

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

July 11, 2012

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

Call to Order: The meeting was called to order at 7:30 p.m. in the Highland Community College Klinefelter Barn.

Election of the 2012-13 Board Officers: HCC President David Reist served as Chair Pro-Tem for this election. Mr. Reist opened the floor for nominations. It was moved by Mr. Harter, seconded by Mr. Coy, Joyce C. Rush be retained as Chairperson for 2012-13. Motion passed. It was moved by Mr. Coy, seconded by Mrs. Simpson, that that Donald Harter be retained as Vice-Chairperson. Motion passed. It was moved by Mrs. Simpson, seconded by Mr. Harter, that Jason Taylor be retained as Secretary/Treasurer. Motion passed. The meeting was returned to Chairperson Rush.

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

Approval of Minutes: It was moved by Mr. Harter, seconded by Mr. Coy, that the minutes of the June 5, 2012, Special Meeting, and the June 13, 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 59976 through 60521 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Annual Meeting Action Items: A slate of Delegates and Representatives was presented for approval. It was moved by Mr. Harter, seconded by Mrs. Simpson, to approve the entire list of Delegates and Representatives. That list included Mr. Taylor as the HCC Foundation Liaison with Mr. Harter as the alternate, Mrs. Rush as the KACCT delegate and KASB contact, Darlene McNemee as KPERS representative, Mr. Coy as the Economic Development representative with Mr. Reist as Mr. Coy's alternate, and Mr. Reist as the Freedom of Information Officer. In the same motion Mr. Harter also moved and Mrs. Simpson seconded to approve the rest of the Annual Meeting Action Items as follows: Designate the *Kansas Chief* as the Official Newspaper for Publication of Official Notices; Approve the Official Depositories for Community College funds as follows: Bendena State Bank, Bank of Denton, Exchange National Bank & Trust of Atchison, Bank of Highland, 1st Bank of Troy, Morrill & Janes Bank (Troy Branch), Troy State Bank, Farmers State Bank of Wathena, Hiawatha National Bank of Hiawatha, First State Bank of Perry, Landmark Bank of Wamego (cash deposits and transfers only), and Holton National Bank and approve all signatories as submitted; Designate the second Wednesday of every month at 7:30 p.m. on the HCC campus as the Official Board Regular Meeting time; Keep the Mileage Reimbursement rate the same as the state of Kansas rate; and designate the firm of Reeder & Boeh of Troy as attorney for the College. It was noted that even though designating an "official" attorney for the College is not an Annual Meeting Action Item requirement, by so doing, the Board maintains a continuing professional relationship with the attorney, which assists each party in anticipating their mutual needs. Such a designation does not preclude the College from contracting with any additional attorneys as needed. Motion passed for all items.

Scottie Booster Club Report: President Reist presented the Booster Club report as required by the NJCAA for annual review. Discussion. It was moved by Mrs. Simpson, seconded by Mr. Tylor, that the Booster Club report be accepted as submitted. Motion passed.

Athletic Insurance Bids: Mr. Reist presented bids for athletic insurance coverage and for catastrophic insurance coverage for 2012-2013 as provided by Dissinger Reed Insurance Services acting as broker for the college. Discussion. It was moved by Mr. Simpson, seconded by Mr. Coy, that the bid from McCloskey Insurance be accepted for athletic injury basic coverage and that the bid for catastrophic coverage be accepted from Mutual of Omaha. Motion passed.

Regional Part-time Clerical Positions: President Reist discussed with the Board the increasing need for additional clerical help in the evenings at the Perry and Holton Centers. He proposed the addition of a half-time evening office assistant at Perry and one at Holton. Discussion. It was moved by Mr. Harter, seconded by Mr. Taylor, that two new half-time office assistant positions be approved as presented. Motion passed.

