

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
June 26, 2013

Trustees Present: Vernie Coy, Donald Harter, Joyce C. Rush, Joyce Simpson, Jason Taylor.
Absent: Carl Tharman.

Call to Order: The regular meeting was called to order at 7:30 p.m. by Chairperson Joyce C. Rush in the Administration Building Conference Room on the Highland Community College Campus in Highland, Kansas.

Approval of the Agenda: The following items were added to the Agenda: VI.G. Action Item: Mac Lab Computer Bid; IX.A. Executive Session to discuss faculty negotiations; IX.B. Executive Session to discuss non-elected personnel. It was moved by Mr. Taylor, seconded by Mrs. Simpson, that the Agenda be approved as amended. Motion passed.

Approval of Minutes: It was moved by Mr. Harter, seconded by Mr. Coy, that the minutes of the May 22, 2013, Regular Meeting be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mr. Taylor, seconded by Mr. Coy, that warrants numbered 7601 through 8031 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Library Tech AAS Degree: Ms. Terri Ball, Director of Technical Education, reviewed a proposed Library Technician Program for HCC. The program has been reviewed and approved by the Curriculum & Instruction Committee. The next step is Board of Trustee approval after which it will be forwarded to the Kansas Board of Regents. It was moved by Mrs. Simpson, seconded by Mr. Harter, that the Library Tech AAS Degree be approved as presented and forwarded on to KBOR for their consideration. Motion passed.

Beverage Contract Bids: President David Reist informed the Board that the HCC campus beverage seven-year contract with Pepsi is up June 30, 2013. Bids for a new contract were submitted by PepsiCo, Coca-Cola, and 7UP. The Board reviewed the three bids which were for five-year contracts and covered both the Highland Campus and the HCC Technical Center in Atchison. It was moved by Mrs. Simpson, seconded by Mr. Coy, that the bid from 7Up be approved. Motion passed.

Athletic Insurance Bids: Highland Community College uses Dissinger Reed brokerage agency, as do most of the Kansas colleges, for bidding athletic insurance policies. Athletes are required to have their own insurance before participating in athletics at HCC. The coverage the college carries is a secondary policy. Dissinger Reed gathers the bids and provides the information to the college. The Trustees were provided with copies of the proposals. Discussion. It was moved by Mr. Harter, seconded by Mrs. Simpson, that the bid from QBE Specialty Insurance be accepted for secondary athletic insurance and Mutual of Omaha be selected as the carrier for catastrophic coverage. Motion passed.

Conceal Carry Law: The 2013 Legislature passed Kansas House Bill 2052 and the Governor signed the bill which authorizes concealed carry licensees to carry a concealed handgun into any state or other public postsecondary educational institution. Public agencies can file for a temporary exemption with the Kansas Attorney General to prevent conceal carry handguns in their facilities. EMC, HCC's property and casualty company and the insurer of over 90% of Kansas schools, issued a statement that they would not cover schools allowing conceal carry on their premises.

As per legal counsel, President Reist requested Board approval to submit a Notice of Exemption to the Kansas Attorney General requesting temporary exemption from KS House Bill 2052. Discussion. It was moved by Mr. Taylor, seconded by Mr. Coy, that Highland Community College submit a Notice of Exemption to the Kansas Attorney General requesting temporary exemption from KS House Bill 2052. Motion passed.

Budget FY13 and FY14: President Reist and Ms. Cynthia Haggard, Vice President for Finance and Operations, provided the Trustees with information on estimated year end revenues, expenditures, and unencumbered cash.

Raises for Classified and Administrative Employees: Contracts for a list of Administrative employees were approved by the Board at the May 2013 meeting. Classified employees are paid hourly, are at-will employees, and do not work under a contract. President Reist recommended that Classified and Administrative Employees be given a 3% raise for 2013-14. It was moved by Mr. Harter, seconded by Mr. Coy, that a 3% increase in pay be approved for Classified and Administrative Employees for FY14. Motion passed.

