

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES  
November 19, 2013

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

Absent: 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 Mrs. Simpson, that the Agenda be approved as amended. Motion passed.

Approval of Minutes: It was moved by Mr. Smith, seconded by Mr. Coy, that the minutes of the October 23, 2013, Regular Meeting and the November 6, 2013, Special Meeting be approved as submitted. Motion passed.

Approval of Warrants: It was moved by Mr. Taylor, seconded by Mr. Coy, that warrants numbered 868 through 971, 411001 through 41366, and 421001 through 421263 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Kansas House Representative Update: President David Reist introduced Mr. Jerry Henry, Kansas House Representative for the 63<sup>rd</sup> District. Representative Henry discussed where the Kansas state general fund budget comes from and how it is broken out into its different components. He updated the Trustees on current challenges facing education and added that this is a very defining time for higher education in Kansas.

Faculty Presentation: Mr. Randy Culbertson, Auto Collision Instructor, described the Auto Collision program and what the students work on each semester.

Executive Session: It was moved by Mrs. Simpson, seconded by Mr. Taylor, that the Board go into Executive Session at 8:27 p.m. to discuss Non-elected Personnel for no more than 15 minutes. Motion passed. The Board reconvened to Regular Session at 8:43 p.m.

Change Library Tech AAS to AA: In June of 2013, the Board approved an Associate in Applied Science in Library Technology. While preparing the proposal for TEA and KBOR approval, it was determined that offering an Associate of Arts instead of an AAS would meet the criteria for approval as well as offering more options for the student in terms of position openings and transfer to 4-year college programs. The major course requirements and competencies will remain the same with a few minor changes in general education coursework. It was moved by Mrs. Simpson, seconded by Mr. Smith, that approval be given to change Library Tech to an AA program. Motion passed.

HCC/Nemaha Central Contract for the B & B Building: President Reist provided the Trustees with a proposed contract for the purchase of the B & B school building in Baileyville. The Trustees provided several suggested changes. President Reist will make the proposed changes and present the revised contract to the Nemaha Central Board for their consideration.

President Reist stated that it would be beneficial to identify the contractor for remodeling of the building as soon as possible so that renovation can begin as quickly as possible after HCC takes possession on June 1, 2014. He asked if the Board had any objections to advertising and asking interested contractors to submit proposals. The Board had no objection.

Purchase of Vehicles from the State Bid List: President Reist informed the Trustees that several of the vehicles in the college's fleet need to be replaced. Money is budgeted for this purpose. He requested approval to purchase a 12-passenger van and a mini-van under the State Bid List. Discussion. It was moved by Mr. Taylor, seconded by Mr. Smith, that approval be given to purchase a 12-passenger van and a mini-van under the State of Kansas Bid List. Motion passed.

Football Coaches Contracts: President David Reist explained that full-time football coach employment contracts run from January 1 through December 31. He recommended that contracts for Ryan Held, Head Coach; Robert Majeski, Offensive Coordinator; Judd Remmers, Defensive Coordinator; and Aaron Arnold, Offensive Line/Run Game Coordinator, be renewed for 2014. It was moved by Mr. Smith, seconded by Mr. Coy, that employment contracts for Ryan Held, Robert Majeski, Judd Remmers, and Aaron Arnold be renewed for 2014. Motion passed.

Modify Board Approved Bank Signatories: Annually at the Board's regular July meeting, one of the standard items for approval are signatories for the college's banking business. Due to two resignations since that time, President Reist provided the Board with an updated list of signatories for approval. It was moved by Mrs. Simpson, seconded by Mr. Smith, that the changes in signatories be approved as presented. Motion passed.

Academic Affairs: Ms. Peggy Forsberg, Vice President for Academic Affairs, reported that an Instructional Council has been formed to steer instructional office functions. Ms. Forsberg stated that one of the topics being addressed is academic integrity.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement, reported that the Foundation Audit is complete. He provided an update on conservation work at the Klinefelter Farm. He noted that promotional ads have been started on television and radio ads will begin soon. The Marketing Committee is considering variations on the H logo in order to personalize it to various college programs. An agreement has been reached for the placement of a Rainbow Communications tower on the Klinefelter Farm. The Land Institute has planted a plot of perennial wheat seed on the Klinefelter Farm.

Student Services: The Trustees were provided with updated enrollment report and goals information. Programs that are being considered for implementation at the HCC Western Center were discussed.

Finance/Operations Report: The Trustees were provided with current operating cash balances and investment reports.

Trustees' Report: Chairperson Rush reported that the next Kansas Association of Community College Trustees' meeting will be held in Coffeyville on December 8 and 9. Both she and Trustee Joyce Simpson will be attending.

President's Report: President Reist reported that he will be attending the next Council of President's meeting in conjunction with the KACCT meeting in Coffeyville. He noted that the Title VI Student Support Services grant application renewal is coming up. Romona Munsell Associates will again be utilized to assist with the grant renewal. President Reist noted that a trail system is being developed at the Klinefelter Farm with the goal of hosting cross country meets. Doniphan County has donated an old bridge that will be pieced out and used to build several bridges on the trail. Recent discussed upcoming activities and recent personnel changes.

Announcements: None.

Executive Session to Discuss Acquisition of Real Property: It was moved by Mr. Taylor, seconded by Mrs. Simpson, that the Board go into Executive Session at 9:45 p.m. for no more than 15 minutes to discuss acquisition of property. Motion passed. The Board reconvened to regular session at 9:58 p.m.

Executive Session to Discuss Non-Elected Personnel: It was moved by Mrs. Simpson, seconded by Mr. Smith, that the Board go into Executive Session at 9:58 p.m. for no more than 20 minutes to discuss non-elected personnel. Motion passed.

The Board reconvened to regular session at 10:23 p.m.

Adjournment: Chairperson Rush declared the meeting adjourned at 10:23 p.m.

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Joyce C. Rush  
Chairperson

Date

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Jason Taylor  
Secretary/Treasurer