

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
May 28, 2014

Trustees Present: Vernie Coy, Joyce C. Rush, Joyce Simpson, Thomas Smith, Carl Tharman. Jason Taylor arrived at 8:03 p.m.

Call to Order: The regular meeting was called to order at 7:30 p.m. by Chairperson Rush in the Administration Building Conference Room on the Highland Campus.

Approval of the Agenda: It was moved by Mrs. Simpson, seconded by Mr. Smith, that the Agenda be approved as amended. Motion passed.

Approval of Minutes: It was moved by Mr. Coy, seconded by Mr. Smith, that the minutes of the April 23, 2014, Regular Meeting, and the May 13, 2014, Special Meeting be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mr. Coy, seconded by Mrs. Simpson, that warrants numbered 413273 through 413690 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Executive Session: It was moved by Mr. Tharman, seconded by Mr. Coy, that the Board go into Executive Session for no more than 10 minutes at 7:49 p.m. to discuss non-elected personnel. Motion passed. The Board reconvened to regular session at 7:59 p.m.

President's Contract: It was moved by Mr. Tharman, seconded by Mrs. Simpson, that the Board extend Mr. David Reist's contract as President through June 30, 2016, with the salary for the 2013-2014 contract year to be determined at a later time. Motion passed.

Administrative Staff Contracts: The Trustees were presented with a list of Administrative personnel recommended for renewal for the 2014-2015 fiscal year. It was moved by Mrs. Simpson, seconded by Mr. Coy, that contracts for 2014-2015 be extended to Administrative personnel as presented. Motion passed.

Ratify Master Contract for 2014-2017: The Trustees were presented with a draft of the proposed Professional Employees Master Contract for 2014-2017. President Reist commended the work done by the Faculty Association members during this process. It was moved by Mr. Taylor, seconded by Mr. Smith, that the 2014-2017 Master Contract be approved as presented. Motion passed.

Raises for Administrative and Classified Employees: President Reist recommended a 2% increase for all Administrative employees. For Classified (hourly) employees, he recommended a 2% increase or \$500, whichever is greater. Discussion. It was moved by Mr. Tharman, seconded by Mr. Smith, that Administrative employees receive a 2% increase in pay for 2014-15, and Classified employees receive a 2% or \$500 increase in pay, whichever is greater, for 2014-15. Motion passed.

Agreement with HCC Foundation for Purchase of the Western Center: President Reist informed the Trustees that the HCC Foundation had closed on the Baileyville property earlier in the day. He presented a contract for the Sale of Real Estate between the HCC Foundation (seller) and HCC (purchaser) for the property. This is a lease/purchase contract. President Reist noted that the Board Attorney had not yet had an opportunity to review the final changes. Discussion. It was moved by Mrs. Simpson, seconded by Mr. Smith, that the contract for the purchase of the Baileyville property be approved as submitted pending final approval of the Board Attorney. Motion passed.

Building Trades Program: The Building Trades program is being moved from Atchison to Highland. The former Anthros Medical Group facility on the east edge of Highland has been offered for sale and would be a good facility for the program. The Administration has had several meetings with the current owner, Ms. Nancy Babcock, and negotiations over the cost of the property are underway. Possible sites for building projects in Highland were discussed.

Establish Date for Summer Retreat: President Reist suggested several dates for a summer planning retreat to be held at the Klinefelter Barn. A tentative date of Thursday, June 26, was determined. It was also suggested that the regular Board Meeting be held on that date rather than on June 25.

Fee Increases/Changes: The Trustees were provided with a fee proposal change for 2014-15. Discussion. It was moved by Mr. Smith, seconded by Mr. Taylor, that the Highland Campus meal plan increase by 2%, instructional fees on the Highland Campus and at regional programs increase by \$1.00, a bus fee of \$2.00 be implemented at Wamego, and that fees for hybrid, IDL and computer courses be dropped completely. Motion passed.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement, provided the Trustees with a preview of the second HCC television marketing ad.

Student Services: Dr. Cheryl Rasmussen, Vice President for Student Services, discussed enrollment and housing numbers for fall. She noted that academic scholarship sponsors have met 99% of set goals for academic scholarships. She announced that Missouri Western State University is going to accept HCC's AA degree for transfer with the caveat that students will be required to take a 3-hour Missouri history course. Dr. Rasmussen shared updated procedural changes for 2014-15 dealing with classroom disruptions.

Finance/Operations Report: Mr. Jerry Reid, Interim Vice President for Finance/Operations, provided the Trustees with current operating cash balances and bank account summaries. He explained how the new Great Plains computer program will track income and expenditures and build budgets. It will also provide better accountability for tech program expenditures. Departments will have the ability to view their budget in real time rather than having to contact the Business Office for information.

Academic Affairs Report: Ms. Peggy Forsberg, Vice President for Academic Affairs, provided the Trustees with a report highlighting activities of the Curriculum & Instruction Committee, Assessment Committee, and Professional Development Committee throughout the year. She added that she was very proud of the Highland faculty for their active participation in these and other committees.

Trustees' Report: No report.

President's Report: President Reist discussed Legislative issues and news, adding that Highland Community College is fourth among the 19 community college in reimbursement for SB 155 courses. He reviewed recent personnel changes.

Announcements: President Reist reviewed upcoming activities in June and July, adding that the next Kansas Association of Community College Trustees/Council of President's Meeting will be held in Garden City on June 13 and 14.

Adjournment: It was moved by Mr. Smith, seconded by Mrs. Simpson, that the meeting adjourn. Motion passed. Meeting adjourned at 9:55 p.m.

Joyce C. Rush
Chairperson

Date

Jason Taylor
Secretary/Treasurer