

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

May 12, 2009

Trustees Present: Vernie Coy, Donald Harter, Joyce Rush. Jason Taylor arrived at 8:17 p.m.
Absent: Nancy Batchelder, 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 HCC Main Campus. Since there was not a quorum present, all items needing a vote were delayed until Mr. Taylor arrived.

Presentation by Shayna Leahy, HCC Vocal Music Instructor: Ms. Leahy provided the Trustees with a brief history about the upcoming HCC theatrical production, "Rent", and showed an outtake from the Broadway production.

Technical Center Report: Mr. Mike Rogg, Vice President for Trade/Technical Education, provided a year-end review of the past year's accomplishments at the Technical Center. Highlights included the purchase of simulators through grant funds for use in the nursing program, reaccreditation through NATEF, expansion of the auto tech program at Leavenworth, counseling being offered to students, and various maintenance projects completed. Mr. Rogg invited the Trustees to attend the ribbon cutting for the Bellevue building on May 21st at 11:30 a.m. and Graduation Ceremonies on the same day at 7:30 p.m.

Foundation Report: Dr. Craig Mosher, Executive Director of the HCC Foundation, reported that the Foundation Board had approved the audit and reviewed financials at their most recent meeting.

Finance/Operations Report: Ms. Deborah Fox, Vice President for Finance/Operations, reported that the recent Fire Marshall visit went well with only a few minor items cited. There will be a number of summer maintenance projects with the work on the new HVAC system in the Administration Building already started.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, provided the Trustees with preliminary enrollment reports for Fall, 2009. Applications for enrollment and housing are up compared to this time last year. Dr. Rasmussen, informed the Trustees that the Student Services Department I sponsoring a "Second Tuesday Coffee Break" every second Tuesday at 10:00 a.m. in June, July, and August. All employees are invited to participate. This is a time to talk casually about student services on campus.

Academic Affairs: Mr. Mike Parker, Vice President for Academic Affairs, reported that Kansas Board of Trustees policy requires evaluations of concurrent instructors portfolios be conducted every two years and a report filed with KBOR. The HCC full-time lead instructors in each discipline will be reviewing the portfolios which include examples of students' work, exam samples, first day handouts, etc. The purpose of the review is to assure that the concurrent instructors are adhering to the common course syllabi.

Mr. Parker announced that his Office Assistant, Ms. Julie Simmons, has completed her bachelor's degree through the Fort Hays State University online program.

Trustees' Report: Chairperson Rush announced that she will be attending the Kansas Association of Community College Trustees meeting in Liberal, Kansas, on June 19 & 20.

President's Report: Mr. David Reist, HCC President, reported that there will be a 9.85% cut in State funding for community colleges in 2009-10.

On May 1, Mr. Rogg and Mr. Reist travelled to Pittsburg State University to sign an agreement whereby the technical programs at the HCC Technical Center will transfer into the bachelor's program at Pittsburg.

Mr. Reist announced that the HCC Foundation will receive a gift of land from Gary Gilmore. The two lots of wooded land is located two blocks south of Doniphan West High School.

Mr. Reist informed the Trustees of a Tax Equity Consortium that is in the process of being formed. The Consortium will attempt to solicit large businesses in Kansas counties that contain community colleges with the purpose being to sue the State of Kansas because only 18 college counties are being taxed for community colleges. The Consortium would like to see the burden spread across the entire State.

Mr. Reist reported that HCC has received word that it is the recipient of a specialty crop grant for Viticulture from the Kansas Department of Agriculture. Mr. Reist credited Mr. Scott Kohl, Wamego Center Director, and Mr. Will Gladhart, HCC Business & Industry Coordinator, for the success of the grant application.

Mr. Reist informed the Trustees that he had been contacted by the Hiawatha school district regarding the Robinson school. Discussion was held regarding the difficulties of the College owning property outside of Doniphan County as well as what use the building might be to the College.

HCC has received full-funding from the State for the submitted Performance Agreements. Mr. Reist credited Dr. Harold Arnett, Director of Institutional Research, and Mr. Parker, for the successful application.

Final exams will be held on May 14, 15, 18 & 19. Commencement is May 19th at 7:00 p.m. on Kessinger Field. The all-employee end-of-year luncheon will be on May 20th.

Mr. Jason Taylor arrived at this point in the meeting. The meeting proceeded with a quorum present.

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 Minutes: It was moved by Mr. Taylor, seconded by Mr. Harter, that the minutes of the April 8, 2009, Regular Meeting be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mr. Coy, seconded by Mr. Harter, that warrants numbered 28868 through 29431 be approved as presented. Discussion. Motion passed.

Vice President for Academic Affairs Approval: Mr. Reist reported that interviews for the position of Vice President for Academic Affairs had been held and a candidate selected. Board by-laws require that the Board of Trustees approve the hire of a vice-president. Mr. Reist recommended Dr. Cia Verschelden of Manhattan, Kansas, for the position. He highlighted her education and background. It was moved by Mr. Taylor, seconded by Mr. Coy, that the hire of Dr. Cia Verschelden for the position of Vice President for Academic Affairs be approved as recommended. Motion passed.

