

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

July 20, 2015

Trustees Present: Vernie Coy, Russell Karn, Joyce Simpson, Thomas Smith, Jason Taylor, Carl Tharman.

Call to Order: The meeting was called to order at 2:30 p.m. in the Conference Room of the Administration Building on the Highland Community College Campus, Highland, Kansas.

Trustees Russell Karn, Joyce Simpson, and Carl Tharman were sworn in.

Election of the 2015-16 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. Mr. Smith nominated Joyce Simpson. It was moved by Mr. Coy that nominations cease and Joyce Simpson be elected Chairperson for 2015-16. Motion passed. President Reist turned the meeting over to Chairperson Simpson.

Chairperson Simpson opened floor for nominations for Vice President. Mr. Coy nominated Tom Smith. Mr. Taylor moved that nominations cease and Tom Smith be elected Vice Chair for 2015-16. Motion passed.

Chairperson Simpson opened the floor for nominations for Secretary/Treasurer. Mr. Tharman nominated Jason Taylor. Mr. Tharman moved that nominations cease and Mr. Taylor be elected Secretary/Treasurer for 2015-16. Motion passed.

Approval of the Agenda: It was move by Mr. Coy, seconded by Mr. Smith, that the Agenda be approved as presented. Motion passed.

Approval of the Minutes: It was moved by Mr. Tharman, seconded by Mr. Coy, that the minutes of the June 24, 2015, and the June 29, 2015, Special Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Smith, that warrants numbered 418557 through 418822 be approved as presented. Discussion. Motion passed.

Public Comment: Public comment was heard from Scott Sisk and Kevin Lackey regarding Flex Spending.

Public Comment heard from John E. Smith regarding Budget and Tom Martin.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Smith, that the Board go into Executive Session for no more than 20 minutes at 3:19 p.m. to discuss Non-Elected Personnel. Motion passed. Alan Boeh, Board Counsel, and President Reist was asked to remain. The Board reconvened to Regular Session at 3:39 p.m.

It was moved by Mr. Karn, seconded by Mr. Smith that the Executive Session be extended for 10 minutes. Motion passed. The Board reconvened to Regular Session at 3:49 p.m.

It was moved by Mr. Taylor, seconded by Mr. Karn, that the Agenda be amended to add "Wellness Center Position" to the Agenda. Motion passed.

A five minute recess was called at 3:54 p.m. Meeting resumed at 3:59 p.m.

Alan Boeh, Board Council, provided the Trustees a tutorial on how the Kansas Open Meetings Act applies to the Board and any sub-committee. He noted that it applies any time a majority of the Board collectively makes a decision. This includes telephone calls, emails, work sessions, etc. It does not apply to social settings. The only times a meeting can be in executive session are the following: Personnel matters, non-elected personnel, consultation with attorney as long as it falls within the realm of client – attorney privilege, employee/employer relations, confidential data relative to financial matters, and discussion of real estate acquisition. Votes cannot be taken in executive session. Executive session is the prelude to doing or not doing something.

Consent Agenda: A slate of Delegates and Representatives was presented for approval. It was moved by Mr. Smith, seconded by Mr. Karn, to approve the entire list of Delegates and Representatives as follows: Mr. Smith as HCC Foundation Liaison; Mrs. Simpson and Mr. Smith as KACCT Trustees Council Delegates; Joyce Simpson as KASB Governmental Relations Contact; Darlene McNemee as KPERS Representative; Vernie Coy as Doniphan County Economic Development Commission Representative; David Reist as Doniphan County Economic Development Committee Alternate; and David Reist as Freedom of Information Officer. In the same motion, it was also moved to approve the remainder 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 Wednesdays, unless otherwise announced; Keep the Mileage Reimbursement rate the same as the State of Kansas rate; and designate the firm of Reeder & Boeh of Troy, Kansas, 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, who 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.

Wellness Center Position: It was announced that an anonymous donation has been received by the HCC Foundation to fund a portion of the Wellness Center Assistant position. Discussion. It was moved by Mr. Karn, seconded by Mr. Smith, that the College accept the donation made through the HCC Foundation to the College and that Mr. Tom Martin be reinstated to the position of Wellness Center Assistant as long as the funding goes through. Motion passed.

2015-2016 Budget Discussion and Mil Levy Publication: The Trustees were provided with several scenarios regarding a proposed mill levy for publication. Current and projected revenues and legislative issues were discussed. It was moved by Mr. Tharman, seconded by Mr. Karn, that the mill levy for 2015-16 remain the same as the previous year and published at 14.272 mills. Motion passed.

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 2014-15 be accepted as submitted. Motion passed.