Budget Discussion and Approval of the Budget for Publication: President Reist provided a cash carryover report and discussed several scenarios regarding a proposed mill levy for publication. It was moved by Mr. Harter, seconded by Mr. Taylor, that the mill levy for 2012-2013 be published at 14.34 mills. Discussion. Motion passed.

Spirit Squad Uniforms: President Reist reported that the HCC Spirit Squads (Cheerleader and Drill Team) will have the largest squads in the last five years. After conducting an inventory of the existing uniforms and supplies, Ms. Kelly Twombly, Spirit Squads Head Coach, found that there are far too few matching uniforms to outfit a squad for either program. Rather than purchasing all new uniforms, Ms. Twombly has requested the purchase of additional Spirit Squad uniforms and supplies through Varsity Spirit Fashions (where the original purchases were made) so that the new uniforms will match the existing ones. Each squad member will put \$150 toward this order for items that will not be reused after the year. Ms. Twombly is expecting 30 to 35 squad members in her program. In addition, other items such as jackets, are often purchased by sophomores at the end of the year. Discussion. It was moved by Mrs. Simpson, seconded by Mr. Coy, that the purchase of Spirit Squad uniforms and supplies from Varsity Spirit Fashions be approved as presented. Motion passed.

Technology Grant Computer Bids: Each year, Kansas community colleges and Washburn University receive a Technology Grant from the State of Kansas. For FY 2013, HCC will receive \$18,597. The grant, which requires a 50% match, is used to update computer labs. The Board was presented with costs and specs of the proposed computers and equipment which will be placed in rooms MS-4 on the Highland Campus. It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board approve the Technology Grant purchases as presented. Motion passed.

Selecting a New Board Member for the Open Position: President Reist reported that the opening on the HCC Board of Trustees created by the resignation of Russell Karn has been announced in the Kansas Chief newspaper. The announcement included instructions to the public about how to indicate their interest in being appointed to fill the remaining term. President Reist informed the Board that three Doniphan County residents have currently indicated in writing that they are interested. Several others have also contacted the President's Office for additional information. Discussion. It was Board consensus that this item be tabled to the August 8, 2012, meeting.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, provided a preliminary Fall enrollment and housing report. This year, the Annual Leadership Training will be held at the Klinefelter Farm and Barn. RA's, tutors, tour guides, Foundation Scholars, and SGA Officers will participate. The training has, in past years, been held at Camp Farwesta in Missouri. Dr. Rasmussen stated that she and the rest of the staff are excited to be holding the event at the farm.

HCC Foundation Report: Dr. Craig Mosher, HCC Foundation Director, reported that the July 30, 2012, Foundation Board Meeting will be held at the Columbian Theatre in Wamego.

Finance/Operations Report: President Reist introduced Ms. Cynthia Haggard, the new Vice President for Finance/Operations. The Board welcomed Ms. Haggard.

Trustees' Report: No report.

President's Report: Mr. Reist provided updates on the Klinefelter Barn/Farm, legislative and state issues, summer projects, and recent personnel changes.

Announcements: None.

Executive Session: It was moved by Mr. Taylor, seconded by Mrs. Simpson, that the Board go into Executive Session for no more than 10 minutes at 8:35 p.m. to discuss the condition, acquisition, use or disposition of real or personal property. Motion passed. The Board reconvened to Regular Session at 8:45 p.m.

Executive Session: It was moved by Mr. Harter, seconded by Mr. Coy, that the Board go into Executive Session for no more than 10 minutes at 8:45 p.m. discuss non-elected personnel. Motion passed. The Board reconvened to Regular Session at 8:55 p.m.

PDG Bills: Two invoices from PDG were presented to the Trustees. It was moved by Mrs. Simpson, seconded by Mr. Coy, that these bills be approved for payment as received. Motion passed.

Adjournment: It was moved by Mr. Coy, seconded by Mrs. Simpson, that the meeting adjourn. Motion passed. Meeting adjourned at 8:57 p.m.

Joyce C. Rush
Chairperson

Date

Jason Taylor
Secretary/Treasurer