

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

January 15, 2009

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. Taylor, seconded by Mr. Karn, that the Agenda be approved as corrected. Motion passed.

Approval of Minutes: It was moved by Mr. Harter, seconded by Mr. Batchelder, that the minutes of the December 10, 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 25460 through 25896 be approved as presented. Discussion. Motion passed.

Northeast Kansas Technical College Audit: Mr. David Reist, HCC President, presented the financial audit for the NEK Technical College year ending July, 2008. Mr. Reist noted that the audit was conducted for the year prior to the merger with Highland Community College. Mr. Michael Rogg, Vice President for Trade/Technical Education, reviewed the audit with the Trustees. It was moved by Mr. Karn, seconded by Mr. Coy, that the Highland Community College Board of Trustees acknowledge receipt of the 2007-08 Northeast Kansas Technical College Financial Audit. Motion passed.

Bellevue School Remodeling Bids: Mr. Reist introduced Greg Seifert of the architectural firm Creal, Clark & Seifert of St. Joseph, Missouri. Mr Seifert explained that bids had been let for the Bellevue school renovation at 17423 Country Club Road in Atchison with the bid opening held on December 10, 2008. The low bid was submitted by S M Construction of St. Joseph, Missouri. However, it was discovered after the fact that the specs for the flat roof were incorrect, not having included a slope for drainage. If the roof were removed from the bid, S M Construction still has the low bid. Discussion was held regarding how to proceed with the roof. Mr. Seifert recommended that the College consider a Duro-Last single ply roof system. He stated he felt it would be better than a gravel roof system, would probably last longer, and would not need a sloping grade. Discussion. It was the consensus of the Board that the roof replacement bid be let out again with the specifications specifying a Duro-Last single ply roof system. It was moved by Mr. Harter, seconded by Mr. Karn, that the low bid of S M Construction, minus the roof replacement, be accepted for the Bellevue school renovation. Motion passed.

State Revenues and FY 2010 Budget: Mr. Reist reported that he and Chairperson Rush had attended the Kansas Board of Regents meeting on February 14th. The attendees were informed that there will be a possible 3 percent reduction in State appropriations for the current fiscal year. Next year it is anticipated that the budgets could be reduced another 4% or more. This means that HCC and the Technical Center will have their State appropriations reduced by nearly a half million dollars in two years. Mr. Reist commented that the Administration is studying all aspects of the budget to determine where savings and cuts can be made.

Progress of Strategic Planning Council: Mr. Reist updated the Board on progress made by the Strategic Planning Council toward a new strategic plan based on the recently revised mission and vision statement established by the Board. Mr. Reist commented that he felt the information would assist HCC in becoming a more data driven institution. He added that he would keep the Board updated regarding progress made by the Planning Council.

AQIP Update: Mr. Reist reported that an AQIP (Academic Quality Improvement Program) checkup visit will be conducted by the Higher Learning Commission on March 25-27, 2009. Dr. Craig Mosher, Executive Assistant to the President, explained that this Quality Checkup introduces a new type of accreditation visit that will discuss the progress HCC has made since the original portfolio was submitted and reviewed in the Spring of 2008. The purpose of AQIP is to allow for continuous improvement by an institution rather than basing accreditation on one visit every so many years.

Foundation Report: Dr. Craig Mosher, HCC Foundation Executive Director, informed the Trustees that the next Foundation Board Meeting will be at 10:30 a.m. on January 26th. Items on the agenda include discussion of the Foundation Audit and Election of Officers.

Finance/Operations Report: Ms. Deborah Fox, Vice President for Finance/Operations, reviewed the process for student payment options.

Student Services: Dr. Cheryl Rasmussen, Vice President for Student Services, reported that, as of this meeting time, 545 students were enrolled on campus taking 7989 credit hours. A Care Team, consisting of the HCC Counselor, Disabilities Coordinator, Housing Director, Assistant Dean for Student Services, and Dr. Rasmussen, has been meeting weekly to plan interventions for various students who have been placed on academic probation in an attempt to assist them in becoming successful students.

