

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

September 17, 2014

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

Call to Order: The meeting was called to order by Vice Chairperson Smith at 7:30 pm in the Administration Building Conference Room on the Highland Community College campus.

Approval of the Agenda: It was moved by Mr. Taylor, with a second from Mr. Coy, to approve the agenda. Motion passed.

Approval of the Minutes: Mrs. Simpson made the motion to approve the minutes of the August 20, 2014 Budget Hearing and the August 20, 2014 Regular Meeting. Mr. Tharman seconded the motion. Motion passed.

Approval of the Warrants: Mr. Taylor moved to approve the warrants 414723 to 415515 as presented. Mrs. Simpson seconded that motion. Following discussion of the warrants, motion passed.

Public Comment: None.

HB 2047: HB 2047 passed the last session of the Kansas legislature dealing with public notification relating to revenues produced by property tax levies. Following discussion, the Board expressed satisfaction with the current method of Notice of the Published Budget.

Modify Tuition Assistance Policy for Administrative and Classified Employees: The Board approved a policy in July of 2013 providing for tuition assistance for administrative and classified employees. In the ensuing period, it has been determined that clarifications to that policy would be beneficial. Following discussion, Mr. Reist was charged with drafting amendments to the current policy to address those clarifications.

Roofs at Klinefelter Farm, Anthros Painting, Illinois Street Plaza, Mowers: Mr. Reist informed the Board of upcoming expenditures that will not require Board approval, but of which he wanted the Board to be aware. The outbuildings at the Klinefelter Farm have metal roofs that are rusting, the recently purchased Anthros Building is in need of paint and new signage, the Illinois Street Plaza project has some opportunities, and existing mowers are no longer providing the service needed.

Finance/Operations Report: Interim Vice President for Finance and Operations Jerry Reid provided the Board with a handout from the Kansas Board of Regents (KBOR) and another depicting the historical Operating Cash Balances of the College that is used for planning purposes. The KBOR sheet provided information on funding requests from the various state educational entities under KBOR governance or coordination. The Cash Balances sheet showed how the erosion in state support in recent years has diminished the available cash situation at the College. Finally, Mr. Reid shared a Bank Account Summary that showed how College funds are spread through a variety of financial institutions in the Highland service area.

Academic Affairs Report: Vice President for Academic Affairs Peggy Forsberg introduced nursing instructor Christina Prudden who shared information with the Board about HCC's Medical Office Assistant (MOA) program.

Institutional Advancement Report: Dr. Craig Mosher, Vice President for Institutional Advancement and Executive Director of the HCC Foundation, noted the positive reception to a second television commercial and printed materials promoting the College before noting calendar events including an upcoming quarterly meeting of the Highland Foundation Board of Directors on October 6 and Homecoming on October 11. A gift from Col. Byron and Mary Gilmore of Lawrence has been received and an estate bequest will be received in the near future.

Student Services Report: No report.

Trustees' Report: Mrs. Simpson reported that she and Mrs. Rush had accompanied Mr. Reid – who was substituting for President Reist -- to the quarterly President's and Trustees meeting, this time in Pratt on September 12-13.

President's Report: President Reist reminded the Board of reading materials included in the Board packet that included a letter from the College auditor reviewing the scope of the audit, a report from Garden City Community College on the power of the federal Pell grant program, the American Volleyball Coaches Association academic award winners that noted Highland as a winner in five of the last seven years, and the creation of an Engine Center – an entrepreneur incubator in Atchison. After providing a KBOR and State of Kansas update, Mr. Reist updated the Board on College personnel, including the hiring of former employee Josh Berry to assume the position of Director of Information Technology. He then brought the Board up to current standings in athletics, reviewed the Hall of Fame luncheon and honoring of the 1984 football team, the Building Trades house under construction in Highland, and the resurfacing of Prairie Street and the Wellness Center parking lot. He concluded his remarks with announcements of upcoming events: Family Day/Wild Dog Ride/Faculty Reception for the September 24 game with Fort Scott, the joint meeting with the Foundation Board on October 6, Homecoming on October 11, and the October 16 and 18 fall vocal music concert.

Announcements: None.

Executive Session: It was moved by Mr. Tharman, seconded by Mrs. Simpson, that the Board go into executive session at 8:48 pm for no more than 15 minutes to discuss non-elected personnel. Motion passed.

The Board reconvened to regular session at 9:03 pm.

Adjournment: It was moved by Mr. Coy, seconded by Mr. Taylor, that the meeting adjourn. Motion passed. Meeting adjourned at 9:03 pm.

Joyce C. Rush, Chairperson

Date

Jason Taylor, Secretary/Treasurer