

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
December 17, 2014

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

Call to Order: The meeting was called to order by Chairperson Joyce C. Rush at 7:30 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 amended. Motion passed.

Approval of the Minutes: It was moved by Mr. Tharman, seconded by Mr. Coy, that the minutes of the November 19, 2014, Regular Meeting, and December 5, 2014, Special Meeting, be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mrs. Simpson, that warrants 416109 thru 416412 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Executive Session: It was moved by Mr. Taylor, seconded by Mrs. Simpson, that the Board go into Executive Session at 4:05 p.m. for no more than 20 minutes to discuss Acquisition of Real Property. Motion passed. It was requested that President David Reist, Interim VP for Finance/Operations Jerry Reid, and Accountant Rilie Tilley remain during the Executive Session.

HCC Viticulture and Enology Program: Mr. Scott Kohl, Director of Viticulture and Enology, presented an overview of the V & E Program which is based in Wamego, grants that help fund the program, locations of the vineyards, and past production, and future plans for the program as it grows.

Revenue and Expense Projection for Remainder of FY15 and into FY16: Mr. Jerry Reid, Interim Vice President for Finance/Operations, reviewed to-date and expected expenditures. President Reist provided an overview of Kansas community college indebtedness and reviewed HCC's debt schedule.

Approve Equipment Bid: President Reist presented three bids for a conservation seeder to be used on the Klinefelter Farm. He noted that it could also be utilized at other locations. He reported that the Brown County Chapter of Quails Forever and a private donor have agreed to pay approximately half the cost. Discussion. It was moved by Mrs. Simpson, seconded by Mr. Coy, that the low bid from Hiawatha Implement (through the NJPA Program) be accepted for the purchase of a Frontier CS 1360 Conservation Seeder. Motion passed.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, reported that she and several other staff members recently attended a Behavioral Intervention Conference. She discussed plans to increase a culture of reporting at the College and changes being planned for the College's response team. Dr. Rasmussen provided the Trustees with Fall Student Conduct Hearing data, housing contract numbers, and an updated enrollment report. She announced that Dr. Erin Shaw, Director of the HCC Center in Perry, has received the prestigious Barbara K. Townsend Dissertation of the Year award. It will be presented to her in Atlanta, Georgia in February at the National Institute for the Study of Transfer Students conference.

Academic Affairs Report: Ms. Peggy Forsberg, Vice President for Academic Affairs, provided progress reports on the HCC Associate Degree Nursing Program Accreditation process, Faculty professional development “Plan Do Check Act” assessment projects, and the AQIP Action Project of assessing the Shared Performance Expectations (formerly called Common Learning Outcomes). She announced that a Faculty Inservice will be held on February 25 and faculty members will be provided tours of the Western Center in Baileyville and the Holton Center. Ms. Forsberg ended her report by providing a list of programs that are under Year Two Program Review.

Institutional Advancement Report: President Reist announced that the next Foundation Board Meeting will be Monday, February 2, 2015.

Finance/Operations Report: Mr. Reid noted that he had given his report earlier in the meeting under the Revenue and Expense Projections item.

Trustees’ Report: Chairperson Rush and Mrs. Simpson reported that they, along with Trustee Smith and President Reist, had attended the Kansas Association of Community College Trustees’ meeting in Fort Scott on December 7 and 8. Mrs. Simpson gave a brief summary of their meetings and announced that the organization will be putting together a Trustee Leadership Seminar in the near future.

President’s Report: President Reist provided Kansas Board of Regents, KACCT, and Legislative updates. Performance Based Funding is being reviewed by KBOR. Program Articulation across the State is being studied. Recent personnel changes were noted and he updated the Trustees on current athletic statuses. The Music Department had their Winter Concert on December 4 and 6 with very good performances provided by both the Vocal and Instrumental programs. The All-Employee Luncheon was held on December 15 in the Wellness Center and was very well attended as was the annual Open House held at the President’s home on December 11.

Announcements: The College will be closed for the holidays beginning December 22 and will reopen on January 5. The first day of classes on the Highland campus is January 13. Regional and Online classes will begin January 20.

Executive Session: It was moved by Mrs. Simpson, seconded by Mr. Tharman, that the Board go into executive session at 9:35 pm for no more than 20 minutes to discuss non-elected personnel. Motion passed.

The Board reconvened to regular session at 9:55 p.m.

Adjournment: Chairperson Rush declared the meeting adjourned at 9:55 p.m.

Joyce C. Rush, Chairperson

Date

Jason Taylor, Secretary/Treasurer