

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES  
October 28, 2015

Trustees Present: Vernie Coy, Russell Karn, Joyce Simpson, Tom Smith, Jason Taylor, Carl Tharman

Call to Order: The meeting was called to order by Chairperson Joyce Simpson at 7:30 pm in the Administration Building Conference Room on the HCC Highland Campus.

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

Approval of the Minutes: It was moved by Mr. Tharman, seconded by Mr. Karn, that the minutes of the September 23, 2015, Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Smith, that warrants 419687 thru 420171 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Action Item: November Meeting – Time and Location: Because of the Thanksgiving holidays, the November, 2015, meeting will be held on the third Wednesday instead of the fourth. President David Reist reminded the Trustees that, typically, the November and March meetings are held at one of the regional locations. He suggested holding the November 18, 2015, meeting at the Technical Center in Atchison. Discussion. It was moved by Mr. Coy, seconded by Mr. Smith, that the November 18, 2015, Regular Meeting of the HCC Board of Trustees be held at the HCC Technical Center in Atchison, Kansas. The meeting will begin with a tour of the facilities at 1 pm, with the regular meeting beginning at approximately 3:30 p.m., followed by a meal. Motion passed.

Discussion Item: Highland Technical Center Lease: The HCC Technical Center facility at 1501 Riley in Atchison is owned by USD 409. HCC is currently in the 7<sup>th</sup> year of a 10 year lease agreement for the facility. Discussions have been held with USD 409 regarding several options when the lease runs out. President Reist described possible scenarios and asked for Board input. He and legal counsel will be meeting with USD 409 and their legal counsel to continue discussions. He will update the Trustees on this subject as information becomes available.

Discussion Item: Peuker Plaza: President Reist shared revised plans of Peuker Plaza with the Trustees and indicated that Mrs. Janet Spangler, daughter of Myrtle Peuker, is very excited about the project and the opportunity to recognize and memorialize her mother.

Discussion Item: Development Officer: President Reist reported that the committee to study the creation of a Director of Development position has met and developed a draft job description. Mr. Taylor and Mr. Tharman represented the Board of Trustees. The Foundation Board has reviewed the job description. President Reist asked the Trustees to review the job description as well and let him know if there were any recommended changes. It was noted that the Director would be an employee of the Foundation. Discussion

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement, reported that the Highland Community College Foundation Board had met on October 26. In addition to discussing the Development Officer job description, they worked on adjusting the Foundation scholarship award process.

Academic Affairs Report: Ms. Peggy Forsberg, Vice President for Academic Affairs, provided updates on Criterion 3, Objectives 1 and 2 of the Strategic Plan. Criterion 3 addresses Teaching and Learning Quality, Resources, and Support. She provided examples regarding the mapping of course competencies to general education outcomes. She also discussed Criterion 4, Teaching and Learning: Evaluation and Improvement, highlighting the work done on Objective 2 to ensure course and program competencies are aligned with general ed/transfer outcomes and that general education courses meet statewide Guaranteed Transfer Course plan.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, provided highlights from the recent “Partners in Kansas Workforce Enhancement” Community Forum held in the HCC Library on October 23, 2015. The meeting was attended by Doniphan County Chamber members, Hiawatha Economic Development members, HCC representatives, and representatives from several area school districts.

The group discussed the Governor’s 2012 Initiative of strengthening the Kansas workforce through Senate Bill 155, HCC Initiatives for career Tech Ed programs and coursework, Kansas State Department of Education initiatives and vision for education in Kansas, and Doniphan and Brown County potential initiatives from the school district perspective and from the business perspective. Potential next steps and timelines were developed.

Dr. Rasmussen reviewed recent enrollment figures, provided an update on current Student Services Strategic Plan activities, and discussed how the adoption of the National Behavioral Intervention Team Association (NaBITA) Threat Assessment Tool has assisted the HCC CARE Team in determining threat and risk of harm to self or others as they deal with students and employees who have been identified, either through self-identification or reporting by faculty, staff, or students, as being at risk.

Finance/Operations Report: Mr. Daniel Erbert, Vice President for Finance/Operations, reported that he is working on paperwork with the county and state to get a refund on some of the property taxes that have been paid. The College was billed for property that should not be on the tax rolls, but the paperwork was never submitted. Mr. Erbert reviewed current operating cash balances.

Mr. Erbert informed the Trustees that, at several colleges where he had worked before, they used a payment plan for students called Nelnet. If a student cannot pay their bill, they have an opportunity to go through a third party, Nelnet, for a loan. Nelnet works with the individual needs of the student and tailors a payment plan based on those needs. Nelnet is out of Lincoln, Nebraska, and has been in business for many years. The college has no obligation and pays no fees. Mr. Erbert reported that the Wamego Center will pilot the Nelnet payment option in the spring of 2016 with the hopes that it could be fully integrated into HCC’s systems next summer.

Trustees’ Report: Chairperson Simpson reported that she had attended the October 23, 2015, Partners in Kansas Workforce Enhancement Community Forum.

President’s Report: President Reist provided updates on the recent discussions held at the State level. He reported he will be attending a TEA (Tech Ed Authority) meeting in Topeka on October 29. State revenues are down which may affect community college funding for the second half of the year. Recent personnel changes at the College were highlighted. President Reist discussed the necessity of adding Diesel II at the Western Center as enrollment is increasing. Currently, there is no room for a Diesel II program. The Administration is studying options for the fall of 2017.

President Reist provided an update on recent athletic activities including three events that were held in the Stadium Center in conjunction with home football games: 50 year class reunion, Ag Alumni Day, and a Chili Cook-Off.

Announcements: The Fall Theatre Production, "Leaving Iowa," will be presented November 5, 6, & 7 at 7:30 p.m. each evening in Culbertson Auditorium. November 5 is the Tech Ed Advisory Dinner in Atchison.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Karn, that the Board go into executive session at 9:03 p.m. for no more than 20 minutes to discuss Acquisition of Real Property. Motion passed. The Board reconvened to regular session at 9:23 p.m.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Karn, that the Board go into executive session at 9:23 p.m. for no more than 10 minutes to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to regular session at 9:33 p.m. It was moved by Mr. Taylor, seconded by Mr. Karn, that the executive session be extended 10 minutes to continue discussion of Non-Elected Personnel. Motion passed.

The Board reconvened to regular session at 9:43 p.m.

Adjournment: Chairperson Simpson declared the meeting adjourned at 9:43 p.m.

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Joyce Simpson, Chairperson

Date

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Jason Taylor, Secretary/Treasurer