

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

March 10, 2010

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

Absent: Nancy Batchelder

Call to Order: The meeting was called to order by Chairperson Rush at 7:30 pm in the Administration Building Conference Room on the Highland Community College campus.

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 the Minutes: It was moved by Mr. Harter, seconded by Mr. Karn, that the minutes of the February 10, 2010, Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Harter, that warrants numbered 36756 through 38012 be approved as presented. Motion passed.

Sale of HCC Technical Center Building Trades House: Mr. David Reist, President, presented the Board with a purchase offer that had been submitted for the house at 717 S. 5th in Atchison which had been built by the Technical Center Building Trades Program. Mr. Reist stated that, if the offer were accepted, the closing would take place on or about April 4, 2010. Discussion. It was moved by Mr. Karn, seconded by Mr. Coy, that the offer submitted for the house at 717 S. 5th in Atchison, Kansas, be accepted. Motion passed.

Financing New Holton Facility: Ms. Deborah Fox, Vice President for Finance/Operations, provided the Board with four financing options for the purchase of the Gary Hardy Dodge facility in Holton, Kansas. Mr. Reist noted that preliminary plans are being considered for the remodel of the building to suit HCC's needs. Discussion. It was moved by Mr. Karn, seconded by Mr. Coy, that the Administration proceed with Option 1 as explained by Ms. Fox for the purchase of the Gary Hardy Dodge facility in Holton, Kansas. Motion passed.

Proposal for Scanning Student Records: Mr. Reist provided a proposal from American Micro to scan student records into digital format. This is a company that HCC has worked with before and had good results. Discussion. It was moved by Mr. Taylor, seconded by Mr. Harter, that the Board approve the authorization to proceed with American Micro for the scanning of student records into digital format. Motion passed.

Sale of Items from the HCC Technical Center: The Trustees were provided with a list of surplus items from the Technical Center that had been advertised for sale by sealed bid. It was moved by Mr. Taylor, seconded by Mr. Karn, that the bids received for the surplus items be accepted as recommended. Motion passed.

The Trustees were also provided with a bid for a new Computer Aided Drafting (CAD) CNC Milling Machine to be used by the CAD Program at the Technical Center. It was moved by Mr. Karn, seconded by Mr. Coy, that the purchase of the CAD CNC Milling Machine be approved. Motion passed.

Trash Service Bids: Bids for trash service for the HCC Campus were received from two vendors. Discussion. It was moved by Mr. Harter, seconded by Mr. Karn, that the bid from Miller Trash Service of Highland, Kansas, be accepted for trash removal on the HCC Campus. Motion passed.

Wellness Center Refinance: Ms. Fox reviewed refinancing options of the 2004 Wellness Center Revenue Bonds. She noted that refinancing now would result in a substantial one-time savings for the 2011 fiscal year. Discussion. It was moved by Mr. Karn, seconded by Mr. Coy, that the 2004 Wellness Center Revenue Bonds be refinanced as recommended. Motion passed.

HCC Tobacco Use Policy: Mr. Reist shared the current HCC policy on tobacco use. He stated that the Administration would like to look into revising the policy and bring those recommendations to the Board at a future date. The Board had no objection.

Resignation of Vice President for Trade/Technical Education: Mr. Reist presented a letter of resignation from Mr. Mike Rogg, Vice President for Trade/Technical Education. It was moved by Mr. Taylor, seconded by Mr. Karn, that Mr. Mike Rogg's letter of resignation be accepted. Motion passed.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, reported on enrollment for Spring, 2010, noting that enrollment is an at all time high. Summer Blitz will be offered again this summer. Students will take three hours of personal and community health, two hours of computer classes, and a PE activity class. Dr. Rasmussen reported that housing for Fall, 2010, is already 54% full.

Foundation Report: No report.

Finance/Operations Report: Ms. Fox provided the Trustees with a report showing the mileage on each of the HCC owned vehicles. Many of the vehicles have over 100,000 miles. She reported that HCC may pull some of the cars repaired by the HCC Technical Center into the fleet.

Ms. Fox reported that the annual audit is delayed. Because of this, it may be necessary to hold a special Board Meeting to approve the audit. Ms. Fox and several of the Board Members expressed their frustration with the current auditing firm and these types of delays which have occurred in previous years.

Trustees' Report: Mrs. Rush informed the Trustees that the Legislative Summit in Washington, D.C., which had been postponed in February because of the heavy snowfall in that city and rescheduled for March 10-12, 2010, had been cancelled.

President's Report: Mr. Reist reported that he and Chairperson Rush and several HCC Administrators had attended the annual Phi Theta Kappa Awards Banquet in Topeka on February 18, 2010. HCC Honorees were Jonathan Eric Simmons of Highland and Stacy Rottinghaus of Seneca.

Following the PTK Luncheon, Mr. Reist attended the Council of President's Meeting. He updated the Trustees on legislation that is being considered. He also noted that one of the stand-alone technical colleges in Kansas is beginning to offer sports.

Mr. Reist updated the Trustees on issues discussed at the Jayhawk Conference Meeting that he and Mr. Greg Delzeit, HCC Athletic Director, had attended on March 8, 2010.

Mr. Reist announced that Highland Community College will be hosting the September, 2011, Kansas Association of Community College Trustees Conference.

There will be a Governor's Luncheon on March 13, 2010, at The Riverhouse in Atchison, Kansas. Mr. Reist has been invited to attend. The Shine Ball featuring the Moonlight Serenade Orchestra will be held at the Walter Wellness Center on March 27, 2010. Tickets are still available. The Higher Learning Council will be conducting a site visit on March 24-25, 2010, to review the Regional sites.

Mr. Reist reported that the Viticulture/Enology Program has passed three of the four steps required for approval. The last step is Kansas Board of Regents approval. The item is on KBOR's next agenda.

A neighboring property owner has requested assistance with clean up on property line between his property and the Klinefelter land. HCC has agreed to split that cost with him. The College will also be doing some needed conservation work on the land.

The HCC Technical Center recently had an EPA inspection. The findings from that inspection have been addressed.

Mr. Reist provided an update on recent personnel changes.

Public Comment: None.

Announcements: Mr. Harter thanked Dr. Mosher for all of the news releases and informational emails the staff and Board have been receiving. Mr. Harter also commended Ms. Vanetta Geiger, HCC Admissions Representative, and HCC students for their role in Highland Community College being named to the 2009 President's Higher Education Community Service Honor Roll, the highest federal recognition a college or university can receive for its commitment to volunteering, service-learning, and civic engagement. Ms. Geiger coordinates service learning at the College.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Coy, that the Board go into executive session at 8:58 pm for no more than 20 minutes to discuss Non-elected Personnel. Motion passed.

The Board reconvened to regular session at 9:18 pm. It was moved by Mr. Karn, seconded by Mr. Coy, that the executive session be extended for no more than 10 minutes. Motion passed.

The Board reconvened to regular session at 9:28 p.m.

Adjournment: It was moved by Mr. Coy, seconded by Mr. Karn, that the meeting adjourn. Motion passed. Meeting adjourned at 9:28 p.m.

Joyce C. Rush, Chairperson

Date

Jason Taylor, Secretary/Treasurer