

SALINA AREA TECHNICAL COLLEGE BOARD OF TRUSTEES
REGULAR MEETING AGENDA
July 29, 2013, 5:00 p.m.
Salina Area Technical College
2562 Centennial Road
Building A, Room 131

	<u>Speaker</u>	<u>Page</u>
I. Call to Order	Bob Miller	
II. Approval of Agenda	Bob Miller	2
III. Consent Agenda	Bob Miller	2
IV. Public Comment	Bob Miller	5
V. Action Agenda		5
A. Election of FY14 Board Officers	Kristy Balthazor	
B. Addendum to USD 305 Lease Agreement		
C. Annual Budget Approval	Board Chair	
D. Special Meeting	Board Chair	
VI. Informational Items		8
A. Facility Master Plan	Greg Goode	
B. Lease with USD 305	Greg Goode	
C. X-Matrix Annual Goals for FY14	Board Chair	
D. President's Monthly Report	Greg Goode	
E. Board Policy Manual Revision	Board Chair	
F. Board Self Evaluation	Board Chair	
VII. Executive Session	Board Chair	10
XIII. Approval of any action deemed necessary as a result of Executive Session	Board Chair	10
IX. Adjourn		
Appendix A: Board Self Evaluation		10

II. Approval of Agenda

It is recommended that you approve the agenda of the July 29, 2013 meeting.

III. Consent Agenda

It is recommended that you approve the consent agenda.

**SALINA AREA TECHNICAL COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
Monday, June 24, 2013**

Call to Order

The Board of Trustees of Salina Area Technical College met Monday, June 24, 2013, at 5:00 p.m. at Salina Area Technical College, 2562 Centennial Road, with the following members present: Chris Baker, Mike Haug, Thomas Mertz, Robert Miller, Tom Pestinger, Katie Platten, LuAnn Puvogel

Absent: Carol Brandert, Todd Smith

Others present, see below.

Approval of Agenda

Bob Miller made a change to the Action Agenda, *deleting E. Personal Insurance*. He also added *D. Board Policy Discussion* to the Informational Items. Motion by Mike Haug, second by Tom Mertz to approve the agenda as amended. Motion carried: 7-0.

Approval of Consent Agenda

Motion by LuAnn Puvogel, second by Christopher Baker to approve the consent agenda of the June 24, 2013 meeting. Motion carried: 7-0.

A. Minutes of Meeting

Minutes of May 20, 2013 Board meeting.

B. Personnel Report

New Hires:

- Fernando Emmanuel Fajardo, Welding instructor
- Tamera Wilcox, Human Resources Specialist
- Kim Zinn, Accounts Receivable/Payroll

Resignation:

- Abby Herzog, Student Services Administrative Assistant. Abby has completed her master's degree and has accepted another position.

Public Comment

There was no public comment.

Action Agenda

A. Financial Report

Motion by Mike Haug, second by Tom Pestinger to approve the May financial report as presented. Motion carried 7-0.

- B. Notepad Purchases Motion by Katie Platten, second by Mike Haug to approve the additional \$12,950 for the purchase of 90 HP Elitepad tablet computers for the total price of \$53,910. Motion carried 7-0.

- C. New Board Member Motion by Mike Haug, second by Tom Mertz to approve the Appointments appointment of Todd Smith as the manufacturing representative. Motion carried 7-0.

 Motion by Katie Platten, second by Mike Haug to approve the appointment of Natalie Fischer as an at-large representative. Motion carried 7-0.

 John Price has been appointed as the Saline County representative, no approval is required.

