

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES

September 10, 2008

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

Trustees Absent: Nancy Batchelder.

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.

Approval of the Agenda: It was moved by Mr. Karn, seconded by Mr. Taylor, that the Agenda be approved as presented. Motion passed.

Approval of Minutes: It was moved by Mr. Harter, seconded by Mr. Taylor, that the minutes of the August 13, 2008, Budget Hearing and Regular Meeting be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mr. Taylor, seconded by Mr. Karn, that warrants numbered 21744 through 22470 be approved as presented. Discussion. Motion passed.

Cash Rent Options: Mr. Alan Boeh, HCC Legal Council, was present to visit with the Board about cash rent options for the Klinefelter and Cemetery Association land. Based on the discussion, it was the consensus of the Board that the land be made available for cash rent at public auction. The details of the land to be auctioned will be forwarded to Mr. Boeh so that he can write the lease agreement. It was also Board consensus that Mr. Boeh run the auction for the College.

Certificate in Risk Management: Mr. Pete Gochis, HCC Risk Management Instructor, reported that the Risk Management program was approved by the Kansas Board of Regents last May and classes were offered this fall. Mr. Gochis stated that the College would like to offer a certificate in Risk Management and provided the Trustees with the requirements a student would have to meet in order to obtain the certificate. He asked that the Board approve the offering of a Certificate in Risk Management at Highland Community College. Discussion. It was moved by Mr. Harter, seconded by Mr. Taylor, that the Board of Trustees approve the offering of a Certificate in Risk Management at Highland Community College. Motion passed.

Title IV Student Support Services Grant: Mr. David Reist, President, asked for Board approval to apply for a Title IV Student Support Services Grant. The grant, which is a five year grant, is to assist low-income, first-generation students or students with disabilities. Funding ranges from \$200,000 - \$220,000 per year. HCC had this grant in the past and it was very beneficial. Discussion. It was moved by Mr. Karn, seconded by Mr. Coy, that the Board approve applying for a Title IV Student Services Grant. Motion passed.

Sale of Abandoned Vehicle: Mr. Mike Rogg, Vice President for Trade & Technical Education, requested approval for the sale of an abandoned vehicle as per policy. A 1997 Dodge Intrepid was scheduled for repairs with the Automotive Collision Repair Program, but has been abandoned by the owner after repairs were made. Extensive efforts have been made to contact the owner, including public notice, with no success. As per the Abandoned Vehicle Policy, any

vehicle abandoned by the owner may be put up for public auction. It was moved by Mr. Taylor, seconded by Mr. Coy, that the abandoned 1997 Dodge Intrepid be sold by sealed bid. Motion passed.

Electronic Services Corporate Resolution with Exchange Bank: The College has established depositories at Exchange Bank in Atchison for NEKTC banking, but the College's primary checking account is with Farmer's State Bank in Highland. It is necessary to have the ability to transfer funds from Exchange to Farmer's electronically to process checks for NEKTC for purchasing and payroll. Ms. Deborah Fox, Vice President for Finance & Operations, requested the approval of a resolution for Electronic Services with Exchange Bank of Atchison. Discussion. It was moved by Mr. Harter, seconded by Mr. Coy, that a resolution approving the electronic transfer of funds from Exchange Bank in Atchison to Farmer's State Bank in Highland be approved as presented. Motion passed.

Farm Service Agency Authorization: It was moved by Mr. Karn, seconded by Mr. Coy, that the Board pass a resolution designating President David Reist as the individual authorized to sign for the College in matters regarding the Farm Service Agency and land owned by Highland Community College. Motion passed.

Student Services: Dr. Cheryl Rasmussen, Vice President for Student Services, provided an enrollment report. On campus enrollment shows a decrease of one student over last fall but an increase in the number of credit hours being taken. Off campus enrollment figures are not yet complete. There were a total of 488 scholarships awarded on campus compared to 468 the previous year. Dr. Rasmussen reviewed Admissions recruiting activities that are currently underway.

Dr. Rasmussen reported that the Educator's Workshop held on September 8 that was a part of the 150<sup>th</sup> Birthday activities was a resounding success with nearly 900 participants. The next 150<sup>th</sup> Birthday activity will be the Tommy Emmanuel concern to be held on October 3<sup>rd</sup>. Tickets are on sale at the HCC Business Office and are \$20 each.

Academic Affairs: No report.

Technical Center: Mr. Mike Rogg, Vice President for Trade & Technical Education, provided the Trustees with enrollment comparisons at the Technical Center for the last several years. He reported that the Tech Authority met September 3 and will meet again October 1. Standardized objectives was the original discussion, but they are now considering standardized curriculum. Mr. Rogg also reported that proposed revised language in the Kansas Postsecondary Technical Education Authority would remove the word vocational and replace it with technical. He discussed other proposed changes in the statutes and the effect those changes would have if the

Legislature approves them. Mr. Rogg invited the Trustees to attend the Program Advisory Meetings in Atchison on October 20-21. He will send out the details when they are available.

Foundation Report: Dr. Craig Mosher, Executive Director, the Foundation Board Meeting was held on July 28, however there was not a quorum present. The next regularly scheduled meeting is October 25, but Dr. Mosher stated that a special meeting will be planned in September to discuss acceptance of the Klinefelter property. Another item that is being considered is the reactivation of the Foundation Investment Committee. Dr. Mosher reported that the Foundation is currently undergoing their annual audit.

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Finance/Operations Report: Ms. Fox reported that the annual audit begins September 22. She updated the Trustees on current and completed building and remodeling projects.

Trustees' Report: Chairperson Rush reported that she had attended the recent Kansas Association of Community College Trustees meeting in Wichita and reported on items discussed at that meeting. She announced that Sheila Frahm, KACCT Executive Director, is retiring at the end of December, 2008. A search is underway for a new Director.

President's Report: Mr. Reist provided the Trustees with a handout outlining the Strategic Planning Council. The Council includes cross sectional representation of employee groups and is a decision-making entity that will provide leadership during the process of developing the College's five year strategic plan in preparation for the March Academic Quality Improvement Program (AQIP) visit from the Higher Learning Commission.

Mr. Reist reported that the College recently hosted a meeting with the Regional Center of Excellence Viticulture and Enology Science and Technology Alliance (VESTA) to discuss educational opportunities that can be offered through Highland Community College. There has been a lot of interest from Kansas grape growers in this program. If HCC were accepted into the program, they would like the College to partner with a high school FFA program.

Mr. Reist thanked all who were involved in the planning and setting up for the Ruby Payne Educator's Workshop on September 8. He provided the Trustees with an update of upcoming activities and recent personnel changes.

Mr. Reist proposed holding the October 8, 2008, regular meeting at the Technical Center in Atchison and touring the facility during the meeting. Legal council has indicated that it is legal to hold a Board Meeting in another county. There was no objection by the Trustees to holding the October 8, 2008, regular meeting at the Technical Center in Atchison.

Public Comment: None.

Announcements: Trustees were reminded of the Tommy Emmanuel concert on October 3<sup>rd</sup> and of upcoming sports activities.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Karn, that the Board go into executive session at 8:49 p.m. for no more than 15 minutes to discuss acquisition of real property. Motion passed.

The Board reconvened to regular session at 8:59 p.m.

Adjournment: It was moved by Mr. Coy, seconded by Mr. Karn, that the meeting adjourn. Motion passed. Meeting adjourned at 9:00 p.m.

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Joyce C. Rush

Chairperson

Date

Jason Taylor

Secretary/Treasurer