

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES  
February 24, 2016

Trustees Present: Vernie Coy, Russell Karn, Joyce Simpson, Tom Smith, Carl Tharman.  
Absent: Jason Taylor.

Call to Order: The meeting was called to order by Chairperson Joyce Simpson at 7:30 pm in the Administration Building Conference Room on the campus of Highland Community College in Highland, Kansas.

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

Approval of the Minutes: It was moved by Mr. Tharman, seconded by Mr. Smith, that the minutes of the January 27, 2016, Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Smith, seconded by Mr. Coy, that warrants 421267 thru 421655 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Student Support Services Presentation: Ms. Lisa Parsons, SSS Director, briefed the Trustees on the purpose of the Student Support Services program. SSS is part of the federally funded Trio Programs that were begun in 1964. The HCC SSS Program, which is funded through 2020, serves 140 students that are selected on a criteria basis. They must be first-generation college students, low-income students, or have a disability to qualify. Ms. Parsons discussed the services offered these students and the goals of the program. She noted that February 27, 2016, is National Trio Day.

Precision Ag Equipment Bids: The Trustees were provided with three bids for the purchase of a Precision Planter Demo Unit with Air Force Compressor and 2020 Seed Sense. The unit will be used in the Precision Ag program and purchased with Title III grant funds. In addition three bids for two enclosed cargo trailers to be used as mobile labs in the Precision Ag program were also submitted for consideration. It was moved by Mr. Karn, seconded by Mr. Tharman, that the Precision Planter Demo Unit be purchased from Rush Precision Services of Highland, Kansas, and the two enclosed cargo trailers be purchased from Blue Valley Trailers in Waterville, Kansas. Motion passed.

Tuition Increase: Discussion was held regarding current tuition and fee costs at Highland and other Kansas community colleges. It was moved by Mr. Tharman, seconded by Mr. Coy, that a \$1 per credit hour increase in tuition be implemented across the board effective 2016-17 with the exception of Doniphan County residents. Motion passed. It was moved by Mr. Smith, seconded by Mr. Karn, that a \$3 per credit hour increase in textbook rental be implemented across the board for 2016-17 and that online students be allowed to participate in textbook rental. Motion passed.

Student Housing and Meal Plan Increase: The Trustees reviewed current housing and meal plan costs. It was moved by Mr. Smith, seconded by Mr. Coy, that a \$30 per semester increase for meal plans and a \$25 increase per semester increase for all housing be implemented for 2016-17. Motion passed.

Personnel Policy Updates: Last month, the Trustees were presented with four personnel policies for a first reading. By Board Policy, changes to personnel policies must be presented for a first reading before they can be acted upon at the next meeting. The four policies presented were: Activity Passes, Family and Medical Leave, Parking Policy, and Textbook and Fee Waivers. Discussion was held and several changes were suggested to the Parking Policy. It was moved by Mr. Tharman, seconded by Mr. Smith, that policies for Activity Passes, Family and Medical Leave, and Textbook and Fee Waivers be accepted as presented and that the Parking Policy be accepted with the suggested changes. Motion passed.

Random Drug Testing for 2016-17 for all HCC Scholarship Recipients: HCC has been conducting random drug testing of student athletes for a number of years. President Reist entered into discussion with the Board Members about the possibility of expanding random testing to all students on scholarship. It was moved by Mr. Karn, that if random drug testing is done on athletes, it be done on all scholarshiped students. Discussion. Mr. Karn withdrew his motion. President Reist was directed to investigate policies at other institutions and further research the topic, providing additional information to the Board at a future meeting.

Time and Location of Regular March Meeting: It past years, the Board has taken their March and November regular meetings to one of the regional locations. It was the consensus of the Trustees that the March 23, 2016, meeting be held at the Western Center in Baileyville with the specific time to be determined.

Finance/Operations Report: Mr. Dan Erbert, Vice President for Finance/Operations, reviewed current operating balances and revenues. He reported that several vehicles in the College's fleet need to be replaced because of high mileage and mechanical issues. The State of Kansas is offering cars through the State bid for a limited time. It was the consensus of the Board that the Administration look at the cars being offered and purchase one if it meets the needs of the College.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement, reported that the Alumni Basketball Reunion on February 20 was well attended and well received. Mr. Keith Jaloma, the new Foundation Executive Director, will start his new duties on March 1. Marketing efforts are focusing on exploring additional digital advertising opportunities.

Student Services Report – Dr. Cheryl Rasmussen, Vice President for Student Services, provided an update on current Strategic Action Plan activities in the Student Services Department and a Category Two update. Category Two addresses Meeting Student and Other Key Stakeholder Needs. She provided results of a recent survey of Brown and Doniphan County businesses, school districts, parents and students survey regarding potential opportunities relating to workforce training. The Trustees were provided with current enrollment and housing numbers for Spring, 2016.

Academic Affairs Report: Ms. Peggy Forsberg, Vice President for Academic Affairs, reviewed the various components that go into the development of AQIP Category One which is Helping Students Learn. Discussion was held regarding the AQIP timeline. HCC's Portfolio is due to the Higher Learning Commission in October of 2016 and the onsite HLC visit will be in Spring of 2017.

Trustees' Report: Vice-Chairperson Tom Smith reported on the Phi Theta Kappa banquet and the Kansas Association of Community College Trustees meeting that were held on February 11 in Topeka.

President's Report: President Reist provided updates on recent Kansas Board of Regents and State news, describing several bills that are in committee. He announced that there have been several HCC Academic Hall of Fame Faculty Emeritus nominations. These nominees will be voted on by the current faculty and the executive administration. Those that receive at least two-thirds of the votes will be brought to the Board in March for their vote. Nominees receiving two-thirds of the Trustees' votes will be given Faculty Emeritus status.

President Reist provided a report on recent personnel changes. He announced that the Kansas Supreme Court will be holding hearings at Hiawatha High School on April 12. They have invited President Reist and the HCC Board of Trustees to breakfast the morning of April 13 at the Fisher Center. If any of the Trustees would like to attend, they should let President Reist know as soon as possible. In addition, one the Justices will be visiting the HCC campus in the afternoon to meet with interested students and employees.

