

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES  
February 22, 2017

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

Absent: Jason Taylor.

Call to Order: The meeting was called to order by Chairperson Joyce Simpson at 6:30 pm in the Administration Building Conference Room on the HCC Campus, Highland, KS.

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

Approval of the Minutes: It was moved by Mr. Coy, seconded by Mr. Smith, that the minutes of the January 25, 2016, be approved as corrected. Motion passed.

Approval of the Warrants: It was moved by Mr. Smith, seconded by Mr. Coy, that warrants 425847 through 426294 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Faculty Presentation: Mr. Frank Kuhn, HCC Biology Instructor at Perry and Holton, and Mr. Matt McElroy, HCC Biology Instructor at Highland and Holton, provided the Trustees with demonstrations of two methods of instruction they utilize in their classrooms. Plickers, utilized by Mr. Kuhn, and Kahoot!, utilized by Mr. McElroy, allow the instructors to poll their classes for free to do instant checks-for-understanding and impromptu polls. These methods of instruction were incorporated into their classrooms as part of the Plan-Do-Check-Act projects initiated by faculty to improve classroom instruction. Projects by other faculty will be presented at future meetings.

Highland Community College Reasonable Accommodations Policy: The Board was presented with a first draft of a Reasonable Accommodations Policy for a first reading at last month's meeting. It was moved by Mr. Karn, seconded by Mr. Coy, that the policy be adopted as presented. Motion passed.

Fire Safety Upgrade Bids: The Fire Marshall is requiring several safety upgrades in Ellis, Yost, Rubeti and Heritage Halls. Bids for the upgrades were presented to the Board. It was moved by Mr. Tharman, seconded by Mr. Coy, that the low bid from Professional Fire Alarm be accepted subject to approval by the Fire Marshall. Motion passed.

Lease Agreement with USD 409 for the Technical Center: The Board was presented with a draft lease agreement for the Technical Center in Atchison between USD 409 and HCC. USD 409 owns the facilities and the current lease agreement will soon expire. The Board suggested several minor changes. It was moved by Mr. Smith, seconded by Mr. Tharman, that Chairperson Simpson be given authorization to sign the agreement once the changes are made. Motion passed.

Nelnet Payment Plan: The current NelNet Payment Plan Policy allows students to finance their entire balance. A revised policy requiring students to pay 10% of the semester's bill when they sign up for the plan was proposed to the Board. In addition, students defaulting on payments will be dropped and dismissed from housing and meal plan immediately upon default. Discussion. It was moved by Mr. Coy, seconded by Mr. Smith, that the revised Nelnet Payment Plan Policy be approved as presented. Motion passed.

Tuition and Fees Increase Proposals: A report for tuition and required fees for the last three years for Kansas community colleges was discussed. It was also noted that Great Western Dining is raising their meals by 2.4% for Fall 2017. It was moved by Mr. Coy, seconded by Mr. Tharman, that tuition be raised by \$1, fees by \$1, and meal plans by 2.4% effective Fall, 2017. Motion passed.

Western Center Remodel: Discussion was held regarding the remodel of the north gym at the Western Center into a diesel technology shop. It was moved by Mr. Coy, seconded by Mr. Smith, that an advertisement be placed for a Construction Manager-at-Risk for the project. Motion passed.

Outsourcing Payroll: As per a recent discussion with the Board, the Administration has been reviewing options for the outsourcing of payroll. After interviewing and hearing presentations from three companies, a committee recommended the services of Paycom. Among other considerations, the system will interact with the college's current general ledger system and HR software currently in use. Discussion. It was moved by Mr. Karn, seconded by Mr. Smith, that payroll be outsourced to Paycom Payroll, LLC. Motion passed.

March Board Meeting Location: The Board has typically travelled to one of the off-campus locations for the March and November meetings. Discussion. It was the consensus of the Board that the March, 2017, meeting be held at the Holton Center.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, provided enrollment and housing updates for spring as well as applications for Fall, 2017. Scholarship goals for Fall, 2017, were also discussed.

Institutional Advancement Report: Dr. Craig Mosher, Vice President for Institutional Advancement, shared a new Foundation brochure. He provided a report on funds raised since March 1, 2016. tion bylaws will be considered.

Academic Affairs Report: Vice President of Academic Affairs Peggy Forsberg provided an update on HCC's participation in the Kansas Collaborative on Military Credit. She then went through the HCC Strategic Plan progress for the Instructional Division 2016-17.

Trustees' Report: Chairperson Simpson reported that she, Tom Smith, and Carl Tharman had attended the Phi Theta Kappa annual recognition in Topeka on February 16 followed by a Kansas Association of Community College Trustees' meeting. She and President Reist will be meeting with the Kansas Board of Regents on March 15<sup>th</sup> for their annual dinner.

President's Report: President David Reist provided updates on current Kansas Legislative issues that may affect HCC. On February 6<sup>th</sup>, he attended the Jayhawk Conference meeting. He noted that roster limits are now gone. They are still working out scholarship guidelines. This will all come up for a vote at the April meeting.

President Reist reviewed recent personnel changes and announced the retirement of Ms. Peggy Forsberg, Vice President for Academic Affairs, effective June 1, 2017.

President Reist reported that an individual has contacted him about purchasing half of the Perry Center old football field in order to build houses there. Pratt Community College has also contacted the College about using that space to offer a lineman program. The students would take the technical courses from Pratt and gen ed courses from HCC. Discussion. It was the consensus of the Board to not sell the property, that should the College ever decide to sell the Perry Center, it would sell better if

it were in one piece. Also, if the lineman program were to come to fruition, it would bring in more dollars than selling part of the property.

Fundraising for the football/track project is commencing and will continue until Fall, 2018. The President of Neosho Community College has contacted other Kansas community colleges and invited them and their Board members to a training session in Chanute on April 13 at 6:30 p.m. The Assistant Attorney General will be providing a presentation on Open Records and Open Meetings laws. President Reist asked that the Trustees let him know if they would like to attend.

President Reist and the new mayor of Highland, Mr. Jerry Twombly, have been visiting about the baseball field. The Federal Financial Aid review went very well and no big liabilities are expected. President Reist complimented Mr. Joshua North, HCC Financial Aid Director, and his staff for their work before and during the audit.

President Reist reminded the Trustees that the Board of Trustee filing date is June 1. There could be a primary, if necessary, in August with the General election in November. Trustees would take office in January. Mr. Coy, Mr. Smith, and Mr. Taylor will be up for re-election.

Announcements: President Reist updated the Board on current athletic standings. Spring Break will be March 20 - 24. The College close March 23 – 24.

Executive Session: It was moved by Mr. Tharman, seconded by Mr. Karn, that the Board go into executive session at 9:19 pm for no more than 15 minutes to discuss non-elected personnel. Motion passed.

The Board reconvened to regular session at 9:34 p.m.

Adjournment: Chairperson Simpson declared the meeting adjourned at 9:35 p.m.

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Joyce Simpson  
Chairperson

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Date

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Jason Taylor  
Secretary/Treasurer