

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
February 26, 2014

Trustees Present: Vernie Coy, Joyce C. Rush, Joyce Simpson, Thomas Smith, 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. Taylor, seconded by Mrs. Simpson, that the Agenda be approved as presented. Motion passed.

Special Presentation: Mr. Clifford Hawk, HCC Agriculture Instructor, was recognized at this time. In honor of the College's 156th birthday on February 9th, Mr. Hawk presented, on behalf of the HCC Faculty, an actual picture postcard photo of Irvin Hall from 1918. In addition, he presented an enlarged matted and framed picture of the postcard photo done by Glen Gross, HCC Photography Instructor. Mr. Gross is a registered archivist. The Board thanked the Faculty for the gifts to the College.

Approval of Minutes: It was moved by Mr. Taylor, seconded by Mr. Coy, that the minutes of the January 22, 2014, Regular Meeting, be approved as corrected. Motion passed.

Approval of Warrants: It was moved by Mr. Taylor, seconded by Mr. Coy, that warrants numbered 412135 through 412456 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Food Service Request for Proposals: President David Reist requested approval to let food service request for proposals. Discussion. It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board approve the bidding of the college's food service operation. Motion passed.

Tractor Purchase for Viticulture/Enology Program: President Reist requested approval for the purchase of a tractor for the HCC vineyard in Wamego. The purchase would be made entirely from National Science Foundation Grant funds. In addition to spraying the vineyard and assistance with hauling large containers of grapes and juice, this tractor would be used to pull a mechanized vineyard pruner, leaf puller, and a pull behind vineyard planter. Three bids were submitted for a used 2000 New Holland tractor designed specifically for use in vineyards. It was moved by Mrs. Simpson, seconded by Mr. Smith, that the low purchase price of \$15,990 for a 2000 New Holland tractor, Model TN75F, from Augusta Wine Company in Augusta, MO. Motion passed.

Western Center Update: President Reist and Vice President for Student Services Cheryl Rasmussen updated the Board Members on preliminary plans for the use of each room at the new Western Center in Baileyville, Kansas.

Approval of 2014-15 and 2015-16 Academic Calendars: President Reist presented proposed calendars for the FY 15 and FY 16 academic years. He noted that a survey of employees and students were taken under consideration when planning these calendars. Discussion. It was moved by Mr. Tharman, seconded by Mr. Coy, that the academic calendars for 2014-15 and 2015-16 be approved as submitted. Motion passed.

March Meeting Location: President Reist reminded the Board that, in past years, they have held a regular monthly meeting at a regional location, typically in March or November. He asked if they would like to do this again in March. Discussion. It was the consensus of the Board that at the next board meeting on March 26, they meet to first tour the new house built by the Building Trades program in Atchison and then travel on to the Holton Center to hold their regular meeting. It was suggested that the November meeting might be held at the new Western Center in Baileyville.

Student Services: Dr. Cheryl Rasmussen, Vice President for Student Services, provided a report showing enrollment goals as compared to actual enrollment numbers on the Highland Campus, Online, Concurrent, and at each of the Regional locations. She noted that enrollment was up 4% compared to this time last year. Dr. Rasmussen also discussed a preliminary list of courses that are being planned at the Western Center in Baileyville.

Finance/Operations Report: Mr. Jerry Reid, Interim Vice President for Finance/Operations, provided the Trustees with current operating cash balances and bank account summaries.

Academic Affairs: Ms. Peggy Forsberg, Vice President for Academic Affairs, reported that Program Review meetings will be held with year one program faculty on April 14, 15, and 16. The Academic Integrity Sub-Committee has proposed new language for the catalog and student handbook. The 2014-16 catalog is nearing completion. She reported that the Wamego Center will hold its Phi Theta Kappa Ceremony on Sunday, January 30th. She provided the Trustees with a copy of the seamless transfer contract with Kansas Board of Regents that guarantees transfer of courses that currently fall under common courses. Ms. Forsberg provided highlights from the Faculty In-Service held on February 26, 2014.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement, discussed current college marketing efforts. The marketing team is working on ideas and evaluating how to target mailings for the summer/fall class schedule.

Trustees' Report: Chairperson Rush reported that she, Joyce Simpson, and Carl Tharman had attended the Phi Theta Kappa Banquet and Kansas Association of Community College Trustees Meeting in Topeka on February 13, 2014. Mrs. Rush, Mrs. Simpson, and Mr. Tharman provided a report on the issues that had been discussed at the meeting including Leadership Development and the availability of Kauffman Foundation monies.

President's Report: President Reist discussed Legislative issues and news. He provided an update on recent personnel changes. He noted that both the men and women basketball playoffs begin Saturday, March 1. Both the men and women's indoor track teams will be represented at nationals in New York. Softball and baseball are both underway.

Announcements: None.

Executive Session: It was moved by Mr. Smith, seconded by Mr. Tharman, that the Board go into Executive Session at 9:50 p.m. for no more than 15 minutes to discuss contract negotiations. Motion passed. The Board reconvened to regular session at 10:02 p.m.

Executive Session: It was moved by Mr. Smith, seconded by Mr. Tharman, that the Board go into Executive Session at 10:20 p.m. for no more than 10 minutes to discuss Non-Elected Personnel. Motion passed. The Board reconvened to regular session at 10:12 p.m.

Adjournment: Chairperson Rush declared the meeting adjourned at 10:12 p.m.

Joyce C. Rush
Chairperson

Date

Jason Taylor
Secretary/Treasurer