

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES

July 9, 2008

Trustees Present: Nancy Batchelder, Donald Harter, Russell Karn, Joyce Rush, Jason Taylor.  
Absent: Vernie Coy.

Call to Order: The meeting was called to order by Chairperson Rush at 7:30 p.m. in the Highland Community College Administration Building Conference Room.

Election of the 2008-09 Board Officers: HCC President David Reist served as Chair Pro-Tem for this election. Mr. Reist opened the floor for nominations. Mr. Karn moved and Mrs. Batchelder made the second to retain the same slate of officers as last year with Mrs. Rush as Chairperson, Mr. Harter as Vice-Chairperson, and Mr. Taylor as Secretary/Treasurer. Motion passed. The meeting was returned to Chairperson Rush.

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

Approval of Minutes: It was moved by Mr. Harter, seconded by Mr. Karn, that the minutes of the June 17, 2008, Regular Meeting be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mr. Taylor, seconded by Mrs. Batchelder, that warrants numbered 20611 through 21178 be approved as presented. Discussion. Motion passed.

Annual Meeting Action Items: A slate of Delegates and Representatives was presented for approval. It was moved by Mr. Karn, seconded by Mrs. Batchelder, to approve the entire list of Delegates and Representatives. That list included Mr. Taylor as the HCC Foundation Liaison, Mrs. Rush as the KACCT delegate and KASB contact, Darlene McNemee as the KPERS representative, Mr. Coy as the Economic Development representative and Mr. Reist as Mr. Coy's alternate, and Mr. Reist as the Freedom of Information Officer. In the same motion Mr. Karn also moved to approve the rest of the Annual Meeting Action Items as follows: Designate the *Kansas Chief* as the Official Newspaper for Publication of Official Notices; Approve the Official Depositories for Community College funds as follows: Bendena State Bank, Bank of Denton, Farmers State Bank, Highland, 1<sup>st</sup> Bank of Troy, Morrill & Janes Bank, Troy Branch, Troy State Bank, Farmers State Bank, Wathena, Hiawatha National Bank, White Cloud, and Landmark Bank, Wamego (cash deposits and transfers only), and approve all signatories as submitted; Designate the second Wednesday of every month at 7:30 p.m. on the HCC campus as the Official Board Regular Meeting time; Keep the Mileage Reimbursement rate the same as the state of Kansas rate; and designate the firm of Reeder & Boeh of Troy as attorney for the College. It was noted that even though designating an "official" attorney for the College is not an Annual Meeting Action Item requirement, by so doing, the Board maintains a continuing professional relationship with the attorney, which assists each party in anticipating their mutual needs. Such a designation does not preclude the College from contracting with any additional attorneys as needed. Motion passed for all items.

Approval of Budget for Publication: Mr. Reist called on Deborah Fox, Vice President for Finance and Operations, to discuss possible scenarios for the fiscal year 2008-09 budget. Discussion centered on setting the mill levy to garner the same actual dollars as last year, to leave the millage at the same rate of 14.49 which would generate additional dollars, or to lower the mill levy. It was moved by Mr. Karn, seconded by Mrs. Batchelder, that the mill levy remain the same as last year at 14.49 mills. Discussion. Motion failed.

It was moved by Mr. Taylor, seconded by Mr. Harter, that the mill levy be lowered to 13.85. Discussion. Motion failed.

Further discussion was held after which it was moved by Mr. Harter, seconded by Mr. Taylor, that the mill levy be published at 13.85. Discussion. Motion passed. The 2008-09 Budget for Publication will be prepared using a mill rate of 13.85.

Approval of Master Contract for Professional Employees: Mr. Reist presented the Board with a Master Contract for Professional Employees (faculty). He reported that negotiations had been completed and the HCC Faculty Association had ratified the Master Contract for 2008 – 2011. There were a number of changes in the contract which were highlighted. In addition, the agreement called for a 4% increase in salary for the 2008-09 with the subsequent years' salaries open to negotiation. It was moved by Mr. Karn, seconded by Mrs. Batchelder, to ratify the 2008 – 2011 Master Contract between the Board of Trustees of Highland Community College and the Highland Community College Faculty Association as presented. Motion passed.

NEKTC and College Insurance: At the June 17, 2008, regular meeting, the Board of Trustees approved the property and worker's comp insurance for HCC. At that time, information on other areas of coverage were not available. Those areas of coverage are Auto, Liability, Crime, Inland Marine, Umbrella, and Linebacker. The total premiums for these coverages comes to \$38,744, which is \$8,000 less than last year. Highland Insurance Services is the agent. EMC is the provider. It was moved by Mr. Harter, seconded by Mrs. Batchelder that the premiums for coverage be accepted as listed with EMC. Motion passed.

Ms. Fox stated that, as a part of the merger, HCC must carry coverage on the Technical Center. They previously used EMC as their provider with Clements Insurance in Atchison as the agent. Clements and EMC have agreed to continue coverage for the Technical Center.

Lease Agreement with USD 409 for NEKTC Facility: Mr. Reist reported that the lease agreement approved by the Board at the June, 2008, meeting contained an error in Section 7, Insurance. The wording is now correct and reads "USD 409 agrees to purchase and maintain casualty insurance covering buildings and any improvements." It was moved by Mr. Taylor, seconded by Mr. Karn, that the correction to the Lease Agreement with USD 409 for the NEKTC Facility be approved as presented. Motion passed.

