

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

November 10, 2010

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

Call to Order: The meeting was called to order by Vice-Chairperson Harter at 7:30 p.m. in the Administration Building Conference Room on the campus of Highland Community College.

Approval of the Agenda: A discussion item, Wamego Center, was added as Agenda Item VI.F. 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. Coy, seconded by Mr. Taylor, that the minutes of the September 8, 2010 Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor with a second from Mr. Harter that warrants 41850 through 43301 be approved as presented. Discussion. Motion passed.

Public Comment: Public comment was heard from community members Rick Sharp and Bryan Jones.

Approve Purchase of Hydraulic Trainer for Diesel Technology Program: Mr. Reist informed the Board that the Diesel program wished to purchase a Hydraulic Trainer Hampden H-FP-223-14. This is a specialty item and comes from a single vendor. Carl Perkins and capital outlay funds will be used to purchase this item. Mr. Reist recommended the expenditure of \$55,153 for the Trainer and options. Mr. Harter made the motion to accept the recommendation of the Administration. Mr. Coy provided a second. Discussion. Motion passed.

Approve Purchase of Hunter Alignment Equipment for Automotive Technology Program: The Technical Center has requested the purchase of Hunter Alignment equipment for the Automotive Technology program. This equipment will be purchased with Carl Perkins and capital outlay funds. Mr. Reist recommended the expenditure of \$27,407.93 for the purchase of the Hunter Alignment equipment. Mrs. Batchelder moved to accept that recommendation, with a second from Mr. Taylor. Discussion. Motion passed.

Approve Cleaning Bid for Student Housing: The College has agreed to host a cheer and dance camp on the campus beginning the week of June 13. This is approximately one month after the conclusion of the Spring 2011 semester. In order to have the housing needed to host the camp, the College has solicited bids for an outside vendor to clean 58 student apartments. The College received one completed bid. The completed bid from Merry Maids of St. Joseph, MO amounted to \$12,975, with an additional \$70 per hour charge for any apartment taking longer than three hours to

clean. Proceeds from the camp will help pay for this expenditure. The Administration recommended the College engage the services of Merry Maids to clean 58 apartments. Mr. Coy made the motion to accept that recommendation. Following a second from Mrs. Batchelder, the motion passed.

Wamego Center: Mr. Reist had previously informed the Board of the lease arrangements at the Wamego Center. The 10 year lease with Cascade Development, Inc. is up in December of 2012. Recent developments affecting that lease include the death of the owner of Cascade Development, Inc., the desire of the City of Wamego and Pottawatomie County Economic Development officials to relocate the Center to downtown Wamego, and the availability of additional sites in or near Wamego.

Klinefelter Farm and Barn: Mr. Reist noted that progress is being made on the Klinefelter farm property. A group of HCC faculty, staff, and students met with architects from River Bluff Architects to discuss how to proceed with restoration of the barn on the property. The architects will return with cost estimates for securing the barn foundation and making the facility weather tight. Another meeting has been set to determine the next steps, which are dependent on these initial cost estimates. Once future plans have been determined, they will be used in an effort to raise additional funds through the state of Kansas tax credits which are available to the College.

Legislative Dinner: The College has traditionally held an annual dinner for area legislators to provide them with information about the College and solidify relationships. Mr. Reist would like to hold this year's dinner in conjunction with the next Board meeting, and also showcase the new Holton Center facility. He will try to make those arrangements for the November 10 meeting.

Academic Affairs: Dr. Cia Verschelden, Vice President for Academic Affairs, reported on progress being made in approval through State agencies for the Medical Coding program. The class schedule for the Spring 2011 semester has been posted to the College Web site. Dr. Verschelden recently attended the Tilford Conference on diversity, which is held annually at KU. She is currently working on establishing a community garden on the campus that will be used for both instructional and community service purposes. The garden grew out of a class discussion Dr. Verschelden conducted this past summer.

Foundation Report: Dr. Craig Mosher, Executive Director of the HCC Foundation, informed the Board about the upcoming quarterly meeting of the Foundation Board of Directors. In addition, the Foundation Scholars have committed to help with campus beautification by being responsible for the trash collected in newly acquired trash receptacles.

Finance/Operations: Deborah Fox, Vice President for Finance and Operations, brought the Board up to date on repairs being made to housing units. Approval has been received from the state for tax exempt status for the Holton Center. Ms. Fox will be busy in the near future with the upcoming annual financial audit.

Student Services: Dr. Cheryl Rasmussen, Vice President for Student Services, provided a report on the latest housing and enrollment figures. The annual Junior/Senior Day was held to provide

information to prospective students and their parents, and the College will also host a College Planning Conference for area high school students. Members of Dr. Rasmussen's staff joined her for the annual meeting of the Kansas Association of Collegiate Registrars and Admissions Officers. She also attended the Kansas Student Affairs Conference.

Trustees' Report: Chairperson Rush noted that the next KACCT meeting is at Labette Community College in Parsons on December 5 and 6.

President's Report: Mr. Reist thanked Board members who were able to join in hosting Kansas Board of Regents member Dan Lykins and his wife when they visited the campus. Mr. Lykins' visit was part of an effort by KBOR members to visit every public college campus in the state.

Mr. Reist met with members of the Wamego school district and Caterpillar personnel on the possibilities of the College offering welding classes in that area. A representative of the Hiawatha and Seneca area economic development groups had also visited with him about the need for welding training. These talks will be ongoing as the College seeks ways to meet those needs.

A new federal grant has been received: a \$1.15 million Title IV grant over the next five years will provide services to students identified as traditionally at-risk: first generation college attendees, from low-income families, and/or with a disability. Highland native Christi (Collins) Waggoner has been hired to direct that grant program. She is currently working with this grant program at Northwest Missouri State University.

Mr. Reist discussed other personnel changes at the College.

Announcements: None

Executive Session: It was moved by Mr. Taylor, seconded by Mrs. Batchelder, that the Board go into executive session at 8:45 pm for no more than 15 minutes to discuss non-elected personnel. Motion passed.

The Board reconvened to regular session at 9:00 pm.

Adjournment: It was moved by Mr. Coy, with a second from Mrs. Batchelder, that the meeting adjourn. Motion passed. Meeting adjourned at 9:03 pm.

Joyce C. Rush, Chairperson

Date

Jason Taylor, Secretary/Treasurer