

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
March 27, 2013

Trustees Present: Vernie Coy, Donald Harter, Joyce C. Rush, Joyce Simpson, Jason Taylor, Carl Tharman.

Call to Order: The regular meeting was called to order at 7:47 p.m. by Chairperson Rush in the meeting room of Building B at the Highland Community College Technical Center in Atchison, Kansas.

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

Approval of Minutes: It was moved by Mr. Harter, seconded by Mr. Coy, that the minutes of the February 27, 2013, Regular Meeting be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mr. Taylor, seconded by Mr. Coy, that warrants numbered 4876 through 6276 be approved and that approval to pay PDG invoices be given as presented. Discussion. Motion passed.

Public Comment: None.

Memorandum of Agreement with Hiawatha Foundation for Economic Development: The Hiawatha Foundation for Economic Development (HFED) has received a beginning grant to teach people to grow small crops and market them locally and they have requested space at the Klinefelter Farm for this purpose. President David Reist presented a proposed Memorandum of Agreement between HFED and HCC. HFED is also requesting that part-time HCC employee at the farm, Lindsay Koch, be appointed as Ag Production Manager (facilitator) for the project. The grant would pay Ms. Koch's additional salary and would be working about 25% for the grant. President Reist noted that there is an area currently in grass close to the farmstead that would be very suitable for such a project. Discussion. It was moved by Mr. Taylor, seconded by Mrs. Simpson, that the Memorandum of Agreement with the Hiawatha Foundation for Economic Development be approved as presented and that Lindsey Koch be moved from part-time employee to full-time with her salary supplemented by the HFED Grant. Motion passed.

GP Dynamics Software for Business Office: President Reist and HCC IT Director John Nicholas provided an update on the proposed GP Dynamics software regarding cost and time savings, reporting tools, and how the software could aid in compliance issues. Because the software is through the same provider as HCC's student management and financial aid software, there would be a seamless transition of information throughout the organization whereas now, the Business Office operates totally separate from the rest of the college. Additionally, the current software, which has been in use since the 1980's, was created for Kansas school districts and for cash basis operations. In 2004, community colleges were changed over to an accrual basis. HCC is still using the cash basis software which requires extensive time and effort by the Business Office to change over to accrual basis for the audit. In addition, there is not an employee management system in place. The auditors have, for years, recommended that the College change software but the cost has been prohibitive. Costs for software have decreased over the years and has come to a point where consideration is warranted. If approved, the software would be implemented in three phases over different budget years. Discussion. It was moved by Mr. Taylor, seconded by Mr. Tharman, that the Administration proceed with Phase I of the GP Dynamics Software Update for the Business Office. Motion passed.

Medical Arts Building in Seneca: President Reist informed the Trustees that Nemaha Central will be closing B & B schools in Baileyville after the completion of the 2013-14 academic year. HCC will be working with Nemaha Central about the possibility of starting some technical programs in that facility. During a previous Board Meeting, President Reist had introduced the possibility of the college purchasing the unused Medical Arts Building in Seneca for this purpose, but now that the closing of B & B is going to become a reality, President Reist recommended that the Medical Arts Building option be dismissed. The Board Members had no objection.

Employee Wellness Program Incentive: Eileen Gronniger, Human Resource Manager, provided a presentation regarding employee wellness programs and their benefits to both employees and institutions. She asked Board approval to proceed with development of an employee wellness program and incentive program proposal to be presented for approval at a future Board meeting. Discussion. The Board had no objection to the development of a proposal for future review by the Board.

Vendor Grievance Policy: HCC is part of a seven school consortium for a three year Department of Labor Grant called TRAC-7. This grant, as well as other federal grants, require that each school have a vendor grievance policy. President Reist presented a formal Vendor Grievance Policy for Highland Community College which established procedures for addressing vendor grievances and complaints. Discussion. It was moved by Mr. Harter, seconded by Mr. Coy, that the Vendor Grievance Policy be adopted as presented effective April 1, 2013. Motion passed.

Morrill & Janes Bank Resolution of Business Organizations: Morrill & Janes Bank is one of the depositories for Highland Community College. They have requested that the HCC Board of Trustees pass a Resolution of Business Organization establishing the terms of the depository and defining authorized college representatives for the account. Authorized representatives from HCC would be: Cynthia Haggard, Vice President for Finance/Operations; Kathleen M. Clark, Office Manager; David Reist, President. It was moved by Mrs. Simpson, seconded by Mr. Tharman, that the Morrill & Janes Bank Resolution of Business Organizations be accepted as presented and corrected. Motion passed.

Academic Affairs Report: Ms. Peggy Forsberg, Interim Vice President for Academic Affairs, updated the Trustees on the development of hybrid courses, the project timeline for the academic catalog update, and criteria used for program reviews.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement, reported that the Foundation has taken bids on conservation work at the Klinefelter Farm and tile work has begun. Additional bids will be taken for dirt work in the fall.

Finance/Operations: No report.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, recently attended a NASPA Conference and shared a summary from that conference of today's college student as well as the differences between the type of relationship that part-time students want with their college as compared to full-time students.

Dr. Rasmussen shared a comparison of college-wide Spring enrollment reports for the last several years. She reported that the Summer Blitz on campus classes and schedule have been set. She provided an overview of the Title III Grant that is being prepared for submission.

Trustees' Report: No report.

President's Report: President Reist reported that the HCC Women's Basketball Team had a 30 win season, were the Regional Champions and finished 5th at the National Tournament. The Jayhawk Conference is now allowing 20 out-of-stater's in football programs and eight in basketball.

President Reist updated the Trustees on the high school Tech Ed bill and announced that the College is working with Marysville High School regarding the possibility of offering building trades there.

President Reist reported on recent personnel changes.

Announcements: Mr. Harter commended the staff in the Public Relations department at the college for all the good articles submitted to the local newspaper. He also commended all the students for their good work.

Executive Session: It was moved by Mrs. Simpson, seconded by Mr. Taylor, that the Board go into Executive Session at 9:25 p.m. to discuss non-elected personnel for no more than 15 minutes. Motion passed. The Board reconvened to regular session at 9:40 p.m.

Adjournment: It was moved by Mr. Coy, by Mrs. Simpson, that the meeting adjourn. Motion passed. Meeting adjourned at 9:41 p.m.

Joyce C. Rush
Chairperson

Date

Jason Taylor
Secretary/Treasurer