

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

May 19, 2011

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 7:30 pm in the Administration Building Conference Room on the Highland Community College campus.

Approval of the Agenda: It was moved by Mr. Taylor, 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, the minutes of the April 13, 2011, Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Harter, that warrants numbered 42192 through 50059 be approved as presented. Motion passed.

Public Comment: None.

Administrative Employee Contracts: The Trustees were presented with a list of Administrative Staff level employees recommended for renewal for the 2011-2012 contract year. The list included all administrative employees (excepting football staff who are on a different hire schedule) who hold positions that are exempt from hourly wage regulations. It was moved by Taylor, seconded by Mr. Harter, that the list of Administrative Staff be approved for renewal for the 2011-2012 contract year as presented with the salary to be set at a later date. Motion passed.

Professional Employee Contract Renewals/Non-renewals: The Trustees were presented with a list of Professional Employees (faculty) recommended for renewal and non-renewal for the 2011-2012 academic year. They were also informed of faculty resignations. It was moved by Mr. Taylor, seconded by Mrs. Batchelder, to accept the Administration's recommendation to offer contracts to the individuals listed for renewal under the terms of the Master Contract for the 2010-2011 academic year. Motion passed.

Health Insurance Bids: Mr. Reist reported that Blue Cross/Blue Shield renewal rates for 2011-12 Health and Dental premiums have decreased slightly. He informed the Trustees that a broker has expressed interest in bidding the insurance. He explained that, even if the Board accepted the BC/BS rates for 2011-12, the College can change vendors at any time throughout the year if they so choose. Discussion. The Board had no objection to letting the insurance out for bids. It was moved by Mr. Karn, seconded by Mrs. Batchelder, that the BC/BS rates for 2010-11 be accepted as presented. Motion passed.

Athletic Insurance: The Trustees were provided bids for athletic insurance coverage and catastrophic insurance coverage for 2011-12. It was moved by Mr. Taylor, seconded by Mr. Coy, that the bid from QBE Specialty be accepted for athletic insurance coverage and the bid from Mutual of Omaha be accepted for catastrophic coverage. Motion passed.

Bids for Roofing Buildings A and D at the Technical Center: Mr. Reist informed the Trustees that two buildings at the Technical Center need new roofs. Building A could wait until next year, but Building D needs replaced now. Both are flat roofs. Mr. Reist stated that the College has had success with the Duro-Last roof offered by Midwest Coating and recommended that the bid received from that company be accepted. He also recommended roofing only Building D this year. Discussion. It was moved by Mr. Harter, seconded by Mr. Taylor the bid from Midwest Coating be accepted for a new roof on Building D at the HCC Technical Center in Atchison, Kansas. Motion passed.

Additional ARRA Funds for HCC: Mr. Reist stated that the College has been notified by the Kansas Board of Regents that additional Federal stimulus funds under the American Recovery and Reinvestment Act (ARRA) are available to Highland Community College in the amount of \$3,469. Mr. Reist requested Board approval to accept those funds with the funds to be used for tuition mitigation. It was moved by Mrs. Batchelder, seconded by Mr. Coy, that additional ARRA funds in the amount of \$3,469 be accepted with the funds to be used for tuition mitigation. Motion passed.

Series 2009 Additional Funds & Project Completion: Mr. Reist stated that the College has been notified by KBOR that additional dollars are available in the form of interest free loans. These funds were made available from other institutions who did not use the funds. HCC currently has expenditures that are unfunded in relation to the Series 2009 Postsecondary Education Infrastructure loans (PEI). This additional interest free money could be used to complete Project I of the Series 2009 loans. Discussion. It was moved by Mr. Harter, seconded by Mr. Taylor, that Highland Community College accept the additional loan funds as offered through the Series 2009 PEI loans and that the money be used to complete Project I. Motion passed.

Final Approval of 2012-13 Calendar and Modifications to 2011-12 Calendars: The HCC Academic Calendar for 2012-13 was presented for consideration and modifications to the 2011-12 calendar were reviewed. Discussion. It was moved by Mrs. Batchelder, seconded by Mr. Coy, that the 2012-13 calendar be accepted as presented and the modifications to the 2011-12 calendars be approved. Motion passed.

Student Meal Plans for 2011-12: Mr. Reist proposed a several changes in the student meal plans for 2011-12 including the addition of the option for flex dollars to be used in the Scottie Pause. Students living in campus housing will have the option of purchasing a 10 meal/week plan or a 17 meal/week plan with flex dollars available in both plans. Discussion. It was moved by Mr. Harter, seconded by Mrs. Batchelder, that the proposed student meal plan for 2011-12 be accepted as presented. Motion passed.