- D. Addendum to USD There was discussion, but no motion was made as a result. 305 Lease Agreement

- E. AAS General Greg reported that the first course needed to be changed to ENG Education 100, Technical Writing. Motion by Mike Haug, second by Requirements Christopher Baker to approve the general education requirements for the AAS degree as amended. Motion carried 7-0. A minimum of 15 general education credits is required for an AAS Degree from the following areas: Communications: 6 Credits: ENG 100, Technical Writing, 3 credits; ENG 101, English Composition I, 3 credits; ENG 102, English Composition II, 3 credits; COM 102, Interpersonal Communications, 3 credits; COM 105 Public Speaking, 3 credits. Mathematics, Science and/or Computer Science: 6 Credits: Minimum one mathematics course (determined by program): BIO 105 General Biology, 5 credits; CSA 105 Introduction to Computer Applications and Concepts, 3 credits; MAT 101, Technical Mathematics, 3 credits; MAT 105 Intermediate Algebra, 3 credits; MAT 150 College Algebra, 3 credits. Social Sciences and/or Humanities and Fine Arts: 3 Credits: HUM 101 Ethics in the Workplace, 3 credits; MUS 100 Music Appreciation, 3 credits; POL 105 American Government, 3 credits; PSY 101 General Psychology, 3 credits.

Informational Items

G. Monitoring Reports **Financial Update:** as of May 31, 2013 we have spent \$2,997,834.

Facility Master Plan: Charles Renz of Jones Gillam Renz Architects presented the Facilities Analysis and Master Plan. The document is 172 pages long and is accessible on our website at: http://www.salinatech.edu/faculty_and_staff/presidents_page/pdf/pdf-report-6-13-13.pdf

H. Draft of FY14 Budget President Goode presented the FY14 Budget Draft as of June 20, 2013. There was discussion.

- I. President's Monthly Report Statewide and community activities since last meeting:
May 22: Chamber Board of Directors
June 4: Foundation Board meeting
June 11: Meeting at SRHC to discuss expanding medical coding into a program.
June 13: USD 305 Vision team for bond issue
June 18: Dr. Matt Thompson, President KWU, toured Salina Tech
- J. Board Policy Manual Revision There was discussion of amending Board policy to allow the Board to recruit their own members, rather than allowing appointments over which the Board has no control.
- VII. Executive Session Motion by Mike Haug, second by Tom Pestinger that the Board go into Executive Session for 10 minutes, to discuss non elected personnel matters in order to protect the privacy of the individual(s) to be discussed, and reconvene into open session at 6:33 p.m.
Motion carried: 7-0.
- Bob Miller declared the board to be in open session at 6:33 p.m.
- Motion by Mike Haug, second by Thomas Mertz that the Board go into Executive Session for five minutes, to discuss non elected personnel matters in order to protect the privacy of the individual(s) to be discussed, and reconvene into open session at 6:38 p.m.
Motion carried: 7-0.
- Bob Miller declared the board to be in open session at 6:38 p.m.
- Approval of any action as a result of Executive Session No action taken. Bob thanked President Goode for another year of good work.
- Adjourn The meeting was adjourned at 6:43p.m.

Attest:
Becky Miller, Clerk of the Board

Also present:
Greg Goode, Salina Tech President
Laura Birrell, Director of Grants and Planning
Phil Black, USD 305 Board of Education
Lara Duran, Outreach Coordinator
Susan Eberwein, Vice President of Student Services
Denise Hoeffner, Registrar/Director of Institutional Research
Pedro Leite, Vice President of Instruction
Andrew Manley, Vice President of Administrative Services
Charles Renz, Jones, Gilliam, Renz Architects
Blane Schloo, Director of Recruitment

