

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES  
March 28, 2017

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

Call to Order: The meeting was called to order by Chairperson Joyce Simpson at 6:30 pm at the HCC Center in Holton, Kansas.

Approval of the Agenda: It was moved by Mr. Smith, seconded by Mr. Tharman, to approve the agenda as presented. Motion passed.

Approval of the Minutes: It was moved by Mr. Smith, seconded by Mr. Coy, that the minutes of the February 22, 2017, be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Smith, that warrants 426295 through 426649 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Independent Audit for FY16: Ms. Karen Linn, a representative of Berberich Trahan & Co., P.A., presented the independent audit for FY 2016. Discussion. It was moved by Mr. Tharman, seconded by Mr. Smith, that the FY 2016 audit be accepted as presented. Motion passed.

Diesel II Position for the Western Center: With the addition of Diesel II at the Western Center in Baileyville, a second diesel instructor will be necessary. Discussion It was moved by Mr. Taylor, seconded by Mr. Coy, that a second Diesel Instructor position be approved for the Western Center at Baileyville. Motion passed.

Winery Equipment Approval: The Board was presented with bids for stainless steel wine tanks to equip the new winery incubator in Wamego and to be purchased with grant money. It was moved by Mr. Coy, seconded by Mr. Smith, that the low bid from Prospero Equipment for 21 wine tanks be accepted. Motion passed.

Compease Information: Dr. Cheryl Rasmussen, Vice President for Student Services, and Ms. Eileen Gronniger, Human Resource Manager, provided an overview of the work that has been done with HR Solutions on a compensation study. Using a product called Compease, this study reviewed job descriptions, salaries, administrative and classified, and exempt/non-exempt classifications in an effort to prepare for new FLSA regulations (although those are on hold until further notice) and to standardize employee groups. President David Reist discussed involving the Board as the project moves forward.

Institutional Advancement Report: Dr. Craig Mosher, Vice President for Institutional Advancement, discussed activities for the upcoming eclipse event in August. Commencement on the Highland campus will be May 12. Commencement at the Technical Center will be on May 11. President Reist, Dr. Mosher, Dr. Jeff Hurn, Director of IR, and Mr. Lucas Hunziger, Director of Tech Ed., will be travelling to Chicago later this week to attend the Higher Learning Commission conference.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, provided enrollment updates and scholarship goals for Fall, 2017. She reported that Summer Blitz 2017 on the Highland campus will begin July 5 and end July 8, and shared the courses that will be offered. Dr. Rasmussen provided the Trustees with a rough draft review of the AQIP Portfolio feedback.

Academic Affairs Report: Vice President of Academic Affairs Peggy Forsberg provided an update on the Kansas Collaborative on Military Credit. She reviewed the HCC Systems Appraisal Feedback Report and the Instructional Division's responses. Ms. Forsberg reported that a number of faculty and staff attended informational sessions conducted by Dr. Jeff Hurn, Director of Institutional Advancement, to learn about and discuss the results of various data collected, such as the Community College Survey of Student Engagement "CCSSE", the Student Satisfaction Inventory "SSI", and go over the Shared Performance Expectations [SPEs] Report from the Fall 2016 Collection, in addition to answering any questions in a "Master Course Outlines [MCOs] Workshop" for those completing the MCOs.

Trustees' Report: Chairperson Simpson reported that she had attended and enjoyed the recent Night on Broadway performance. She will be attending the Poke Salad Orchestra performance at the Klinefelter Barn.

President's Report: President David Reist shared a proposed Statement on Academic Freedom and Integrity that is being considered. He also shared a report that showed distance education hours by institution and sector for Kansas colleges. He stated that the Kansas Board of Regents has a goal to have 60% of Kansas complete some type of certificate or degree and that this may eventually be tied to funding.

A policy on conceal carry will be presented to the Board at a future meeting as the waiver for Kansas colleges expires on July 1, 2017. A meeting with USD 409 on the lease of the Technical Center property has been scheduled for April 4<sup>th</sup>. President Reist will be attending a Jayhawk Conference meeting on April 20 at which time a decision will be made on full ride scholarships.

Kansas State University is interested in developing a continuing education class on Eclipse Day in Highland, giving HCC students the opportunity to enroll. Recent personnel changes were announced. President Reist reminded Trustees Coy, Smith, and Taylor that their terms on the Board would be up at the end of the year. The filing date for re-election is June 1.

President Reist updated the Board of the Western Center diesel remodel. A discussion was held on funding options for this project. President Reist asked if the Board would have any objection to looking at other vendors for maintenance of the elevators on campus. Currently, the College has an annual maintenance agreement with Otis Elevator and the agreement is costly. The Board expressed no objection.

President Reist met with Mr. Mike Newman, Doniphan West Superintendent, regarding their use of the College track and field. A meeting with representatives from both boards may be planned for the near future to discuss options.

Announcements: The College will be closed for Easter break on April 14 and April 17. Art Day will be April 27 as will the Spring Concert.

Executive Session: It was moved by Mr. Smith, seconded by Mr. Coy, that the Board go into executive session at 8:17 pm for no more than 20 minutes to discuss non-elected personnel. Motion passed.

The Board reconvened to regular session at 8:37 p.m. It was moved by Mr. Smith, seconded by Mr. Coy, that the executive session be extended for 10 minutes. Motion passed.

The Board reconvened to regular session at 8:47 p.m. It was moved by Mr. Smith, seconded by Mr. Coy, that the executive session be extended for 15 minutes. Motion passed.

The Board reconvened to regular session at 9:02 p.m.

Adjournment: Chairperson Simpson declared the meeting adjourned at 9:03 p.m.

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Joyce Simpson  
Chairperson

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Date

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Jason Taylor  
Secretary/Treasurer