

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES

June 8, 2011

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

Absent: Nancy Batchelder, 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: An Executive Session to discuss Non-elected personnel was added as Item VI.C.1. It was moved by Mr. Taylor, seconded by Mr. Coy, that the agenda be approved as amended. Motion passed.

Approval of the Minutes: A correction was made to the May 19, 2011, minutes. It was noted that under Health Insurance Bids, the motion to accept the BC/BS rates for 2011-12 was made by Mr. Harter rather than Mr. Karn. It was moved by Mr. Harter, seconded by Mr. Taylor, the minutes of the May 19, 2011, Regular Meeting be approved as corrected. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Coy, that warrants numbered 50060 through 50318 be approved as presented. Motion passed.

Public Comment: None.

Satisfactory Academic Progress Policy: Dr. Cheryl Rasmussen, Vice President for Student Services, reported that there are new Federal Financial Aid guidelines that have been adopted by the U.S. Department of Education. One of those affects HCC's Satisfactory Academic Progress Policy. Dr. Rasmussen reviewed proposed changes to HCC's current policy that will assure the policy meets the new federal guidelines. Discussion. It was moved by Mr. Harter, seconded by Mr. Taylor, that the changes to Highland Community College's Satisfactory Academic Progress Policy be adopted as presented. Motion passed.

2011-12 Budget Discussions: President David Reist reviewed year end projections for 2010-11 as well as new and updated information being used to prepare the 2011-12 budget.

Tuition and Fees for 2011-12: President Reist stated that there are three main revenue sources for the College's general fund budget: State Appropriations, Doniphan County Ad Valorem Taxes, and Tuition/Fees. There will be no increase on State Appropriations for 2011-12 and, in fact, a 1.19% decrease in funds is expected. HCC has raised the Doniphan County mill levy only once in the past 10 years and, in most years, the mill levy has been decreased. Tuition and fees must remain competitive with other institutions to attract students. Mr. Reist proposed that a \$3 per credit hour increase in tuition and a \$1.00 increase in fees across the board would allow HCC to still be competitive with other institutions while creating much needed revenue. It was moved by Mr. Taylor, seconded by Mr. Coy, that tuition be increased by \$3.00 and instructional fees be increased by \$1.00 for 2011-12. Discussion. Motion passed.

Executive Session: It was moved by Mr. Harter, seconded by Mr. Coy, that the Board go into Executive Session at 8:05 p.m. for no more than 15 minutes to discuss non-elected personnel. Motion passed. Mr. Reist was asked to remain during the Executive Session.

At 8:20 p.m. the Board reconvened to regular session. It was moved by Mr. Harter, seconded by Mr. Coy, that the Executive Session be extended for no more than 10 minutes. Motion passed. Only Board Members were present during this Session.

At 8:30 p.m. the Board reconvened to regular session. It was moved by Mr. Harter, seconded by Mr. Coy, that the Executive Session be extended for no more than 10 minutes. Motion passed. Mr. Reist was asked to join the Session.

At 8:40 p.m. the Board reconvened to regular session.

Administrative and Classified Employee Salaries: Mr. Reist explained that some individual salaries are low compared to their peers at other Kansas community colleges or people in similar job functions at HCC. Mr. Reist recommended a 2% across the board raise for Administrative and Classified employees with additional adjustments to certain individual salaries to bring them up to counterpart's level of pay. Discussion. It was moved by Mr. Taylor, seconded by Mr. Coy, that Administrative and Classified employees receive an across the board 2% increase in pay for 2011-12 with additional adjustments made to certain individual salaries as presented. Motion passed.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, reported that two enrollment days have been held so far this summer with 101 students enrolling in May and 98 expected to enroll on June 9. Additional enrollment days will be held on June 28 and July 12. The College will host a Cheerleading Camp on June 9. A student, Eruvial Montes from Everest, Kansas, is working on setting up an HCC blog and social media YouTube clips. The goal is to have all programs featured by the end of the summer.

Foundation Report: Dr. Craig Mosher, HCC Foundation Executive Director, shared a letter from a former HCC student.

Finance/Operations Report: Ms. Deborah Fox, Vice President for Finance/Operations, stated that the new apartment complex is nearly completed and guests will be staying there on June 10<sup>th</sup>.

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

President's Report: President Reist reported that, in 2010-11, 5,676 students took 57,844 credit hours. This is a 6.4% increase over last year.

Mr. Reist reminded the Trustees that Highland Community College will host the Kansas Association of Community College Trustees/Council of President's meeting on September 11-12. He updated the Trustees about preliminary plans for the meeting.

The Klinefelter Barn bidding process will begin on June 29 with bids due by July 20.

Mr. Reist informed the Trustees that an agreement is being worked out with Washburn Technical College whereby they will offer the Auto Technology program at the Holton Center and HCC will offer the RN program at their facility in Topeka.

Mr. Reist provided an update on recent personnel changes.

Announcements: Mr. Reist announced that several employees have taken advantage of an Early Retirement Incentive and plan to retire during the 2011-12 year. He announced that the annual Board Retreat will be held from Noon – 5 p.m. on June 30, 2011, in the HCC Stadium Center.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board go into executive session at 9:05 pm for no more than 10 minutes to discuss Professional Employee contract negotiations. Motion passed.

The Board reconvened to regular session at 9:15 p.m.

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

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Joyce C. Rush, Chairperson

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Date

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Jason Taylor, Secretary/Treasurer