

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

July 14, 2010

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 Highland Community College Administration Building Conference Room.

Election of the 2010-11 Board Officers: HCC President David Reist served as Chair Pro-Tem for this election. Mr. Reist opened the floor for nominations. Mr. Harter moved and Mr. Coy seconded to retain Mrs. Joyce Rush as Chairperson. Motion passed. Mr. Karn moved and Mrs. Batchelder seconded to retain Mr. Donald Harter as Vice-Chairperson. Motion passed. Mrs. Rush moved and Mr. Harter seconded to retain Mr. Taylor 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. Karn, that the Agenda be approved as submitted. Motion passed.

Approval of Minutes: It was moved by Mr. Karn, seconded by Mr. Taylor, that the minutes of the June 9, 2010, Regular Meeting be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mr. Harter, seconded by Mr. Karn, that warrants numbered 40062 through 40864 be approved as presented. Discussion. Motion passed.

Annual Meeting Action Items: A slate of Delegates and Representatives was presented for approval. It was moved by Mr. Harter, seconded by Mr. Karn, to approve the entire list of Delegates and Representatives. That list included Mr. Taylor as the HCC Foundation Liaison, Mrs. Rush as the KACCT delegate and KASB contact, Darlene McNemee as the KPERS representative, Mr. Coy as the Economic Development representative and Mr. Reist as Mr. Coy's alternate, and Mr. Reist as the Freedom of Information Officer. In the same motion Mr. Karn also moved and Mrs. Batchelder 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, Farmers State 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, and Landmark Bank of Wamego (cash deposits and transfers only), 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.

Refunding and Refinancing of Wellness Center and New Student Housing: Mr. John Haas of Ransom Capital Financing reported that one bid was received for the refunding and refinancing of the Wellness Center and issuance of Certificates of Participation for a new student housing unit. Mr. Haas noted that

HCC has been rated an A+ investment agency. Discussion. Trustee Batchelder moved that said bid from Country Club Bank be accepted and that the Chairperson and Secretary/Treasurer to the Board of Trustees be authorized and directed to execute the bid form approving the sale of the Certificates to the best bidder on the basis of said bid and the terms specified in the Notice of Certificate Sale. The motion was seconded by Trustee Karn. Said motion was carried by a vote of the governing body with the vote being as follows: Batchelder – Aye; Coy – Aye; Harter – Aye; Karn – Aye; Rush – Aye; Taylor – Aye.

The matter authorizing the College to enter into a lease transaction came on for consideration and was discussed. Thereupon, Trustee Harter introduced a Resolution entitled as follows: “A Resolution authorizing Highland Community College to enter into a Lease Transaction, the proceeds of which will be used to pay the costs of financing and refinancing certain building improvements on the College Campus in Doniphan County, Kansas, and approving the execution of certain documents in connection therewith.” Thereupon, Trustee Karn moved that said Resolution be passed. The motion was seconded by Trustee Taylor. Said Resolution was duly read and considered, and upon being put, the motion for the passage of said Resolution was carried by the vote of the governing body, the vote being as follows: Batchelder – Aye; Coy – Aye; Harter – Aye; Karn – Aye; Rush – Aye; Taylor – Aye. Thereupon, the Chairperson declared the Resolution duly passed and the Resolution was then duly numbered Resolution No. 2010-02, and was signed by the Chairperson and attested by the Secretary/Treasurer of the Board of Trustees.

Budget Discussion and Approval of the Budget for Publication: Mr. Reist discussed the current state of the budget including State funding, which has been cut significantly, and Doniphan County valuation, which has increased due to the pipeline. Possible scenarios for the mill levy were discussed. It was moved by Mr. Karn that the mill levy remain the same. Motion died for lack of a second. It was moved by Mrs. Batchelder, seconded by Mr. Karn, that the mill levy for 2010-2011 be published at 14.65 mills. Motion passed.

Administrative, Professional, and Classified Salaries: It was moved by Mr. Karn, seconded by Mr. Coy, that Administrative, Professional, and Classified Salaries be increased by \$575. Motion passed.

Adjust 2010-11 Tuition: It was moved by Mr. Karn, seconded by Mr. Coy, that the following adjustments in tuition be implemented for 2010-11: \$1 increase in textbook rental rates; \$2 increase in tuition; Set the Technical Center out-of-state tuition rate at \$225. Motion passed.

Title III – Strengthening Institutions Grant Memorandum of Understanding: Mr. Reist informed the Trustees that the College would like to again apply for a Title III grant. HCC had received a 5-year grant in 2003. The firm of Ramona Munsell and Associates Consulting successfully wrote that grant and Mr. Reist requested Board approval to again use their services. The grant application is due February 2011 with the grant beginning in October, 2011. Munsell would only be paid if the grant were successful. If funding is not received on the first attempt, three more attempts would be made utilizing Munsell's services. Discussion. It was moved by Mr. Harter, seconded by Mr. Coy, that a Memorandum of Understanding with Ramona Munsell & Associated Consulting, Inc. be approved for services as described above. Motion passed.

Capital Outlay List for HCC Technical Center: The Capital Outlay Grant that the Technical Center receives from the State is intended for Technical Program equipment and improvements to assist in keeping programs current with changes in technology in the workplace. The Trustees were presented with a list outlining the proposed expenditures for the Capital Outlay Grant. It was noted that the grant requires a 50% match. It was moved by Mr. Taylor, seconded by Mr. Karn, that the Board accept the 2011 Capital Outlay Grant with provisions for amendments. Motion passed.

