

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
February 25, 2015

Trustees Present: Vernie Coy, Joyce Simpson, Tom Smith, Carl Tharman. Joyce C. Rush arrived at 7:33 p.m.
Trustees Absent: Jason Taylor

Call to Order: The meeting was called to order by Vice-Chairperson Tom Smith at 7:30 pm in the Administration Building Conference Room on the Highland Community College Campus.

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

Chairperson Rush arrived and Vice-Chair Smith turned the meeting over to Chairperson Rush.

Approval of the Minutes: It was moved by Mr. Smith, seconded by Mr. Tharman, that the minutes of the January 28, 2015, Regular Meeting be approved as submitted. Motion passed.

Approval of the Warrants: It was moved by Mr. Smith, seconded by Mrs. Simpson, that warrants 416665 thru 417099 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Faculty Presentation: Mr. Clifford Hawk, HCC Agriculture Instructor, was recognized at this time. In honor of the College's 157th birthday on February 9th, Mr. Hawk presented, on behalf of the HCC Faculty, a vintage postcard of Irvin Hall, year unknown, purchased on eBay; a 1943 college yearbook, and a Terry Joyce football card (Mr. Joyce is an HCC alum). The Board thanked the Faculty for the gifts to the College.

Selecting Agents for Bidding Property/Casualty/Vehicle Insurance: President David Reist stated that the College's property, liability, casualty and vehicle insurance will be let for bid for the next fiscal year. Currently, there are two companies who underwrite these policies, EMC and MHEC (Midwestern Higher Education Compact). The College currently has coverage under EMC through Highland Insurance. Another agency outside the county has also expressed interest in bidding under EMC. In addition, two agencies have indicated interest in bidding using MHEC. Brian Edie has indicated that he may be able to bid through Traveler's Insurance. Discussion. It was moved by Mrs. Simpson, seconded by Mr. Smith, that Highland Insurance Agency be asked to bid through EMC, IMA be asked to bid through MHEC, and, if possible, Brian Edie be asked to bid through Traveler's Insurance. Motion passed.

Building Trades Highland House #2 Location: President Reist reported that the Administration has been looking ahead to next year for a location for another Building Trades home in Highland. Since the College already owns the property one block south of the high school, gifted by Larry Gilmore, he recommended that this be the next building site. Mr. Gilmore has indicated that he would be okay with utilizing the property in this manner. The first step would be to demolish the current house on the property which is beyond repair. President Reist recommended that bids be sought to tear the house down and level the property. The Board expressed no objection.

Student Tuition/Fee Proposal for 2015-2016: President Reist updated the Trustees on current State funding issues as well as cuts that have occurred and are expected. Because there will not be any new dollars from the State, increased revenues can only come from two sources – the Doniphan County mill levy and student tuition/fees. He provided the Trustees with a tuition/fee proposal that would generate an additional \$290,000 to help make up at least part of the expected shortfall. Discussion. It was moved by Mr. Tharman, seconded by Mr. Coy, that the recommended student tuition/fees for 2015-16 be adopted as presented. Motion passed.

Student Housing Costs for 2015-2016: President Reist proposed a varied increase in costs for student housing for 2015-16 whereby private rooms would increase in a greater increment than shared rooms. President Reist noted that this recommendation is for housing only and does not include meals. Meal costs will be discussed at a future meeting. Discussion. It was moved by Mr. Smith, seconded by Mr. Coy, that the proposed housing rates for 2015-16 be adopted as proposed. Motion passed.

Part-Time Classified/Administrative Personnel Policy: The Trustees were provided with proposed changes to the College's policy on Holidays which included the elimination of clauses that allow part-time employees to be paid for holidays. It was moved by Mr. Smith, seconded by Mrs. Simpson, that the changes to the Classified/Administrative personnel policy on Holidays be adopted as presented. Motion passed.

