

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES

May 9, 2012

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

Trustees Absent: Joyce Simpson.

Call to Order: The meeting was called to order by Chairperson Rush at 7:30 pm in the HCC Administration Building Conference Room on the HCC Highland Campus.

Approval of the Agenda: It was moved by Mr. Taylor, seconded by Mr. Karn, to approve the agenda as amended. Motion passed.

Approval of the Minutes: It was moved by Mr. Harter, seconded by Mr. Coy, to approve the minutes of the April 11, 2012, Regular Meeting and the April 11, 2012, Joint Meeting between the HCC Foundation Board and the HCC Board of Trustees as presented. Motion passed.

Approval of the Warrants: President David Reist presented a bill from PDG Creative for mobile application development. It was moved by Mr. Harter, seconded by Mr. Karn, that warrants 58751 – 59400 be paid as presented. Motion passed. It was moved by Mr. Karn, seconded by Mr. Coy, that the bill from PDG Creative be paid as presented. Motion passed.

Public Comment: None.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Karn, that the Board go into Executive Session at 7:40 p.m. for no more than five minutes to discuss non-elected personnel. Motion passed. The Board reconvened to Regular Session at 7:45 p.m.

President's Contract: It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board extend Mr. David Reist's contract as President through June 30, 2014, with the salary for the 2012-2013 contract year to be determined at a later date. Motion passed.

Professional Employee Contracts: The Trustees were presented with a list of Professional Employees (faculty) recommended for renewal and non-renewal for the 2012-2013 academic year. They were also informed of faculty resignations and retirements. It was moved by Mr. Karn, seconded by Mr. Harter, to accept the Administration's recommendation to offer contracts to the individuals listed for renewal under the terms of the Master Contract for the 2012-2013 academic year. Motion passed. The Board noted the retirement of Diane Moran and expressed their appreciation for her many years of service to the College.

Administrative Staff Contracts: The Trustees were presented with a list of Administrative Staff level employees recommended for renewal for the 2012-2013 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. Karn, that the list of Administrative Staff be approved for renewal for the 2012-2013 contract year as presented with the salary to be set at a later date. Motion passed.

Health Insurance: Blue Cross/Blue Shield of Kansas notified the college that health insurance rates for 2012-13 will reflect a decrease in premiums in all categories. Because of upcoming legislation regarding national health care in 2014, President Reist recommended renewing with BC/BS at this time. Discussion. It was moved by Mr. Harter, seconded by Mr. Coy, that the renewal rates for health insurance through Blue Cross/Blue Shield of Kansas for FY2013 be approved as presented. Motion passed.

Student Life Position: President Reist proposed a change in the way the college student housing is supervised. In the past, 18 Resident Assistants were hired. He recommended hiring a full-time Student Life Assistant to live in student housing and hiring four RA's instead of 18. The proposed change would represent a savings in salaries as well as more consistent supervision. In addition, Mr. Reist recommended the current Coordinator of Student Activities title be changed to Director of Student Life with additional responsibilities in housing and student activities. Discussion. It was moved by Mr. Taylor, seconded by Mr. Harter, to approve the addition of a full-time Student Life Assistant and that the Coordinator of Student Activities title be changed to Director of Student Life with additional responsibilities as outlined. Motion passed.

Basic Skills Technical Center Position: The final position written into the TRAC-7 grant with Washburn Tech is a technical skills position who will work with students in the Atchison technical programs in the areas of math, writing, and reading. Mr. Reist requested approval for the position. Discussion. It was moved by Mr. Karn, seconded by Mr. Coy, that the technical skills position, funded by the TRAC-7 Grant be approved as presented. Motion passed.

Tobacco Use Policy: The Board was presented with a proposal to change HCC's tobacco policy to prohibit the use of all tobacco products on the HCC campus and all HCC Regional Centers, both inside and outside of the buildings and on all campus properties. Discussion. It was moved by Mr. Karn, seconded by Mr. Harter, that the change to the HCC tobacco policy be approved as presented. Motion passed.

Computer Bids: President Reist reported that the manufacturer of a number of computers in two of the computer labs on the Highland campus contacted HCC early in April to notify the college of faulty power supplies in those computers and that they should be shut down immediately because of the risk of fire. The manufacturer would not guarantee when they would come to fix the problem. Since there were a number of classes taught in those labs, shutting them down for an extended period was not an option. These particular labs were up for replacement next year, so the decision was made to move that replacement to the current year. CDW-G is a computer company that the college has done a lot of business with and they had the computers in stock that were needed. The decision was made to purchase new computers for these two labs immediately in order for the classes that were underway to continue. Discussion. It was moved by Mr. Karn, seconded by Mr. Taylor, that the bid from CDW-G for new computers be approved as presented.

Tuition, Fees, Meals, and Housing Costs for 2012-13: President Reist discussed student costs for 2012-13, indicating that the Administration would like to attempt to hold the line on tuition, fees, meals, and housing for next year. A proposal for costs will be brought to the Board for action at the June 13, 2012, regular meeting.

2012-13 Budget: President Reist updated the Trustees about Legislative issues relating to the State appropriations bill. Ms. Deborah Fox, Vice President for Finance & Operations discussed projected year-end expenditures.

Board Planning Retreat: Discussion was held regarding possible dates for a Board Planning Retreat.

Academic Affairs Report: Dr. Cia Verschelden, Vice President for Academic Affairs, reported that 160 CAAP tests were given this month and 20 were given last December. Work Keys tests were also given at the Technical Center and to 21 students on the Highland campus. Dr. Verschelden introduced Ms. Melissa Stevens, HCC Faculty Member, who updated the Board on the Risk Management program.

Finance/Operations Report: Ms. Fox updated the Board on the recent ADA Voluntary Compliance Review.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, introduced Ms. Andrea Keller, HCC Admissions Representative/Math Specialist, who just completed her master's work at Northwest Missouri State University. Ms. Keller reported that she had completed her research project on Marketing Techniques and Recruiting Effectiveness at Highland Community College. She presented a summary of her research.

HCC Foundation Report: Dr. Craig Mosher, Executive Director for the HCC Foundation, reported that the Foundation Board members had expressed that they had really enjoyed the joint meeting between the two boards and that they would like to do this on a regular basis.

Trustees' Report: No report.

President's Report: President Reist reminded the Trustees that Commencement will be held at 7:00 p.m. on Kessinger Field on May 10, 2012. The Technical Center will hold their Commencement on Tuesday, May 17, 2012.

President Reist provided the Trustees with updates on the Klinefelter Barn/Farm project, summer projects, personnel, athletics, recent activities, the Medical Coding program, KBOR Performance Agreements.

Announcements: None.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Coy, that the Board go into executive session at 9:28 pm for no more than 15 minutes to discuss faculty contract negotiations. Motion passed. The Board reconvened to regular session at 9:34 p.m.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Coy, that the Board go into executive session at 9:34 p.m. to discuss the acquisition of real property. Motion passed. The Board reconvened to regular session at 10:00 p.m.

Adjournment: It was moved by Mr. Karn, seconded by Mr. Coy, that the meeting adjourn. Motion passed. Meeting adjourned at 10:00 pm.

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Joyce C. Rush  
Chairperson

Date

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Jason Taylor  
Secretary/Treasurer