

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

August 13, 2008

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

Call to Order: The regular meeting was called to order at 7:40 p.m. by Vice Chairperson Harter in the Highland Community College Administration Building Conference Room.

Approval of the Agenda: Two items were added to the agenda. Worker's Compensation Bid was added as Action Item I, and Technical Center Sign was added as Action Item J. It was moved by Mr. Taylor, seconded by Mrs. Batchelder that the Agenda be approved as amended. Motion passed.

Approval of Minutes: It was moved by Mr. Taylor, seconded by Mrs. Batchelder, that the minutes of the July 19, 2008 Regular Meeting be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mrs. Batchelder, seconded by Mr. Karn, that warrants numbered 21179 thru 21744 be approved as presented. Discussion. Motion passed.

2008-09 Budget: Ms. Deborah Fox, Vice President for Finance & Operations, summarized expected revenues and expenses for FY 09. Discussion. It was moved by Mr. Karn, seconded by Mr. Taylor, that the mill levy rate of 13.85 be approved as published. Motion passed.

Trash Removal Bids: Two vendors, RSP, Inc. of Hiawatha and Miller Trash Service of Troy, submitted bids for trash removal services. It was moved by Mrs. Batchelder, seconded by Mr. Karn, that the low bid of \$880 per month be accepted from RSP, Inc. of Hiawatha. Motion passed.

Soft Serve Machine Price Approval: Mr. David Reist, President, reported that, based on requests from students, faculty and staff, the Administration sought information from several vendors for a soft serve ice cream machine for the newly remodeled cafeteria and Scottie Pause. After researching the machines and their cost and based on recommendations from restaurants and other food service operators, it was decided that a Taylor model would best suit the needs of the College. The machine was brought in a demonstrated one day on the campus by a Taylor representative. Employee and student feedback was very good. Great Western Dining has agreed to provide \$20,000 for the project. The College's cost would be \$11,400. In addition, the College would take advantage of a machinery assistance program from the company whose produce will be used in the machine. They will provide some free product each year based on the cost of the machine for up to three years in cooperation with Taylor. Discussion. It was moved by Mr. Karn, seconded by Mrs. Batchelder, to approve the purchase of a Taylor Model 161 Countertop Twin Twist Soft Serve Machine at a cost of \$11,400. Motion passed.

Part-Time Counselor Position: Mr. Reist stated that having a counselor available for students has been a much discussed item over the past several years. However, the cost of a full-time position has been prohibitive. Since the merger with the Technical Center in Atchison, a new opportunity has presented itself. The Tech Center already employs a counselor on a part-time basis. That person is willing to provide service for the main campus in Highland on a part-time basis as well. Because of the merger, this person is already a part-time employee of the College. However, this change would make that status full-time. Mr. Reist requested approval from the Board to change the status of the counseling position to full-time with half their time being spent at the Tech Center and half at HCC's main campus. It was moved by Mr. Karn, seconded by Mr. Taylor, that the status of the part-time counselor be changed to full-time. Motion passed.

Internal Charges & Reimbursement for Mileage/Use of College Vehicles: The College currently charges department accounts for use of College vehicles for business purposes. Cars and mini-vans are charged 30 cents per mile. 12 and 15 passenger vans are charged 50 cents per mile. That money is then used for maintenance of the vehicles and to purchase new vehicles when necessary. In some cases, all vehicles are already checked out and an employee must use their own vehicle for the trip. In that case, they are paid at the State of Kansas reimbursement rate which is currently 50.5 cents. If an employee chooses to use their own vehicle even though there is a College vehicle available, or if they are not eligible for coverage under the College's auto liability policy and cannot drive a College vehicle, they will only be reimbursed at the rate that their budget would have been charged if there was a vehicle available.

The reimbursement rates were set a number of years ago. With the rising cost of fuel, the charges to the departments are in danger of falling behind the costs. Ms. Fox recommended raising the costs a nickel to 35 cents for cars and mini vans and 55 cents for 12 and 15 passenger vans. Discussion. It was moved by Mrs. Batchelder, seconded by Mr. Karn, that the departmental charges for cars and min-vans be raised to 35cents per mile and the charges for 12 and 15 passenger vans be raised to 55 cents. Motion passed.

