

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

July 23, 2014

Trustees Present: Joyce C. Rush, Joyce Simpson, Thomas Smith, Jason Taylor, Carl Tharman
Absent: Vernie Coy

Call to Order: The meeting was called to order at 7:35 p.m. in the Conference Room of the Administration Building on the Highland Community College Campus, Highland, Kansas.

Election of the 2014-15 Board Officers: HCC President David Reist served as Chair Pro-Tem for this election. Mr. Reist opened the floor for nominations for the position of Chairperson. Mrs. Simpson nominated Joyce Rush as Chairperson. It was moved Mr. Taylor moved that nominations cease and Joyce Rush be elected Chairperson for 2014-2015. Motion passed.

Nominations were opened for the position of Vice-Chairperson. Mr. Taylor nominated Tom Smith as Vice-Chairperson. It was moved by Mrs. Simpson that nominations cease and Tom Smith be elected Vice-Chairperson for 2014-15. Motion passed.

Nominations were opened for the position of Secretary/Treasurer. Mr. Smith nominated Jason Taylor for the position of Secretary/Treasurer. It was moved by Mr. Tharman that nominations cease and Jason Taylor be elected Secretary/Treasurer for 2014-15. Motion passed. The meeting was returned to Chairperson Rush.

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

Approval of Minutes: It was moved by Mr. Smith, seconded by Mr. Taylor, that the minutes of the June 26, 2014, Special Meeting, and the June 26, 2014, Regular Meeting be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mr. Taylor, seconded by Mrs. Simpson, that warrants numbered 414073 through 414365 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Annual Meeting Action Items: A slate of Delegates and Representatives was presented for approval. It was moved by Mrs. Simpson, seconded by Mr. Smith, to approve the entire list of Delegates and Representatives as follows: Mr. Smith as HCC Foundation Liaison, Mrs. Rush and Mrs. Simpson as KACCT delegates, Mrs. Rush as KASB Governmental Relations Contact, Darlene McNemee as KPERS representative, Mr. Coy as the Economic Development representative with Mr. Reist as Mr. Coy's alternate, and Mr. Reist as the Freedom of Information Officer. In the same motion it was also moved to approve the rest of the Annual Meeting Action Items as follows: Designate the *Kansas Chief* as the Official Newspaper for Publication of Official Notices; Approve the Official Depositories for Community College funds as presented and approve all signatories as submitted; Designate the fourth Wednesday of every month at 7:30 p.m. on the HCC campus as the Official Board Regular Meeting time with the exception of the August, November and December meetings which will be held on the third Wednesday; Keep the Mileage Reimbursement rate the same as the state of Kansas rate; and designate the firm of Reeder & Boeh of Troy, KS, as attorney for the College. It was noted that even

though designating an "official" attorney for the College is not an Annual Meeting Action Item requirement, by so doing, the Board maintains a continuing professional relationship with the attorney, which assists each party in anticipating their mutual needs. Such a designation does not preclude the College from contracting with any additional attorneys as needed. Motion passed for all items.

Property, Casualty, Vehicle, Workers Compensation Insurance: President Reist reminded the Trustees that, at its regular June 26, 2014, meeting, the Board approved EMC Insurance Companies through Highland Insurance Services LLC for property and casualty insurance for 2014-15. In answer to several questions the Trustees' had at that time, President Reist introduced Mr. Tom Heath and Mr. Al Hewins of Highland Insurance Services. Mr. Heath and Mr. Hewins reviewed the 2014-15 insurance summary and provided an explanation of the various insurances provided through the plan.

President Reist took this time to introduce Mr. Lucas Hunziger, the new Director of Tech Education.

Scottie Booster Club Report: President Reist presented the Booster Club report as required by the NJCAA for annual review. Discussion. It was moved by Mr. Smith, seconded by Mr. Taylor, that the Booster Club report for 2013-14 be accepted as submitted. Motion passed.

Capital Outlay Equipment List for Technical Education: Each year the Kansas Legislature allocates money for Capital Outlay Funds for equipment for technical programs. These funds require a 50% match. HCC's allocation for 2014-15 is \$138,464. The Trustees were provided with an equipment list developed by faculty and administration for purchase with these funds. It was noted that any item requiring bids will go through the normal purchasing procedures including Board approval if required.

AAS in Human Services: Ms. Peggy Forsberg, Vice President for Academic Affairs, requested Board approval on an Associate in Applied Science in Human Services program. She highlighted the program of study being proposed. She stated that HCC's Curriculum & Instruction Committee had reviewed and approved it on July 16. If the Board of Trustees approves it, the program will be forwarded on to the State where it will undergo a four step approval process. If the program successfully meets all levels of approval, the new program would start in January, 2015. Discussion. It was moved by Mr. Smith, seconded by Mrs. Simpson, that the proposed Associate of Applied Science in Human Services be approved as presented and that the program be submitted to the Technical Education Authority for the next step in the approval process. Motion passed.

