

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

February 9, 2011

Trustees Present: Nancy Batchelder, Vernie Coy, Donald Harter, Jason Taylor, Joyce C. Rush

Absent: Russell Karn

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 campus of Highland Community College.

Approval of the Agenda: It was moved by Mr. Harter, seconded by Mr. Taylor, that the agenda be approved as amended. Motion passed.

Approval of the Minutes: It was moved by Mr. Coy, seconded by Mrs. Batchelder, that the minutes of the January 12, 2011, Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Harter, seconded by Mr. Coy, that warrants 46014 through 46445 be approved as presented. Discussion. Motion passed.

Public Comment: None. The Board recognized Mr. Clifford, Hawk, HCC Agriculture Instructor. On behalf of the HCC Faculty, Mr. Hawk presented the Board with two gifts for the College in honor of the College's 153rd birthday on February 9th. The gifts were a donation to the HCC Baseball Team for the Spring tournament trip and a gross of tree fertilizer spikes for the trees on campus. The Board thanked the Faculty for the gifts to the College.

Presentation and Approval of the 2009-2010 Audit: Mr. Brad Koehn of the auditing firm Berberich Trahan & Co. reviewed a draft copy of HCC's financial statement and audit results for 2009-10. Discussion. It was moved by Mr. Harter, seconded by Mrs. Batchelder, that the Board accept the 2009-10 final audit as presented. Motion passed.

Selection of Auditor from Submitted Proposals: Three accounting firms submitted bids to conduct the Highland Community College budget audit. It was moved by Mr. Harter, seconded by Mr. Coy, that the low bid from Berberich Trahan & Co. be accepted as provided. Motion passed.

PEI Projects: Movement of Funds: The projects associated with the 2008 Series Postsecondary Education Infrastructure loans have been completed. Because the initial proposals for the projects contained estimated costs, Project 1 (Culbertson Auditorium and Math/Science Building) had remaining funds upon completion while Project 3 (Administration Building) and Project 4 (Irvin Hall) had shortfalls. In order to draw down the funds, the loan dollars must be assigned to the correct project expenditures. Ms. Deborah Fox, Vice President for Finance/Operations, requested approval to reassign \$98,415.95 in loan dollars from Project 1 to Project 3 and \$62,463.81 to Project 4. It was moved by Mrs. Batchelder, seconded by Mr. Coy, that the requested funds be moved from PEI Project 1 to Projects 3 and 4 as presented. Motion passed.

State Budget Situation and Impact on HCC: Mr. David Reist, President, discussed the State budget as well as other items that will impact HCC in 2011-12. Included in the discussion were the Governor's recommendation for level funding for higher education, possible legislation for a new funding formula for community and technical colleges, significant unemployment insurance rate increases, health insurance premium increases, and fuel price increases. Mr. Reist will keep the Board updated on these and other issues affecting the budget.

Academic Affairs: Dr. Cia Verschelden, Vice President for Academic Affairs, introduced Ms. Shayna Leahy, HCC Vocal Music Instructor. Ms. Leahy provided the Trustees with a report highlighting the Theater Department's trip to the Kennedy Center American College Theater Festival in Ames, Iowa. A number of individual certificate of merit awards were received by HCC students and staff.

Dr. Verschelden informed the Trustees about articulation agreements that are in place with a number of high schools in Kansas. The purpose of these Memorandum of Agreements is to provide students the option to receive earned college credit in a technical field while they are attending high school. The student takes a series of courses and are awarded three college credit hour in their chosen discipline. The purpose of the program is to encourage high school students along a career path.

Dr. Verschelden updated the Trustees on recent activity in the proposed beekeeping program.

HCC Foundation: No report.

Finance/Operations: Ms. Fox informed the Trustees that HCC has been utilizing the Kansas Setoff Program for account collections. The process has been working well. Ms. Fox provided an update on construction progress for Prairie Hall.

Student Services: Dr. Cheryl Rasmussen, Vice President for Student Services, reported that 521 students are currently enrolled in 7948 credit hours on campus. In addition, there are 1,200 students taking 10,408 credit hours off campus, 1,155 students taking 7,799 credit hours online, and 235 students taking 3,222 credit hours at the Technical Center in Atchison. There are currently 358 students (80% capacity) living in campus housing. The annual Junior/Senior Day was held on January 26 with 106 students and several parents in attendance. Open houses for prospective students and the community are planned at several locations as follows: Wamego on April 5, Perry on April 12, Technical Center on April 14, and Highland on April 18. A new service, tutoring via Skype, is available for off campus and online students this year.

Trustees' Report: Chairperson Rush reported that she will be leaving for the Association of Community College Trustees (ACCT) annual conference in Washington, DC, on February 13. When she returns, she will attend the annual Phi Theta Kappa Banquet in Topeka on February 17. The Kansas Association of Community College Trustees will meet following the banquet.

President's Report: Mr. Reist reported that he also will be attending the Phi Theta Banquet in Topeka on February 17 followed by a meeting with the Council of Presidents.

As a follow up to her Public Comment at the January 12, 2011, meeting regarding the possibility of the College using the old Gilmore House as an alumni/guest house if it were restored, Mary Ann Parker had contacted Mr. Reist to ask if the College would be interested in taking the house now and then running the renovations through on the College's tax credits if that were possible. Discussion. It was the consensus of the Board to not accept the Gilmore House at this time.

Representatives from Cloud County Community College visited the HCC Highland Wellness Center on January 27th. They were impressed with the Wellness Center and the whole campus in general.

The Building Trades house in Atchison is coming along well with completion estimated for March or April. Benedictine College has contacted the program about their availability to build new dugouts on their baseball field. If the house is finished on time, the Building Trades students will take on the dugout project.

Board elections will be held in April. Mr. Reist encouraged everyone to vote. He stated that he will be meeting with Washburn Tech about partnering in a grant and several other opportunities.

Mr. Reist provided a personnel update. He stated he had been contacted by an individual wishing to offer a non-credit home brewing class at the Perry Center. Discussion. It was the consensus of the Board that permission for this course not be granted.

Announcements: None

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board go into executive session at 9:11 pm for no more than 20 minutes to discuss Professional Employee Negotiations. Motion passed.

The Board reconvened to regular session at 9:26 pm.

Adjournment: It was moved by Mr. Coy, seconded by Mrs. Batchelder, that the meeting adjourn. Motion passed. Meeting adjourned at 9:27 pm.

Joyce C. Rush, Chairperson

Date

Jason Taylor, Secretary/Treasurer