

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES  
September 12, 2012

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

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

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

Approval of Minutes: It was moved by Mr. Taylor, seconded by Mr. Coy, that the minutes of the August 8, 2012, Budget Hearing and the August 8, 2012, Regular Meeting be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mr. Harter, seconded by Mr. Taylor, that warrants numbered 461 through 1329 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board go into Executive Session at 7:35 p.m. to discuss non-elected personnel. Motion passed. The Board reconvened to regular session at 7:50 p.m. It was moved by Mr. Taylor, seconded by Mr. Coy, that the Executive Session be extended for 5 minutes. Motion passed. The Board reconvened to regular session at 7:55 p.m.

Official Meeting Date Change: President David Reist proposed moving the regular meeting date of the Board of Trustees to the fourth Wednesday of every month instead of the second Wednesday. Doing so would assist the Administration in providing more timely financial information to the Board as well as having more up to date information each month from the Legislature. The only exception to the fourth Wednesday would be in December. In that case, the meeting could be on the third Wednesday. Discussion. It was moved by Mr. Taylor/seconded by Mr. Coy, that the meeting schedule as described above be adopted on a trial basis. Motion passed.

Doniphan County Klinefelter Farm: The lease for the 160 acre Doniphan County Klinefelter land is up after this crop year. Discussion was held regarding whether to continue to cash rent the land or sell it. It was moved by Mr. Harter, seconded by Mr. Taylor, that the 160 acres be sold at public auction. Motion passed. Mr. Reist stated that he would work with legal counsel regarding the details of the sale.

Administrative Procedure for Use of Facilities: President Reist presented an update to the procedures on the use of facilities by the public. The Klinefelter Barn was added to the list of facilities. It was moved by Mr. Coy, seconded by Mr. Taylor, that the changes in the Administrative Procedure for Use of Facilities for Non-College Activities be approved as presented. Motion passed.

New Board Member Selection: Mr. Harter stated that the Board appreciated the opportunity to meet all of the candidates at the August 22, 2012, Special Meeting. It was moved by Mr. Harter, seconded by Mr. Coy, that Carl Tharman be selected to fill the open position on the Board of Trustees. Motion passed.

Viticulture and Enology Names: President Reist stated that, as the College's Viticulture and Enology program, vineyard, and winery evolve, names and a logo are required. He suggested that the vineyard near Wamego be named the Highland Community College White Vineyard (after Charles White who owns the land). A second vineyard to be planted on the Klinefelter Farm in Brown County would likewise be named the Highland Community College Klinefelter Vineyard. The small winery that is being developed in a classroom at the Wamego facility would be named the Highland Community College Teaching Winery. In addition, President Reist presented a suggested logo for the program. Discussion. It was moved by Mr. Taylor, seconded by Mr. Coy, that the names and logo for the viticulture and enology program, vineyards, and winery be adopted as presented. Motion passed.

Corporate Authorization Resolution: President Reist notified the Board that the Kansas Department of Revenue requires the establishment of an escrow bond for the HCC Teaching Winery. A Corporate Resolution Authorization is necessary to approve signatories of the account. At the present time only two banks in the area offer escrow bonds: Exchange National Bank & Trust in Atchison and First State Bank of Perry. Discussion. It was moved by Mr. Coy, seconded by Mr. Harter, that an escrow bond be established at Exchange National Bank & Trust in Atchison, Kansas, for the HCC Teaching Winery as per Kansas Department of Revenue requirements and the Corporate Resolution Authorization be approved. Motion passed.

Foundation Report: No report.

Finance/Operations: Ms. Cynthia Haggard, Vice President for Finance/Operations, discussed the general fund, internal controls, and preparations that are underway for the upcoming annual audit. She also provided a presentation on an accounting software package that she is researching to make the Business Office more self-sufficient and less dependent on the IT Department for creation of reports and less reliant on manual processes.

Student Services: Dr. Cheryl Rasmussen, Vice President for Student Services, provided enrollment reports for the Highland campus, off-campus, Technical Center, and online. She highlighted the upcoming Fusion entertainment series for 2012-13. Dr. Rasmussen reported that she, along with President Reist, Dr. Cia Verschelden, VP for Academic Affairs, and Ms. Terri Ball, Director of Technical Education, have been working on a collaborative project with Nemaha Central schools (Seneca) to offer technical education opportunities there based on new legislation for tech ed. Dr. Rasmussen updated the Trustees regarding the Care Team's efforts to develop a student food pantry.

Academic Affairs: Dr. Cia Verschelden, Vice President for Academic Affairs, discussed the Medical Coding Program that is offered by HCC online. She reported that the program is receiving a lot of interest. Dr. Verschelden reviewed the recently adopted Common Learning Outcomes at HCC and how they are being integrated into employee evaluations and student orientation classes. The CLO's will eventually also be used to measure student improvement.

Trustees' Report: Chairperson Rush reported that she along with Trustee Joyce Simpson and President David Reist attended the Kansas Association of Community College Trustees' Meeting at Butler Community College on September 7 & 8. She provided highlights from the meeting.

President's Report: President Reist provided highlights from the recent KACCT and Council of President's meeting held at Butler Community College. He also updated the Trustees on recent discussions with Nemaha Central Schools regarding establishing technical education training there.

Upcoming meetings he will be attending include a September 19, 2012, Council of Presidents' retreat to discuss athletics and a September 20, 2012, meeting with the President of Washburn University and other participating schools to discuss TRAC-7 grants.

President Reist reminded the Trustees of the upcoming events at the Klinefelter Barn and announced recent personnel changes.

Announcements: None.

Executive Session to Discuss Non-Elected Personnel: It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board go into Executive Session at 9:00 p.m. for no more than twenty minutes to discuss faculty contract negotiations. Motion passed. Mr. Robert Brainerd, HCC Faculty Representative, was asked to remain during the discussion. The Board reconvened to regular session at 9:20 p.m. It was moved by Mr. Taylor, seconded by Mr. Coy, that the Executive Session be extended for no more than ten minutes. Motion passed. The Board reconvened to regular session at 9:40 p.m.

Adjournment: It was moved by Mr. Coy, by Mr. Taylor, that the meeting adjourn. Motion passed. Meeting adjourned at 9:40 p.m.

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Joyce C. Rush  
Chairperson

Date

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Jason Taylor  
Secretary/Treasurer