**SALINA AREA TECHNICAL COLLEGE
BOARD OF TRUSTEES MEETING MINUTES – Special Meeting
Friday, June 28, 2013**

- Call to Order The Board of Trustees of Salina Area Technical College met Friday, June 28, 2013, at 5:25 p.m. at Salina Area Technical College, 2562 Centennial Road, with the following members present: Tom Pestinger, Katie Platten, Bob Miller, Tom Mertz, LuAnn Puvogel, and Chris Baker.
- Absent: Mike Haug, Todd Smith, and Carol Brandert.
- Others present: None.
- Approval of Agenda Motion by Katie Platten, second by Tom Mertz to approve the agenda. Motion carried 6-0.
- Public Comment There was no public comment.
- Action Agenda
- A. Appoint a Clerk Motion by Katie Platten, second by Chris Baker to appoint Pedro Leite the Clerk for this meeting. Motion carried 6-0.
- B. Board Policy
 Manual Revision Motion by LuAnn Puvogel, second by Tom Mertz to replace the current “Appointment and Terms” section of the Board Policy Manual on pages 21 and 22 with the following language:
- The Board of Trustees of Salina Area Technical College shall consist of nine members recruited and selected by the Board of Trustees. Members will serve staggered three year terms, not to exceed two consecutive terms.
- In recruiting new members, the Board will try to maintain a diversity of members from various industries represented by the curricula of the College.
- Effective date: June 28, 2013.
- Motion carried: 6-0.
- Adjournment The meeting was adjourned at 5:50 p.m.
- Attest:
Pedro Leite, Clerk of the Board for this meeting.

New Hires:

- Nicole Eickbush, Dental Instructor
- Kari Wilson, administrative assistant, student services

Resignation:

- Lezlie McKinney, .5 Dental Assistant Instructor. Leslie has taken a job as a dental assistant.

IV. Public Comment

The Board invites open comments for students, faculty, staff or members of the community. The Chair reserves the right to limit comment time.

V. Action Agenda

A. Election of FY14 Board Officers

It is recommended the Board nominate _____ as the Board Chair for FY14.

It is recommended the Board nominate _____ as the Board Vice-Chair for FY14.

By Board policy, we elect a chair and vice chair at our July meeting to serve one year. The current Vice Chair is Tom Mertz. The newly elected chair will take over immediately for Bob Miller.

B. Addendum to USD 305 Lease Agreement

It is recommended the Board amend 3.10.4 of the lease with USD 305:

This item is a continuation from June regarding keeping our deductible at \$25,000 or increasing it to \$100,000 with USD 305. Kristy Balthazor from Assurance Partners will be here to present the Board with property insurance cost options.

If the Board decides to switch to the higher deductible, we will need a motion to amend the lease.

C. Annual Budget Approval

It is recommended the Board approve the Annual Budget for FY14.

**Salina Area Technical College
Operational Budget FY 14**

Revenue	FY 13 Actual	FY 14 Budget	Comments
Post-Secondary tuition	975,998	1,036,000	7% Tuition Increase
Secondary tuition	*286,459	250,000	Expecting Decrease Funding from SB 155
Fees	273,389	340,000	7% Fee Increase, \$53,000 for new tablets
Post-Secondary Aid - State reimbursement	2,010,264	2,010,264	
Miscellaneous revenue	9,904	40,000	
TOTAL REVENUE	<u>3,556,014</u>	<u>3,676,264</u>	
Expenses			

Instructional

Salaries and Benefits	1,495,303	1,600,000	New Math, English, Environ. Faculty; New Health Insurance Savings
Other Instructional Expenses	207,869	360,000	\$53,000 Tablets, \$40,000 HS Write-off Expense; \$15,000 Faculty Tuition Assistance; 7% Fee Increase \$30,000; Moved \$40,000 Local Cap outlay to Maint; FY 13 Actual < Budget \$60,000
Total Instructional:	1,703,172	1,960,000	
Student Services			
Salaries and Benefits	223,529	247,000	Added Full-time Financial Aid Specialist
Other Student Services Expenses	127,925	98,000	FY 13 Exceeded budget; Advertising and Marketing = \$15,000, Website \$15,000
Total Student Services:	351,454	345,000	
Administrative Services			
Salaries and Benefits	573,189	600,000	3% Raise
Other Administrative Expenses	189,513	95,000	KPERS Penalty \$15,000, Bad Debt Expense \$85,000
Total Administrative:	762,703	695,000	
Maintenance and Operations			
Salaries and Benefits	144,383	150,000	
Other Maintenance Expenses	444,624	509,000	FY 13 Actual < Budget \$25,000; New Canvas LMS \$12,000, \$40,000 Local Cap Outlay from Instruction; Added Full-time Building Mechanic \$10,000; Depreciation \$430,000
Total Maintenance and Operations:	589,007	659,000	
Total Expenses:	3,406,336	3,659,000	
Net Income	<u>149,678</u>	<u>17,264</u>	

*In FY13 the college received \$130,000 more than projected due to SB155 causing a higher than normal net income in FY13.

