

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES  
August 8, 2012

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

Call to Order: The regular meeting was called to order at 7:32 p.m. by Chairperson Rush in the Highland Community College Administration Building Conference Room.

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

Approval of Minutes: It was moved by Mr. Harter, seconded by Mr. Coy, that the minutes of the July 11, 2012, Regular Meeting be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mr. Taylor, seconded by Mr. Harter, that warrants numbered 1 through 460 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Approval of the 2012-2013 Budget: Ms. Cynthia Haggard, Vice President for Finance/Operations, reviewed expected revenues and expenditures for 2012-13. Discussion. It was moved by Mrs. Simpson, seconded by Mr. Taylor, that the mill levy rate of 14.34 be approved as published. Motion passed.

EMC Insurance Quote: EMC Insurance is the only company in Kansas offering property and casualty insurance to educational institutions. EMC submitted a 2012-13 premium renewal quote in the amount of \$191,935. It was moved by Mr. Harter, seconded by Mr. Coy, that the bid submitted by EMC Insurance Companies for property and casualty insurance for 2012-13 be accepted. Motion passed.

Capital Outlay List for Technical Center Equipment: The Capital Outlay Grant that the Technical Center receives from the State is intended for Technical Program equipment and improvements to assist in keeping programs current with changes in technology in the workplace. The Trustees were presented with a list outlining the proposed expenditures for the Capital Outlay Grant. It was noted that the grant requires a 50% match. It was moved by Mrs. Simpson, seconded by Mr. Coy, that the Board accept the FY 2013 Capital Outlay Grant as presented with provisions for amendments. Motion passed.

Farm and Barn Names: President David Reist recommended that the farm and barn located in Brown County be officially named. He noted that John and Marie Klinefelter left HCC the barn, but Gloria Plamann left funds for the renovation. President Reist suggested naming the farm the Highland Community College Klinefelter Farm and calling the barn the Klinefelter Barn. Gloria Plamann was a Klinefelter and any material about the barn will include her generous contribution. It was moved by Mr. Harter, seconded by Mr. Taylor, that the Board approve the use of the following names for the Brown County farm and barn: The Highland Community College Klinefelter Farm and the Klinefelter Barn. Motion passed.

Online Part-time Position: President Reist informed the Trustees that online enrollment is approaching 30% of HCC's total credit hours. Consequently, the need for additional personnel has also increased. President Reist requested approval to change the recently approved half-time clerical position at Holton to a full-time position. The HCC Director of

eLearning is housed at the Holton Center. By changing the half-time position to full-time, the online program will have additional clerical assistance while the Holton Center has the coverage it needs in the evenings. Discussion. It was moved by Mrs. Simpson, seconded by Mr. Coy, that the Board approve changing the half-time position that was approved at the July, 2012, Board Meeting to a full-time position to include online duties. Motion passed.

Board Member Selection: President Reist notified the Board that HCC has met the Kansas Statute requirements for making the current vacancy on the HCC Board of Trustees known to the public. Three individuals applied for the position: Esther Gormley, Carl Tharman, and Cory Shue. It was moved by Mr. Taylor, seconded by Mr. Harter, that the Board go into executive session at 8:05 p.m. for no more than 10 minutes in order to protect the rights of those individuals. Motion passed. The Board reconvened to regular session at 8:15 p.m.

The Board noted that they would be setting up interviews with each individual prior to making a decision. It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board Member selection decision be tabled to a future meeting. Motion passed.

Change Official Regular Meeting Date: President Reist discussed the possibility of changing the Board's official regular meeting date and time from the current 2<sup>nd</sup> Wednesday of every month to a meeting date later in the month. Reasons for doing so include: More timely financial information could be provided to the Board, and having later meeting dates in April, May and June would provide a better picture of what the Legislature and KBOR are doing for the coming year. This item will be brought to the September 12, 2012, meeting for consideration and possible action.

Doniphan County Klinefelter Farm: The lease agreement for the 160 acres of Doniphan County Klinefelter land farmed by Jim Scott is up after this crop year. Legal counsel has recommended a public auction if it were to be sold. President Reist reminded the Trustees that the intent of the Klinefelter Trust was that the College sell this land and use that money to improve the Brown County farm. Discussion. Jason Taylor expressed a desire to see a plan for the money. This item will be brought back with a recommendation at a future meeting.

Academic Affairs: No report.

Foundation Report: Dr. Craig Mosher, Executive Director of the HCC Foundation, reported that the Foundation's quarterly meeting was held on July 30, 2012, in Wamego, Kansas. The meeting went very well. The Foundation has received a generous bequest from the Euler Estate to be used in scholarships for graduates of Doniphan County high schools. Dr. Mosher also reported that the Foundation will receive a percentage of the remainder trust that was set up for Walter Yost's daughter.

Finance/Operations: Ms. Cynthia Haggard, Vice President for Finance/Operations, reported that she is reviewing internal controls; vital signs for cash, payroll, and benefits; process improvements; and has established several focus groups to open lines of communication. She is also looking at general issues, budget, and financial reporting.

Student Services: Dr. Cheryl Rasmussen, Vice President for Student Services, updated the Board on recent legislation that will allow Kansas high school students to attend technical college free. She thanked Jaime Albers, HCC Graphics Production Manager, for her help in

quickly designing the recruitment piece that was sent out. Dr. Rasmussen provided updates on enrollment and upcoming activities including the annual HCC Block Party to be held on August 14. Additional security cameras are installed on campus and wireless access has been enhanced across campus. The annual Leadership Camp was held the third week of July at the Klinefelter Farm. She commented that Brad Dixon, HCC Director of Student Life, did a great job of leading the activities. She noted that it was wonderful to be able to utilize the Klinefelter Farm for this activity.

Trustees' Report: Chairperson Rush reported that she plans on attending the KACCT Meeting at Butler Community College on September 7 & 8.

President's Report: President Reist reported that the College has been approached by Nemaha Central Schools about starting a tech ed program there. There are also several other schools in the area that have expressed interest in technical programs at their schools in response to the recent legislation regarding free technical education for high school students.

On July 25, 2012, the President of Emporia State University visited HCC. He visited with President Reist and received a tour of campus. President Reist and HCC Athletic Director Greg Delziet recently attended the KJCCC annual meeting. President Reist updated the Trustees on highlights of the meeting.

President Reist reported that the current policy regarding use of facilities for non-college activities needs to be updated to add the Klinefelter Barn and Farm. Suggested changes to the policy will be brought to the Board at the September meeting.

President Reist announced recent personnel changes.

Announcements: None.

Executive Session to Discuss Non-Elected Personnel: It was moved by Mrs. Simpson, seconded by Mr. Coy, that the Board go into Executive Session at 9:00 a.m. for no more than fifteen minutes to discuss non-elected personnel. Motion passed.

The Board reconvened to regular session at 9:15 p.m. It was moved by Mrs. Simpson, seconded by Mr. Coy, that the Executive Session be extended for no more than five minutes. Motion passed.

The Board reconvened to regular session at 9:20 p.m.

Adjournment: It was moved by Mr. Coy, by Mrs. Simpson, that the meeting adjourn. Motion passed. Meeting adjourned at 8:22 p.m.

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Joyce C. Rush  
Chairperson

Date

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Jason Taylor  
Secretary/Treasurer