

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
January 22, 2014

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

Call to Order: The regular meeting was called to order at 7:30 p.m. by Chairperson Rush in the Highland Community College Administration Building Conference Room.

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

Approval of Minutes: It was moved by Mrs. Simpson, seconded by Mr. Coy, that the minutes of the December 18, 2013, Regular Meeting, be approved as corrected. Motion passed.

Approval of Warrants: It was moved by Mr. Taylor, seconded by Mr. Coy, that warrants numbered 411786 through 412134 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Faculty Presentation: Mr. Harry Moeller, HCC Biology Instructor, and the 2013 recipient of the Bruning Award, reported that he had used the award to attend the National Association of Biology Teachers Conference in Georgia. He spoke about his experiences there and how he will be applying what he learned in the classroom.

Request for Additional Biological Science Instructor on the Highland Campus: With an increasing interest in pre-professional areas such as nursing, physical therapy, sports medicine, and personal fitness trainer, it has become evident that there is a need to add a second full-time Highland Campus biology instructor to teach science classes that are required in those areas. Discussion. It was moved by Mrs. Simpson, seconded by Mr. Smith, to approve the addition of a second full-time biological science position on the Highland Campus beginning with the 2014-15 academic year. Motion passed.

Western Center Positions: Some of the positions at the new HCC Western Center are being funded by the Title III grant. One of those positions is a half-time office Assistant. President David Reist requested that the college provide matching funds to make the position full-time. In addition, President Reist requested approval to create a new maintenance position for the Western Center. This position would be funded 100% by the college. Discussion. It was moved by Mr. Smith, seconded by Mrs. Simpson, that the Board approve the hiring of a full-time office assistant using 50% Title III funds and 50% institutional funds and a full-time maintenance worker using 100% institutional funds for the HCC Western Center in Baileyville, Kansas. Motion passed.

Construction Manager at Risk Proposals for the HCC Western Center: President Reist announced that the advertisement for a Construction Manager at Risk to head up the remodeling of the HCC Western Center had been placed in the papers as per State statutes, with the deadline of January 21 for proposals. One proposal was received from AHRS Construction of Bern, Kansas. The Trustees were provided with a copy of the AHRS proposal. Discussion. It was moved by Mr. Smith, seconded by Mr. Taylor, that AHRS Construction of Bern, Kansas, be appointed Construction Manager at Risk for the HCC Western Center remodeling project. Motion passed.

Emergency Notification System: HCC's current crisis notification system is somewhat cumbersome to manage and has not been effective. There have been technical difficulties with the current desktop alert systems and text messaging reaching all persons across campus. Members of the HCC Security Staff and IT Staff researched several systems, visiting and talking to other colleges about their experiences with various systems, and provided a report to the HCC Crisis Team. After reviewing that report, bids for a new crisis notification system were sought that would alert the entire campus and be easy to operate. Three bids were received. Discussion. It was moved by Mr. Smith, seconded by Mr. Taylor, that the purchase of the Visiplex Wireless PA and Emergency Notification System be purchased at a cost of \$29,619.50. Motion passed.

Building Trades Program: President Reist discussed the possibility of moving the Building Trades Program from Atchison to Highland. The program has experienced low enrollment in recent years. Students from the Highland campus are being bussed to Atchison to participate in the program. There may be more students who would participate in the program if it were located in Highland, including those from area high schools. Discussion about the pros and cons of such a move as well as where projects could be built. This item will be discussed again at a future meeting.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement, reported that the 3rd Quarterly Foundation Board Meeting had been held on January 20, 2014. Gene Bauer, the newest Board Member, was in attendance.

Dr. Mosher informed the Trustees that the Foundation had received a draft agreement from Rainbow Communications regarding the placement of a tower on the Klinefelter Farm. The draft is being reviewed. He added that K-State Network will be placing a weather station at the Farm.

Student Services: Dr. Cheryl Rasmussen, Vice President for Student Services, provided a report showing enrollment goals as compared to actual enrollment numbers on the Highland Campus, Online, Concurrent, and at each of the Regional locations.

Dr. Rasmussen shared the results of a survey given to HCC Employees regarding their opinions about breaks for students and employees over Easter and Spring Break and Thanksgiving and Fall Break. Students were also surveyed. Results of both surveys will be used to assist in the building of future calendars.

Finance/Operations Report: The Trustees were provided with current operating cash balances and investment reports. Mr. Jerry Reid, Interim Vice President for Finance/Operations, reported that the first phase of the software conversion has gone well.

Academic Affairs: No report.

Trustees' Report: Chairperson Rush reported that she had participated in a tele-conference on advocacy. She is planning to attend the PTK Banquet in Topeka on February 13th.

President's Report: President Reist invited all the Trustees to attend the Phi Theta Kappa Banquet in Topeka on February 13th. HCC will be represented by three students, two from the Highland Campus Chapter and one from the Highland Wamego Chapter. President Reist discussed the Governor's revised budget recommendations. He announced that HCC's Performance Agreements have been approved through the Kansas Board of Regents.

President Reist announced that two of the three HCC wines from its vineyard in Wamego have won awards. The Traminette took Best of Class of the Semi-Sweet Whites. The Chambourcin Reserve, a dry red, took Best of Show at the Kansas Grape Growers and Winemakers Association Annual Conference.

President Reist provided updates on recent personnel changes and athletic activities. The women's basketball team is currently 19 – 1 and ranked 5th in the nation. He added that a walking trail is being built at the Klinefelter Farm and it is hoped that it will be completed by fall so that HCC can host a cross country meet there.

Announcements: None.

Executive Session to Discuss Non-Elected Personnel: It was moved by Mrs. Simpson, seconded by Mr. Taylor, that the Board go into Executive Session at 9:21 p.m. for no more than 15 minutes to discuss non-elected personnel. Motion passed. The Board reconvened to regular session at 9:36 p.m.

Executive Session to Discuss Acquisition of Real Property: It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board go into Executive Session at 9:37 p.m. for no more than 10 minutes to discuss acquisition of real property. Motion passed. The Board reconvened to regular session at 9:57 p.m.

Adjournment: Chairperson Rush declared the meeting adjourned at 9:58 p.m.

Joyce C. Rush
Chairperson

Date

Jason Taylor
Secretary/Treasurer