Bids for HCC Technical Center House Foundation: The Building Trades Program at the HCC Technical Center will begin construction on a house again this fall at the Washington School site in Atchison. Bids for the foundation were presented with one bidder responding. It was moved by Mr. Taylor, seconded by Mr. Karn, that the bid for a house foundation on the Washington School site be accepted as submitted from S & R Betts Construction of Atchison, Kansas. Motion passed.

Property, Casualty, Worker's Compensation Renewal: There is currently only one insurance company in Kansas offering property and casualty insurance to educational institutions. EMC Insurance provided a quote for property and casualty insurance and the workers compensation insurance. The quote was \$5000 more than last year's policy. This quote does not include the new Holton Center or the North Avenue duplexes. It was moved by Mr. Karn, seconded by Mr. Coy, that the bid from EMC Insurance for Property/Casualty and Workers Compensation insurance for FY 11 be accepted as presented. Motion passed.

Athletic Insurance: Mr. Reist presented three bids for athletic insurance coverage for 2009-2010 and one bid for catastrophic insurance. Discussion. It was moved by Mr. Harter, seconded by Mrs. Batchelder, that the bid from QBE Specialty Insurance be accepted for athletic injury basic coverage and that the bid for catastrophic coverage be accepted from Mutual of Omaha. Motion passed.

Tobacco Use Policy: A proposed Tobacco Use Policy was presented at the June, 2010, meeting. The item was tabled to this meeting so that changes to the policy could be made. The revised policy was presented for Board approval. It was moved by Mr. Karn, seconded by Mrs. Batchelder, that the revised Highland Community College Smoking and Tobacco Policy be adopted as presented. Motion passed.

Scottie Park Lease Agreement: Scottie Park, the current location for practice and competition for the HCC Women's Softball Team, is owned by HCC Board of Trustee Member, Russell Karn, and his wife Joann. The Scottie Booster Club entered into a lease agreement with the Karns for the use of the field with the understanding that the College would sublease the field from the Booster Club. The Booster Club entered into a 10-year lease in November of 1998 with the College entering into a lease with the Booster Club in December of 1998. Both leases have expired. Mr. Reist asked Board approval to work with an attorney and the Karns on developing a new lease. The Board expressed no objection.

Wellness Center Positions: Assistant Wellness Center Director, Crystal Tracy, has resigned. Rather than filling the vacant position, Mr. Reist requested Board approval to hire a clerical person to work the Wellness Center front desk. This person would also have additional clerical duties with housing and maintenance. In addition, several part-time assistant coaches would be made full-time. By doing this, additional coverage can be provided in the Wellness Center. Discussion. It was moved by Mrs. Batchelder, seconded by Mr. Taylor, that approval for the proposed Wellness Center personnel changes be approved as presented. Motion passed.

Booster Club Report: Mr. Reist presented the Booster Club report as required for annual review. Discussion. It was moved by Mr. Harter, seconded by Mr. Karn, that the Booster Club report be accepted as submitted. Motion passed.

HCC Foundation Report: No report.

Finance/Operations Report: Ms. Deborah Fox, Vice President for Finance/Operations, provided an update on renovations and maintenance projects. She requested Board approval to let bids on the new apartment complex. The Board expressed no objection.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, provided a preliminary Fall enrollment and housing report. It was noted that housing is full with a waiting list. The Summer Blitz program is serving 64 students. The annual back to school Block Party will be held on August 17 at 5:30 p.m. on the front lawn of campus. Annual Leadership Training will be held on July 29, 30, and 31. RA's, tutors, tour guides, Foundation Scholars, and SGA Officers will participate. Dr. Rasmussen provided the Trustees with beginning of school activities and dates as follows: Housing Move-in on August 14; housing orientation on August 15; Registration on August 16; Orientation for New Students on August 17; and first day of classes on August 18.

Academic Affairs: Dr. Cia Verschelden, Vice President for Academic Affairs, reported that she had received a call from the Economic Development group in Marysville, Kansas. They indicated that they are reviewing ways to expand their town and invited HCC to meet with them on July 27th to discuss ways the College might participate in this endeavor.

Dr. Verschelden discussed several staffing changes that have occurred in the Regional program. Terri Ball is now the Director of the Technical Center in Atchison. The Sabetha Coordinator will also be coordinating classes in the Doniphan County high schools. The Holton Coordinator will take over coordination of classes at ACCHS, while the Technical Center will continue coordinating classes at Atchison High School.

Dr. Verschelden provided the Trustees with a handout entitled "Common Learning Outcomes Process." Focus groups will be working on a common learning outcomes for students and employees.

Trustees' Report: Chairperson Rush updated the Trustees on the recent Kansas Association of Community College Trustees' meeting that she had attended at Neosho County Community College.

President's Report: Mr. Reist updated the Board on recent personnel changes. He is working with the City of Highland on rezoning the property known as the Hopkins House to student housing. The annual Doniphan County Chamber of Commerce Breakfast was held in the HCC Wellness Center on July 17th. The lawsuit filed against the Kansas Board of Regents by Dodge, Cowley, and Pratt Community Colleges to freeze technical education money was defeated. Mr. Reist stated that Mr. Deryl Wynn, Attorney, did a terrific job representing the rest of the community colleges in the matter.

Public Comment: None.

Announcements: None.

Executive Session: It was moved by Mr. Karn, seconded by Mrs. Batchelder, that the Board go into Executive Session for no more than 10 minutes at 9:45 p.m. to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to Regular Session at 9:55 p.m.

Adjournment: It was moved by Mr. Coy, seconded by Mrs. Batchelder, that the meeting adjourn. Motion passed. Meeting adjourned at 9:58 p.m.

Joyce C. Rush
Chairperson

Date

Jason Taylor
Secretary/Treasurer