

**Miles Community College**  
**Board of Trustees**  
**Minutes**  
**April 22, 2019**

The Board of Trustees of Miles Community College met in regular session at 5:30 p.m., April 22, 2019 in room 106. The following Trustees were present: Debbie Morford, Jamie Ogolin, Garret McFarland, Ryan Jones, Jeff Okerman, Sue Morlock, and Mark Petersen. The following Trustee was excused: none. Also present were President Stacy Klippenstein, Candy Laney, Rita Kratky, Erin Niedge, Richard DeShields, Kylene Phipps, Jerry Olson, Ross Lawrence, Garth Sleight, Jay Wiebers, Pauline Flotkoetter, Nancy Aaberge, Ace Giannonatti, and Miles City Star Reporter Ashley Wise.

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

**Public Comment:** None

**Announcements:** President Klippenstein highlighted the following announcements: We have three candidates running for the two open seats. We will be holding a Board of Trustee open house on Monday, April 29 in room 106 from 5:30 – 9:00. AAC Advisory Board spring meeting will be held on April 30 at the AAC. Election will be held on Tuesday, May 7 at the CCDHS gym. Nurses 50<sup>th</sup> pinning ceremony will be held on Friday May 3 at 4:00 p.m. in the Centra. Distinguished Alumni reception will be held on Friday, May 3 at 7:00 p.m. at the Town & Country Club. Graduation will be held on Saturday, May 4 at 10:00 a.m. in the Centra. The Nursing department will be holding a tea to celebrate their 50<sup>th</sup> anniversary on May 4 at 1:00 in the Nursing wing.

**REPORTS:**

- A. Student Senate:** In addition to the written report included in the Board packet, ASMCC President Ace Giannonatti reported on the following: ASMCC has been very busy with the Awards banquet coming up on April 27. Two new awards, the first and second year student of the year, will be given this year. ASMCC held an open forum for students on April 9 to discuss the tuition, fee, room & board increases. After the open forum ASMCC voted unanimously to support the tuition, fees, room and board increases. Election for ASMCC officers is now open and new officers will be announced and inducted during the Awards banquet. Ace thanked the Trustees for all their support.
- 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: Recruitment staff have logged over 10,000 miles this spring. CDL and CNA completion ceremony and HiSet graduation will be held on April 27. Dean Niedge discussed enrollment for summer and fall semesters. Summer semester enrollment is still looking strong with 44 FTE and 137 head count, which is 15% FTE ahead of this time last year. There are still a number of applications to process for non-degree and high school students. Fall semester enrollment is 103.87 FTE and 119 HC, which is 24 – 25% FTE ahead of this time last year. We have received 231 fall admissions applications. This does not include the applications received over the weekend. We have 36 students registered for our next SOAR session on May 29.
- C. Student Engagement:** In addition to the written report included in the Board packet, Dean of Student Engagement & Auxiliary Services Richard DeShields reported on the following: We have been wrapping up activities for students. Our last event is a breakfast dinner during finals week. We have had 953 students attend our student programs. As of today, we have exceeded our last year's numbers of students housing reapplication. Last year at this time, we had 45 returners for housing and today we have 49 returning students. First year students are still in the process of applying and we are close to the 100 mark for next fall. Last year we opened fall with 145 renters. We believe we will be quite full next fall. We have been continuing conversations about room and board fees. We have also been discussing what we are going to do if we are full in the fall. On a statewide

level, a bid for EverFi has been received and it is much higher than anticipated with less training. We are also discussing the ways we use our student's data and how students can declare their names and genders. This may affect policy and procedures. Trustees commended Dean DeShields on his proactive measures for filling the resident halls.

- D. Administrative Services and HR:** In addition to the written report included in the Board packet, Dean of Administrative Services and HR Kyle Phipps reported on the following: the Community College Survey of Student Engagement (CCSSE) has been completed. We had 47 individual courses that were surveyed and will have results in mid-June. Transition to Banner 9 is progressing well on campus. Accounts receivables and financial aid are fully operational in Banner 9. We continue to work out some issues but everything is running smoothly and everyone is testing and making sure that our Banner 9 is up and running and fully functional by August.
- E. Academic Affairs:** In addition to the written report included in the Board packet, Vice President Rita Kratky reported on the following: On May 7, Dr. Krueger, from MSU Northern, will be doing extensive training with faculty on how to improve our work with Advisory Boards. We will be finalizing both May and August faculty days schedule this week. Kim Gibbs has submitted a USDA grant in regards to our farm and ranch management finance piece. We also submitted a USDA grant for the meat-processing course.
- F. President's Report:** In addition to the written report included in the Board packet, President Klippenstein reported on the following: March 29 a group traveled to Baker and met with the Baker and Plevna school officials regarding how we can benefit each other. After the meeting with the school officials, we had an open house for the community. Dr. Kratky and President Klippenstein traveled to Orlando for the AACC conference.

