

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
May 27, 2015

Trustees Present: Vernie Coy, Joyce C. Rush, Joyce Simpson, Tom Smith, Jason Taylor, 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 HCC Highland 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 Mrs. Simpson, seconded by Mr. Smith, that the minutes of the April 29, 2015, Regular Meeting, and the Special Meeting of May 15, 2015, be approved as corrected. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Smith, that warrants 417841 thru 418174 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Policy and Procedures for Civil Rights Equity Grievance Resolutions for All Faculty, Students, and Employees: The Trustees were presented with a second reading of the Policy for Civil Rights Equity Grievance Resolutions. Discussion. It was moved by Mr. Smith, seconded by Mr. Taylor, that the policy be approved as presented. Motion passed.

Student Handbook and Revision to HCC Tobacco Policy: The Trustees were presented with a change to current Smoking & Tobacco Use Policy which added e-cigarettes and other vapor products to the list of prohibited items. It was moved by Mr. Smith, seconded by Mr. Tharman, that the change in the Smoking & Tobacco Use Policy be approved as presented to include e-cigarettes and other vapor products. Motion passed.

Flex Dollar Contracts: Dr. Cheryl Rasmussen, VP for Student Services, presented two contracts for Board consideration. The first was a contract between Highland Community College and Ruhnke Enterprises, LLC, which would allow HCC students to use Flex Account Dollars at Highland Stop and Shop. The second was a contract whereby HCC would enter into an agreement with Ruhnke Enterprises, LLC, to provide Point of Sales (POS) Network and Services to manage Flex Dollar Accounts for HCC. This contract would also allow other businesses in Highland who have a POS system to accept Flex Dollars. Discussion. It was moved by Mr. Smith, seconded by Mrs. Simpson, that both contracts with Ruhnke Enterprises, LLC, be approved as presented. Motion passed.

HCC and Doniphan West Schools Agreements: USD 111 is proposing a cost per day fee for use of college facilities (football field, track, field house, etc.) rather than the annual fee that has been in place for a number of years. President Reist will be visiting further with the USD about this issue.

The College Administration has also been visiting with USD 111 about cooperative efforts between the two institutions to enhance offerings and reduce costs. Music and Spanish are two options. For instance, the College Spanish instructor would go down to the high school and teach their students. The high school would then be responsible for 25% of the instructor's salary. The possible agreement is still under discussion.

End of Year Financials/Next Year Outlook/Foundation Loan: Ms. Rilie Tilley, Accountant, provided a report on operating cash balances and revenues/expenditures, current and projected through the end of the fiscal year. Discussion was held regarding the financial outlook for 2015-16. Repayment of the loan to the HCC Foundation was discussed but no action was taken at this time.

Joint Meeting with the HCC Foundation Board and Development Officer: Possible dates were discussed for a joint meeting of the Board of Trustees and the Board of Trustees to discuss fund raising efforts and consideration of the creation of a Development Officer position. President Reist will survey members of both groups to find a date and time for the meeting.

Summer Maintenance Projects: President Reist updated the Board on summer maintenance projects. Some projects may require bids to be approved by the Board.

Online Tuition: President Reist provided the Trustees with a proposal to change online tuition to \$128 per credit hour for both Kansas and out-of-state residents. International student online charges would remain at \$263 per credit hour. It was moved by Mrs. Simpson, seconded by Mr. Taylor that online and out-of-state tuition be changed to \$128 for 2015-16. Motion passed.

Athletic Insurance: President Reist provided three options for student athletic insurance for 2015-16. Discussion. A final recommendation will be brought to the Board at a future meeting.

Academic Affairs Report: Ms. Peggy Forsberg, Vice President for Academic Affairs, provided the Trustees with an explanation of the process the college goes through to align the technical programs with other technical programs across the state. This process assures the student can transfer from one program to another if they need to. In addition, aligning the program assures credentialing agencies that students coming out of these programs meet certain minimum guidelines.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement/Executive Director of the HCC Foundation, reported that "The Connection", HCC's alumni newsletter, will be going to press very soon and the Fall Course guide should be coming out in June. Dr. Mosher updated the Trustees on AQIP Portfolio progress.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, provided an enrollment report. She informed the Trustees that HCC will be hosting this year's Heartland PowerCampus User Group Conference June 3-5. There will be attendees from across the U. S. Implementation of updated Title IX procedures is ongoing. Design plans for the remodel of Building B in Wamego are being finalized. This remodel will be paid for out of the Title III grant. Dr. Rasmussen reported that Phase 0 of the PowerCampus Reimplementation Plan has been completed and reviewed goals and timelines for Phases 1, 2, and 3. On June 8 – 9, a team of student services directors will continue work with Southwest Plains Regional Service Center to develop E-Walk Through, a customized student services application designed for students, peers, and supervisors to offer feedback about HCC services.

Trustees' Report: No report.

President's Report: President Reist introduced Mr. Dan Erbert, the new Vice President for Finance and Operations who will be starting in July. The Kansas Association of Community College Trustees/Council of President's meeting will be held in Great Bend on June 12-13. President Reist and Trustees Rush, Simpson and Smith will attend. President Reist provided Kansas Board of Regents, KACCT, and Legislative updates. KACCT will be holding a Kansas Community College Leadership Institute on the subject of Resource Management on the Highland Community College Campus February 11-12, 2016. President Reist discussed recent personnel changes at HCC.

Announcements: None.

Executive Session: It was moved by Mr. Tharman, seconded by Mrs. Simpson, that the Board go into executive session at 9:45 pm for no more than 10 minutes to discuss Non-elected Personnel. Motion passed.

The Board reconvened to regular session at 9:57 p.m.

Executive Session: It was moved by Mr. Tharman, seconded by Mrs. Simpson, that the Board go into executive session at 9:58 for no more than 10 minutes to discuss Contract Negotiations.

The Board reconvened to regular session at 10:08 p.m.

Adjournment: Chairperson Rush declared the meeting adjourned at 10:09 p.m.

Joyce C. Rush, Chairperson

Date

Jason Taylor, Secretary/Treasurer