D. Special Meeting

It is recommended the Board set a special meeting on (date) from 8:30 – 11:30 in A131.

The purpose of this meeting is a work session to focus on annual strategic planning goals for FY14.

VI. Informational Items

A. Facility Master Plan

Last month Charles Renz presented the facilities master plan. This month and in the months following, the Board can discuss, tour, and prioritize the components of the plan. Tonight the Board will review the plan again (briefly) and tour the old copy center.

We have transitioned to a new website and the Facility Master Plan will be added to it this week.

B. Lease with USD 305

Does this Board want to renegotiate the lease with USD 305 to gift the blue building and probably all other buildings except B and C?

C. X-Matrix Annual Goals for FY14

It is time to start the discussion on annual goals/measures to set for FY14. This will continue into the August meeting and retreat. Ideas: integrated planning strategy (budgeting, student learning), evaluation of student learning data, program expansion, online learning or learning delivery options, facilities - landscaping, financial, HLC priorities – those not completed, new priorities based on updated self study. FYI:

FYI: Annual Objectives FY13

1. Expand broad community outreach/partnerships
2. Progress toward HLC accreditation.
3. Develop assessment of student learning by program.
4. Improve the efficiency and effectiveness of administrative services.
5. Operate in a balanced budget.
6. Create a Facility Plan.
7. Assess student professionalism/soft skills
8. Expand Welding program.
9. Grow enrollment 5% by fall of 2013.

FYI: Measures FY13

1. HLC identified priorities 60% complete by April 30, 2013. Appendix B.
2. Graduate and Job Placement Report - feedback from 30 employers.
3. Raise \$300,000 for Welding expansion by January 2013.
4. Student satisfaction survey results equal to or greater than national average.
5. Facility Master Plan completed by May 2013.
6. Enrollment Report: 5% growth in IPEDS and KBOR Census reports.
7. Student professionalism and soft skills integrated into each program by May 2013.
8. Monthly report of % of spending to budget.

D. President's Monthly Report

Acronyms: Community College (CC), Technical College (TC), Kansas Board of Regents (KBOR), Technical Education Authority (TEA), Kansas Association of Technical Colleges (KATC), Higher Learning Commission (HLC), KBOR Process Management Committee (PMC), System Council of Presidents (SCOP).

State-wide and community activities since last meeting:

June 26: Met with County Commissioners to discuss SATC Board appointment.
July 8: Regional Circles meeting at Salina Tech. Guest speaker at lunch.
July 9,10: KATC retreat in Emporia. Transitioned presidency of KATC to Eric Burks for FY14.
July 11: monthly community LOPE breakfast (CEOs of various organizations)
July 18: USD 305 visioning team meeting (for bond issue)
July 19: Chamber Economic Development Council
NO KBOR meetings in July.

E. Board Policy Manual Revision

On June 28, Board Chair Bob Miller called a special meeting to replace the “Appointment and Terms” section of the Board Policy Manual on page 21 with the following language:

The Board of Trustees of Salina Area Technical College shall consist of nine members recruited and selected by the Board of Trustees. Members will serve staggered three year terms, not to exceed two consecutive terms.

In recruiting new members, the Board will try to maintain a diversity of members from various industries represented by the curricula of the College.

The Board currently has two vacant positions to discuss this evening: Mike Haug and Carol Brandert. USD 305 was in the process of appointing one of these two candidates to replace Carol: Amit Bhakta and Larry Pankratz. The Board has the option to select one of these candidates or choose a different candidate.