Dr. Alan November will be the final presenter in HCC's 150th Birthday Series. He will offer a lecture on creating a new culture of teaching and learning on Monday, January 26th, in Culbertson Auditorium from 9 a.m. – Noon. Everyone is invited.

Dr. Rasmussen discussed the percentages of students who are on the President's and Dean's Lists as well as those who are on probation or have been dismissed.

Academic Affairs: Mr. Michael Parker, Vice President for Academic Affairs, reported that HCC is currently offering 14 classes through the use of the Telenet System. The system allows one instructor to teach to several different locations in a live and interactive class.

Concurrent courses are currently being offered at 33 different high schools in the HCC service area. Concurrent allows high school students to take a college level course for both high school and college credit during their regular school day. The Kansas Board of Regents has strict regulations and will be conducting an audit of at least two HCC concurrent courses this year to assure compliance with their guidelines.

Technical Center Report: Mr. Rogg reported that the Technical Center had seen a loss of students in the Fall of 2008 primarily because of high gas prices. However, through recruiting efforts, some of those students have returned and 32 new students started in the Spring, 2009, semester.

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The Waterborne Automotive Refinishing Paints program is in place and underway. A County ballpark is being planned and the Technical Center will be involved with the plumbing, electrical, and building aspect of the project. Students are also involved in the renovation of the Bellevue School. This facility will be used to house the Electrical Program of the Technical Center.

Trustees' Report: Chairperson Rush reported that she had attended the Kansas Board of Regents meeting with President Reist on January 14th. She will attend the Kansas Association of Community College Trustees meeting in February. The meeting will be in February in Topeka and will be held in conjunction with the Phi Theta Kappa banquet.

President's Report: Mr. Reist reported that he had met earlier in the day with Mr. Russ Howse, the owner of the facilities that HCC leases for its operations in Wamego. The lease with Mr. Howse is up in 2012 and Mr. Howse and Mr. Reist discussed future plans for the Wamego program.

The HCC Viticulture and Enology program has applied for a Kansas Department of Agriculture Grant. Receipt of this grant would provide the funds to start the program's first instructional vineyard.

The HCC Foundation has signed off on the lease agreement for the Klinefelter Property.

Sheila Frahm, retiring KACCT Executive Director, incoming KACCT Executive Director Linda Fund, and a KBOR staff member, visited the HCC campus earlier in the day. They are visiting all the community colleges in campus during the transition from the retiring Executive Director to the new Executive Director.

The next KACCT Meeting, Council of President's Meeting, and the Phi Theta Kappa awards luncheon are scheduled for February and will cause a conflict with the HCC Board of Trustees' regularly scheduled meeting. Mr. Reist asked for Trustee input on when to reschedule the HCC Board Meeting. It was the consensus of the Trustees that the February 11, 2009, regular meeting be rescheduled for Tuesday, February 10, 2009.

Mr. Reist reviewed recent personnel changes. Upcoming activities include the Nathan May Concert on January 17th, Alumni Meeting on January 25th, Dr. Alan November presentation on January 26th, and the annual Scottie Quiz Bowl for area high schools on January 31st. The College will close for Martin Luther King Day on January 19th.

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: Mr. Taylor reported that he had attended the recent Saturday youth basketball program. This activity is typically held at the high school, but this particular time it was held in the HCC Wellness Center. He stated that he heard many great comments about the facility from the community members in attendance, many of whom had never been in the facility before.

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Executive Session: It was moved by Mr. Taylor, seconded by Mr. Karn, that the Board go into Executive Session at 9:00 p.m. for no more than 15 minutes to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to Regular Session at 9:15 p.m.

Adjournment: It was moved by Mr. Coy, seconded by Mrs. Batchelder, that the meeting adjourn. Motion passed. Meeting adjourned at 9:15 p.m.

Joyce C. Rush

Date

Jason Taylor

Chairperson

Secretary/Treasurer