

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES  
February 27, 2013

Trustees Present: Vernie Coy, Donald Harter, Joyce C. Rush, Joyce Simpson, 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. Harter, seconded by Mrs. Simpson, that the Agenda be approved as amended. Motion passed.

Approval of Minutes: It was moved by Mr. Taylor, seconded by Mr. Tharman, that the minutes of the January 23, 2013, Regular Meeting be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mr. Taylor, seconded by Mrs. Simpson, that warrants numbered 4404 through 4859 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Special Presentation: Mr. Clifford Hawk, HCC Agriculture Instructor, was recognized at this time. Mr. Hawk reported on the open house event that the HCC Faculty sponsored in honor of the College's 155th birthday on February 9th. All the students in attendance signed a very large birthday card. The Faculty also presented the College with 10 cans of Fix-A-Flat to be kept in various locations around campus to assist students and visitors who have a flat tire after hours and on the weekends. The Board thanked the Faculty for the gifts to the College.

English Department Presentation: HCC English Instructors Brenda Hines, Greg Bryant, and Karen Jury provided an overview of the English courses taught at HCC and their philosophy of instruction.

Precision Agriculture: President David Reist informed the Board that a new curriculum in Precision Agriculture has been developed at HCC. Precision agriculture is the practice of using remote sensing, soil sampling, and information management tools to improve production. The program has been approved by the HCC Curriculum and Instruction Committee. The next step is approval by the Board of Trustees. If that approval is gained, the program would be forwarded on to the Kansas Board of Regents where it would go through a four step approval process. If the program receives KBOR approval, the program would be offered at HCC as early as Fall, 2013. President Reist reviewed the curriculum that would be offered. Discussion. It was moved by Mrs. Simpson, seconded by Mr. Taylor, that the Precision Agriculture Program be approved as presented and that the program be forwarded to KBOR for their consideration. Motion passed.

Taser Policy for HCC Security: President Reist stated that there are occasionally incidents on campus where Campus Security is put into dangerous situations. Rather than arming them with weapons, legal counsel has suggested arming security with tasers and providing taser training for those officers. A Taser Policy for HCC Security was presented for Board consideration. Mr. Taylor expressed a desire for some type of camera to be activated when the officer goes into various situations so that there is a video record if the taser is utilized. Several other Trustees agreed with Mr. Taylor's comments and that extensive training and extreme caution is warranted by the officers. It was moved by Mr. Harter, seconded by Mr. Coy, that the Taser Policy for HCC Security be approved as presented and that the Administration explore a form of video record to be utilized by Security. Motion passed.

Amend Holiday Policy for Classified and Administrative Personnel: Proposed changes to the Holiday Policy for Classified and Administrative Personnel were presented at the January 23, 2013, meeting. Personnel policy changes require two readings before the Board can approve them. President Reist presented the proposed policy for the second reading. It was moved by Mr. Coy, seconded by Mr. Tharman, that the Holiday Policy for Classified and Administrative Personnel be approved as presented.

Great Plains Software for Business Office: In past meetings, the Administration has discussed with the Board the possibility of new software for the Business Office. The current software, which has been in use since the 1980's, was created for Kansas school districts and for cash basis operations. In 2004, community colleges were changed over to an accrual basis. HCC is still using the cash basis software which requires extensive time and effort by the Business Office to change over to accrual basis for the audit. In addition, there is not a employee management system in place. The auditors have, for years, recommended that the College change software but the cost has been prohibitive. Costs for software have decreased over the years and has come to a point where consideration is warranted.

John Nicholas, HCC IT Director, presented software from Ellucian called Microsoft Management GP. HCC's student management and financial aid software is through Ellucian. If the College purchased the business side of the software, there would be a seamless transition of information throughout the organization. Currently, much information must be input twice which takes up a lot of staff time and creates the opportunity for errors. Certain reports must be done by hand. Mr. Nicholas provided examples of information that would be accessible if the College decided to purchase the new software. President Reist stated that next month Cynthia Haggard, Vice President for Finance and Operations, will provide additional information about possible cost and time savings, reporting tools, and how the software could aid in compliance issues.