Brad Strathe was a candidate to replace Mike Haug. Brad works at KASA Controls (where Mike worked) as a CFO, and has expertise in X-Matrix planning we adopted last summer. Brad is interested in being a Board member.

F. Board Self Evaluation

The Board will review and discuss the results of the self evaluation in appendix A.

VII. Executive Session

A. Personnel

I move that we go into Executive Session to discuss non elected personnel matters in order to protect the privacy of the individual(s) to be discussed and reconvene into open session at _____.

VIII. Approval of any action deemed necessary as a result of Executive Session

IX. Adjourn

Appendix A: Board Self Evaluation

1. The Board understands the College's mission.

Answer Options	Response Percent	Response Count
Strongly Agree	50.0%	3
Agree	50.0%	3
No Opinion	0.0%	0
Disagree	0.0%	0
Strongly Disagree	0.0%	0

2. The Board supports the college strategic plan including mission, vision, values, and goals.

Answer Options	Response Percent	Response Count
Strongly Agree	66.7%	4
Agree	33.3%	2
No Opinion	0.0%	0
Disagree	0.0%	0
Strongly Disagree	0.0%	0

3. The Board understands the Board Policy manual.

Answer Options	Response Percent	Response Count
Strongly Agree	0.0%	0
Agree	83.3%	5
No Opinion	0.0%	0
Disagree	16.7%	1
Strongly Disagree	0.0%	0

4. The Board supports the President.

Answer Options	Response Percent	Response Count
Strongly Agree	83.3%	5
Agree	16.7%	1
No Opinion	0.0%	0
Disagree	0.0%	0
Strongly Disagree	0.0%	0

5. The procedures for the evaluation of the President are effective.

Answer Options	Response Percent	Response Count
Strongly Agree	16.7%	1
Agree	83.3%	5
No Opinion	0.0%	0
Disagree	0.0%	0
Strongly Disagree	0.0%	0

6. The Board works to achieve the goals and objectives of the institution.

Answer Options	Response Percent	Response Count
Strongly Agree	50.0%	3
Agree	50.0%	3
No Opinion	0.0%	0
Disagree	0.0%	0
Strongly Disagree	0.0%	0

7. The Board works appropriately to build a positive image of Salina Area Technical College in the community.

Answer Options	Response Percent	Response Count
Strongly Agree	66.7%	4
Agree	33.3%	2
No Opinion	0.0%	0
Disagree	0.0%	0
Strongly Disagree	0.0%	0

8. I understand the College budget process.

Answer Options	Response Percent	Response Count
Strongly Agree	0.0%	0
Agree	60.0%	3
No Opinion	20.0%	1
Disagree	20.0%	1
Strongly Disagree	0.0%	0

9. The Board has established a helpful rapport with state and federal legislators.

Answer Options	Response Percent	Response Count
Strongly agree	0.0%	0
Agree	33.3%	2
No Opinion	33.3%	2
Disagree	33.3%	2
Strongly Disagree	0.0%	0

10. The Board is familiar with the economic vitality and the educational needs of the community.

Answer Options	Response Percent	Response Count
Strongly Agree	50.0%	3
Agree	50.0%	3
No Opinion	0.0%	0
Disagree	0.0%	0
Strongly Disagree	0.0%	0

11. The Board sets annual institutional priorities.

Answer Options	Response Percent	Response Count
Strongly Agree	16.7%	1
Agree	83.3%	5
No Opinion	0.0%	0
Disagree	0.0%	0
Strongly Disagree	0.0%	0

12. The Board encourages long-range planning.

Answer Options	Response Percent	Response Count
Strongly Agree	16.7%	1
Agree	83.3%	5
No Opinion	0.0%	0
Disagree	0.0%	0
Strongly Disagree	0.0%	0

13. The Board annually assesses its own performance

Answer Options	Response Percent	Response Count
Strongly Agree	33.3%	2
Agree	66.7%	4
No Opinion	0.0%	0
Disagree	0.0%	0
Strongly Disagree	0.0%	0

