

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES  
August 19, 2015

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

Call to Order: The meeting was called to order by Chairperson Joyce Simpson at 7:31 pm in the Administration Building Conference Room on the HCC Highland Campus.

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

Approval of the Minutes: It was moved by Mr. Tharman, seconded by Mr. Karn, that the minutes of the July 20, 2015, Regular Meeting, and the Special Meeting of July 20, 2015, be approved as corrected. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Smith, that warrants 418823 thru 419270 be approved as presented. Discussion. Motion passed.

Public Comment: Public Comment was heard from Rocky Ruhnke regarding Flex Account and the vacant lot at Highland Stop and Shop.

Presentation: Mr. Dave Nielson, an attorney from Nebraska, was introduced. Mr. Nielson works with clients in their charitable planned giving. He addressed the Board of having a Director of Development and a planned giving program, specifically a donor centered approach.

2015-2016 Budget Approval: The 2015-16 budget was published at the mill levy rate of 14.272. It was moved by Mr. Karn, seconded by Mr. Smith, that the 2015-16 mill levy rate of 14.272 be approved as published. Motion passed.

Bid for Basement/Foundation for Building Trades House: Two bids were received for the basement/foundation work for the second Building Trades House in Highland, one from AHRS Construction and the other from Bob Rahe Construction. The bid from AHRS, while the lower of the two, did not meet the required completion date. It was moved by Mr. Tharman, seconded by Mr. Smith, that the bid from Bob Rahe Construction of Hiawatha be accepted with a completion date of September 1, 2015. Motion passed.

People Mover Bids: The Trustees were presented with five bids for a lease for a 25-passenger people mover vehicle. It was moved by Mr. Smith, seconded by Mr. Coy, that the lease agreement with Coach Master's of Kearney, Nebraska, be approved for a 25-passenger people mover. Motion passed.

Computer Bids: The Trustees were presented with bids for 20 Lenovo laptops, docking stations, and monitors for faculty and staff upgrades. These 20 will replace the oldest computers on campus. The old computers still in good working condition will be redeployed. Those that are not will be recycled. It was moved by Mr. Karn, seconded by Mr. Smith, that the computer bid from CDWG for 20 Lenovo laptops/docking stations/monitors be accepted. Motion passed.

Faculty Recognition: President David Reist presented a proposal from the faculty and staff at the Atchison Technical Center to honor a former faculty member, Ms. Janean Bowen, by naming the nursing simulation lab in Atchison in her honor. Ms. Bowen became a full-time instructor in the NEKA-Vo-Tech Program in 1988. And was named Director of Nursing in 1996. When NEKTC merged with HCC in 2008, she came with the program and developed the simulation lab. She retired in 2011 but returned as Interim Director in 2012 for the Fall semester. Since that time

she has been a valued adjunct clinical instructor and has assisted the current Director of Nursing, Ms. Cynthia Jacobson, in the application process for accreditation of the LPN to RN program. It was moved by Mr. Smith, seconded by Mr. Karn, that the nursing simulation lab be named the Janean Bowen Nursing Simulation Lab. Motion passed.

Strategic Plan: President Reist reviewed the Strategic Plan and how it integrates with the Higher Learning Commission accreditation portfolio. He noted that the college is evaluated by HLC on the plan itself as well as follow-through on goals.

Board By-Laws: President Reist reviewed the HCC Board of Trustee By-Laws and suggested several changes to update them. Those suggested changes will be brought to the Board for action next month.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, introduced Mr. Josh Berry, Director of IT at HCC. Mr. Berry discussed the PowerCampus Reimplementation and how Full Measure Education might provide an application to replace MyHCC. He discussed how this ties in with Category 5 of the Strategic Plan and that a possible switch to Full Measure Education is being studied. Dr. Rasmussen provided the Trustees with a report on fall enrollment. Housing is 100% full. The Flex Dollar program has been tested with "Stop and Shop" and Great Western Dining. Everything appears to be in working order.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement/Executive Director of the HCC Foundation, reported that Alumni Games will be held on Saturday, August, 22. Mr. Taylor commented that he would like to see both Boards, the Board of Trustees and the Foundation Board, move forward on acquiring a Director of Development. Discussion.

Finance/Operations: Mr. Daniel Erbert, Vice President for Finance/Operations, reviewed operating cash balances. Discussion was held on expenditures and revenues. Mr. Erbert discussed additional reports that he is planning on providing to the Trustees in future meetings.

Academic Affairs Report: Ms. Peggy Forsberg, Vice President for Academic Affairs, provided the Trustees with an explanation of how the linkage between Category Teams and the HLC Self-Study Portfolio is being organized. The Portfolio will be submitted to the Higher Learning Commission in October of 2016.

Trustees' Report: Chairperson Simpson noted that the next Kansas Association of Community College Trustees is September 11-12. She and Trustee Tom Smith will be attending.

President's Report: President Reist provided updates on the recent Kansas Board of Regents meeting, Jayhawk Conference meeting, and State funding and legislative issues. He reported that the new baseball scoreboard will be mounted soon. HCC, USD 111, and the City of Highland are splitting the cost of the new board. He informed the Trustees that the owner of the football practice field would like to make some changes to the lease. The lease will be brought to the Board at some point in the future. He provided a report on recent personnel changes and a report on workshops that are being given by the Enology/Viticulture Program.

President Reist informed the Trustees of recent discussions with the Highland Fire Department about when it is necessary to call the fire department, specifically when College personnel have determined it is a false alarm that was set off by steam from a shower, burnt popcorn, etc. After consulting with HCC Legal Counsel, it has been determined that it is not necessary to call the fire department when the incident is clearly a false alarm.

President Reist discussed with the Trustees the possibility of providing Board packets electronically to save on paper and labor. The packets are already being sent to the Trustees electronically, but paper packets are still being generated. The Board expressed no objection to exploring the matter further.

Announcements: None.

Executive Session: It was moved by Mr. Tharman, seconded by Mr. Taylor, that the Board go into executive session at 11:05 pm for no more than 15 minutes to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to regular session at 11:20 p.m. It was moved by Mr. Tharman, seconded by Mr. Taylor, that the executive session be extended 10 minutes. Motion passed.

The Board reconvened to regular session at 11:30 p.m.

Adjournment: Chairperson Simpson declared the meeting adjourned at 11:30 p.m.

---

Joyce Simpson, Chairperson

Date

Jason Taylor, Secretary/Treasurer