

**Miles Community College
Board of Trustees
Minutes
July 23, 2018**

The Board of Trustees of Miles Community College met in regular session at 5:30 p.m., July 23, 2018 in room 106. The following Trustees were present: Ryan Jones, Mark Petersen, Sue Stanton, Garret McFarland, Jeff Okerman, and Jamie Ogolin. The following Trustee was excused: Debbie Morford. Also present were President Stacy Klippenstein, Candy Laney, Kylene Phipps, Rita Kratky, Erin Niedege, Pauline Flotkoetter, Garth Sleight, Richard DeShields, Carla Cummins, and Miles City Star Reporter Ashley Roness.

Chair Vice President Ryan Jones called the meeting to order at 5:32 p.m.

Public Comment:

Announcements: President Klippenstein highlighted the following announcements: SOAR sessions are scheduled on July 31 and August 15. President's Cabinet retreat is scheduled on August 1. New Employee Orientation will be held on August 23 and Convocation is scheduled on August 27.

REPORTS:

- A. Enrollment Services:** In addition to the written report included in the Board packet, Dean of Enrollment Management and Educational Support Services Erin Niedege reported on the following: Dean Niedege gave an enrollment update, as of this week our enrollment is 239.5 FTE and 292 headcount. We are tracking 22% to 23% ahead on both FTE and headcount numbers. Retention is looking strong this year at 44.48% with a few weeks to go, compared to overall numbers last year of 49.52%. We have already surpassed our first time/full time retention numbers with 48% so far this year compared to 44% last year.
- B. Student Engagement:** In addition to the written report included in the Board packet, Dean of Student Engagement & Auxiliary Services reported on the following: With the increase in enrollment, we are seeing a small increase in dining and housing contracts. Currently we have 134 students assigned into our residence halls, which is approximately a 77% occupancy, but we are still getting applications daily. We will be sending invitations to the Trustees for Welcome Wagon festivities.
- C. Administrative Services:** 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 departments are continuing on their summer project list. Our IT staff will be attending the Tech Junction on August 9 at MSU Bozeman for Professional Development.
- D. Academic Affairs:** In addition to the written report included in the Board packet, Vice President Rita Kratky reported on the following: President Klippenstein and VP Kratky traveled to Colstrip on July 18 for an ATR demo/symposium with 15 participants. NWCCA will hold their meeting at the end of June and anticipate having their reports soon afterward. As of today, 14 out of 15 Nursing students have passed the NCLEX test.
- E. President's Report:** In addition to the written report included in the Board packet, President Klippenstein reported on the following: On July 3, President Klippenstein had a good conversation with MSUB's Chancellor Edelman to discuss new potential partnership ideas and continued articulations. MSUB will be hosting an alumni event on our campus tomorrow. President Klippenstein traveled to Helena on July 9 to meet with the leadership team of Helena College to provide training on strategic enrollment planning.

CONSENT AGENDA:

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

INFORMATIONAL ITEMS: No Informational Items

FINANCE COMMITTEE:

- A. Chair Report:** Trustee McFarland said the committee discussed the budget and the PBA process that has been implemented. It appears that the PBA process that has been established is proving to be very valuable. We have a balanced budget and are basing it off 453 FTE's. Reductions and increases in income were discussed. Overall we are hitting the benchmark that is required by the Board of Regents, which is 70% of our budget should be in instruction, academic support, and student support. All funds summary of budgeted expenses is \$9,491,540.
- B. Old Business:**
- a. FY19 General Fund Budget Approval (Second reading):**

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

- C. New Business:** None

HUMAN RESOURCE COMMITTEE:

- A. Chair Report:** Trustee Okerman reported the committee was briefed on staffing, staffing changes, and search statuses. Jerry Olson has accepted the AD position and will begin August 1. The committee was also briefed on the 2018/19 budget and grants.
- B. Old Business:**
- a. Policy Revision – Probationary Employee (first reading):** Dean Phipps explained that our current policy did not align with State Statute.

Trustee Stanton moved to accept the policy revision as presented. Trustee McFarland seconded the motion. Motion passed.

- b. October 2018, December 2018, and May 2019 Trustee meeting date changes:** President Klippenstein said he and Trustee Ogolin will be attending the ACCT Conference on October 22 and requested the date of the October meeting be moved to October 15. The Trustee meetings in December and May need to be changed to the third Monday of the month due to the holiday schedule.

Trustee McFarland move to accept the date changes as presented. Trustee Ogolin seconded the motion. Motion passed.

- C. New Business: None**

Academic Standards and Consent: VP Kratky explained the proposed point system for nursing admissions criteria. The current system is broad, which creates many "ties" when ranking students for admission. Adding a point for residency, awards students who may actually live in clinical partner sites who would then stay there for work once receiving their licensure.

Trustee McFarland moved to accept the Academic Standards and Consent as presented. Trustee Okerman seconded the motion. Motion passed.

Future Agenda Items: Plan to have Mike Turck come back to discuss the new Centra hours, WRC and Solar project, AAC Solar project.

Trustees went into Executive Session at 6:06 p.m.

Trustee Jones adjourned the meeting at 7:35 p.m.

The next regular Board of Trustee meeting will be held on Monday, August 27, 2018 at 5:30 p.m.