**Athletic update:** Women's basketball had a great season with a 33 – 1 record. Went to Illinois for the District tournament and Texas for the National tournament. With the help of a couple of boosters and community members, we raised \$23,000 in 24 hours after the regional tournament to help with travel costs. The MCC Rodeo was held last weekend and went very well. Baseball team is 37 - 9 - 1 and are tied for first in the league. The Conference tournament will be held in Devil's Lake the week of graduation. Whoever wins this tournament hosts the Regional tournament next week. If we win the Regional tournament, we will host the District tournament the following week. We are in the process of hiring a Women's Basketball Coach and a Rodeo Coach.

#### **CONSENT AGENDA:**

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

#### **INFORMATIONAL ITEMS:**

- A. Facilities Project Planning Updates:** Dean Phipps said that she and Ross continue to work with Mike Stevenson on the strategic maintenance plan and how to prioritize the projects in the long-range plan. Some of the completed projects this fiscal year include new lighting in display cases, new exterior lighting at the AAC by stalls, canopies over the Centra doors for safety and security, installed gutter and down spout at the AAC, new horse door and updated controls to help with condensation at the AAC, and dirt issues at the AAC are controlled. Updated HVAC temperature control on main campus and Pioneer Village and completed the Charles Hood room in library. Upcoming projects – roofing on library and auditorium building, Lucas hall and quads at Pioneer Village. We are working with Stevenson Design on timelines to go out for bid on those projects. We are updating campus signage and looking for alternatives for building signage. An immediate need for safety and accessibility is fixing access to the crow's nest in the Centra to make it safer for individuals who utilize it for livestreaming our events.

#### **FINANCE COMMITTEE:**

**A. Chair Report:** Trustee Jones asked President Klippenstein to report on the Medical Permissive Levy.

**B. Old Business:**

- a. Medical Permissive Levy:** President Klippenstein discussed the purpose and process of enacting this local levy. This levy would allow us to enact a local levy if we have any increases to our employer share of medical insurance coverage. County and City have enacted their local permissive levy as well as FVCC and DCC. If you approve us to proceed with the process, we would have a public open forum and bring it back to the Trustees for approval. This would establish a base for the medical insurance costs for the college.

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

**Trustee Jones moved to give administration the ability to move forward with starting the Medical Permissive Levy process. Trustee Okerman seconded the motion.**

**Trustee Okerman said this has been vetted thoroughly through committees and all Trustees have been kept informed on it as well.**

**Motion passed.**

**C. New Business:** President Klippenstein said he appreciates our students who took part in the student forums regarding the tuition, fees, room & board.

- a. Tuition Resolution:** President Klippenstein discussed the rationale for the increases in tuition. When he began working at MCC, there had been conversations of adding incremental increases to tuition to keep up with inflation. Trustee Okerman asked if the difference between tuition vs waivers and our net income, if our tuition went up 2% the waivers are already accounted for so would that actually be labeled as a pure net gain. President Klippenstein said not necessarily, we would still have to account for the increase that we are waiving. If in-district tuition goes up 1% and we are waiving a CCDHS student we still have to account for that 1%. You would probably have a net gain but you would not get the whole gross. We do have other non-Custer County District degree-seeking students who are non-dual enrollment that we are not waiving that we would gain a net on. We would have to account for the dual enrollment potential student increase. Trustee Petersen wanted feedback on what the students talked about when they were reviewing the list of tuition, fees, room & board increases. Dean Deshields said they inquired about the impact on financial aid for more need based students. They identified the need for a quality education but understand the cost of utilities and those pieces and they benefited the quality environment and spoke specifically of that. Most of what they spoke to was regarding the course fees and the room & board. Trustee Petersen asked if any of the students expressed problems with this being a financial burden for them to continue school if the raises go into effect? Dean DeShields said one out of 14 students did speak to that and in the process of going through these specific pieces the way the financial aid meets those needs, she believed that this would help support the college and keeping it viable. Dean Niedege provided information about financial aid and the Pell Grant. If a student is Pell Grant eligible and do not want to take out loans, the Pell Grant, for the most part, will cover their tuition and fees. An out of state student that lives on campus with no scholarships or waivers, depending on their individual financial aid package, the Pell grant may not be enough to cover the cost. President Klippenstein had an opportunity to visit with both FVCC and DCC about both in-district, in state, and out-of-district with our 2.3% and 3.5%. FVCC has a very similar approach as ours but do not have their final figures as they are still working with their Board tonight and Dawson is about a high 2% increase across the board.

