

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES

January 12, 2011

Trustees Present: Nancy Batchelder, Vernie Coy, Donald Harter, Joyce C. Rush

Absent: 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 campus of Highland Community College.

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

Approval of the Minutes: It was moved by Mr. Harter, seconded by Mrs. Batchelder, that the minutes of the December 8, 2010, Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Karn, seconded by Mrs. Batchelder, that warrants 45540 through 46013 be approved as presented. Discussion. Motion passed.

Public Comment: Public Comment was heard from Mari Ann Parker of Highland, Kansas. Ms. Parker asked the Board to consider the possibility of the College using the old Gilmore House as an alumni/guest house if it were restored. Ms. Parker stated that she plans on seeking a grant for the restoration, that the College would not be asked for funding for the project, and that, upon its successful completion, the house would be gifted to the College for the purpose described. It was the consensus of the Board that they would consider accepting the gift if and when the project is completed.

Housing Furniture for Prairie: Mr. David Reist, President, presented a bid from Contract Supply of Prairie Village, Kansas, for student housing furniture to be placed in the new Prairie Hall housing unit. This furniture is the same that was used in Piper Hall and other housing units. It has proven its ability to stand up under usage. It was moved by Mr. Harter, seconded by Mr. Karn, that the bid from Contract Supply in the amount of \$39,983.40 be approved for the purchase of housing furniture for Prairie Hall. Motion passed.

Allen Field House Roof Bids: As per Board of Trustee instruction at its December 8, 2010, meeting, the Administration sought additional bids for a metal roof on the Allen Field House roof. Three bids were presented to the Trustees: Midwest Coating - \$76,655.91; Centurion Industries - \$75,830.00; Roberts Roofing - \$128,837. Discussion. It was moved by Mr. Karn, seconded by Mr. Coy, that the low bid of \$75,830 from Centurion Industries be accepted for the Allen Field House roof installation. Motion passed.

Diesel Program Truck Request: Mr. Reist announced that the Diesel Program at the HCC Technical Center is requesting approval to purchase a used semi-truck and trailer to assist students in obtaining their CDL certification. As students work on semi-trucks, they need a CDL to test drive the vehicles. In addition, the truck will be used for curriculum and competency training on the electrical system, air-conditioning system, brakes, and general servicing. By introducing the CDL program, HCC graduates will have an advantage over other technical college graduates in finding employment. It is estimated that a truck and trailer can be purchased for approximately \$15,000, with any work needed on the vehicle to be completed by the Diesel Program students. Mr. Reist stated that additional details will be presented at a future meeting.

Conservation Work for Klinefelter Farm: The Klinefelter Farm is in need of a significant amount of conservation work. The Brown County Conservation Office is putting together a prioritized plan for the property and the College is looking into matching funds for the work. He will update the Board as more information becomes available.

Audit Request for Proposals: The College is required to hire external auditors to conduct a yearly audit of the College's financial position. The Board was presented with a draft proposal for Professional Audit Services. Discussion. It was moved by Mr. Karn, seconded by Mr. Harter, that the proposal requesting professional auditing services be accepted as presented. Motion passed.

IT Equipment: Mr. Reist requested approval for the purchase of a Symphonics Network Composer at a cost of \$14,576. The unit will assist the College in managing network traffic to make better use of bandwidth. Discussion. It was moved by Mr. Karn, seconded by Mrs. Batchelder, that the purchase of a Symphonics Network Composer be approved as presented. Motion passed

Student Services: Dr. Cheryl Rasmussen, Vice President for Student Services, reported that 551 students are currently enrolled in 8392 credit hours on campus. There are still some students enrolling. Junior/Senior Day will be held on January 26. A new class, COL 160 Career Life and Planning, is being offered this semester for students on probation. The goal of the course is to improve retention rates of first year, on campus students on academic probation who enroll for their probationary (spring) semester. This semester on campus, there were 160 students placed on probation after the Fall semester.

Academic Affairs: No report.

Foundation Report: Dr. Craig Mosher, HCC Foundation Executive Director, stated that a bequest to the Foundation has been finalized in the matter of the Lillie Berger estate.

Finance/Operations: Ms. Deborah Fox, Vice President for Finance/Operations, reviewed the College's payment policy which states that tuition, textbook rental, and fees are payable by the first day of classes. Half of the housing/meal plan must be paid with a payment plan available for the remainder. Exceptions are high school students taking concurrent classes and Allied Health students. In those two cases, they may pay half of the tuition, textbooks, and fees, and may work out a payment plan for the remaining half.

Trustees' Report: Chairperson Rush reported that she will be attending the Association of Community College Trustees (ACCT) annual conference in Washington, DC, in February, 2011. Last year's conference was cancelled because of the blizzard that hit the area. Chairperson Rush indicated that her registration fee from last year has been transferred to this year's conference.

President's Report: Mr. Reist provided an update on the Wamego Center property, the Dodge/Cowley/Pratt lawsuit, and State budgets for next year. He provided the Trustees with a calendar of KACCT/COP Meeting events, noting that the September 9 & 10 meeting will be held in Highland. Mr. Reist spoke about a proposal to close the 700 block of Illinois in Highland and possible uses for that property. He announced that the Highland Community College theatre production, "Once On An Island," was one of five in a six state region to be invited to perform at the Kennedy Center American College Theater Festival in Ames, Iowa, later this month.

Announcements: None

Executive Session: It was moved by Mr. Karn, seconded by Mr. Coy, that the Board go into executive session at 8:28 pm for no more than 10 minutes to discuss Professional Employee Negotiations. Motion passed.

The Board reconvened to regular session at 8:37 pm.

Adjournment: It was moved by Mr. Coy, seconded by Mrs. Batchelder, that the meeting adjourn. Motion passed. Meeting adjourned at 8:37 pm.

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Joyce C. Rush, Chairperson

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Date

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Jason Taylor, Secretary/Treasurer