

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
January 27, 2016

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

Call to Order: The meeting was called to order by Chairperson Joyce Simpson at 7:30 pm in the Administration Building Conference Room on the campus of Highland Community College in Highland, Kansas.

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

Approval of the Minutes: It was moved by Mr. Karn, seconded by Mr. Tharman, that the minutes of the December 16, 2015, Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Coy, that warrants 420963 thru 421266 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Action Item – Agriculture Equipment Bids and Truck for Precision Ag Program: President David Reist explained that the Precision Ag grant provides for purchase of several mobile labs to be used in the program. The Trustees were provided with three bids for the purchase of two John Deere XUV 825i gators to be used in the mobile labs. The gators will be outfitted with software and GPS equipment. Discussion. It was moved by Mr. Coy, seconded by Mr. Coy, seconded by Mr. Tharman, that the bid from Concordia Tractor, Inc., be accepted as submitted. Motion passes.

President Reist asked Board approval to purchase a used 2008 ¾ ton Dodge pickup from the City of Horton for \$10,000. The pickup will be used by the Precision Ag program to pull program equipment such as the mobile labs, trailers, etc. It was moved by Mr. Coy, seconded by Mr. Taylor, that the purchase of a used 2008 ¾ ton Dodge pickup from the City of Horton be approved as requested. Motion passed.

Action Item – Unresolved Complaints Process: President Reist informed the Trustees that the Student Consumer Complaint Process Program Integrity Rule issued by the U. S. Department of Education is requiring all colleges receiving federal aid to have a stated process to review and act on complaints concerning the institution. While HCC does have a complaint process, it does not currently meet all of the points addressed in the new mandate. The Trustees were provided with the suggested process changes. Discussion. It was moved by Mr. Karn, seconded by Mr. Taylor, that the Unresolved Complaints Process be approved as presented. Motion passed.

Discussion Item – Building Trades Program House: President Reist updated the Trustees on the progress of the house being constructed by the Building Trades Program in Highland. Discussion was held regarding possible locations in Doniphan County for future building projects.

Discussion Item – Personnel Policy Updates: The Trustees were presented with four personnel policies for a first reading. By Board Policy, changes to personnel policies must be presented for a first reading before they can be acted upon at the next meeting. The four policies presented were: Activity Passes, Family and Medical Leave, Parking Policy, and Textbook and Fee Waivers. These policies will be presented at the February meeting for approval.

Action Item – Bank Authorization: There have been two personnel changes in the HCC Business Office. As a result, the bank authorizations for the Bendena State Bank/Bank of Highland require updating effective February 1, 2016. It was moved by Mr. Tharman, seconded by Mr. Karn, that the changes be approved as presented. Motion passed.

Academic Affairs Report: Ms. Peggy Forsberg, Vice President for Academic Affairs, informed the Trustees of the upcoming “Broadway at The Barn” event on February 27, 2016. This event is part of the Arts at The Barn Series which addresses Criterion 1, Objective 2 of the Strategic Plan. Ms. Forsberg provided an update on the activities of the Transfer and Articulation Council from 2012 to 2015. The Council includes members from Kansas community colleges and four-year universities who are working together to create guaranteed transfer among Kansas public colleges. Ms. Forsberg ended her report with several examples of “Plan Do Check Act” Best Practices projects implemented by faculty in the Fall of 2015 and how those projects align with the HCC Strategic Plan.

Finance/Operations Report: Mr. Dan Erbert, Vice President for Finance & Operations, reported that over 500 students have signed up for the new payment plan service this semester. This payment plan is administered by Nelnet Business Solutions. Mr. Erbert is currently working with five counties in the HCC service area regarding getting the proper exemptions on properties in those counties. Current operating cash balances were reviewed.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement, the regional sites are now managing their own marketing dollars and it seems to be going well. The Marketing Team is looking at where marketing dollars should be going for the future in order to maximize HCC’s presence. The Foundation held their most recent meeting on January 25th. Dr. Mosher briefly reviewed the Academic Quality Improvement Program (AQIP) process and provided the Trustees with notebooks in which to place monthly reports.

Student Services Report – Dr. Cheryl Rasmussen, Vice President for Student Services, provided an update on current Strategic Action Plan activities in the Student Services Department including enrollment goals, marketing, advertising and other initiatives aligning to enrollment goals. She also reviewed current enrollment and housing numbers for Spring, 2016.

Trustees’ Report: Chairperson Simpson reported that she will be attending the Phi Theta Kappa banquet in Topeka on February 11. A Kansas Association of Community College Trustees meeting will follow the Noon banquet.

President’s Report: President Reist provided updates on the recent discussions held at the State level. Re-centering is still a hot topic and would change the way community colleges are funded. He discussed current bills that are being considered by the State Legislature. HCC will be hosting the Kansas Community College Leadership Institute at the Klinefelter Barn and on campus February 4-5. The Kansas Supreme Court Justices periodically hold hearings around the State so that the community has an opportunity to attend and watch the proceedings. They have contacted HCC about holding a hearing on the Highland campus. A date will be announced once the details are worked out.

President Reist noted that he had visited with the USD 409 Board regarding the future of the HCC Technical Center in Atchison. The College currently leases the facility and the lease will be up in three years. Discussions are continuing. HCC athletic programs current records were highlighted. President Reist announced that HCC Academic and Athletic Hall of Fame candidates are under consideration. Recent personnel changes were highlighted.

Announcements: An alumni basketball reunion is being planned for February 20.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board go into executive session at 9:22 p.m. for no more than 20 minutes to discuss Acquisition of Real Property. Motion passed.

The Board reconvened to regular session at 9:42 p.m. It was moved by Mr. Taylor, seconded by Mr. Coy, that the Executive Session be extended for five minutes. Motion passed.

The Board reconvened to regular session at 9:47 p.m.

Executive Session: It was moved by Mr. Tharman, seconded by Mr. Coy, that the Board go into executive session at 9:48 p.m. for no more than 30 minutes to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to regular session at 10:10 p.m.

Adjournment: Chairperson Simpson declared the meeting adjourned at 10:10 p.m.

Joyce Simpson, Chairperson

Date

Jason Taylor, Secretary/Treasurer