

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
June 26, 2013

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

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

Approval of the Agenda: It was moved by Mr. Taylor, seconded by Mrs. Simpson, 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 May 22, 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 7601 through 8031 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Library Tech AAS Degree: Ms. Terri Ball, Director of Technical Education, reviewed a proposed Library Technician Program for HCC. The program has been reviewed and approved by the Curriculum & Instruction Committee. The next step is Board of Trustee approval after which it will be forwarded to the Kansas Board of Regents. It was moved by Mrs. Simpson, seconded by Mr. Harter, that the Library Tech AAS Degree be approved as presented and forwarded on to KBOR for their consideration. Motion passed.

Beverage Contract Bids: President David Reist informed the Board that the HCC campus beverage seven-year contract with Pepsi is up June 30, 2013. Bids for a new contract were submitted by PepsiCo, Coca-Cola, and 7UP. The Board reviewed the three bids which were for five-year contracts and covered both the Highland Campus and the HCC Technical Center in Atchison. It was moved by Mrs. Simpson, seconded by Mr. Coy, that the bid from 7Up be approved. Motion passed.

Athletic Insurance Bids: Highland Community College uses Dissinger Reed brokerage agency, as do most of the Kansas colleges, for bidding athletic insurance policies. Athletes are required to have their own insurance before participating in athletics at HCC. The coverage the college carries is a secondary policy. Dissinger Reed gathers the bids and provides the information to the college. The Trustees were provided with copies of the proposals. Discussion. It was moved by Mr. Harter, seconded by Mrs. Simpson, that the bid from QBE Specialty Insurance be accepted for secondary athletic insurance and Mutual of Omaha be selected as the carrier for catastrophic coverage. Motion passed.

Conceal Carry Law: The 2013 Legislature passed Kansas House Bill 2052 and the Governor signed the bill which authorizes concealed carry licensees to carry a concealed handgun into any state or other public postsecondary educational institution. Public agencies can file an exemption with the Kansas Attorney General to prevent conceal carry handguns in their facilities. EMC, HCC's property and casualty company and the insurer of over 90% of Kansas schools, issued a statement that they would not cover schools allowing conceal carry on their premises.

As per legal counsel, President Reist requested Board approval to submit a Notice of Exemption to the Kansas Attorney General requesting exemption from KS House Bill 2052. Discussion. It was moved by Mr. Taylor, seconded by Mr. Coy, that Highland Community College submit a Notice of Exemption to the Kansas Attorney General requesting exemption from KS House Bill 2052. Motion passed.

Budget FY13 and FY14: President Reist and Ms. Cynthia Haggard, Vice President for Finance and Operations, provided the Trustees with information on estimated year end revenues, expenditures, and unencumbered cash.

Raises for Classified and Administrative Employees: Contracts for a list of Administrative employees were approved by the Board at the May 2013 meeting. Classified employees are paid hourly, are at-will employees, and do not work under a contract. President Reist recommended that Classified and Administrative Employees be given a 3% raise for 2013-14. It was moved by Mr. Harter, seconded by Mr. Coy, that a 3% increase in pay be approved for Classified and Administrative Employees for FY14. Motion passed.

MAC Lab Computer Bid: was moved by Mrs. Simpson, seconded by Mr. Taylor, to approve the creation of a Building Trades Instructor position at Marysville and an Auto Tech Instructor position at Holton, the creation of an Assistant Registrar position from the two vacant clerk positions, and changing the part-time Allied Health Coordinator position back to a full-time Allied Health Coordinator/Instructor position. Motion passed.

Budget Discussions for FY13 and FY14: President Reist updated the Board on Legislative funding issues as well as tuition revenues and projections. Ms. Cynthia Haggard, Vice President for Finance/Operations, provided the Trustees with a handout on operating cash and investments and discussed county valuations and mill levies.

Student Meal Plan Rates for FY14: President Reist recommended no increase in student meal plan rates for next year. It was moved by Mrs. Simpson, seconded by Mr. Harter, that there be no increase in student meal plan rates for 2013-14. Motion passed.

Tuition and Fees for FY14: President Reist recommended a \$1.00 per credit hour fee increase and that this fee be used to cover the cost of transcripts and graduation. He also recommended a \$4 increase for tuition and move to just one out-of-state tuition. It was moved by Mr. Taylor, seconded by Mr. Tharman, that for the 2013-14 academic year, the following changes be implemented: Fees increased by \$1.00 with those increases covering the costs of transcripts and graduation; Tuition increased by \$4.00 per credit hour for Doniphan County Residents, Kansas Residents, Out-of-State Border Residents, and International Residents; and Tuition for Out-of State be decreased to the same rate as the Out-of-State Border Residents. Motion passed.

Computer Lab Bids: The Trustees were presented with three bids for computers and computer equipment for the HCC Technical Center. It was noted that the items will be purchased with capital outlay funds. It was moved by Mrs. Simpson, seconded by Mr. Harter, that the low bid from CDW-G for computers and computer equipment in the amount of \$40,000 be approved as presented. Motion passed.

Finance/Operations: Ms. Cynthia Haggard, Vice President for Finance/Operations, stated that she hopes to be able to give the Trustees a tour of the remodeled Rubeti Hall at the next Board Meeting. She reported that GP Dynamics has been on campus doing configuration assistance and training in preparation for the rollout of the new Business Office software. End user training will begin in June.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, reported on current enrollment efforts for summer and fall, 2013. Grant applications for Title III are due June 3.

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May 22, 2013

Academic Affairs Report: Ms. Peggy Forsberg, Interim Vice President for Academic Affairs, provided the Trustees information on new AAS program proposals for 2013-14 including Precision Agriculture, Library Technician, and Human Services.

Trustees' Report: Joyce C. Rush and Joyce Simpson will be attending the Kansas Association of Community College Trustees' meeting in Dodge City on June 7-8.

President's Report: President Reist provided an update on current Legislative issues. He announced that the Kansas Board of Regents has filed for a temporary exemption from HB 2052, the gun bill.

President Reist reported that he will be attending a Jayhawk Conference Meeting on May 23. He announced that the HCC Softball team tied for 7th in the National Tournament in Mississippi. Baseball finished 5th in the Jayhawk East Conference. Track participated well at Nationals.

Offers have been received on both House 6, built by the Building Trades program last year, and House 7, the house built this year. Both houses are located in Atchison.

President Reist updated the Trustees on recent personnel changes. The beverage contract is up for bids with bids due June 14. Linda Fund, KACCT Executive Director, will be visiting Highland on May 28. President Reist informed the Trustees that the HCC Foundation Board would like to have another joint meeting, perhaps in July.

President Reist stated that he would like to have a planning session with the Board, the Vice-Presidents, and the Strategic Planning Council in June. Discussion was held regarding possible dates for the meeting. It was decided that the planning session will be held at 3:00 p.m. on June 18, 2013, at The Klinefelter Barn.

Announcements: Mr. Harter noted that the All-Employee meal and meeting were both very good. It was held at The Barn with the meal provided by Great Western Dining.

Executive Session: It was moved by Mrs. Simpson, seconded by Mr. Harter, that the Board go into Executive Session at 9:30 p.m. to discuss contract negotiations for no more than 15 minutes. Motion passed. The Board reconvened to regular session at 9:53 p.m.

Adjournment: It was moved by Mr. Coy, by Mrs. Simpson, that the meeting adjourn. Motion passed. Meeting adjourned at 9:54 p.m.

Joyce C. Rush
Chairperson

Date

Jason Taylor
Secretary/Treasurer