Mac Lab Computer Bid: Each year, Kansas community colleges and Washburn University receive a Technology Grant from the State of Kansas. For FY 2013, HCC will receive \$18,500. The grant, which requires a 50% match, is used to update computer labs on a three year rotating basis. The Board was presented with costs and specs of the proposed computers and equipment which will be placed in the Mac Lab. It was moved by Mr. Taylor, seconded by Mrs. Simpson, that the Board approve the Technology Grant purchases as presented. Motion passed.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, reported on current enrollment efforts for summer and fall, 2013, as well as housing contracts for fall, 2013. She announced that 130 students are expected for Summer Blitz. Regional directors, admissions, online director, concurrent director, VP for Academic Affairs, and VP for Student Services will be meeting in mid-July to establish enrollment goals. Dr. Rasmussen provided the Trustees with a credit hour enrollment 3 year report by site.

Academic Affairs Report: Ms. Cynthia Jacobson, HCC Director of Nursing, provided an overview of the nursing programs offered at the HCC Technical Center and an update on the accreditation process. She stated that her priorities are to 1) maintain quality nursing programs, 2) obtain national accreditation for ADN, and 3) plan for the future of nursing in a changing world of healthcare.

Finance/Operations: Ms. Cynthia Haggard, Vice President for Finance/Operations, provided the Trustees with a chart detailing operating cash and investments. She announced that one portion of the Great Plains software update has been completed ahead of schedule. She also discussed credit card rebates and summer facilities projects.

Institutional Advancement Report: Dr. Craig Mosher, Vice President for Institutional Advancement, informed the Trustees that significant progress is being made in updating the alumni database. He invited the Board Members to attend the Foundation Strategic Planning Session on July 22nd at 10:00 a.m. in the HCC Stadium Center.

Trustees' Report: Joyce C. Rush and Joyce Simpson each provided a brief report about the Kansas Association of Community College Trustees' meeting they attended in Dodge City on June 7-8. The next KACCT meeting is in September at Cowley County Community College.

President's Report: President Reist discussed FY 2014 State funding through the Vocational Education Capital Outlay, Technical Grant, Tiered Technical Education State Aid distribution, and Non-Tiered Credit Hour Grant Distribution.

He announced that the Highland Community College women's basketball team finished as the 2013 NJCAA Region VI Champions and 5th in the National Tournament. Forward TaMiya Green, a sophomore from Lawrence, was named to the All-American First Team. Teammate Ryann Bowser, a freshman guard from Holton, earned Third Team honors.

President Reist provided the Trustees with a list of the types of grapes that are being grown in the vineyard. 83 cases of wine were bottled at the Wamego Center.

President Reist updated the Trustees on recent personnel changes.

Announcements: Mr. Harter, who did not run for reelection on the HCC Board of Trustees, thanked everyone for a good 24 years. The Board and Administration expressed their gratitude for his service.

Executive Session: It was moved by Mrs. Simpson, seconded by Mr. Coy, that the Board go into Executive Session at 8:58 p.m. to discuss acquisition of real property for no more than 10 minutes. Motion passed. The Board reconvened to regular session at 9:08 p.m.

Executive Session: It was moved by Mr. Taylor, seconded by Mrs. Simpson, that the Board go into Executive Session at 9:09 p.m. to discuss faculty negotiations for no more than 10 minutes. Motion passed. The Board reconvened to regular session at 9:18 p.m.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board go into Executive Session at 9:19 p.m. to discuss non-elected personnel for no more than 20 minutes. Motion passed. The Board reconvened to regular session at 9:39 p.m.

It was moved by Mr. Taylor, seconded by Mr. Coy, that the Executive Session be extended for 5 minutes. Motion passed. The Board reconvened to regular session at 9:44 p.m.

Adjournment: It was moved by Mr. Coy, by Mrs. Simpson, that the meeting adjourn. Motion passed. Meeting adjourned at 9:45 p.m.

Joyce C. Rush
Chairperson

Date

Jason Taylor
Secretary/Treasurer