

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
August 28, 2013

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 7:31 p.m. by Chairperson Rush in the Highland Community College Administration Building Conference Room.

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

Approval of Minutes: It was moved by Mr. Taylor, seconded by Mr. Smith, that the minutes of the July 31, 2013, Regular Meeting be approved as corrected. Motion passed.

Approval of Warrants: It was moved by Mr. Taylor, seconded by Mr. Smith, that warrants numbered 8641 through 9154 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Approval of the 2013-2014 Budget: President David Reist and Cynthia Haggard, Vice President for Finance/Operations, reviewed expected revenues and expenditures for 2013-14. Discussion. It was moved by Mrs. Simpson, seconded by Mr. Tharman, that the mill levy rate of 14.272 be approved as published. Motion passed.

Viticulture Position for National Science Foundation Grant: President Reist announced that the College has been notified a grant submitted to the National Science Foundation for a "Highland Community College Mechanized Vineyard – Teaching Project" was approved. It is a two year grant with the first year 100% funded by the grant and 50% funded the second year. President Reist shared the job description for the new position of Vineyard Manager/Viticulture Instructor which would be created by the grant and requested approval for the creation of this new position. It was moved by Mr. Tharman, seconded by Mr. Smith, that the position of Vineyard Manager/Viticulture Instructor be approved as presented. Motion passed.

Bus Discussion/Possible Bus Purchase Approval: President Reist informed the Trustees that the College currently has 46 students from the Highland Campus attending the Technical Center in Atchison. Several companies dealing in used buses were contacted and a 44 passenger bus was chosen. The intent was to drive it for several days and have the Technical Center diesel instructors check it out in their shop. On the first day of use the vehicle overheated and the instructors noted an oil pressure problem. The company is sending another bus for a trial use. A recommendation will be brought to the Board at a future meeting.

Klinefelter Farm Vehicle: The Trustees were provided with three bids for a utility vehicle for use at the Klinefelter Farm. Discussion. It was moved by Mr. Taylor, seconded by Mr. Coy, that the low bid from Hiawatha Implement Co. be accepted. Motion passed.

Capital Outlay Funds Equipment List: Each year the Legislature allocates money for Capital Outlay Funds for equipment for technical programs. These funds require a 50% match. HCC's allocation for 2013-14 is \$140,404. The Trustees were provided with an equipment list developed by faculty and staff for purchase with these funds. It was noted that any item that requires bids will come through the normal purchasing procedures including Board approval if required.

TRAC-7 Equipment Bid: President Reist informed the Trustees that this is the final year with the TRAC-7 Grant and the consortium headed by Washburn University. Bids are being sought for a mobile welding unit to be paid for out of TRAC-7 funds that would allow students to go on-site for different welding learning situations, could be used for different applications with business and industry, and could be used at businesses and career fairs for recruiting purposes. President Reist stated that, although several bids have been received, the bids were not comparable and will be presented at a future Board Meeting.

Amendment to HCC Drug and Alcohol Policy: Although the College is in compliance with State and Federal licensing on the wine production program in Wamego, HCC's institutional policy regarding possession of alcohol needs to be updated to reflect the Enology program and functions at the Wamego Center and at the Klinefelter Barn. The Trustees were provided with an amendment to the HCC Drug and Alcohol Policy Board to address those issues. Discussion. It was moved by Mr. Taylor, seconded by Mr. Smith, that the amendment to the HCC Drug and Alcohol Policy be approved as presented. Motion passed.

MS/CT HVAC Unit Bids: The Math-Science/Communication Technology Building has had ongoing heating, cooling, and humidity problems. Of special concern are the computer labs located in that building because the changes in temperature and humidity shorten the life of the computers in those labs. After having the situation reviewed by several different companies, it was concluded that the problems would be solved with three new air conditioning units and a commercial dehumidifier. The Board reviewed bids for the units. It was moved by Mrs. Simpson, seconded by Mr. Tharman, that the low bid from Pierce Heating & Cooling be accepted. Motion passed.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement, reported that the Marketing Team is working on targeting different populations for enrollment. He shared several recent marketing pieces that have been developed and discussed future marketing plans.

Student Services: Dr. Cheryl Rasmussen, Vice President for Student Services, reported that campus housing is overflowing, the cafeteria is full, classrooms are filled mornings and early afternoons. There is room to add classes in the late afternoons and evenings. She discussed potential enrollment numbers over the next four years if the Western Tech Center in Baileyville comes to fruition. Thirty-two students attended HCC's leadership training held earlier this month at the Klinefelter Farm. This year's Fusion Fine Arts Series has been set. Tommy Emmauel will perform on September 25. Two Bluegrass bands, Swampweed and Ironweed, will be featured in November. The comedy musical duo of Brinnon and Marks from St. Joseph, MO, will return in the Spring. Dr. Rasmussen reported that the Title III grant has been submitted. She discussed potential staff and projects over the next five years if it were funded.

Finance/Operations: Ms. Cynthia Haggard, Vice President for Finance/Operations, discussed current cash investments. She provided an update on the mold found in Ellis Hall and outlined the remediation plan to deal with the problem. A discussion was held regarding the servicing of the college fleet of vehicles.

Academic Affairs: Ms. Peggy Forsberg, Vice President for Academic Affairs, provided the Trustees with a list of major initiatives for 2013-14 as follows. The college catalog is being revised and the 2014-16 catalog will be available online in the Spring 2014 term. New course and program development, including programs for credit, continuing education, business and industry, and personal interest courses are being coordinated in all HCC locations. Academic

Affairs is collaborating with the Associate VP for Student Services and the Schedule Committee to ensure that students can complete all required courses in their program of choice in a reasonable amount of time. A three-year program review cycle for all academic programs is being developed. Ms. Forsberg noted that clubs and organizations are a major factor in increasing student affiliation and retention and to help make the college attractive to future students. In that vein, Academic Affairs is collaborating with Student Services directors and staff to establish discipline-based clubs and activities for all programs. A Council of Division Chairs representing academic departments on the Highland, Atchison, and regional campuses is being developed. These Division Chairs will advise the VP of Academic Affairs on instructional issues and assist in implementing policies and procedures to improve student outcomes.

Trustees' Report: Chairperson Rush read a letter from former Trustee Donald Harter.

President's Report: President Reist shared a list of upcoming events and activities. He announced recent personnel changes. He reported that Rainbow Communications has expressed an interest in erecting a tower on the Klinefelter Farm. The Board will be provided updates on this as necessary. There will be a City Zoning Hearing on September 4 regarding the change of zoning to the property on the west side of town owned by Emmett Cole. President Reist stated that the College does not plan to oppose the zoning change. The RN program held their graduation and pinning ceremony in Culbertson Auditorium on August 25 to a large crowd of family and friends.

Announcements: Dr. Jeffrey Hurn, HCC Mathematics Instructor, was present and stated that he has the honor of being the Faculty Association President this academic year. He invited the Trustees to contact him if they had any questions or concerns throughout the year.

Executive Session to Discuss Non-Elected Personnel: It was moved by Mrs. Simpson, seconded by Mr. Coy, that the Board go into Executive Session at 10:03 p.m. for no more than fifteen minutes to discuss non-elected personnel. Motion passed.

The Board reconvened to regular session at 10:18 p.m. It was moved by Mrs. Simpson, seconded by Mr. Coy, that the Executive Session be extended for no more than ten minutes. Motion passed.

The Board reconvened to regular session at 9:28 p.m.

Adjournment: Chairperson Rush declared the meeting adjourned at 9:28 p.m.

Joyce C. Rush
Chairperson

Date

Jason Taylor
Secretary/Treasurer