March Meeting Location: The past few years the Board has held its regular March meeting at one of HCC's Regional locations. Discussion. It was moved by Mrs. Simpson, seconded by Mr. Smith, that the March 25, 2015, Board of Trustees meeting be held in Perry, Kansas, with the Board leaving the Highland campus at 2:00 p.m. to first tour the Wamego facility and then travelling to Perry to hold their regular meeting there. Motion passed.

IT Bid: President Reist reported that the current IT servers are more than seven years old with a number of them no longer under warranty. In addition, they are close to capacity. He presented a plan to purchase upgrades to the servers in order to allow for continued progress and to preserve the programs and information on the current servers. It was moved by Mr. Smith, seconded by Mrs. Simpson, that the purchase of additional servers and equipment through CDW-G be approved as presented. Motion passed.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement/Executive Director of the HCC Foundation, reported that the Marketing Committee is putting together the new course guide piece mailer. The targeted service area has been expanded and the mailer will go out in time for Fall enrollment.

Finance/Operations Report: Mr. Jerry Reid, Interim Vice President for Finance & Operations, shared operating cash balances and current bank account summaries. He then reviewed budget factors that should be taken into consideration as the Board sets budget figures and costs for the next fiscal year. He reported that, as directed by the Board at the January meeting, 40% of the natural gas for the Highland campus, purchased through Constellation Gas, was locked in at \$3.425.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, reported that planning for the remodel of Building B at the Wamego is underway. The remodel will be covered by the Title III grant and will house the new Precision Ag program which is slated to begin July of 2016. Dr. Rasmussen shared current enrollment and housing figures for Fall, 2015. Bystander training will be held for key personnel and students at the Klinefelter Barn on March 12 & 13. This is a "Train the Trainer" program so that HCC personnel can provide training to students and employees so they will know what to do if they witness or are aware of sexual assault on campus.

March 10 is the Atchison Regional Center and Technical Center Visit Day. The open house portion will be from 4 – 7 p.m. The other regional centers will each have student services days in April. The HCC Student Engagement Team has launched a campaign to say no to sexual assault. Activities have included a campus climate survey, poster campaign, and a video and t-shirt campaign. The videos and posters were premiered at the February 18 basketball games. The campaign also includes the Bystander Training mentioned above.

Academic Affairs Report: Ms. Peggy Forsberg, Vice President for Academic Affairs, reported on progress being made on the AQIP Category 1, Teaching and Learning. The committee is putting together what data, evidence, and documentation that teaching is occurring and that students are learning. One tool being utilized is eWalkthrough, which is a tool and observation program for improving instruction among Adjunct Instructors. The tool is used as a development/encouragement tool rather than an evaluation process.

Trustees' Report: Trustees Joyce Simpson and Tom Smith attended the recent Phi Theta Kappa Induction in Topeka where two HCC students were among those recognized along with others from community colleges across the state. Mrs. Simpson provided a recap of the activity as well as the Kansas Association of Community College Trustees meeting held after the PTK Induction.

President's Report: President Reist provided an update on Legislative issues and bills under consideration. He reported on changes in the Kansas Jayhawk Conference including a change effective immediately in which there are no limits on international players and there are no limits on the ages of international players.

President Reist reported that three Kansas community colleges are currently in the process of conducting presidential searches. He provided an update on the progress of the sale of the house built by the Building Trades program in Atchison. Current events and an update on athletics were provided. President Reist highlighted upcoming activities that Spring Break is March 16 – 20. Offices will be closed March 19 – 20.

Announcements: None.

Executive Session: It was moved by Mrs. Simpson, seconded by Mr. Tharman, that the Board go into executive session at 9:43 pm for no more than 15 minutes to discuss non-elected personnel. Motion passed.

The Board reconvened to regular session at 9:58 p.m.

Adjournment: Chairperson Rush declared the meeting adjourned at 9:59 p.m.

Joyce C. Rush, Chairperson	Date	Jason Taylor, Secretary/Treasurer
----------------------------	------	-----------------------------------