

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES  
November 28, 2012

Trustees Present: Vernie Coy, Donald Harter, Joyce C. Rush, Joyce Simpson, Jason Taylor, Carl Tharman.

Call to Order: The regular meeting was called to order at 7:30 p.m. by Chairperson Rush in the Highland Community College Administration Building Conference Room.

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

Approval of Minutes: It was moved by Mr. Taylor, seconded by Mr. Coy, that the minutes of the October 24, 2012, Regular Meeting and the November 19, 2012, Special Meeting be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mr. Taylor, seconded by Mrs. Simpson, that warrants numbered 2196 through 3353 be approved as presented and that approval to pay PDG invoices be given. Discussion. Motion passed.

Public Comment: Public comment was heard from John Libel.

Football Coaching Contracts: President David Reist explained that full-time football coaching employment contracts run from January 1 through December 31. He recommended that contracts for Ryan Held, Head Coach, Judd Remmers, Defensive Coordinator, and Aaron Arnold, Offensive Line/Run Game Coordinator, be renewed for 2013. It was moved by Mr. Harter, seconded by Mr. Coy, that employment contracts for Ryan Held, Judd Remmers, and Aaron Arnold be renewed for 2013. Motion passed.

Audit: Karen Linn of Berberich Trahan and Co., P.A., was present to review the FY 2011 Audit draft. She stated that their firm has issued an unqualified opinion and that they received great cooperation from the staff during the entire audit process. The final audit will be presented for approval at the December 19, 2012, meeting of the Board of Trustees.

Faculty Negotiations: President Reist reported that he was notified by HCC Faculty Association President Robert Brainerd that the HCC Faculty Association voted to accept the Board of Trustee's offer for the 2012-13 contract year. President Reist presented the revised Master Contract for 2012-13 reflecting that increase. It was moved by Mrs. Simpson, seconded by Mr. Harter, that the Board ratify the Master Contract for 2012-2013 as presented. Motion passed.

Memorandum of Understanding: President Reist stated that the College will be competing for a Title III grant. In the past, Romona Munsell & Associates Consulting, Inc. has been contracted to write these types of grants and has met with great success. He presented a Memorandum of Understanding for the Board to consider with RMA Consulting. The consulting company would write and submit the grant. If it were not successful within four years, HCC would be free to look for a different consultant and would owe RMA nothing. If successful, RMA would receive 10% of the Title III funds received annually during the term of the grant. Discussion. It was moved by Mr. Taylor, seconded by Mr. Coy, that the MOA with RMA Consulting, Inc. be approved as presented.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, provided current residency and enrollment reports. She discussed current student retention efforts and the development of CTE programs at area high schools. She reported that she had attended the recent NASPA Conference in South Dakota.

Academic Affairs: Dr. Cia Verschelden, Vice President for Academic Affairs, announced that she is leaving to accept the position of Executive Director of Institutional Assessment at University of Central Oklahoma in Edmond, Oklahoma. She thanked the Board for their kindness and support during her tenure at HCC. President Reist thanked Dr. Verschelden for her service to HCC and stated that she had brought a university perspective to the table that the college had not had before. The Board members also expressed their gratitude to Dr. Verschelden for her service to the college.

Foundation Report: Dr. Craig Mosher, Foundation Executive Director, reported that the Foundation is exploring the possibility of working with a consultant. He announced that the Foundation recently received a \$100,000 bequest.

Finance/Operations: Ms. Cynthia Haggard, Vice President for Finance/Operations, discussed the possibility of forming a Board of Trustees' Finance/Facilities Committee. This sub-committee of the Board would meet with Ms. Haggard prior to each Board Meeting and then report to the entire Board each month. Discussion. The Board did not take any action on the formation of such a committee at this time.

Ms. Haggard reported that the Kansas Department of Tourism is working with HCC to establish the Klinefelter Farm as an ag tourism site. She spoke about the benefits of being a part of this.

Trustees' Report: No report.

President's Report: President Reist reported that he and Trustees Joyce Rush and Joyce Simpson would be traveling to Colby to attend the Kansas Association of Community College Trustees/Council of President's meeting there.

President Reist provided the Trustees with an update on recent Jayhawk Conference happenings. Hemisphere GPS in Hiawatha has approached HCC about the College providing Hemisphere employees with training and discussions are proceeding.

The agreement with Washburn for the Holton Auto Tech program is ending after the current academic year. President Reist stated that the Administration is considering how to proceed and will be presenting the Board with their recommendations at a future meeting.

The Doniphan County Klinefelter Land sale will be held January 11, 2012.

The American Institute of Architects presented President Reist with the Client Design Hero Award for the Klinefelter Barn design. President Reist reported that there have been numerous ag related activities occurring at The Barn.

President Reist asked the Trustees if college vehicle maintenance was something that the Board would like to bid out across the county. Discussion. It was the consensus of the Board that the College try to rotate maintenance of the vehicles throughout the county.

President Reist announced recent personnel changes. He announced upcoming activities including the annual basketball classic, Holiday Music Concert, and the December 13 Open House at his home. He reminded the Trustees that the next Board of Trustees meeting would be held on December 19, 2012.

Announcements: None.

Executive Session: It was moved by Mrs. Simpson, seconded by Mr. Tharman, that the Board go into Executive Session at 9:00 p.m. to discuss non-elected personnel for no more than 10 minutes. Motion passed. The Board reconvened to regular session at 9:10 p.m. It was moved by Mrs. Simpson, seconded by Mr. Tharman, that the Executive Session be extended for an additional 10 minutes. Motion passed. The Board reconvened to regular session at 9:20 p.m.

Adjournment: It was moved by Mr. Coy, by Mrs. Simpson, that the meeting adjourn. Motion passed. Meeting adjourned at 9:20 p.m.

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Joyce C. Rush  
Chairperson

Date

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Jason Taylor  
Secretary/Treasurer