

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

January 28, 2015

Trustees Present: Vernie Coy, Joyce C. Rush, Joyce Simpson, Tom Smith, Jason Taylor, Carl Tharman.

Call to Order: The meeting was called to order by Chairperson Joyce C. Rush 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. Smith, that the agenda be approved as amended. Motion passed.

Approval of the Minutes: It was moved by Mrs. Simpson, seconded by Mr. Smith, that the minutes of the December 17, 2014, Regular Meeting be approved with one correction. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mrs. Simpson, that warrants 416412 thru 416664 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Presentation: Ms. Terri Ball, Title III Grant Director, provided the Trustees with an overview of activities and objectives for the current Year One of the grant and reviewed Year Two objectives.

Faculty Presentation: Ms. Carrie Miller, Instructor for the Administrative Assistant Program at the HCC Technical Center in Atchison, provided an overview of the Administrative Assistant program, enrollment numbers, and the list of courses students take during the nine-month certificate program.

Vice President for Finance & Operations Position: President David Reist announced that Interim Vice President for Finance & Operations Jerry Reid will be leaving at the end of March. He requested approval to open the search for a new VP. In addition, he requested that at least one Board of Trustee member serve on the search committee as per institutional policy. Mr. Carl Tharman stated that he would serve on the committee. It was moved by Mrs. Simpson, seconded by Mr. Taylor, that the position of Vice President for Finance & Operations be opened and advertised. Motion passed.

Out-of-State Tuition: President Reist reviewed HCC's current policy on out-of-state tuition and fees. He discussed the possibility of lowering out-of-state tuition to Kansas rates and the pros and cons of such a move. Discussion. The Administration will have a proposal for the Board at the next meeting.

HCC Master Plan Update: President Reist updated the Trustees on the efforts to update the Master Facilities Plan. Focus groups have met over the past several months and, after refining the list, it will be shared with the Board of Trustees and the Foundation Board for their input.

Klinefelter Road: The Brown County Commission has determined that the cost for materials to hard surface a mile of the road in front of the Klinefelter property will be \$70,000 and has asked the College to contribute half. The HCC Foundation Board has committed to paying \$17,500. President Reist asked the Board of Trustees to consider paying the remaining \$17,500. It was moved by Mr. Smith, seconded by Mr. Tharman, that the College contribute \$17,500 to Brown County to be used for the surfacing of the road in front of the Klinefelter property. Motion passed.

Academic Affairs Report: Ms. Peggy Forsberg, Vice President for Academic Affairs, reported that Check-Up Meetings with Year-Two Program Review faculty (Agriculture, Business, Criminal Justice, Mathematics, Photography) were held on January 22. Year-Two Program Review discussions with each program will be held March 30 – April 2. Professional Development efforts included in-service programs were held in Perry on January 6 and 12. On February 25, the Highland Campus faculty will travel to the HCC Western Center in Baileyville and the Holton Center where they will tour the facilities and hear presentations on Flipped Classrooms, Google Docs, and an IT Update.

Ms. Forsberg announced that two HCC faculty members are Kansas Council of Instructional Administrators (KCIA) Scholarship Award recipients. Melissa Cook, a faculty member in the LPN program at the HCC Technical Center in Atchison, will use her scholarship to attend the ATI National Nurse Educator Summit in San Diego. Ms. Lauren Jacobs, mathematics faculty member at the HCC Perry Center, will use her KCIA scholarship to attend the FlipCon 15 annual conference at Michigan State University. FlipCon is an annual conference dedicated to applications of a flipped classroom and networking among educators using different styles of flipped classrooms.

Ms. Forsberg informed the Trustees that Ms. Eleanor Hensley, HCC Early Childhood program faculty, has been invited to serve on the Kansas Advisory Committee for Career and Technical Education (KACCTE) along with 21 other representatives of business, industry, government, and education from across the state.

Ms. Forsberg reviewed how a course schedule is created and the people involved across the college. Athletic staff are being integrated into the process for their input into how the schedule affects student athletes' abilities to succeed in both classroom and athletics.

Lastly, Ms. Forsberg provided a list of new courses that have been added to the Guaranteed Course Transfer Matrix for 2014-15.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement/Executive Director of the HCC Foundation, reported that Mr. Mark Twombly will be leaving the Foundation Board. Mr. Ed Webb has agreed to take his place.

Finance/Operations Report: Mr. Jerry Reid, Interim Vice President for Finance & Operations, shared operating cash balances and provided the Trustees with several scenarios based on FY15 revenue estimates and how they could be affected if the State cuts funding in the current year. He also provided the Trustees with current tuition costs for all programs as well as housing and dining charges.

Mr. Reid informed the Trustees that the natural gas provider for the Highland campus has given the College the opportunity to lock in up to 40% at a lower cost. There is a limited window of time for the opportunity. Discussion. It was moved by Mrs. Simpson, seconded by Mr. Coy, that Trustees Carl Tharman and Jason Taylor, and Vice President Reid, be appointed to a Committee to study the pros and cons of locking in gas prices and, if it is advantageous to the College, that the Committee have the authority to accept the all or part of the 40% offer on behalf of the Board. Motion passed.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, reported that the Student Support Services grant has been written and will soon be submitted. As a part of HCC's strategic initiative, work has begun to rewrite Title IX, student conduct, and campus safety (Clery Act) policies. The HCC Care Team is writing a process manual. The Student Engagement Team is working on a "Highland Says No More" campaign as part of Title IX requirements to offer training in sexual assault. Dr. Rasmussen reported that housing is 85% full this Spring and provided an enrollment report comparing the current year to previous years.

Trustees' Report: No report.

President's Report: President Reist provided Kansas Board of Regents, KACCT, and Legislative updates. He announced that there has been some interest in the Building Trades house that is still available in Atchison but no solid offers. Discussion on whether or not to lower the price. It was the consensus of the Trustees that the price not be lowered at this time. The next Kansas Association of Community College Trustees/Council of Presidents meeting will be held in conjunction with the Phi Theta Kappa banquet in Topeka on February 12. Trustees Joyce C. Rush, Joyce Simpson, and Tom Smith expressed interest in attending.

Announcements: The Twin Valley League Music Festival will be held on the Highland campus February 25th. There will be no classes that day and the faculty will participate in an in-service, traveling by bus to the Western Center and the Holton Center.

Executive Session: It was moved by Mrs. Simpson, seconded by Mr. Smith, that the Board go into executive session at 9:56 pm for no more than 15 minutes to discuss non-elected personnel. Motion passed.

The Board reconvened to regular session at 10:09 p.m.

It was moved by Mrs. Simpson, seconded by Mr. Smith, that the Executive Session be extended 10 minutes. Motion passed.

The Board reconvened to regular session at 10:19 p.m.

Adjournment: Chairperson Rush declared the meeting adjourned at 10:19 p.m.

Joyce C. Rush, Chairperson

Date

Jason Taylor, Secretary/Treasurer