**b. Mandatory Fees Resolution and Course Fees Resolution:** President Klippenstein discussed the key areas of increases. Overall, we are looking at an approximate 2.7% rate increase for both years. Dean Phipps discussed the reason for the changes in fees, the increase to the telecommunication fee, and how this fee wraps into the course fee. VP Kratky said that is more of a realignment to the users of the total cost of the services. We are redistributing some of the costs in terms of where our hard costs are vs students using the services. Trustee Petersen asked what the typical hardware set-up for our students to access the digital needs for classwork. Jay Wiebers said that students just need a computer to access digital needs. Trustee Morlock asked if it is possible that students will be paying this fee numerous times over a semester depending on what courses they take. Dean Phipps said yes, this is a per credit per course fee. VP Kratky said for online students in terms of saving them travel times or moving expense, this would offset the course fee. These costs could be offset with their financial aid. President Klippenstein said these modalities, when they first came into play in higher education, typically states never really funded education differently to help offset the cost of these new modalities coming in. Therefore, this is why colleges pass it onto the users taking specifically on-line courses. One option they looked at was if we managed this with a tuition increase to cover this cost rather than a fee, it would be an 11% increase in tuition. We added an Ag Course fee in the amount of \$15 to cover the travel expenses to take students out to sights. This is a specific fee for an Ag course. This allows us to make sure the students get to the sights without using their own vehicles. Students were very supportive of this fee. Equine fee will increase \$25 to cover increase costs of hay for the horses in the Equine program. Fees are generated based on students major.

**c. Room and Board Resolutions:** Everything has been vetted through the Finance Committee. Dean DeShields discussed what the needs are to look at a 8% increase. We want to make sure we are forward thinking and as we start to look at this budget proposal, we are going to start a process of establishing funds so we can look at building additional beds in the very near future. In order to do this we must start establishing that. In addition to the growth in the college, there are a few items over the past few years that we have not been able to make a priority that consume the cost of room & board such as utilities. We also need to begin a process to invest in the furniture in the residence halls. Dining program scenarios were discussed. Cost of food has increased 3 – 4% each year and without making that adjustment to cover the increase cost of food we have found we are short in this area. Students would like to see some options for weekend services. We would like to change the way we request the funding for housing and dining program. In a new way of funding, rather than fund a specific amount but asking to allow administration the ability to stay within an aggregate amount. If we do this, as food cost go up we could adjust housing costs to go down and move dining up to cover this and it would still meet within your expectations rather than having to come back every time food costs go up. Students understand that the cost increase will cover the upgrades that they are requesting. Trustee Okerman asked are students happy with their dining experience and will this increase meet their expectations of improvement or is it to maintain their satisfaction. The students were not happy at the beginning of the fall semester but we made some changes with the staffing right away. That staffing has proven to be very accommodating for students and we have seen them spend their meal plans even faster than they did in the fall. Having a good option on the weekend is very desirable to the students. In order to do this it is a staffing issue. When looking at the comparisons with colleges and universities in the state we are one of the most economical college. We are requesting an increase of 7% in housing and 8% in dining. Dean DeShields said we believe that this proposal is very strategic and will meet all of our needs and set us up for the future. Trustee Ogolin was impressed that this increase was not just to maintain but also to implement changes.

**d. Schedule Special Session – May 8:** Trustees approved MCC staff to proceed with the process for the Permissive Levy. We would like to schedule a special session on May 8 in room 106. This special session would serve as the community open forum for the Medical Permissive Levy. We could also add in the tuition, fees, room and board for approval. President Klippenstein and Nancy Aaberge have to forward information to the OCHE for Board of Regents approval on tuition and mandatory fees during their May 22 meeting.

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

**Trustee McFarland moved to have a special session on May 8. Trustee Okerman seconded the motion.**

**Motion passed.**

**HUMAN RESOURCE COMMITTEE:**

- A. Chair Report:** Trustee Petersen said they discussed staffing; they are moving along and have great prospects for open positions. Also discussed the upcoming faculty negotiation, tuition & fees, Permissive Levy, and an update on VA facilities.
- B. Old Business:** None
- C. New Business:** None

**QUALITY AND ADVOCACY:**

- A. Chair Report:** Trustee Okerman said the committee was updated on nursing, VA property, CCSSE was completed and will have results in June and went over tuition, fees, room & board resolutions.
  - a. Legislative Update:** President Klippenstein said HB2 is moving along well and our HB2 dollars look solid. There are some potential issues with some amendments that were added in the senate. We will see if they come into play in the near future.

**ACADEMIC STANDARDS AND CONSENT:**

- A. Academic Consent Items:** Rita discussed the proposed Academic Standards changes and housekeeping.

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

**Future Agenda Items: BLM Property appraisal, CRM Information and Approval, Facilities Projects, and President's evaluation**

Trustee Morford adjourned the meeting at 7:20 p.m.

A Special Session will be held on Wednesday, May 8 in room 106 at 5:30 p.m. and the next regular Board of Trustee meeting will be held on Monday, May 20, 2019 at 5:30 p.m.

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Chair

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Secretary