Higher Education Deferred Maintenance Tax Credit Program: The State of Kansas has made a Higher Education Deferred Maintenance Tax Credit Program available to community colleges. A gift to HCC's Capital Improvement Fund would earn the donor a 60% Kansas tax credit. The money can be used for deferred maintenance items each year or can be used to pay off the interest free bonds that are being used for deferred maintenance. The program would be set up through the HCC Foundation. A brochure explaining the program was presented. Discussion. The Board had no objection to proceeding with the program as presented.

Technical Center Capital Outlay: Mr. Mike Rogg, Vice President for Trade and Technical Education, informed the Trustees that the Technical Center receives a Capital Outlay Grant from the State. These funds are intended for Technical Program equipment and improvements that assist in keeping programs current with changes in technology in the workplace. Unlike a school district's capital outlay, the College can have no carryover of unspent or unencumbered funds from this grant at the end of the fiscal year.

The Technical Education Capital Outlay Grant awards are determined by a formula with each eligible technical institution receiving a base of \$100,000 with additional monies awarded competitively based on the number of Pell grants each institution awarded the previous year. The number of Pell grants awarded at other institutions also affects the final award. The FY 2009 Capital Outlay Grant for the Technical Center is \$123,993 with a minimum local match of \$61,997. Discussion.

It was moved by Mr. Karn, seconded by Mr. Taylor, that the Board accept the 2009 Capital Outlay Grant as presented with provisions for amendments. Motion passed.

Perkins Grant: A consortium was formed in FY 2008 for the purpose of distributing Perkins funding to HCC through the Technical Center. The Technical Center and HCC have been awarded a combined Perkins Grant for eligible CTE programs in the amount of \$170,800. In order to expend funds on a particular program area, that program must be eligible as defined by Perkins regulations. HCC eligible programs are located primarily at the Technical Center. While last year's consortium allowed for separate plans for the two institutions prior to consolidation, this year's activities have been written into a single plan for FY 2009-2013. Mr. Reist highlighted goals and activities for the program. Discussion. It was moved by Mr. Harter, seconded by Mrs. Batchelder, that the Board accept the State approved Perkins Grant for FY 2009-2013. Motion passed.

Technical Center Dinnerware Surplus: Mr. Rogg explained that NEKTC used to have a food service program. When that program was dropped, there was a surplus of dinnerware that has been stored. The dinnerware has been appraised and Mr. Rogg requested approval to list the appraised dinnerware for sale at the appraised price and that the rest of the dinnerware be sold at public auction. It was moved by Mr. Karn, seconded by Mrs. Batchelder, that the Technical Center dinnerware surplus appraised items be listed for sale at the appraised prices and that the remaining china be sold at public auction. Motion passed.

Foundation Report: Dr. Craig Mosher, Executive Director, reported that the next Foundation Board Meeting will be July 30<sup>th</sup>. Items on the agenda include the finalization of the Klinefelter transfer and a reformation of the Investment Committee.

Finance/Operations Report: Ms. Deborah Fox, Vice President for Finance and Operations, updated the Board on summer building and remodeling projects.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, was not present, but Mr. Reist reported that all pre-enrollments are going very well.

Academic Affairs Report: Mr. Mike Parker, Vice President for Academic Affairs, reported that the second summer session, commonly known as Summer Blitz, started today. Students were taking 339 credit hours this session which equals 22.6 FTE. In addition, there were 22 sections of on-line courses offered this summer for a total of 1,055 credit hours equaling 70.33 FTE.

NEKTC Report: Mr. Mike Rogg, Vice President for Trade and Technical Education, reported that the staff at the Atchison Technical Center is excited to become a part of HCC. He then provided updates on various programs at the Center.

Trustees' Report: Chairperson Rush reported that Sheila Frahm, Executive Director of the Kansas Association of Community Colleges is retiring at the end of this year. She updated the Trustees on the recent KACCT meeting that she had attended.

President's Report: Mr. Reist provided the Trustees with a KACCT Calendar of Events listing events for 2008-09. He provided an update on recent personnel changes at the College and a report on the recent Council of President's meeting he had attended.

Mr. Reist informed the Trustees that the College will be running the search for a new Doniphan County Economic Development Director. An interview committee will be formed consisting of a representative from each city, a County representative, and Mr. Reist. After the hire is made, the County will take over the program.

Mr. Reist reported that the new Vice President for Academic Affairs at the Kansas Board of Regents wants to tour several community colleges. He will be visiting HCC and the Technical Center in Atchison on July 23<sup>rd</sup>.

Last year, HCC submitted an Academic Quality Improvement Program (AQIP) portfolio as a part of its accreditation process. One of the areas that the Higher Learning Commission has indicated that HCC should work on is strategic planning. The HLC will be conducting a campus visit next March, so it is important to start work on this now. Mr. Reist indicated that he would like to start meet on August 13th and asked for a few Trustees to be present for this process.

Public Comment: None.

Announcements: Mr. Harter thanked everyone involved in the July 6<sup>th</sup> HCC 150<sup>th</sup> activities and church services. Mr. Reist noted that Vanetta Geiger, HCC Admissions Representative, was in charge of the day's activities.

Adjournment: It was moved by Mr. Taylor, seconded by Mrs. Batchelder, that the meeting adjourn. Motion passed. Meeting adjourned at 8:53 p.m.

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Joyce C. Rush  
Chairperson

Date

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Jason Taylor  
Secretary/Treasurer