FY 2009 Estimated Technical Center Revenue and Working Budget: Mr. Mike Rogg, Vice President for Trade & Technical Education, presented Vocational/Instructional revenue and expenditure projections for FY 2009 based on full funding from the State and also reduced funding working budget based on worst case scenario. Discussion. It was moved by Mr. Karn, seconded by Mr. Taylor, that the Board approve the FY 2009 reduced Working Budget with provisions for amendments should the Technical Center receive full funding. Motion passed.

FY 2009 Technical Center Shop/Revolving Budget: Mr. Rogg explained that the Technical Center uses a Shop/Revolving Budget for purchase of goods and services such as automotive and diesel parts, paint, metal, buildings materials, pipe, conduit, etc., that will later be billed as a customer project. Instructors may order parts and supplies for projects with their Purchase Card (P-Card) or through the purchase requisition process. The customer pays a 25% fee on top of the cost of the part at the end of the project. All sales taxes are collected for customer projects unless those projects are exempt. Discussion. It was moved by Mrs. Batchelder, seconded by Mr. Karn, that the 2008-09 Technical Center Shop/Revolving Budget be approved as presented. Motion passed.

Klinefelter/Cemetery Association Land: Mr. Reist reported that the cash rent agreements for both the Klinefelter property and the Cemetery Association land are ending this year and will be up for re-bid. The Klinefelter property would continue to operate as a farm, but improvements must be made to meet with the requirements of the will. A committee has been established to determine the use of the farm and is working on operation ideas. Mr. Reist asked if the Board wanted to bid out both the Klinefelter property and the Cemetery Association land. Discussion. It was the consensus of the Trustees that Board Counsel be invited to the September regular meeting to provide options.

It was moved by Mr. Taylor, seconded by Mr. Karn, that the Agenda be amended to add an Action Item at this point to discuss the agreement to transfer the Klinefelter property to the Foundation and the agreement for lease of this property back to the College. Motion passed.

Klinefelter Land Transfer and Lease Agreement: The Trustees were provided with copies of the agreement to transfer the Klinefelter property located in Brown County to the Foundation and also a Farm Lease Agreement with Option to Purchase between the Foundation and the College for said property.

It was moved by Mr. Taylor seconded by Mrs. Batchelder, that the Board enter into an agreement with the HCC Foundation to transfer the Klinefelter property located in Brown County to the HCC Foundation. Motion passed.

It was moved by Mr. Taylor, seconded by Mr. Karn, to approve the lease of the Klinefelter property from the HCC Foundation to the College. Motion passed.

Worker's Compensation Bid: Ms. Fox provided bids received for Worker's Compensation coverage. It was moved by Mr. Karn, seconded by Mr. Taylor, that the low bid of \$38,000 from EMC Insurance be accepted. Motion passed.

Technical Center Sign: Mr. Rogg reported that, in past years, the masonry wall connecting Buildings A and B at the Tech Center had a sign attached identifying the Technical Center. The wall is 63 feet from the center of the street and has very good visibility, but is in need of major repair. Renovation of the wall would be a good opportunity to upgrade signage identifying HCC and the Technical Center by adding a backlit sign and color outdoor display. The display would be capable of showing text messages, photos, short video clips, and 3D graphics. Mr. Rogg asked Board approval to solicit bids for the repair project and also for the signage. Discussion. It was moved by Mr. Karn, seconded by Mrs. Batchelder, that bids be solicited and presented to the Board at a future meeting. Motion passed.

Finance/Operations Report: Ms. Fox reported that her office is working on budgets. The annual audit will begin on September 22nd. She also provided the Trustees with an overview of maintenance projects completed and underway.

Student Services Report: Dr. Cheryl Rasmussen, Vice president for Student Services, reported that housing is full with a waiting list. She provided a fall enrollment report noting that 591 students are currently enrolled on campus taking 8939.5 credit hours (compared to last years figures of 568 enrolled taking 8404 credit hours). There are 453 freshmen and 138 sophomores enrolled. Dr. Rasmussen noted that recruiting new students to HCC is going very well, but retention of returning students continues to be a challenge. The goal the Admissions Team has set for retention is 30%; however, the College has averaged only 23% over the last five years. The Admissions Team continues to search for ways to increase the average of returning sophomores.

