

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

October 22, 2014

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

Call to Order: The meeting was called to order by Chairperson Rush at 7:40 pm in the Administration Building Conference Room on the Highland Community College campus.

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

Approval of the Minutes: It was moved by Mrs. Simpson, seconded by Mr. Smith, that the minutes of the September 17, 2014, Regular Meeting and the October 6, 2014, Joint Meeting with the HCC Foundation Board be approved as presented with one correction. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mrs. Simpson, that warrants 415156 thru 415613 be approved as presented. Motion passed.

Public Comment: None.

Faculty Presentation: Mr. Robert Brainerd, full-time Sociology Instructor on the HCC Highland Campus, presented an overview of his department, how he teaches, and what he teaches.

Tuition Assistance Policy for Administrative and Classified Employees: The Board approved a policy in July of 2013 providing for tuition assistance for administrative and classified employees. In the ensuing period, it was determined that clarifications to that policy would be beneficial. At the September 17, 2014, President Reist presented suggested amendments to the current policy to address those clarifications. Since that meeting, he shared the proposed revised policy to Administrative and Classified employees and invited their input. The final result was presented to the Board for action. It was moved by Mrs. Simpson, seconded by Mr. Taylor, that the revised Tuition Assistance Policy for Administrative and Classified Employees be adopted as presented. Motion passed.

Naming the Anthros Building: President Reist informed the Trustees that part of the agreement when the College purchased the former Anthros property in Highland from Nancy Babcock was to name the building after her husband, Ken, who was a former instructor and longtime friend of the College. President Reist proposed that the building be named "The Ken Babcock Technical Facility," noting that Mrs. Babcock had approved of the name. It was moved by Mr. Smith, seconded by Mrs. Simpson, that the building formerly known as Anthros be renamed The Ken Babcock Technical Facility. Motion passed.

Master Plan Update and Ad Hoc Committee Member Selection: President Reist shared a history of the current Master Plan for Facilities. Originally written in 2001, it included only facilities on the Highland campus and did not include any off-campus facilities all of which, except for the Wamego Center, did not exist at that time. President Reist reviewed all that has been accomplished in the plan as well as several items which have not, for various reasons. In attempt to update the Master Plan, President Reist has been meeting with focus groups both on the Highland campus

and at regional locations and is working to complete the update. Student groups have also been included in the discussions. President Reist noted that, at the Joint Meeting of the HCC Foundation Board and the Board of Trustees, it was agreed to select two members from each Board to serve on an Ad Hoc Committee to research and make recommendations on how to fund projects. This Committee will be formed after the new Master Plan is updated.

AQIP Strategy Forum, AQIP Action Project, and Strategic Plan Update: President Reist reported that, in September, a group of eight key HCC employees attended an AQIP Strategy Forum in Chicago. AQIP stands for Academic Quality Improvement Program and is the process through which HCC is accredited through The Higher Learning Commission. President Reist reviewed completed and active action projects as well as the latest version of HCC's Strategic Plan.

November Regular Meeting Location: President Reist proposed holding the regular November 19, 2014, Board Meeting at the Western Center in Baileyville. Typically, Board Meetings are held on the fourth Wednesday, but the November meeting is held on the third Wednesday because of Thanksgiving break. Discussion. It was moved by Mrs. Simpson, seconded by Mr. Taylor, that the regular November meeting be held on November 19, 2014, at the Western Center with a meeting time of 7:00 p.m. Motion passed. It was noted that the Board will leave Highland at 4:00 p.m., have dinner at a to-be-determined location in Seneca, followed by a tour of the facility prior to the meeting.

Sale of Vehicles: President Reist provided the Trustees with a list of six college-owned vehicles that he recommended be sold via sealed bids. The vehicles are older, high mileage, and several of them do not run or need work. Discussion. It was moved by Mr. Taylor, seconded by Mrs. Simpson, that the six vehicles be let for public bid as proposed. Motion passed.

Academic Affairs Report: Vice President for Academic Affairs Peggy Forsberg informed the Trustees that Kansas has become one of the nation's leaders in Accelerating Opportunity, commonly known as AO-K, which is about jobs, prosperity for individuals, and economic growth for Kansas. House Bill 2506 is tuition support for students who are seeking a GED and pursuing a technical degree at the same time. Temporary Assistance for Needy Families (TANF) pays for tiered and non-tiered courses within the AO-K pathway.

Institutional Advancement Report: Dr. Craig Mosher, Vice President for Institutional Advancement and Executive Director of the HCC Foundation, reported that the Foundation had approved the transfer of the Klinefelter homestead property to the college and the paperwork has been completed. He reported that the new television commercials have made an impact on awareness of the College as well as an increase in applications. Several Walter Yost paintings have recently been acquired by the College. Rainbow Communications has the new tower up at the Klinefelter Farm and is running cable. The new course guide marketing piece is being developed and will soon be distributed.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, provided a current enrollment report. Discussed the PowerCampus Reimplementation Project, and shared a draft copy of the HCC Campus Safety & Compliance Management plan.

Finance/Operations Report: Interim Vice President for Finance and Operations Jerry Reid discussed operating cash balances and current investments. He informed the Trustees that the conversion from MAPPS to Great Plains software in the accounts payable side was completed in September. The next step is to transition payroll from MAPPS to GP in January, 2015. He complimented the staff on their hard work during this process.

Trustees' Report: No report.

President's Report: President Reist provided a Legislative update, noting that there will likely be a cut in funding next year. He informed the Trustees that the Fort Hays State University – Dodge City Community College merger is no longer going forward. He updated the Trustees on recent personnel changes, current athletic standings, the status of the Building Trades house under construction in Highland, and an update on recent activities including the Western Center Open House and a Town Hall Meeting held by U. S. Senator Jerry Moran on the Highland Campus. He announced that Brown County will be proceeding with improvements on the road along the front of the Klinefelter Farm. He concluded his remarks with announcements of upcoming events.

Announcements: None.

Executive Session: It was moved by Mr. Smith, seconded by Mrs. Simpson, that the Board go into executive session at 9:30 pm for no more than 20 minutes to discuss non-elected personnel. Motion passed.

The Board reconvened to regular session at 9:50 p.m. It was moved by Mr. Smith, seconded by Mrs. Simpson, that the executive session be extended for 10 minutes. Motion passed.

The Board reconvened to regular session at 10:00 p.m.

Adjournment: It was moved by Mrs. Simpson, seconded by Mr. Smith, that the meeting adjourn. Motion passed. Meeting adjourned at 10:01 pm.

Joyce C. Rush, Chairperson

Date

Jason Taylor, Secretary/Treasurer