Professional Employee Contracts: Mr. Reist explained that professional employees (faculty) have until May 15 of each year to notify the Board if they do not intend to sign a contract for the following academic year. Although salary negotiations are underway for next year, the Administration would like to approve

the list of faculty to be offered a contract for the 2009-10 academic year. Mr. Harter moved and Mr. Taylor seconded to accept the Administration's recommendation to offer the listed individuals contracts under the terms of the Master Contract for the 2009-10 academic year. Motion passed.

Administrative Staff Contracts: The Trustees were provided with a list of Administrative Staff level employees recommended for renewal for the 2009-2010 contract year. The list included all administrative employees (excepting football staff who are on a different hire schedule) who hold positions that are exempt from hourly wage regulations. It was moved by Mr. Taylor, seconded by Mr. Harter, that the list of Administrative Staff be approved for renewal for the 2009-2010 contract year as presented with the salary to be set at a later date. Motion passed.

Housing Furniture Bids: Each year, the College anticipates replacing old, damaged, or broken beds, chests of drawers, and sofas in student housing. In past years, the College has purchased these items from Contract Supply, the vendor for Blockhouse furniture. Because of the good quality of the items, the College would like to continue to purchase from that vendor. The bid from Contract supply for 30 beds, 20 5-drawer chests, and 2 sofas is \$21,874.40. This expenditure was expected and planned for. Discussion. It was moved by Mr. Harter, seconded by Mr. Coy, that the housing furniture bid be accepted as presented from Contract Supply. Motion passed.

Fire System Upgrade Bids for Kansas and Kiltie: Three bids were received for the fire system upgrade in Kansas as Kiltie with the low bid of \$18,450 coming from MD Electric. The College has requested that the architect follow up with the Kansas State Fire Marshall again to request that the classification of Kansas and Kiltie be changed to student dorms rather than apartments. Doing so would negate the necessity of the fire system upgrade. Mr. Reist recommended that the Board approve the low bid for the fire system, but that the Administration would not make the purchase if the Fire Marshall agreed to change the classification to student dorms. Discussion. It was moved by Mr. Coy, seconded by Mr. Taylor, that the bid from MD Electric be accepted for the upgrade of the Kansas and Kiltie fire system pending the outcome of the Fire Marshall's decision on the classification of Kansas and Kiltie. Motion passed.

Renewal of Blue Cross/Blue Shield Health Insurance: Ms. Fox reviewed the renewal rates for Blue Cross/Blue Shield health insurance for HCC employees. Discussion. It was moved by Mr. Taylor, seconded by Mr. Coy, that the renewal rates with Blue Cross/Blue Shield be accepted as presented. Motion passed.

Tuition and Fee Increases for 2009-2010: Mr. Reist reviewed proposed tuition and fee increases for HCC and the HCC Technical Center. The tuition increases are \$1 per credit hour across the board except for online classes which would increase \$10. Campus and regional fees would increase by \$3 per credit hour. Technical Center courses would increase 5% across the board. Discussion. It was moved by Mr. Harter, seconded by Mr. Coy, that the tuition and fee increases for 2009-2010 be accepted as presented. Motion passed.

Student Housing Rate Increase: Mr. Reist presented the current housing rates. After some discussion, it was recommended that the Campus Apartments, Ellis Doubles, and Piper private room rates be increased by \$50 per semester, Rubeti and Heritage rates be increased by \$25 per semester, and Ellis private rates be increased by \$100 per semester. It was moved by Mr. Coy, seconded by Mr. Taylor, that the student housing rate increases be accepted as discussed. Motion passed.

Student Meal Plan Rate Increase: Mr. Reist informed the Trustees that Great Western Dining has announced a 4% increase in their rates for 2009-10. He recommended that the College increase the student cost of meal plans by 5%. Discussion. It was moved by Mr. Harter, seconded by Mr. Taylor, that the Board approve a 5% increase for student meal plans for 2009-10 as recommended. Motion passed.

2010-2011 Draft Calendar: Mr. Reist presented the Trustees with a draft calendar for 2010-2011. He reported that the draft will be reviewed by all the factions on campus and any corrections made. The edited calendar will be presented for approval at the June, 2009, Board of Trustees meeting.

Information Technology Bids: Mr. Reist presented the Trustees with a bid in the amount of \$25,787.08 from Fishnet Security for a Bradford Networks "Campus Manager" which is a network authentication controller responsible for controlling multiple aspects of the network dealing with network security issues. Discussion. It was moved by Mr. Taylor, seconded by Mr. Coy, that the Bradford Networks "Campus Manager" bid from Fishnet Security be accepted as presented. Motion passed.

Public Comment: None.

Announcements: Mr. Harter stated that he had attended the recent Art Show on campus. He commented that it was well organized and commended all those involved in setting it up.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Coy, 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 Mr. Taylor, that the meeting adjourn. Motion passed. Meeting adjourned at 9:15 p.m.

Joyce C. Rush
Chairperson

Date

Jason Taylor
Secretary/Treasurer