Athletic Insurance Bids: President Reist informed the Trustees that Highland Community College uses Dissinger Reed brokerage agency, as do most Kansas colleges, for bidding athletic insurance policies. Athletes are required to have their own insurance before participating in athletics at HCC. The coverage the College carries is a secondary policy as well as a catastrophic policy. Dissinger Reed gathers the bids and provides the information to the college. The Trustees were provided with copies of the proposals and recommendations. Discussion. It was moved by Mr. Taylor, seconded by Mrs. Simpson, that the bid from United States Fire Insurance, Co., be accepted for secondary athletic insurance, and that Mutual of Omaha be selected as carrier for catastrophic coverage pending Board counsel. Motion passed.

Budget Discussion and Approval of Budget for Publication: The Trustees were provided with several scenarios regarding a proposed mill levy for publication. It was moved by Mr. Smith that the 2014-15 mill levy be increased by one mill. Motion died for lack of a second. It was moved by Mr. Tharman, seconded by Mrs. Simpson, that the mill levy for 2014-2015 remain the same as the previous year and be published at 14.272 mills. Discussion. Motion passed.

Wellness Center Position: Chairperson Rush proposed the creation of a new full-time position for the Wellness Center. President Reist reviewed the hiring process/procedure at the College, current staffing in the Wellness Center, and the hours of the Center. He added that it would be possible to fund a full-time position with money funneled from other areas. Discussion. It was moved by Mr. Smith, seconded by Mrs. Simpson, that a new full-time position be created in the Wellness Center. Motion passed.

Western Center Equipment Bids: President Reist presented the Trustees with bids for equipment at the Western Center in Baileyville, noting that all of this equipment will come from grant funds (Title III, Perkins, and Capital Outlay). The bids were for the following equipment: Classroom audio/visual equipment; welding booths, curtains, tables; and 10 multi-process welders and educational packages. It was moved by Mrs. Simpson, seconded by Mr. Taylor, that the bid from Kansas City Audio Visual for classroom/audio visual equipment, the bid from Lincoln Electric for welding booths, curtains and tables, and the bid from Lincoln Electric for multi-process welders and the accompanying educational packages, all be accepted as presented. Motion passed.

Academic Affairs Report: Ms. Peggy Forsberg, Vice President for Academic Affairs, briefed the Board on activities of the Instructional Council, Assessment committee, C & I Committee, and the Professional Development Committee. She demonstrated how each committees' activities are aligned with AQIP goals.

Institutional Advancement Report: Dr. Craig Mosher, Vice President for Institutional Advancement, explained how AQIP is changing from a seven year cycle to an eight year cycle and how the changes will be transitioned into HCC's planning. Dr. Mosher shared recent publications with the Trustees and spoke about the Marketing Committee's efforts to increase target area coverage to include parts of Nebraska and Missouri.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, reported that another three-day class session will be held July 28, 29, and 30 on the Highland campus. Housing for Fall, 2014, is currently 96% filled. She provided the Trustees with a report showing enrollment comparisons to this time last year.

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 also reviewed the budgeted vs actual expenditures for FY14.

Trustees' Report: The next Kansas Association of Community College Trustees' meeting will be in Pratt on September 12-13.

President's Report: President Reist reported that Highland Community College has finished 14th in the nation, among more than 400 schools, in the annual National Alliance of Two-Year College Athletic Administrators Cup standings in the NJCAA scholarship division.

President Reist discussed current Legislative issues and funding outlook. He noted that he will be attending a Kansas Community College President's Planning Retreat in El Dorado on August 25. On August 7, he will be attending a Kansas Jayhawk Conference Meeting in Pratt. He is the President of the group for the upcoming year. President Reist announced recent personnel changes. He informed the Trustees that the College closed on the Anthros property on July 24th. The building has been re-keyed and the Building Trades program is beginning to move in their equipment.

President Reist reviewed upcoming beginning of school activities and dates. He noted that the next HCC Foundation Board Meeting will be on Tuesday, July 29, at 10 a.m.

Announcements: None.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Tharman, that the Board go into Executive Session for no more than 10 minutes at 10:36 p.m. to discuss non-elected personnel. Motion passed. The Board reconvened to Regular Session at 10:41 p.m.

Adjournment: With no further business, Chairperson Rush adjourned the meeting at 10:41 p.m.

Joyce C. Rush
Chairperson

Date

Jason Taylor
Secretary/Treasurer