

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
April 29, 2015

Trustees Present: Vernie Coy, Joyce C. Rush, Tom Smith, Jason Taylor. Joyce Simpson arrived at 7:50 p.m.
Absent: Carl Tharman

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 Mr. Smith, that the agenda be approved as amended. Motion passed.

Approval of the Minutes: It was moved by Mr. Smith, seconded by Mr. Coy, that the minutes of the March 25, 2015, Regular Meeting be approved as submitted. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Smith, that warrants 417460 thru 417840 be approved as presented. Discussion. Motion passed.

Public Comment: Mr. Scott Sisk introduced himself as the new Mayor of Highland. He expressed his interest in working with the College in the future.

Staff Presentation: Ms. Lacey Richey, HCC Allied Health Coordinator, provided the Trustees with highlights of the Allied Health program including the numbers of students taking Certified Nurse Aid courses through Senate Bill 155. Allied Health and Adult Education have collaborated to offer sections of CNA to students who are working on completing GED requirements as well as CNA certification at the Technical Center and at the Western Center. The State certification pass rate for CNA last year was 89% with the current year's pass rate increasing to 94%. Allied Health is one of the concentrations available to students who pursue an AGS in Human Services. Allied Health, nursing, and medical office assistant program directors meet monthly to discuss program goals, outcomes, and ways to share resources. Ms. Richey stated that efforts to grow the program at the Holton and Wamego centers are underway.

Staff Presentation: Ms. Denise Peters, HCC Director of eLearning, informed the Trustees that the Online program has seven sessions per year, providing a lot of opportunity for students to take courses. This spring, 174 sections taught by 106 instructors were offered. This spring also marks the first graduates in Risk Management and Medical coding. Ms. Peters discussed efforts underway to meet the needs of students in areas such as class rotation so that they can finish a program in a more timely manner. She talked about recruitment efforts for online and outlined how HCC works with LearningHouse, the provider for the learning management system (Moodle), on course development for online courses. She also reviewed some of the new courses that will be launched in Fall of 2015. Ms. Peters closed by reviewing how the online program works with hybrid and IDL courses.

Executive Session: It was moved by Mrs. Simpson, seconded by Mr. Taylor, that the Board go into Executive Session at 8:06 p.m. to discuss Non-elected Personnel for no more than 15 minutes. Motion passed. The Board reconvened to regular session at 8:18 p.m.

Non-Renewal of Administrative and Professional Employee Contracts: President David Reist presented the Trustees with a list of Administrative and Professional Employees recommended for non-renewal for 2015-16. It was moved by Mr. Taylor, seconded by Mr. Coy, that the list for non-renewal be accepted as presented. Motion passed.

Annual Review of 2015-16 and 2016-17 Calendars: The Institutional Calendars for 2015-16 and 2016-17 were presented to the Board for review and approval. Discussion. It was moved by Mrs. Simpson, seconded by Mr. Smith, that the calendars be approved as presented. Motion passed.

Contract and Grants Policy Manual: A second reading of the proposed Contracts and Grants Policy Manual was presented. It was moved by Mr. Smith, seconded by Mrs. Simpson, that the Contract and Grants Policy Manual be accepted as presented. Motion passed.

Health Insurance Premiums: The Trustees were presented with two options from Blue Cross/Blue Shield for employee health insurance. Discussion. It was moved by Mr. Taylor, seconded by Mrs. Simpson, that the current plan be again offered for 2015-16. Motion passed.

Flex Dollar Plan Agreement: Dr. Cheryl Rasmussen, Vice President for Student Services, reviewed a proposed agreement with Ruhnke Enterprises which would allow HCC students to use flex dollars at the convenience store in Highland in addition to Scottie Pause. She asked if the Board would have any objections to moving forward with the project and considering a formal agreement at a future meeting. The Board expressed no objection.

Set Special Meeting Date: President Reist requested approval of a special meeting date, possibly after Commencement on May 15, 2015, to approve Professional Employee contracts. May 15 is the deadline for this action. The Board expressed no objection.

Student Housing Cleaning Contract: The Board was presented with a bid from Hudspeth Cleaning Service, Inc., of St. Joseph, MO, for cleaning student housing. This company cleaned last summer and did a very good job. Several other companies declined to offer a bid. Discussion. It was moved by Mr. Smith, seconded by Mr. Coy, that the bid from Hudspeth Cleaning Service, Inc., be accepted as presented. Motion passed.

