

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

December 8, 2010

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

Absent: Russell Karn

Call to Order: The meeting was called to order by Chairperson Rush at 5:00 p.m. in the Administration Building Conference Room on the campus of Highland Community College. (The meeting time was moved up from 7:30 p.m. so the Trustees and staff could attend the HCC Holiday Concert.)

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

Approval of the Minutes: It was moved by Mr. Harter, seconded by Mr. Taylor, that the minutes of the November 10, 2010, Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Harter, that warrants 44966 through 45539 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Approval of Position: David Reist, President, informed the Trustees that a current employee had applied and is qualified for two part-time positions on campus, Spanish Instructor and English Instructor. The English position is funded through the Student Support Services grant. The part-time Spanish position was made vacant through a retirement. Mr. Reist requested approval to combine these two positions into one with benefits, reminding the Trustees that 40% of the salary and benefits would be funded through the grant. It was moved by Mr. Harter, seconded by Mr. Coy, that the Spanish/SSS English Instructor position be approved as a full-time position with benefits. Motion passed.

Acceptance of Field House Roof Bids: The Allen Field House roof was in need of repair prior to the June, 2010, wind storm that damaged it further. Insurance will cover damages from the June wind storm, but will not cover the entire cost to replace the roof. Three bids were received for the replacement. Discussion. The Board directed the Administration to solicit additional bids for a metal roof. It was moved by Mr. Taylor, seconded by Mr. Coy, that the item be tabled until the January 12, 2011, meeting.

Architect Proposal for Klinefelter Barn: Mr. Reist updated the Trustees on preliminary plans for the Klinefelter Barn renovation. Discussion. It was moved by Mr. Harter, seconded by Mrs. Batchelder that the College engage the services of River Bluff Architects to further develop plans for the Klinefelter Barn. Motion passed.

Wamego Center: HCC's lease with Cascade Development is up in 2012. Mr. Reist reported that he has been meeting with the realtor for that property as well as looking at other options in Wamego. He updated the Board on his findings thus far. A final recommendation will be brought to the Board at a future date.

Corporate Banking Resolution: In order to facilitate cash management and handling at the Holton site, Mr. Reist requested approval to open a bank account there. The staff at Holton would then be able to deposit payments directly rather than transporting the money to Highland. It was moved by Mrs. Batchelder, seconded by Mr. Coy, that HCC establish and maintain an account with Holton National Bank, Branch GNB, Holton, Kansas. Motion passed.

Agreement for Usage/Maintenance of Highland Community Ballpark: HCC currently shares the use of the City owned ball field with the City. An agreement between the two entities spells out the usage and responsibilities of each side. Doniphan West High School is starting baseball in the Spring of 2011 and will play home games on the same field, but will practice elsewhere. Mr. Reist presented the Board with a revised agreement that includes Doniphan West. Discussion. It was moved by Mr. Taylor, seconded by Mrs. Batchelder, that the Agreement for Usage and Maintenance of Highland Community Ballpark be approved as presented. Motion passed.

Finance/Operations: Deborah Fox, Vice President for Finance and Operations, updated the Trustees on progress at the new campus apartment. She informed them that this had been a record year for the amount of financial aid processed by the College.

Student Services: Dr. Cheryl Rasmussen, Vice President for Student Services, reported that, thus far, housing is 86% full for Spring, 2011 with additional contracts expected. Current enrollment for Spring is currently at 1,876 students taking 20,730 hours. In addition, 84 students are taking Intercession classes for a total of 5,784 hours.

Dr. Rasmussen updated the Trustees about a new class to be offered beginning January, 2011, on campus. The goal of COL 160 Career and Life Planning is to increase retention rates of first year on campus students on academic probation who enroll for their probationary (spring) semester. Dr. Rasmussen outlined the plan for identifying the students and class start-up.

Dr. Rasmussen reported that the Student Support Services staff were on duty and working to identify students eligible for the SSS program so that they can begin services at the start of the Spring, 2011, semester.

Dr. Rasmussen informed the Trustees that, as part of compliance requirements for the Clery Act (federal and security), HCC had issued a "Timely Warning" on 12/8/10 informing the college community of several thefts that had taken place on campus and reminding everyone to keep doors locked and valuables secured to avoid becoming a victim of theft.

Academic Affairs: Dr. Cia Verschelden, Vice President for Academic Affairs, reported that meetings have been held with representatives from the Rural Kansas Center to discuss ideas for the College farm. Dr. Verschelden has been observing classes as a part of the faculty evaluation process. A new class, Contemporary Issues and Sustainability, will be team taught by six faculty. Dr. Verschelden attended a Focus Group Meeting with HCC Technical Center students earlier in the day to discuss common learning outcomes.

Foundation Report: Dr. Craig Mosher, HCC Foundation Executive Director, stated that the Foundation Audit is nearing completion. He has met twice with the Technical Center Foundation.

Trustees' Report: Chairperson Rush reported that she and Mr. Reist had travelled to Labette Community College on December 5 & 6 for the Kansas Association of Community College Trustees/Council of President's Meeting. She provided a report on the discussions held there including marketing ideas for community colleges in Kansas. The Association of Community College Trustees (ACCT) annual conference will be again held 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 is transferrable to this year's conference and asked the Board's permission to attend the meeting. The Trustees had no objection.

President's Report: Mr. Reist provided an update on the Dodge City/Cowley/Pratt lawsuit. At the Council of President's Meeting in Parsons, discussions were held on the new community college funding formula that is being considered and a committee has been assigned to review the transfer of community college courses to universities. Also at the KACCT/COP meeting, the President's and Trustees voted to take part in the Kansas Hunger Dialogue. Highland Community College will be hosting the KACCT/COP meeting in September, 2011.

Mr. Reist provided an update on recent personnel changes at the College. He informed the Trustees that the Viticulture Program is investigating grants for the program. Department of Labor grants are being made available to community colleges for various programs.

Mr. Reist noted that the Holton Center Open House was very well attended. He informed the Trustees that the College will be closed December 23rd through January 2nd.

Announcements: None

Executive Session: It was moved by Mrs. Batchelder, seconded by Mr. Taylor, that the Board go into executive session at 6:10 pm for no more than 15 minutes to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to regular session at 6:25 pm.

Adjournment: It was moved by Mr. Coy, seconded by Mrs. Batchelder, that the meeting adjourn. Motion passed. Meeting adjourned at 6:25 pm.

Joyce C. Rush, Chairperson

Date

Jason Taylor, Secretary/Treasurer