Dr. Rasmussen reported that 38 students attended HCC's leadership training this year. This year's theme is "Pay it Forward" in an attempt to make a positive difference in campus culture. Move in day to the College apartments is August 16th. A housing orientation for all resident students will be held on August 17th. Registration is August 18th in the Wellness Center. New Student Orientation is on August 19th, and classes start on August 20th. The annual HCC Block Party will be held on the Campus Front Lawn on Tuesday, August 19, from 6-8 p.m.

As a part of HCC's 150th Birthday Activities, an Educator's Workshop will be held on Monday, September 8th, in the Walters Wellness Center. The topic will be "A Framework for Understanding Poverty" and all schools in Doniphan and Brown counties will be in attendance as well as the Valley Falls and Atchison school districts. In addition, people from surrounding four year and community colleges have been invited. In all, there will be nearly 800 attendees. Dr. Rasmussen asked the Board Members to let her know if they would like to attend also.

Another 150th Birthday Activity will be the Tommy Emmanuel concert on Friday, October 3rd. Tickets go on sale September 1 and can be obtained from the HCC Business Office. Underwriters are also being sought.

Instruction Report: Mike Parker, Vice President for Academic Affairs, reported that off-campus classes start on August 25th. He informed the Trustees that the Technical Center staff visited the main campus on August 11. They were provided with a tour of campus and an explanation of who the College is. That same evening, the Perry Center hosted an inservice for Adjunct Faculty from the Holton, Atchison and Perry sites. A number of the full-time faculty were present and visited with the Adjunct faculty about various issues. It was well attended and very beneficial for both the Adjunct faculty as well as the full-time employees. A similar inservice is being planned in Wamego for the Adjunct faculty from the Marysville, Sabetha, and Wamego sites.

Technical Center: Mr. Rogg reported that he received a lot of positive feedback from the Technical Center staff following the Center's tour of the HCC Main Campus. He reported that the positions of LPN Instructor and Automotive Tech Instructor have been filled as well as a part-time Clinical Instructor position. Enrollment is steady compared to last year. The surplus auction held to disperse with the dishes and related items left over after the Food Service Program was done away with was very successful and certainly helped free up a lot of needed storage space.

Foundation Report: Dr. Craig Mosher, Executive Director of the HCC Foundation, reported that acceptance of the Klinefelter agreement was the major topic of discussion at the most recent Foundation meeting.

Trustees' Report: No report.

President's Report: Mr. Reist provided a report on recent activities/meetings that he had attended including an August 5th ribbon cutting at the Technical Center, a Task Force Meeting to discuss concurrent enrollment, and the Kansas Jayhawk Conference. Mr. Reist informed the Trustees that Greg Delzeit, HCC Athletic Director, was awarded the Bryce Roderick Excellence Award for Athletic Director of the Year. On July 23rd, the Board of Regents and Tech Authority included HCC as one of its tour stops. Training for on-line instructors was held on campus on July 16th.

The Holton school district is attempting to pass a bond issue to build a new elementary school. They approached the College to see if it would be interested in leasing the old facility if the bond issue passed. This would provide the College with a situation similar to the Perry Center.

Mr. Reist provided a personnel update. He updated the Trustees on an automotive project that the Technical Center will be undertaking this year. The plan is to buy a salvage vehicle, repair it, paint it with school colors, and use it in parades and other activities for a couple of years and then resell the vehicle.

Public Comment: None.

Announcements: None

Executive Session to Discuss Non-Elected Personnel: It was moved by Mr. Karn, seconded by Mrs. Batchelder, that the Board go into Executive Session at 9:11 p.m. for no more than five minutes to discuss non-elected personnel. Motion passed.

The Board reconvened at 9:16 p.m. with no action taken.

Adjournment: It was moved by Mrs. Batchelder, seconded by Mr. Karn, that the meeting adjourn. Motion passed. Meeting adjourned at 9:17 p.m.

Joyce C. Rush
Chairperson

Date

Jason Taylor
Secretary/Treasurer