Centralized Advising Information: Dr. Rasmussen highlighted a proposed model for a campus-wide modified Centralized Advising System. She reviewed what is currently being done for advising in concert with the Title IV Student Services Grant and provided several scenarios of what might happen if the SSS grant is not re-funded. Discussion.

Policy for Civil Rights Equity Grievance Resolutions for all Faculty, Students, and Employees: As a result of recent new Federal Title IX policies and regulations, a draft policy and the accompanying procedure for dealing with Title IX and all other discrimination complaints was presented to the Board for a first reading. The policy will be brought back to the Board at a future meeting for approval.

Master Facilities Plan Update: President Reist reviewed updates to the Master Facilities Plan that are being considered. He noted that he will be sharing this information with the HCC Foundation Board for their support.

Precision Agriculture Position Approval: President Reist informed the Trustees that the Title III grant provides for the funding of a Precision Agriculture Curriculum Specialist position to head up the Precision Ag Program that will be developed through the grant. He requested approval for the creation of this position. Discussion. It was moved by Mr. Taylor, seconded by Mr. Smith, that the creation of a Precision Agriculture Curriculum Specialist, to be funded by the Title III grant, be approved as presented. Motion passed.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, provided reports on current fall semester enrollment figures, scholarship awards thus far for fall, program enrollment figures, and campus visitor numbers.

Academic Affairs Report: No report.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement/Executive Director of the HCC Foundation, reported that the next HCC Foundation Board Meeting will be Monday, May 4th. David Nielson, an attorney from Nebraska, will be present to discuss charitable giving.

Finance/Operations Report: Ms. Rilie Tilley, Accountant, provided the Trustees a cash balances report and revenues and expenses (to date and projected). Mr. Taylor asked that the Board be provided with a report showing student housing revenues and expenditures next month.

Trustees' Report: The next Kansas Association of Community College Trustees meeting will be June 12-13 at Barton County Community College.

President's Report: President Reist provided Kansas Board of Regents, Council of Presidents, and Legislative updates. He provided an overview of highlights of the recent Kansas Jayhawk Conference meeting. He and College legal counsel have met with USD 409 in Atchison regarding the Technical Center lease which is ending its 7th year of a 10 year agreement. There are a number of repairs and improvements that need to be made in the near future. The College does not want to make those improvements if the lease will be ending. Discussions are continuing. Leavenworth High School has expressed their interest in continuing the Auto Tech Program in their school. The College provides the instructor for the program. The school district has indicated they will look into ways to help with costs.

President Reist announced that Mr. Dan Erbert of Greeley, CO, has been hired as Vice President for Finance & Operations. He will start his new duties in July. Mr. Erbert has community college experience in both Colorado and Kansas in similar positions. Discussion was held regarding an asking price for the house in Highland that was built by the Building Trades Program. President Reist noted that Riverbluff Architects have visited with the College about the possibility of building a Leeds Certified Home next year, possibly on the site where the Gilmore house now stands. President Reist updated the Board on maintenance issues that are underway or being considered.

President Reist noted that Phi Theta Kappa had a very good year under the guidance of Harry Moeller, Biology Instructor, and Margy Heddens, Mathematics Instructor. The club won many awards including most improved chapter. In addition, Sophomore Thaina DosSantos Jensen of Topeka won the PTK Coca-Cola scholarship this year for Kansas. She will be this year's Commencement speaker.

Announcements: The HCC Vocal Concert will be April 30th as will the Spring football game. Softball playoffs will be held at Hummer Park in Topeka. Coach Heidi Jordan was named Jayhawk Coach of the Year. The team had five First Team All-Conference and one Honorable Mention. The Technical Center Commencement Ceremonies will be in Atchison on May 14. Commencement on the Highland Campus will be May 15 at 7:00 p.m. The Employee End-of-Year function will be at the Klinefelter Barn on Monday, May 18.

Executive Session: It was moved by Mrs. Simpson, seconded by Mr. Taylor, that the Board go into executive session at 10:10 pm for no more than 15 minutes to discuss contract negotiations. Motion passed.

The Board reconvened to regular session at 10:25 p.m. It was moved by Mrs. Simpson, seconded by Mr. Taylor, that the Executive Session be extended 10 minutes. Motion passed.

The Board reconvened to regular session at 10:35 p.m.

Adjournment: Chairperson Rush declared the meeting adjourned at 10:35 p.m.