

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

July 31, 2013

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

The Oath of Office was administered to Vernie Coy, Thomas Smith, and Jason Taylor as necessitated by their election to office.

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

Election of the 2013-14 Board Officers: HCC President David Reist served as Chair Pro-Tem for this election. Mr. Reist opened the floor for nominations for the position of Chairperson. Mrs. Simpson nominated Joyce Rush as Chairperson. It was moved Mr. Taylor moved that nominations cease and Joyce Rush be elected Chairperson for 2013-2014. Motion passed.

Nominations were opened for the position of Vice-Chairperson. Mr. Coy nominated Tom Smith as Vice-Chairperson. It was moved by Mrs. Rush that nominations cease and Tom Smith be elected Vice-Chairperson for 2013-14. Motion passed.

Nominations were opened for the position of Secretary/Treasurer. Mrs. Simpson nominated Jason Taylor for the position of Secretary/Treasurer. It was moved by Mrs. Rush that Jason Taylor be elected Secretary/Treasurer for 2013-14. Motion passed. The meeting was returned to Chairperson Rush.

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

Approval of Minutes: It was moved by Mr. Taylor, seconded by Mr. Smith, that the minutes of the June 18, 2013, Special Meeting, and the June 26, 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 8032 through 9693 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Annual Meeting Action Items: A slate of Delegates and Representatives was presented for approval. It was moved by Mr. Taylor, seconded by Mrs. Simpson, to approve the entire list of Delegates and Representatives with the exception of replacing Jason Taylor with Tom Smith as the HCC Foundation Liaison. The remainder of that list included, Mrs. Rush as the KACCT delegate and KASB contact, Darlene McNemee as KPERS representative, Mr. Coy as the Economic Development representative with Mr. Reist as Mr. Coy's alternate, and Mr. Reist as the Freedom of Information Officer. In the same motion Mr. Taylor also moved and Mrs. Simpson seconded to approve the rest of the Annual Meeting Action Items as follows: Designate the *Kansas Chief* as the Official Newspaper for Publication of Official Notices; Approve the Official Depositories for Community College funds as follows: Bendena State Bank, Bank of Denton, Exchange National Bank & Trust of Atchison, Bank of Highland, Pony Express Community Bank of Troy, Morrill & Janes Bank (Troy Branch), Troy State Bank, Farmers

State Bank of Wathena, Hiawatha National Bank of Hiawatha, First State Bank of Perry, Landmark Bank of Wamego (cash deposits and transfers only), and Holton National Bank and approve all signatories as submitted; Designate the fourth Wednesday of every month at 7:30 p.m. on the HCC campus as the Official Board Regular Meeting time with the exception of the December meeting which will be held on the third Wednesday; Keep the Mileage Reimbursement rate the same as the state of Kansas rate; and designate the firm of Reeder & Boeh of Troy as attorney for the College. It was noted that even though designating an “official” attorney for the College is not an Annual Meeting Action Item requirement, by so doing, the Board maintains a continuing professional relationship with the attorney, which assists each party in anticipating their mutual needs. Such a designation does not preclude the College from contracting with any additional attorneys as needed. Motion passed for all items.

Scottie Booster Club Report: President Reist presented the Booster Club report as required by the NJCAA for annual review. Discussion. It was moved by Mr. Taylor, seconded by Mrs. Simpson, that the Booster Club report be accepted as submitted. Motion passed.

Ratify Master Contract for 2013-14: President Reist reported that the HCC Faculty Association had approved the Board of Trustees’ offer of a 3% salary increase for 2013-14. He provided the Trustees with a copy of the updated Professional Employee Master Contract which reflected the salary increase. It was moved by Mr. Coy, seconded by Mr. Smith, that the Professional Employee Master Contract for 2013-14 be ratified as presented. Motion passed.

Policy on Tuition Assistance for Classified and Administrative Employees: President Reist presented the following policy for consideration: “The Board supports individual growth by granting each full-time Classified and Administrative employee the opportunity to receive \$200 per credit hour or the full amount of tuition, whichever is less, for applicable college credit hours toward an associate, bachelors, or master’s degree approved by their direct supervisor, their Vice President, and the President. The employee shall be obligated to the College for one year of employment with HCC for each year the Employee receives tuition assistance. The employee who leaves before fulfilling the obligation shall be required to reimburse the College for tuition assistance received plus \$1,000.00.” It was moved by Mr. Smith, seconded by Mr. Taylor, that the policy on Tuition Assistance for Classified and Administrative Employees be adopted as presented. Motion passed.