Seneca – Nemaha Central and Medical Arts Building: President Reist, Dr. Cheryl Rasmussen, and Ms. Peggy Forsberg commented on the ongoing conversations with Nemaha Central Schools and the City of Seneca about possible expansion of technical programs to the Seneca and Baileyville areas. One of the possibilities for a building in Seneca was made known to them at the recent Seneca Area Chamber of Commerce meeting at which the Chamber informed them of the availability of the currently unused Medical Arts Building. In addition, North Central School District has expressed interest in technical programs being offered at the B & B school buildings in Baileyville after consolidation goes into effect. President Reist asked if the Board had any objection to continuing discussions with the City of Seneca and Nemaha Central School District about future opportunities there. The Board expressed no objection.

Technical Program Locations for Building Trades and Administrative Assistant: President Reist discussed the possibility of expanding and/or moving two technical education programs. The Building Trades program is located in Atchison and builds a house per year. The possibility of moving that program to Highland is being considered. In addition, Marysville High School has inquired about starting up a Building Trades program there for their high school students. Other high school students in the area could also possibly participate in the program. The possibility of moving the Administrative Assistant program to Highland is also being considered. President Reist asked if the Board had any objection to the Administration continuing to look at the pros and cons of these moves and/or additions. The Board expressed no objection.

Memorandum of Understanding with Washburn Tech for Holton: At the January 23, 2013, regular meeting of the Board of Trustees, President Reist had informed the Trustees that the MOA with Washburn Tech was expiring this year. He updated the Board with additional information and inquired if the Board had any objection to ending the MOA with Washburn. The Board expressed no objection.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, reviewed progress made on the preparation of the Title III grant being prepared for submission. If funded, this grant would be funded for five years.

Dr. Rasmussen provided an update of Spring, 2013, enrollment figures, Fall, 2013, housing contracts, scholarship information for Fall, 2013, and reminded the Trustees that Brinnon and Marks, a comedy musical duo from St. Joseph, will be performing March 1 at 7:30 p.m. in Culbertson Auditorium as a part of the Fusion Series.

Academic Affairs: Ms. Peggy Forsberg, Interim Vice President for Academic Affairs, informed the Trustees that a Faculty Inservice had been held for the Highland Faculty earlier in the day. Committee members who planned the inservice were Faculty members Linda Switzer, Theresa Grossman, Clifford Hawk, Yvette Cook, and HCC Director of Institutional Research Dr. Harold Arnett. Ms. Forsberg reviewed the agenda and activities that had occurred.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement, reported that the new Administrative Assistant in his department would start on March 1. Last week concluded the Foundation Scholarship interviews. Six Foundation Scholarships will be awarded for Fall, 2013.

Finance/Operations: No report.

Trustees' Report: Joyce Simpson reported that she had attended the Phi Theta Banquet and Kansas Association of Community College Trustees in Topeka on February 14. Two of the students honored at the banquet were Highland Community College students Marshall Diveley from Highland and Justin Smith from White Cloud. Mrs. Simpson spoke about Legislative issues that were discussed at the KACCT meeting.

President's Report: President Reist stated that he also had attended the Phi Theta Banquet in Topeka. At the Council of President's meeting held that same day a number of different Legislative issues were discussed and he highlighted a number of them for the Board.

Basketball playoffs are beginning. The men will play in Highland on Saturday. The women have a bye their first game and will play Tuesday in Highland. Last Saturday, the Region VI decathletes and pentathletes competed in Highland at the Wellness Center.

The Kansas Board of Regents set up a task force called the Transfer and Articulation Advisory Council to look into seamless transfer of courses into that particular discipline from one public Kansas institution to another. For the current 2012-13 academic year, there are 17 courses that have been approved. Additional courses will be considered over the next two years.

President Reist reported that the seven year soft drink contract with Pepsi will end this year. The contract will be let for bids for another seven year contract.

The Building Trades Center currently has one completed house for sale in Atchison and another soon to be completed house for sale. A potential buyer has expressed interest in the soon to be completed house.

Announcements: None.

Executive Session: It was moved by Mrs. Simpson, seconded by Mr. Taylor, that the Board go into Executive Session at 9:40 p.m. to discuss non-elected personnel for no more than 10 minutes. Motion passed. The Board reconvened to regular session at 9:50 p.m.

Adjournment: It was moved by Mr. Coy, by Mrs. Simpson, that the meeting adjourn. Motion passed. Meeting adjourned at 9:51 p.m.

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Joyce C. Rush  
Chairperson

Date

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Jason Taylor  
Secretary/Treasurer