

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

June 13, 2012

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

Trustees Absent: Russell Karn, Joyce C. Rush.

Call to Order: The meeting was called to order by Vice-Chairperson Harter 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. Coy, to approve the agenda as amended. Motion passed.

Approval of the Minutes: It was moved by Mr. Coy, seconded by Mr. Taylor, to approve the minutes of the May 9, 2012, Regular Meeting and the June 5, 2012, Special Meeting as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Coy, that warrants 59401 – 59975 be paid as presented. Motion passed.

Public Comment: None.

Board Member Resignation: It was announced that Mr. Russell Karn had resigned from the HCC Board of Trustees as of June 1, 2012. It was moved by Mr. Taylor, seconded by Mrs. Simpson, that Mr. Karn's resignation be accepted with regret. Motion passed. It was noted that Mr. Karn had been a member of the Board since 1995. Kansas State Statute 71-201 provides that the Board of Trustees is to fill any vacancy on the board of trustees for the balance of the unexpired term. The Board directed the Administration to publish a notice of the opening in the Kansas Chief as per statute.

Early Retirement/Part-time Option: President David Reist announced that employees requesting early retirement in 2013 are: Sarah Albers, Marvin Gaither, Anne Kufahl, Leonard Mann, Jeannette Rushing. In addition, Linda James has requested the option of going part-time beginning with the Fall, 2013, semester. It was moved by Mrs. Simpson, seconded by Mr. Taylor, that the Board approve the list of employees as presented taking the retirement or part-time option for FY 2013. Motion passed.

Administrative and Classified Salaries: President Reist recommended a 3% raise for Administrative and Classified Employees for FY 2013. It was moved by Mrs. Simpson, seconded by Mr. Coy, that a 3% increase in salary for FY 2013 be approved for Administrative and Classified Employees as recommended. Motion passed.

Tuition and Fees for FY 2013: President Reist recommended a \$1 increase in instructional fees for FY 2013 and no increase in tuition. Discussion. It was moved by Mrs. Simpson, seconded by Mr. Coy, that a \$1 increase in Instructional Fees be implemented for FY 2013. Motion passed.

Housing and Meal Rates for FY 2013: President Reist proposed that meal rates remain the same for FY 2013 but that student housing rates be increased by \$25 per semester. Discussion. It was moved by Mr. Coy, seconded by Mr. Taylor, that a \$25 per semester increase be approved for student housing for FY 2013. Motion passed.

Budget 2011-12 and 2012-13: President Reist and Ms. Deborah Fox, Vice President for Finance/Operations, provided budget information for the year ending June 30, 2012.

Viticulture and Enology: The Viticulture and Enology program has experienced steady growth, resulting in the conversion of a classroom at the Wamego facility for use by the program. President Reist requested approval from the Board to pursue the licensing necessary to continue with the program. He noted that the licensing would be for production of wine for teaching purposes only and not for sale of the product. He also stated that licensing would allow the program to conduct testing of wines for sulfides, alcohol content, etc., in the lab for local producers. It was moved by Mr. Taylor, seconded by Mr. Coy, that the Viticulture and Enology program be given approval to seek licensing as requested. Motion passed.

Approval of 2012-13 and 2013-14 Calendars: The Trustees were presented with proposed calendars for the 2012-13 and 2013-14 academic years. It was moved by Mr. Taylor, seconded by Mr. Coy, that the FY 2013 and FY 2014 calendars be accepted as presented. Motion passed.

Student Housing Air Conditioning Bids: The Trustees were presented with four bids for replacement of 20 air conditioning units in student housing. After reviewing the bids, it was moved by Mrs. Simpson, seconded by Mr. Coy, that the low bid from Pierce Heating & Cooling of Bendena be accepted for units with a 10 year warranty. Motion passed.

Presentations: Ms. Peggy Forsberg, Director of Regional Instruction, and Ms. Denise Peters, Director of eLearning, each provided updates for the Trustees on activities, challenges, and initiatives in their respective programs.

Finance/Operations Report: Ms. Deborah Fox, Vice President for Finance/Operations, reported on summer maintenance projects and are completed or underway. Ms. Fox reported that this would be her last meeting with the Trustees and thanked them for the opportunities provided her by HCC both personally and professionally. The Board thanked Ms. Fox for her service and wished her well in her new endeavor.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, informed the Trustees that TB tests are now required for new students. She reported on upcoming enrollment activities as well as the recertification of several programs including financial aid for international students.

HCC Foundation Report: Dr. Craig Mosher, Executive Director for the HCC Foundation, reported on several new personnel in Alumni Services and Graphic Productions. He noted that the French Family has provided a cash gift to the Foundation. He added that a significant gift from another source will likely be announced at a future meeting.

Academic Affairs Report: Dr. Cia Verschelden, Vice President for Academic Affairs, provided the Trustees with statistics regarding CAAP testing results for FY 2012. CAAP (Collegiate Assessment of Academic Proficiency) is administered to A.S., AA, and A.G.S. students just prior to graduation. It is a standardized, nationally normed assessment program from ACT (American College Testing) that enables postsecondary institutions to assess, evaluate, and enhance student learning outcomes and general education program outcomes.

Trustees' Report: Mrs. Simpson reported that she and Mrs. Rush, along with President Reist, had attended the Kansas Association of Community College Trustees Meeting on June 7-8 at Johnson County Community College. She provided a summary of the meetings and activities.

President's Report: President Reist thanked Mrs. Simpson and Mrs. Rush for attending the KACCT meeting. He provided the Trustees with updates on the recent legislative issues, Klinefelter Barn, Illinois Street, softball field parking, and recent personnel changes.

Announcements: The Doniphan County Chamber of Commerce breakfast will be held on June 21st.

Executive Session: It was moved by Mr. Taylor, seconded by Mrs. Simpson, that the Board go into executive session at 9:20 pm for no more than 10 minutes to discuss non-elected personnel. Motion passed. The Board reconvened to regular session at 9:30 p.m. It was moved by Mr. Taylor, seconded by Mrs. Simpson, that the Executive Session be extended for no more than 10 minutes. Motion passed. The Board reconvened to regular session at 9:38 p.m.

Adjournment: It was moved by Mr. Coy, seconded by Mrs. Simpson, that the meeting adjourn. Motion passed. Meeting adjourned at 9:38 pm.

Joyce C. Rush
Chairperson

Date

Jason Taylor
Secretary/Treasurer