Headcount is the same thing, right now it shows we are behind last year but again we have a significant number of concurrent enrollment registrations to enter. Dean Niedege is anticipating that we will hit 700 headcount for this semester. We also have mini-sessions that will go into our end of term numbers that we usually get a couple of headcount between CNA and CDL. We have phenomenal high school numbers across the board. Total new numbers are up for spring but mostly in transfer students. Summer enrollment is trending up. We opened summer registration when we opened spring registration and we already have full classes for summer.
- B. Legislative Session Update:** Had the opportunity to travel to Helena on January 16 & 17 to present with the other community college presidents in front of the joint appropriations subcommittee on education. It was a good presentation with each president getting to share their thoughts about their institutions. FVCC President Karas did a Community College 101 mini class for the three new representatives/senators on this committee so they had a better understanding. It was also a great highlight for a few of the returners to get a better understanding again, of who we are, compared to the Montana University System. Felt very positive. Traveled back to Helena on January 22 & 23. Community Colleges, along with the MUS, hosted a legislative reception. Lew Jones presented his house bill 212, which is basically the language change regarding the band in the funding model, to the house committee on education today along with other information he shared about the community colleges. President Klippenstein will need to review the other information Lew Jones shared regarding the community colleges as this was the first time seeing it. Instead of being at 48.2% of the state share, the

community college presidents did request going back to old funding percentage, which was 50.8.

- C. **Nursing/SBON Update:** January the NCSBN does their national average for NCLEX test takers. This year that rate came out to 88.82%. As programs, we are required to be within 10% of that national average to remain in good standing. Our current pass rate with our graduates from 2018 was 74%, an increase from 52% pass rate with the 2017 class but not within 10% of national average. We will remain in conditional status until next January. We have a full class to graduate this spring. We are very happy and feel everything is moving in the right direction.

#### **FINANCE COMMITTEE:**

- A. **Chair Report:** President Klippenstein said they discussed the budget summary report. Tracking very well and are on target with expenses and revenue. Tuition and fees are both ahead of projection. Discussed the PBA process, which will be done over the next few weeks. Tuition, fees, room and board will be brought to the Trustees soon.
- B. **Old Business:** None
- C. **New Business:** None

#### **HUMAN RESOURCE COMMITTEE:**

- A. **Chair Report:** Trustee McFarland said the committee was briefed on staffing, softball, and that we are still working with One Health for our counselor services. Jerry Olson and Tracie Vogel have agreed to help the Foundation with fundraising, alumni relations and annual gift giving. New responsibilities have been added to their contracts to reflect this change. Commissioners have signed the Letter of Intent for the VA.
- B. **Old Business:** None
- C. **New Business:**
  - a. **Call for Nomination (waive second reading)**

*Trustee Morlock moved to waive second reading. Trustee McFarland seconded the motion. Motion passed.*

*Trustee McFarland moved to call for nomination. Trustee Jones seconded the motion. Motion passed.*

#### **QUALITY AND ADVOCACY:**

- A. **Chair Report:** Trustee Jones said we had a very good meeting. Spent a little more time discussing the VA.
  - a. **Continued VA Discussion:** President Klippenstein has not had a chance to reach out to the commissioners, but has been working with the Leadership team. He will bring more information to the trustees in February.

#### **ACADEMIC STANDARDS AND CONSENT:**

- A. **Academic Consent Items:** VP Kratky discussed the proposed internship credit for web and graphic design classes.

*Trustee McFarland moved to accept the changes as presented. Trustee Jones seconded the motion. Motion passed.*

**Future Agenda Items:** Legal counsel review of permissive levy. Danielle Dinges will give an update on retention.

Trustee Morford adjourned the meeting at 6:33 p.m.

The next regular Board of Trustee meeting will be held on Monday, February 25, 2019 at 5:30 p.m.

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Chair

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Secretary