Student Housing Rates for 2011-12: Mr. Reist recommended that housing rates for 2011-2012 increase by \$50 per semester in all units. It was moved by Mr. Harter, seconded by Mrs. Batchelder, that housing rates be increased by \$50 per semester in 2011-2012 in all units. Motion passed.

2011-2012 Budget: Mr. Reist reviewed projected increases in expenditures for 2011-12 and identified areas of savings and projected revenue increases. As part of a cost savings effort, Mr. Reist requested Board approval to offer an early retirement incentive to any full-time employee eligible to retire under KPERS during the 2011-12 academic year. This would be a one-time only offer. Eligible employees would have to notify the college of their intent to participate no later than June 8, 2011, and could retire any time between now and the end of June, 2012. Discussion. It was moved by Mrs. Batchelder, seconded by Mr. Coy, that an early retirement incentive be offered as proposed for the 2011-12 academic year only. Motion passed.

Sale of Tech Center House: The house built by the Technical Center at 508 R Street in Atchison, Kansas, has been on the market, a buyer has been located and is ready to close on the property. Mr. Reist presented the Board with the purchase offer. Discussion. It was moved by Mr. Harter, seconded by Mr. Coy, that the offer submitted be accepted. Motion passed.

Academic Affairs Report: Dr. Cia Verschelden, Vice President for Academic Affairs, complimented the Art, Theatre, and Music staff and students on their recent programs. She reported that she and Dr. Harold Arnett, Director of Institutional Research, had attended the Kansas Board of Regents meeting on May 18 and presented HCC's Performance Agreements for approval. The Kickapoo Prairie Band near Mayetta has approached HCC about offering the GED program there and their request is being considered. Dr. Verschelden informed the Trustees that a garden is being established on the campus and a gardening class will be taught by a Brown County Extension Agent along with another individual. Beekeeping classes will start this fall at Perry and will be taught by four Master Beekeepers.

Foundation Report: No report.

Finance/Operations Report: Ms. Deborah Fox, Vice President for Finance/Operations, stated that most of the campus apartments are empty and summer housecleaning is underway. Housing will be booked from June 10 – July 8 with camps and other activities. The tile in the cafeteria kitchen is being replaced and the Perry Center carpeting is being replaced.

Trustees' Report: Chairperson Rush reported that she would be attending the Kansas Association of Community College Trustees meeting on June 10-11 in Kansas City.

President's Report: Mr. David Reist, President, reported that commencements at both the campus in Highland and the Technical Center were well attended. Discussions are being held regarding the feasibility of combining the two activities into one. On August 28, 2012, the Technical Center RN Program will hold a Pinning Ceremony and Commencements at 3:00 p.m. in Culbertson Auditorium for graduates of the ADN Program.

The end-of-year employee luncheon was held on May 16 in the Wellness Center. Mr. Reist stated that Shooting Star awards were given to the seven teachers of Sustainability class and also to the Admissions Staff.

Mr. Reist discussed recent Legislative activities impacting community colleges. HCC is considering the possibility of having Washburn Tech offer an Auto Tech program at the Holton Center. In return, HCC may offer an Associate Degree Nursing program in Topeka. Mr. Reist will update the Board as these talks continue.

The HCC Softball Team, coached by Heidi and Scott Jordan, won their region again this year and went to the National Softball Tournament in Illinois. Although they played well, they lost their first two games. Mr. Reist reported that representatives from Benedictine College visited the Walters Wellness Center earlier in the day. They are considering a similar structure on their campus.

Mr. Reist updated the Trustees on the Klinefelter Barn project. Plans are being drawn up and will be ready for bid in 4 – 6 weeks. He also shared preliminary plans for improvements to the Illinois Street area between Yost Hall and the Culbertson Theatre.

Mr. Reist provided an update on recent personnel changes and discussed possible dates for a Board Retreat in June.

Announcements: Mrs. Batchelder informed the Trustees that this was her last meeting as she would not be able to attend in June. She thanked everyone and commented that serving on the Board of Trustees is one of those experiences where a person gets a lot more than they receive. The Board and Mr. Reist expressed their appreciation for Mrs. Batchelder's service on the Board.

Executive Session: It was moved by Mr. Taylor, seconded by Mrs. Batchelder, that the Board go into executive session at 8:56 pm for no more than 15 minutes to discuss Professional Employee contract negotiations. Motion passed.

The Board reconvened to regular session at 9:11 p.m.

Adjournment: It was moved by Mr. Coy, seconded by Mrs. Batchelder, that the meeting adjourn. Motion passed. Meeting adjourned at 9:15 p.m.

Joyce C. Rush, Chairperson

Date

Jason Taylor, Secretary/Treasurer