

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES  
October 24, 2012

Trustees Present: Vernie Coy, Donald Harter, Joyce C. Rush, Joyce Simpson, 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.

Swearing in of New Board Member: Mr. Carl Tharman was sworn in as a board member of the Highland Community College Board of Trustees.

Approval of the Agenda: It was moved by Mr. Harter, seconded by Mrs. Simpson, 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 September 12, 2012, Regular Meeting be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mr. Taylor, seconded by Mrs. Simpson, that warrants numbered 1326 through 2512 be approved as presented and that approval to pay PDG invoices be given. Discussion. Motion passed.

Public Comment: None.

Executive Session: It was moved by Mr. Coy, seconded by Mrs. Simpson, that the Board go into Executive Session at 7:40 p.m. for consultation with Board legal counsel for no more than 30 minutes. Motion passed. The Board reconvened to regular session at 8:10 p.m. It was moved by Mr. Harter, seconded by Mr. Taylor, that the Executive Session be extended for 5 minutes. Motion passed. The Board reconvened to regular session at 8:15 p.m.

Tech Center Equipment – Laser: President David Reist presented information about a table top laser which would be used in the Engineering Graphics Technology Program at the Technical Center. The machine three dimensionally carves out student designs such as machine parts. Three bids were submitted. President Reist recommended the low bid through Hurricane Lasers. He stated that the purchase would be made with Capital Outlay and Perkins Funds. Discussion. It was moved by Mrs. Simpson, seconded by Mr. Coy, that the purchase of an Andrew Category 4 100W Laser and accessories be approved through Hurricane Lasers as presented. Motion passed.

Tech Center Diesel Position: The Diesel Technology Program at the Technical Center in Atchison currently has two instructors. One of those instructors has announced that he will retire at the end of this academic year. The Diesel Technology Program has grown this year and it would be beneficial to hire a third instructor for the program at this time. Discussion. It was moved by Mr. Harter, seconded by Mr. Coy, that approval for a third instructor in the Diesel Technology Program be approved effective immediately. Motion passed.

Academic Quality Improvement Program (AQIP): Highland Community College is accredited by a regional accreditation agency called the Higher Learning Commission (HLC). Dr. Craig Mosher, HCC Executive Assistant to the President, explained that within HLC, Highland participates in AQIP pathway which is a continuous improvement process. He reviewed HCC's most recent Strategy Forum follow-up document, highlighting the three

most recent issues the College will be focusing on which are: A reorganization/focus in IT on data management that will allow/provide access of needed data by all members of the College community; Refocus/streamline the Strategic Plan so it provides a more meaningful direction for the College to the point that its goals are a part of every employee's work day; Examine Academic Affairs to determine possible changes in the organizational structure to enhance effectiveness and efficiencies.

Strategic Plan Update: President Reist provided an update on the College's Strategic Plan for 2012-2013.

Finance/Operations: Ms. Cynthia Haggard, Vice President for Finance/Operations, provided an audit update and indicated that she hoped to have the final audit for presentation to the Board in November. Ms. Haggard discussed internal controls and efficiencies, accounts receivable, and collection history for property taxes.

Student Services: Dr. Cheryl Rasmussen, Vice President for Student Services, provided current residency and enrollment reports. Student Services Days are being planned in November at Wamego, Holton, and Perry. The Technical Center Open House will be November 6. November 9 is Visit Day on the Highland Campus.

Academic Affairs: Dr. Cia Verschelden, Vice President for Academic Affairs, demonstrated a learning tool used in the remedial math courses called math manipulatives.

Foundation Report: Dr. Craig Mosher, Foundation Executive Director, reported that the most recent Foundation Board Meeting was held at The Klinefelter Barn. The Foundation is examining targeted fund raising options. He announced that the Foundation Audit is complete.

Trustees' Report: No report.

President's Report: President Reist stated that new regulations make it attractive to Kansas high schools to have their students take technical education through a college. Marysville, Nemaha Central (Seneca), Prairie Hills (Sabetha), and Wamego have all indicated interest in establishing technical programs through HCC.

Hemisphere GPS in Hiawatha has approached HCC about the College providing Hemisphere employees with training.

Andy Tompkins, Kansas Board of Regents President, visited and toured HCC. He spoke with President Reist about technical colleges services areas and legislative issues.

An Alumni Reunion honoring HCC 50-year grads was held during this year's homecoming activities. Fifteen 50-year grads were in attendance.

President Reist announced recent personnel changes. He announced upcoming activities including the KACCT/COP Meeting in Topeka on December 7-8 and the HCC Theatre Production to be held November 16, 17 & 18.

Announcements: None.

Executive Session: It was moved by Mr. Tharman, seconded by Mr. Taylor, that the Board go into Executive Session at 9:40 p.m. to discuss faculty contract negotiations for no more than 5 minutes. Motion passed. The Board reconvened to regular session at 9:45 p.m.

Executive Session: It was moved by Mr. Harter, seconded by Mr. Taylor, that the Board go into Executive Session at 9:45 p.m. for no more than 15 minutes to discuss non-elected personnel. Motion passed. The Board reconvened to regular session at 10:00 p.m.

Adjournment: It was moved by Mr. Coy, by Mrs. Simpson, that the meeting adjourn. Motion passed. Meeting adjourned at 10:00 p.m.

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Joyce C. Rush  
Chairperson

Date

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Jason Taylor  
Secretary/Treasurer