Western Center Welding Instructor: President Reist informed the Trustees that the technical programs at the Western Center in Baileyville is seeing significant enrollment growth over their start a year ago. As a result, he recommended that the part-time Welding Instructor position be changed to full-time. It was moved by Mr. Smith, seconded by Mr. Tharman, that the Welding Instructor position at the Western Center be changed to full-time. Motion passed.

Computer Lab Bids from KBOR Tech Grant: Each year the Kansas Legislature allocates money for Capital Outlay Funds for equipment in technical programs. These funds require a 50% match. HCC's allocation for 2015-16 is \$18,597. This year, the plan is to update the computers in CT-108 and CT-109 on the Highland Campus. Bids were presented for the update of computers in those labs. It was moved by Mr. Taylor, seconded by Mr. Smith, that the bid for computers be accepted from CDWG. Motion passed.

Development Director/Officer: President Reist announced that there will be a presentation on this subject at the next Board meeting.

Advising Proposal: The Trustees were informed that the Title IV SSS Grant has been refunded for another five years. With this new grant, the Director must devote 100% of their time to the grant and is unable to do advising any more. Dr. Rasmussen, Vice President for Student Services, introduced a proposal to fund a Director of Advising with no new monies and develop centralized advising. This position would also oversee student disabilities and placement. Discussion. It was moved by Mr. Tharman, seconded by Mr. Taylor, that the Director of Advising and Disabilities/Placement proposal be accepted as presented with no new monies dedicated to the position. Motion passed.

Academic Affairs Report: Ms. Peggy Forsberg, Vice President for Academic Affairs, introduced Mr. Lucas Hunziger, Director of Technical Education, who reported on activities at the Atchison Technical Center including a renovation of some of the classrooms to better utilize space for the various programs. He noted that the Technical Center has seen a big increase in enrollment (over 60% of the enrollment) from Juniors and Seniors due to Senate Bill 155. Enrollment at Baileyville has increased tremendously since last year, which was its first year of operation. Carl Perkins grant funding has increased slightly over last year. Mr. Forsberg reviewed committee initiatives and how those initiatives fit into the criterion and objectives for the upcoming year. She highlighted upcoming "Events at The Barn." She ended her presentation with a synopsis of a recent conference on continuing education in Kansas that she and several others from HCC had attended at K-State.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, reported on current enrollment numbers and goals. Housing for fall is nearly full. She reviewed the orientation schedule for new and returning students and informed the Trustees of a new blog created called "Be Good Scotties." On September 10, training will be held for Title IX Equity Grievance Panel. AQIP Category 2 progress and E-Walk Through Team is working on the development of student learning outcomes. The goals for those outcomes were reviewed. Dr. Rasmussen reported that the College has been notified by ACT that the current ASSET and Compass Placement Tests will no longer be available after December 2016, so a team has been established to review other options for placement testing.

Institutional Advancement Report: Dr. Craig Mosher, Vice President for Institutional Advancement, reported that “The Connection” is complete and has been mailed to all alums. He informed the Trustees that HCC Photography Instructor, Glen Gross, and Jaime Albers, Graphics Production Manager, will be team teaching a class and will utilize photography students to take pictures for the yearbook and other publications and PR purposes. He announced that the third HCC television commercial is now being shown on KQ2 and other stations.

Trustees Report: The next Kansas Association of Community College Trustees meeting will be in Concordia in September.

President’s Report: President Reist reviewed reading material provided to the Trustees in their packets. Legislative issues were reviewed. Personnel updates were provided. President Reist reported that, some time back, he had proposed that a baseball scoreboard be purchased jointly by HCC, the high school, and the City of Highland. This proposal is being considered by all entities and it is likely that it will be approved.

President Reist informed the Trustees that the Administration is reviewing the possibility of leasing people movers to bus students back and forth to and from the Tech Center. He reviewed HCC’s default loan rate history.

The Title IV Student Support Services Grant renewed for five years. President Reist thanked Andrea Keller, current Director, for all her work in making sure that objectives were met. He noted that many others were also instrumental in the success of the current grant and its renewal.

He noted that the August Board Meeting needs to be held early to meet budget filing deadlines. He suggested August 12 at 7:30 p.m. The Trustees voiced no objection to that date.

Finance Report: Ms. Rilie Tilley, Accountant, provided current operating cash balances.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Tharman, that the Board go into Executive Session at 5:55 p.m. to discuss Non-Elected Personnel for no more than 10 minutes. Motion passed. The Board reconvened to Regular Session at 6:05 p.m.

Chairperson Simpson declared the meeting closed at 6:05 p.m.

Joyce Simpson, Chairperson

Date

Jason Taylor, Secretary/Treasurer