14. The Board operates ethically without conflict of interest.

Answer Options	Response Percent	Response Count
Strongly Agree	83.3%	5
Agree	16.7%	1
No Opinion	0.0%	0
Disagree	0.0%	0
Strongly Disagree	0.0%	0

15. The Board insures and maintains the physical plant adequately.

Answer Options	Response Percent	Response Count
Strongly Agree	33.3%	2
Agree	50.0%	3
No Opinion	16.7%	1
Disagree	0.0%	0
Strongly Disagree	0.0%	0

16. The Board provides a means of obtaining input from employee groups.

Answer Options	Response Percent	Response Count
Strongly Agree	33.3%	2
Agree	50.0%	3
No Opinion	0.0%	0
Disagree	16.7%	1
Strongly Disagree	0.0%	0

17. The Board refers individual complaints and concerns to the College president.

Answer Options	Response Percent	Response Count
Strongly Agree	16.7%	1
Agree	66.7%	4
No Opinion	16.7%	1
Disagree	0.0%	0
Strongly Disagree	0.0%	0

18. New Board members receive an adequate orientation.

Answer Options	Response Percent	Response Count
Strongly Agree	0.0%	0
Agree	66.7%	4
No Opinion	16.7%	1
Disagree	16.7%	1
Strongly Disagree	0.0%	0

19. I am knowledgeable about state and national college issues.

Answer Options	Response Percent	Response Count
Strongly Agree	0.0%	0
Agree	66.7%	4
No Opinion	33.3%	2
Disagree	0.0%	0
Strongly Disagree	0.0%	0

20. Board meetings allow appropriate input from all Board members.

Answer Options	Response Percent	Response Count
Strongly Agree	83.3%	5
Agree	16.7%	1
No Opinion	0.0%	0
Disagree	0.0%	0
Strongly Disagree	0.0%	0

21. Board meetings allow appropriate input from the public.

Answer Options	Response Percent	Response Count
Strongly Agree	50.0%	3
Agree	50.0%	3
No Opinion	0.0%	0
Disagree	0.0%	0
Strongly Disagree	0.0%	0

22. The Board receives adequate information for making appropriate decisions.

Answer Options	Response Percent	Response Count
Strongly Agree	16.7%	1
Agree	83.3%	5
No Opinion	0.0%	0
Dis Agree	0.0%	0
Strongly Disagree	0.0%	0

23. I prepare adequately for meetings.

Answer Options	Response Percent	Response Count
Strongly Agree	16.7%	1
Agree	83.3%	5
No Opinion	0.0%	0
Disagree	0.0%	0
Strongly disagree	0.0%	0

24. I believe my fellow Board members prepare well for Board meetings.

Answer Options	Response Percent	Response Count
Strongly Agree	0.0%	0
Agree	83.3%	5
No Opinion	16.7%	1
Disagree	0.0%	0
Strongly Disagree	0.0%	0

25. Board members support the majority vote of the Board.

Answer Options	Response Percent	Response Count
Strongly Agree	66.7%	4
Agree	33.3%	2
No Opinion	0.0%	0
Disagree	0.0%	0
Strongly Disagree	0.0%	0

26. Minority Board opinions are respected and considered.

Answer Options	Response Percent	Response Count
Strongly Agree	50.0%	3
Agree	50.0%	3
No Opinion	0.0%	0
Disagree	0.0%	0
Strongly Disagree	0.0%	0

27. Disagreements between Board members are handled professionally.

Answer Options	Response Percent	Response Count
Strongly Agree	50.0%	3
Agree	50.0%	3
No Opinion	0.0%	0
Disagree	0.0%	0
Strongly Disagree	0.0%	0

28. The Board is committed to protecting the public interest.

Answer Options	Response Percent	Response Count
Strongly Agree	66.7%	4
Agree	33.3%	2
No Opinion	0.0%	0
Disagree	0.0%	0
Strongly Disagree	0.0%	0

29. COMMENTS:

I think the Board should see the results of the President evaluation survey before it is shared with the President
