

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

December 10, 2008

Trustees Present: Nancy Batchelder, Vernie Coy, Donald Harter, Russell Karn, Joyce Rush, Jason Taylor

Call to Order: The meeting was called to order by Chairperson Rush at 7:30 p.m. in the Administration Building Conference Room on the HCC Main Campus.

Approval of the Agenda: It was moved by Mr. Karn, seconded by Mrs. Batchelder, that the Agenda be approved as presented. Motion passed.

Approval of Minutes: It was moved by Mr. Harter, seconded by Mr. Taylor, that the minutes of the November 12, 2008, Regular Meeting be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mr. Taylor, seconded by Mr. Karn, that warrants numbered 25001 through 25448 be approved as presented. Discussion. Motion passed.

Klinefelter Lease with HCC Foundation: Mr. David Reist, HCC President, reviewed a revised lease agreement between HCC and the HCC Foundation for the Klinefelter Farm. It was moved by Mr. Karn, seconded by Mr. Coy, that the Klinefelter Farm Lease between HCC and the HCC Foundation be approved as presented. Motion passed.

City of Highland Request Regarding Fire Station/Community Center: Mr. Reist informed the Trustees that the City of Highland is considering a request to the College for additional land on the west side of the new Fire Station/Community Center. The purpose would be for parking and the amount of land would be a long narrow strip equaling about one acre. Mr. Reist indicated that the City has not yet made a formal request, but that he wanted the Board to be aware it may be a consideration at a future meeting.

Postsecondary Education Institution (PEI) Infrastructure Maintenance Loan Program: Ms. Deborah Fox, Vice President for Finance/Operations, reported that the Kansas Board of Regents is offering a second round of no-interest loans to fund deferred maintenance projects. She reviewed projects that the College would like to submit for consideration. KBOR requires a Statement of Assurance by the Board of Trustees. Ms. Fox requested approval to submit the PEI application and the approval of the required Statement of Assurance. It was moved by Mr. Harter, seconded by Mr. Coy, to approve the PEI application and the signing of the Statement of Assurance. Motion passed.

Approve Contracts for Football: Mr. Reist presented for approval administrative contracts for HCC full-time football coaches for the contract period of January 1 – December 31, 2009, and that those approved receive a 3% increase in pay. It was moved by Mr. Taylor, seconded by Mr. Karn, that the list of coaches presented be approved for renewal at a 3% increase beginning January 1, 2009. Motion passed.

Bellevue School Renovation: Mr. Michael Rogg, Vice President for Trade/Technical Education, reported that the Project Manual and blueprints for the Bellevue school renovation at 17423 Country Club Road in Atchison have been completed by Creal Clark & Seifert Architects. Contractors will be able to obtain copies of the project manual and blueprints from the HCC Technical Center after December 11, 2008, upon payment of \$100 deposit which will be refunded upon return of the documents. Bids would be available for Board review at their January regular meeting. It was moved

by Mr. Harter, seconded by Mr. Coy, that the bids for the Bellevue School Renovation be let as per the plans submitted by Creal Clark & Seifert Architects. Motion passed.

Technical Center Report: Mr. Rogg spoke about plans for Capital Outlay expenditures. On December 2nd, the Tech Center attended a Job Fair at the Workforce Center. They will be giving work keys tests to people who were laid off by MGP and who wish to consider training.

Mr. Rogg informed the Trustees of ongoing projects in the diesel, HVAC, Plumbing, and Waterborne Automotive Refinishing Paints programs. He also reported 32 engines have been donated by Honda. Those engines will be used for training purposes.

Foundation Report: No report.

Finance/Operations Report: Ms. Fox informed the Trustees that, because Irvin Hall is on the Historic Register, renovations and improvements have to be approved by the Registry. Improvements that will be made using the PEI loan funds were submitted to them. They approved everything except the replacement of the windows. They would like them repaired instead of replaced. Ms. Fox stated that the windows are really beyond repair and are not part of the original building anyway. Replacements would be made that are historically correct. She stated that she has sent in a request asking for reconsideration and will let the Board know of the outcome.

The Auditors should have a draft audit completed by the end of the year with the final audit submitted to the Board in February, 2009.

Ms. Fox informed the Trustees that there is a problem with smoke detectors causing false alarms in Kansas and Kiltie apartments. The company that installed them has been called in to determine if there are any defects.

