

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
September 24, 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 7:30 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. Taylor, that the Agenda be approved as amended. Motion passed.

Approval of Minutes: It was moved by Mr. Taylor, seconded by Mr. Coy, that the minutes of the August 28, 2013, Budget Hearing and the August 28, 2013, Regular Meeting be approved as submitted. Motion passed.

Approval of Warrants: It was moved by Mr. Taylor, seconded by Mr. Coy, that warrants numbered 9155 through 9634 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Remodel bids for Ellis Hall: The mold cleanup in Ellis Hall is nearly complete and renovation of six rooms ready to begin. Three bids for the renovation were provided to the Board. It was moved by Mr. Tharman, seconded by Mrs. Simpson, that the low bid by Diversified Construction Management for the renovation of six rooms in Ellis Hall be accepted. Motion passed.

VXTEX Mobile Welder and Portable Pneumatic Learning system bids: TRAC-7 Grant monies may be used to purchase equipment for technical programs. The Board was presented with bids for two pieces of equipment to be used in the welding program. Three bids were received for a VXTEX Mobile Welder and three bids were received for a portable Pneumatic Learning System. It was moved by Mrs. Simpson, seconded by Mr. Coy, that the low bid of \$32,000 from Prax-air be selected for the VXTEX Mobile Welder and the low bid of \$20,131 from Aidex be selected for the portable Pneumatic Learning System and that this equipment be purchased with TRAC-7 funds. Motion passed.

Construction Material Bids for Building Trades House #8: President Reist shared three bids that were received for materials needed to begin construction of Building Trades House #8 in Atchison. He noted that, although Menards had the lowest bid, they did not bid many of the items. Carrigan Lumber of Atchison had the next lowest bid, but did not include the trusses. Discussion. It was moved by Mr. Tharman, seconded by Mrs. Simpson, that the bid of \$34,642.10 from Carrigan Lumber be accepted for construction materials for Building Trades House #8. Motion passed. The Board requested that the Administration compare the cost of the trusses from several vendors before purchasing.

Tool Bids for Auto Technology: The Auto Technology program purchases tools to be used by high school students in the program. The tools stay with the program. Three bids were provided for the purchase of tools for the new Auto Technology program in Holton. The purchase will be made with Capital Outlay Funds. It was noted that the low bid from O'Reilly's did not include many of the required tools. It was moved by Mr. Coy, seconded by Mr. Smith, that the bid of \$10,438.35 from Fastenal for auto technology tools at the Holton Center be accepted. Motion passed.

Nemaha Central School District at Baileyville: It was moved by Mr. Taylor, seconded by Mrs. Simpson, that the Board go into Executive Session at 7:52 p.m. to discuss Acquisition of Real Property for no more than 20 minutes. Motion passed. President Reist and Dr. Cheryl Rasmussen, Vice President for Student Services, were asked to remain during the Executive Session. The Board reconvened to regular session at 8:12 p.m. It was moved by Mr. Taylor, seconded by Mrs. Simpson that the Executive Session be extended for no more than 10 minutes. Motion passed. The Board reconvened to regular session at 8:23 p.m.

Title III Grant: President Reist announced that the College has been awarded a Title III Strengthening Institutions Grant. Funding for this grant, about \$2.2 million over five years, will provide for the development of the only Precision Agriculture academic programming in the state, in addition to providing existing and new technical programs to a new market. The grant provides for the creation of four new positions: Project Director, Technical Center Coordinator, Student Services Specialist, Project Assistant. President Reist requested approval for the creation of these four grant funded positions. It was moved by Mrs. Simpson, seconded by Mr. Smith, that the four positions created and funded by the Title III grant be approved as presented. Motion passed.

Bus Purchase: As announced at last month's meeting, the College has a large number of students from the Highland campus attending the Technical Center in Atchison. These students need transportation to and from Atchison daily. Several companies dealing in used buses were contacted and a 44 passenger bus was chosen for trial. That bus had an oil pressure problem. A second bus was sent for trial and, after checking the bus over and having the company fix a number of things, the instructors in the Diesel Technology program proclaimed the bus ready for purchase at a cost of \$42,500. It was moved by Mr. Smith, seconded by Mr. Coy, that the purchase of the 2003 IHC AMTRAN 44 passenger bus from Master's Transportation be approved as presented. Motion passed.

Student Services: Dr. Cheryl Rasmussen, Vice President for Student Services, provided an updated enrollment report and goals information and noted that housing is still over-full.

Finance/Operations: Ms. Cynthia Haggard, Vice President for Finance/Operations, provided the Trustees with operating cash balances and updates on maintenance projects. She informed the Trustees that the audit is scheduled for October 15. She highlighted the improvements and time-savings that already have been realized as a result of the new GP Software.

Academic Affairs: Ms. Peggy Forsberg, Vice President for Academic Affairs, provided the Trustees with an update on major initiatives for 2013-14. The 2014-16 College Catalog is on schedule for release online in the Spring 2014 term. Team leaders are Andrea Collins-Keller, Irene Covert, and Therese Crary. The timeline for the new AAS/Certificate in Library Technology is on schedule and should be available to students no later than the second 8-weeks of Spring, 2014. The Schedule Committee began its work on the Spring 2014 schedule during the week of September 3. The Committee Chair is Harry Moeller, HCC Biology Instructor. A three-year program review cycle has been constructed for all academic programs to review program viability. Ms. Forsberg discussed the 2013 Annual Core Outcomes Meeting which will be held in Manhattan on September 27. A number of HCC faculty will be participating in this process.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement, informed the Board that the Foundation has submitted a grant proposal to the Courtney Turner Trust. He showed the Trustees the new HCC television ad that has just been released.

Trustees' Report: Chairperson Rush stated that she, Joyce Simpson, and President Reist had attended the KACCT/COP Meeting at Cowley College in Arkansas City on September 13 & 14. Mrs. Simpson provided a summary of the meeting, stressing that the boards were encouraged to reach out to their legislators.

President's Report: President Reist also provided an update of activities at the recent KACCT/COP meeting. He provided the Trustees with a draft of the Kansas Connection program. He informed the Trustees that he and Dr. Mosher are in discussions with the Brown County Commissioners about the possibility of oil and chat on the Klinefelter Farm road. Mr. Reist provided an update on recent personnel changes and highlighted several upcoming activities.

Announcements: None.

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 9:20 p.m. for no more than thirty minutes to discuss non-elected personnel. Motion passed.

The Board reconvened to regular session at 9:40 p.m. It was moved by Mrs. Simpson, seconded by Mr. Coy, that the Executive Session be extended for no more than forty-five minutes. Motion passed.

The Board reconvened to regular session at 10:20 p.m.

Adjournment: Chairperson Rush declared the meeting adjourned at 10:20 p.m.

Joyce C. Rush
Chairperson

Date

Jason Taylor
Secretary/Treasurer