Infant at Work Policy: President Reist explained that HCC does not have an “infant at work” program or policy. In the past, employees and supervisors have worked out situations on a case-by-case basis, but Mr. Reist stated that he felt not having a policy could put the institution at risk. He shared several sample policies and requested Board approval to begin working on an “infant at work” policy to be presented to the Board at a future meeting. The Board had no objection.

Health Insurance Reserve: President Reist informed the Trustees that the College has been contacted by Blue Cross/Blue Shield of Kansas regarding a surplus that has built up. This “reserve” has built up as premiums have exceeded claims. BC/BS would like the College to have the money rather than leave it with them. President Reist stated that there are several options including sharing the money with the employees who have paid in. Discussion. The Administration will work on a proposal as to what to do with the money and bring it to the Board for their consideration next month.

Adjunct Pay Proposal: President Reist explained that pay for adjunct faculty has historically been handled separately from other employee raises and is not addressed annually. Presently, concurrent, face-to-face, hybrid, and IDL adjunct instructors are paid at the same rate. Online adjunct instructors are paid at \$600 per credit hour and no change is recommended for those instructors. President Reist

presented the Board with a revised pay rate on a per credit hour basis for adjunct instructors as follows: Concurrent - \$455; Face-to-Face - \$500; Hybrid & IDL - \$550; Online - \$600 (no change). Discussion. It was moved by Mrs. Simpson, seconded by Mr. Smith, that the pay for adjunct instructors be accepted as proposed. Motion passed.

Bid for Klinefelter Farm Vehicle: Bids for a utility vehicle at the Klinefelter Farm were not available at meeting time. This item was tabled until the next meeting on August 28, 2013.

Budget Discussion and Approval of Budget for Publication: The Trustees were provided with several scenarios regarding a proposed mill levy for publication. It was moved by Mr. Taylor, seconded by Mrs. Simpson, that the mill levy for 2013-2014 be published at 14.272 mills. Discussion. Motion passed.

Property Casualty Insurance: Cynthia Haggard, Vice President for Finance/Operations, presented a comparison of property casualty coverage premiums for the past several years through EMC Insurance. Discussion. It was moved by Mrs. Simpson, seconded by Mr. Smith, that the premium for property casualty insurance for 2013-14 through EMC Insurance be paid as presented. Motion passed. The Board requested that the Administration review the policy for ways to reduce premium costs in the future.

Academic Affairs Report: Ms. Peggy Forsberg, Vice President for Academic Affairs, briefed the Board on the upcoming Faculty Inservice, noting that the topics for the inservice are aligned with AQIP goals.

Ms. Melissa Stevens, Risk Management Instructor, provided a review of the Risk Management/Loss Prevention program which is offered completely online.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, reported that 106 students completed Summer Blitz. She provided a report of the Highland campus enrollment goals and progress for Fall, 2013. She also reported that housing is full.

Dr. Rasmussen reviewed enrollment goals that have been set on the Highland campus, in the region, and online. A blog entitled Scottie Shorts Blogspot has been developed for students, parents, and others interested and can be found at <http://scottieshorts.blogspot.com>.

Finance/Operations Report: Ms. Cynthia Haggard, Vice President for Finance/Operations, reported that summer cleaning and maintenance projects are complete. She also stated that unemployment costs have decreased. Mr. Taylor asked for a report in the future regarding the liability umbrella policy to include an overview of vehicle deductibles and buildings.

Trustees' Report: No report.

President's Report: President Reist reported that Foundation goals have been established. Walter Yost's daughter, Karen McDow, and her husband had recently visited the campus and viewed the Yost Collection. Bryce Roderick, Jayhawk Conference Commissioner, visited the campus last week. The next Jayhawk Conference Meeting will be in Hutchison on August 8.

Tom Smith, Greg Delzeit and several others are working on planning for the Athletic Hall of Fame to be held in September. Clarence "Fuzz" Lewis, Marty Allen, and Glenna Batchelder will be inducted.

President Reist reported that the viticulture program has received a National Science Foundation grant. He discussed plans for the Illinois Street Plaza. He noted that a number of the vehicles in the College fleet are very old and some unsafe to drive long distances. The Administration is reviewing ways to update the fleet.

Announcements: None.

Executive Session: It was moved by Mrs. Simpson, seconded by Mr. Taylor, that the Board go into Executive Session for no more than 10 minutes at 9:43 p.m. to discuss the condition, acquisition, use or disposition of real or personal property. Motion passed. The Board reconvened to Regular Session at 9:53 p.m.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board go into Executive Session for no more than 10 minutes at 8:45 p.m. discuss non-elected personnel. Motion passed. The Board reconvened to Regular Session at 10:00 p.m.

Adjournment: With no further business, Chairperson Rush adjourned the meeting at 10:00 p.m.

Joyce C. Rush
Chairperson

Date

Jason Taylor
Secretary/Treasurer