Student Services: Dr. Cheryl Rasmussen, Vice President for Student Services, reported that the Admissions Department held a meeting with area high school counselors at the Technical Center in Atchison and also in St. Joseph, Missouri. Both were well attended and well received by the Counselors.

January 28 is Junior/Senior Day. Athletic visit Saturdays will be held for recruits on January 24 and 31. Student Services employees are participating this week in a webinar on Strategic Enrollment Management.

The next 150th Celebration activity will be on January 26 from 9:00 a.m. – Noon. Alan November, a futurist lecturer, will speak to employees. Area high school counselors and administrators will also be invited to attend.

Academic Affairs: Mr. Michael Parker, Vice President for Academic Affairs, reported that a former Criminal Justice student and softball player for Highland Community College, Ashley Vice, has been selected for a paid internship with the US. Supreme Court. Only five of these are given out each year.

Finals begin December 11 and continue through December 16. Mr. Parker informed the Trustees that he and Liz Brey, Allied Health Coordinator, has spent the day with representatives from the Pottawatomie County EMS regarding the possibility of a partnership to offer ride-along clinicals to EMT students.

Mr. Parker has been asked to serve on the Doniphan County Extension Advisory Council. At his first meeting on November 20th, Doniphan County Extension Agent Nathan Geiger indicated his pleasure that the HCC Agriculture Department has been given approval by the Board of Trustees to work with the Brown and Doniphan County Extension offices on a test plot farm on the Klinefelter property in Brown County.

Trustees' Report: Chairperson Rush reported that she attended the Kansas Association of Community College Trustees meeting on December 7 & 8 at Cloud County Community College in Concordia, Kansas. Ms. Linda Fund of Hoyt has been selected as the new Executive Director of KACCT to replace Ms. Sheila Frahm who is retiring at the end of this year. Each of the 19 community colleges will split the cost of the search for this position. Each college's share will be \$1,780.

Chairperson Rush reviewed issues that were discussed at the meeting including the need for Trustees to get involved in the community and letting their constituents know what is going on at their college.

The next KACCT meeting will be in February in Topeka and will be held in conjunction with the Phi Theta Kappa banquet.

President's Report: Mr. Reist presented the Trustees with a handout comparing State General Fund receipts and expenditures from FY 1993 to FY 2010. He also provided them with information regarding assessed valuation and a mill levy comparison between each of the Kansas community colleges. He also spoke about the 3% rescission in State funds that occurred this year.

Mr. Reist reported that he had attended a meeting with the Tech Authority in Topeka. They are looking at different ways of appropriating funds and are considering a tiered funding approach. Each course at every college would be evaluated and funded according to a tiered process. He will keep the Trustees informed on this issue as it progresses.

A cash rent auction for the Klinefelter property and the Cemetery property has been set for 1:00 p.m. on December 18 in the Stadium Center.

Discussions are still underway with the executors of the Plamann Estate regarding how the money from that gift can be used. The money is specifically earmarked for the upkeep of the house, barn and garage. A plan will be put together and brought to the Board at a future meeting.

Mr. Reist provided an update on recent personnel changes. He announced that Mr. Mike Parker, Vice President for Academic Affairs, has announced his retirement at the end of this fiscal year.

Upcoming activities include the annual Holiday Open House at the President's Home on December 12 from 4 – 8 p.m., the annual Employee Holiday Luncheon on December 17 which will be held at the Atchison VFW from 11:00 a.m. – 1:00 p.m. College offices on the Main Campus will be closed from December 22 through January 2nd.

Jacqueline Gronniger of Bendena and Dane Mauslein of Hiawatha have been named to the 2008-09 All-Kansas Academic Team, sponsored by the international headquarters of Phi Theta Kappa International Honor Society, the Kansas Association of Community College Trustees, and the Kansas Council of Community College Presidents. The Team will be honored at a luncheon in Topeka in February.

Public Comment: None.

Announcements: None.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board go into Executive Session at 8:37 p.m. for no more than 15 minutes to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to Regular Session at 8:52

Adjournment: It was moved by Mr. Coy, seconded by Mrs. Batchelder, that the meeting adjourn. Motion passed. Meeting adjourned at 8:52 p.m.

Joyce C. Rush
Chairperson

Date

Jason Taylor
Secretary/Treasurer