

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

August 12, 2009

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

Call to Order: The regular meeting was called to order at 7:32 p.m. by Chairperson Rush in the Highland Community College Administration Building Conference Room.

Approval of the Agenda: One item was added to the agenda. Approval of HCC Mission/Vision Statements was added as Action Item E. It was moved by Mr. Karn, 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. Karn, that the minutes of the July 15, 2009 Regular Meeting be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mr. Harter, seconded by Mrs. Batchelder, that warrants numbered 30563 thru 30928 be approved as presented. Discussion. Motion passed.

2009-10 Budget: It was moved by Mr. Karn, seconded by Mrs. Batchelder, that the mill levy rate of 14.83 be approved as published. Motion passed.

Purchase Agreement with HCC Foundation: Mr. David Reist, HCC President, informed the Trustees of an opportunity for the College to purchase two houses along West Avenue across from the new City Community Building. With the increasing need for student housing, these two homes would provide immediate living quarters for a number of students. The HCC Foundation was contacted about purchasing the properties and allowing the College to make payments to purchase them over time. This arrangement was agreeable to the Foundation and the purchase of the two properties at 404 West Avenue and 406 West Avenue was made. Mr. Reist presented the Board with a lease/purchase agreement whereby the College would lease the property for a term of eight years with the option to purchase them at any time during the term of the lease. He stated that, since both properties have finished basements, he will be contacting the City about a zoning variance for the property to allow more students to live there. Discussion. It was moved by Mr. Karn, seconded by Mr. Coy, that the Lease/Purchase agreement with the HCC Foundation for the lease/purchase of two properties in Highland, Kansas, be approved as presented. Motion passed.

Technical Center Equipment Bids and Purchases: Mr. Mike Rogg, Vice President for Trade/Technical Education, requested approval to seek bids and purchase equipment and improvement items for the HCC Technical Center. Included in the request were: Auto Collision Ventilation Upgrade, Cummins Diesel Engine Trainer, Rotary Screw Compressor, Frame Rack for Auto Collision, Amatol Trainers for Electrical Technology, and Capital Outlay program vehicles. Discussion. It was moved by Mr. Harter, seconded by Mr. Coy, that the Board approve purchasing or bidding of the items as presented. Motion passed.

Area Between LSU and Administration Buildings: Deborah Fox, Vice President for Finance/Operations, discussed options for improvement of the area between the LSU and Administration Buildings. In addition to the broken pavers, the leak into the LSU Building needs to be repaired. Discussion. It was moved by Mr. Taylor, seconded by Mr. Karn, that Mike Hundley Construction be retained under a Design-Build Construction contract and that Hundley Construction bid out the work. Motion passed.

Approve Mission & Vision Statements: Mr. Reist presented the Trustees with the recently revised Mission and Vision Statements for Highland Community College and asked their approval. The Mission Statement proposed is "HCC, the first college in Kansas, provides lifelong learning opportunities and contributes to economic development to enhance the quality of life in the communities we serve." The Vision Statement proposed is "Highland Community College is recognized as the college of choice in Northeast Kansas." It was moved by Taylor, seconded by Mr. Harter, that the Highland Community College Mission and Vision Statements be approved as presented. Motion passed.

Workforce/Technical Education Report: Mr. Rogg reported that enrollment at the Technical Center is looking good with 117 returning students and 319 total FTE. Increased enrollment at the Construction Trades Building is putting a strain on the restrooms there. A re-design is being planned. Building E is experiencing some settling on the north and south walls. The staff is assessing how to approach this problem.

USD 409 will be having some parking lot work done at the high school across the road from the Technical Center. Mr. Rogg has approached them about bidding the project together so that the Technical Center and the high school can get a better price on resurfacing the lots.

Academic Affairs: Dr. Cia Verschelden, Vice President for Academic Affairs, reported that she has been visiting all the off-campus centers. Faculty inservice will be held on August 14th and Regional Inservice follows the next week. She reported that many classes are full.

Foundation Report: No report.

Finance/Operations Report: Ms. Fox reported that she has gone through the punch list for summer projects with most of them being completed. State operating monies have been received on time.

Student Services Report: Dr. Cheryl Rasmussen, Vice president for Student Services, reported that housing is full 418 assigned to student housing and 27 on a wait list. All areas of instruction have realized an increase in enrollment compared to the last several years.

Dr. Rasmussen reported that 39 students attended HCC's leadership training this year on campus and at Camp FarWesta in Stewartsville, Missouri. The goal of the student leaders is to create a more invitational campus environment. Move in day to the College apartments is August 15th. A housing orientation for all resident students will be held on August 16th. Registration is August 17th in the Wellness Center. New Student Orientation is on August 18th, and classes start on August 19th. The annual HCC Block Party will be held on the Campus Front Lawn on Tuesday, August 18, from 5:30 – 7:30 p.m.

Trustees' Report: Chairperson Rush reported that she will be attending the Kansas Association of Community College Trustees' Quarterly Meeting in El Dorado on September 11 & 12.

President's Report: Mr. Reist provided highlights of the recent Jayhawk Conference Meeting he attended in Hutchison, Kansas. He stated that the recent Annual Planning Retreat went very well and thanked the Trustees for their participation.

Mr. Reist provided a personnel update. He visited with the Trustees about a small house that is on the southwest corner of the Klinefelter property. The house is in very poor condition, but someone has expressed an interest in looking at it and possibly buying it as they had relatives that lived their many years ago. Although the house is in poor condition, there is a good metal building there. Because of the legalities that would be involved in such a sale, Mr. Reist stated that he will visit with legal counsel and bring that opinion back to the Board at a later meeting.

Public Comment: None.

Announcements: None

Executive Session to Discuss Non-Elected Personnel: It was moved by Mr. Taylor, seconded by Mr. Karn, that the Board go into Executive Session at 8:45 p.m. for no more than ten minutes to discuss non-elected personnel. Motion passed.

The Board reconvened at 8:55 p.m. with no action taken.

Adjournment: It was moved by Mr. Coy, by Mrs. Batchelder, that the meeting adjourn. Motion passed. Meeting adjourned at 8:58 p.m.

Joyce C. Rush
Chairperson

Date

Jason Taylor
Secretary/Treasurer