

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
December 20, 2016

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 3:00 pm in the Administration of the Highland Community College Campus in Highland, KS.

Approval of the Agenda: It was moved by Mr. Karn, seconded by Mr. Tharman, to approve the agenda as amended. Motion passed.

Approval of the Minutes: Two corrections were noted for the minutes of the November 16, 2016, Regular Meeting. It was moved by Mr. Karn, seconded by Mr. Coy, that the minutes of November 16, 2016, be approved as corrected. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Tharman, that warrants 425415 through 425713 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Textbook and Fee Waiver for Online Courses: At the November 16, 2016, meeting, the Trustees were presented with a first reading of changes recommended to the General Personnel Policy regarding textbook and fee waivers for employees and their dependents. The final policy was presented for approval. It was moved by Mr. Karn, seconded by Mr. Coy, that the changes to the Tuition and Fee Waivers Policy be approved as presented. Motion passed.

Highland Vineyards and Winery, LLC: The formation of an LLC for the purposes of winery ownership and licensure was discussed. Alcohol Beverage Control has advised that a winery license cannot be held by HCC but that a separate corporation or LLC would not be a violation. The Trustees were presented with the name of Highland Vineyards and Winery, LLC. This will be a single ownership LLC controlled by the College with the manager of the LLC being the HCC Board of Trustees. It was moved by Mr. Tharman, seconded by Mr. Karn, that the Board authorize HCC's legal counsel to form an LLC under the name of Highland Vineyards and Winery for ownership of the new winery and winery license.

USD 409 Lease Agreement for Tech Center: The Trustees were presented with a proposed Lease Agreement Renewal for the Technical Center buildings in Atchison that are owned by USD 409. Discussion. This item was tabled until the regular January, 2017, meeting.

Finance/Operations Report: Vice President for Finance and Operations Dan Erbert reported on the progress of the annual audit. He anticipated it would be presented to the Board for approval in January or February. He reviewed the financial reports submitted for Board review.

Academic Affairs Report: Vice President of Academic Affairs Peggy Forsberg highlighted the Plan Do Check Act (PDCA) plans submitted by Ron Adams, Physics Instructor, and Duane Coder, Electrical Technology Instructor. Ms. Forsberg noted that HCC has become very active in the Kansas Collaborative on Military Credit which creates articulation agreements in automotive and diesel technology and translates military training and experiences toward college credentials. Ms. Forsberg discussed efforts by the Concurrent Program staff to review concurrent instructor credentials and place those instructors not meeting the 18 graduate hour minimum on a continuing plan of education.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, reported that 82% of the housing is filled thus far for Spring, 2017. She discussed scholarship goals and provided information on Fall 2016 Satisfactory Academic Progress Report.

Institutional Advancement Report: Dr. Craig Mosher, Vice President for Institutional Advancement, reported that the Foundation's annual fund drive has been reinstated. The Alumni Department is working to expand the upcoming basketball alumni event.

Trustees' Report: Mrs. Simpson reported that she attended the December 1 HCC music concert and that it was very good. She also attended the December 8 Open House at President Reist's house and it was wonderful.

President's Report: President David Reist reviewed recent changes in Kansas law that changes school board terms. Primaries will be held on the first Tuesday in August 2017 with general elections held in November. Any terms that were set to expire in June 2017, will now expire on the second Monday in January of 2018 when newly elected officials take office.

HCC Performance Agreements have been submitted to and approved by the Kansas Board of Regents. President Reist noted that the State funding situation for education is still unsure. Mid-year cuts of 5 – 10% are expected. On a good note, payments from SB155 increased slightly over last year.

The merger between Wichita Area Technical College and Wichita State is very probable. President Reist noted that there is cause for concern that State technical funding typically earmarked for two-year institutions may now be going to a university.

President Reist will be attending the Jayhawk Conference Meeting in El Dorado on December 21. President Reist and Keith Jaloma, HCC Foundation Executive Director, met recently with the Atchison County Commissioners about the needs for a diesel facility and how the county might help. Discussions are ongoing.

The Administration is working with architects to reduce the cost of the proposed Western Center renovation. The individual interested in purchasing the Holton Center and turning it back into a car dealership has withdrawn at this time.

President Reist informed the Trustees that Highland Community College has been chosen for a Federal Financial Aid Program Review. Staff are collecting information for the review with the review itself being held the week of January 23, 2017.

Announcements: Highland Community College will be closed December 22 thru January 2nd. Classes on the Highland campus start January 10th. The campus will close for Martin Luther King Day on January 16. Regional and online classes begin January 17th.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board go into executive session at 4:09 pm for no more than 15 minutes to discuss non-elected personnel. Motion passed.

The Board reconvened to regular session at 4:24 pm.

Adjournment: Chairperson Simpson declared the meeting adjourned at 4:25 p.m.

Joyce Simpson
Chairperson

Date

Jason Taylor
Secretary/Treasurer