

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

October 8, 2008

Trustees Present: Nancy Batchelder, Donald Harter, Russell Karn, Joyce Rush, Jason Taylor

Trustees Absent: Vernie Coy.

Call to Order: The meeting was called to order by Chairperson Rush at 8:00 p.m. at the Highland Community College Technical Center Building B Conference Room.

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

Approval of Minutes: It was moved by Mr. Karn, seconded by Mr. Taylor, that the minutes of the September 10, 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 22471 through 23685 be approved as presented. Discussion. Motion passed.

Mission and Vision Statement Approval: Mr. David Reist, HCC President, presented the revised Mission and Vision Statements that were developed at the Strategic Planning Session held in August, 2008. He asked for Board approval of the two statements. The Mission Statement being proposed was "HCC, the first college in Kansas, provides lifelong learning opportunities and contributes to economic development to enhance the quality of life in the communities we serve." The proposed Vision Statement was "Highland Community College is recognized as the college of choice in Northeast Kansas." It was moved by Mr. Harter, seconded by Mr. Karn, that the proposed Mission and Vision Statements be approved as presented. Motion passed.

HCC and HCC Foundation Klinefelter Land Agreement: Mr. Reist provided details of the proposed Klinefelter Property Rental agreement. Discussion. It was the consensus of the Board that Mr. Reist and legal counsel work further with the HCC Foundation on the wording in the agreement and that it be brought back to the HCC Board of Trustees at a future date.

Sale of HCC Technical Center Home: Mr. Reist explained that, when the merger with the Technical Center occurred, one of the stipulations in the agreement was that USD 409 continues to own the land. This includes the land where homes are being built by the Building Trades Program in the 700 block of South 5th Street in Atchison. One of those completed homes has been for sale for some time and an offer has now been received. At their Board Meeting on October 6, 2008, the USD 409 Board approved the sale. Mr. Reist asked that the Trustees confirm the intent of the College to follow through on the sale. Discussion. It was moved by Mr. Karn, seconded by Mrs. Batchelder, that the sale of the house located at 719 S. 5th St., Atchison, Kansas, be approved as presented. Motion passed.

Power Campus Customization: Mr. Reist reminded the Trustees that Sungard provides the academic software utilized by the instruction and registrar's offices to handle student registration, enrollment, scheduling of courses, etc. The product HCC currently uses, IQ Web, is being phased out. IQ Web is used by advisors and students to enroll online, access grades online, faculty reporting of attendance, and many other uses. The replacement produce Sungard is putting out is called Self Service. In addition, Sungard also provides a service that acts as an academic planning tool for the student. The total cost for the upgrade and the academic planning tool is \$34,400. In addition, due to the major overhaul and change in software from IQ Web to Self Service, the live grade book will also need to be updated. This would be at a cost of \$28,800, but these funds would come from the Title III grant.

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Discussion. It was moved by Mr. Harter, seconded by Mr. Karn, that the purchase of the Self Service Upgrade, Academic Plan Functionality, and Live Grade Book upgrade be approved as presented. Motion passed.

VCT Tile for Math/Science Building: Mr. Reist reported that, as a part of the Kansas Board of Regents deferred maintenance project, there are funds available for replacing the current tile in the Math/Science Building. Received bids were reviewed. It was moved by Mrs. Batchelder,

seconded by Mr. Karn, that the Board approve the purchase of VCT tile and related supplies for the M/S Building as per the submitted bid from Main Street Decoration, Atchison, Kansas. Motion passed.

Service Agreement for Phone System Upgrade: Mr. Reist stated that the College is currently in the process of upgrading phone system equipment. A maintenance agreement provides for non-emergency and emergency response Monday thru Friday, 8 a.m. – 5 p.m. The conversion to the new equipment is planned to occur on October 16, 2008. The current maintenance agreement expires October 25, 2008. Mr. Reist asked for approval on a three year service maintenance agreement at a cost of \$8,425 for year 1, \$10,835.56 for year two, and \$10,835.56 for year 3. Discussion. It was moved by Mr. Harter, seconded by Mr. Taylor, that the three year service maintenance agreement for the phone system upgrade be approved as presented. Motion passed.

Sound System for Culbertson Theatre: Mr. Reist informed the Trustees that, as a part of the Culbertson Auditorium remodel, the sound system in the auditorium was also upgraded. Mr. Reist requested approval for this purchase using the KBOR deferred maintenance dollars. It was moved by Mr. Karn, seconded by Mrs. Batchelder, that the Board approve the purchase of the Culbertson Auditorium sound system as presented. Motion passed.

Dodge Intrepid Bids: At the September 10, 2008, Board of Trustees meeting, the Board approved the sale of a 1997 Dodge Intrepid that was abandoned at the Tech Center. Bids were let and a formal bid opening was held on October 1, 2008. Three bids were received with the high bid being received from John Crittendon of Atchison, Kansas. It was moved by Mr. Karn, seconded by Mr. Taylor, that the bid from John Crittendon be accepted for the purchase of the abandoned 1997 Dodge Intrepid. Motion passed.

Nursing Simulator Bids: Mr. Mike Rogg, Vice President for Trade/Technical Education, reported that the Tech Center Nursing Department would like to purchase two mannequins to be used in nursing training. SimMan and SimBaby are high tech mannequins made by Laerdal. They are connected to computers and can be programmed to mimic a wide variety of patient conditions using signs and symptoms. The experience is good for the students while providing a low risk situation. The purchases would be made using Tech Center Capital Outlay dollars and Perkins equipment grants. Discussion. It was moved by Mr. Karn, seconded by Mrs. Batchelder, that the purchase of SimMan and SimBaby be purchased as recommended.

Purchase of Miller Inverter Rack: Mr. Rogg explained that, to complete the expansion of the Welding Program through the Workforce Solutions Grant, the Technical Center sought bids for a Miller CST 280 Inverter Rack. The system would include 8 Pack Rack and Power Sources. The addition of this equipment will add eight welding stations to the Welding Shop. Two bids were received. Mr. Rogg recommended the purchase of the Model #907-365 Miller CST 280 Inverter Rack from low bidder, Thayer Supply Company, Atchison, Kansas. It was moved by Mr. Harter, seconded by Mr. Taylor, that the purchase of the Miller Inverter Rack be purchased as recommended. Motion passed.

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Legislative Dinner: Mr. Reist opened a discussion regarding when the Board would like to hold the next Legislative Dinner. It could be any time from November through mid-January and doesn't necessarily have to be a dinner. It could be a breakfast or lunch event. Discussion. Mr. Reist will contact a number of Legislators to determine when would be the best time for them and then report back to the Board for their decision.

Academic Affairs Report: Mr. Mike Parker, Vice President for Academic Affairs, reported that the Spring, 2009, class schedule has been submitted for printing. Last week, the HCC Math Department personnel attended a Math Seminar in Oklahoma City. Mr. Jeff Hurn, Math Instructor, will report to the Board next month on what they learned.

A Basic Wildland Fire Fighting Course is being offered in cooperation with the Bureau of Indian Affairs of Horton, Kansas. There is no cost to this course which runs October 28 thru November 25th.

Mr. Parker invited the Trustees to attend the Fall Theatrical Production, "Greater Tuna", to be presented October 9, 10, & 11 at 7:30 pm each evening.

Technical Center Report: Mr. Rogg updated the Trustees on grants that the Tech Center is currently applying for. USD 409 approved the specs for a new roof on Building B. Quotes will be brought before the HCC Board next month. He reminded the Trustees that the merger agreement requires USD 409 approval on any building projects.

Mr. Rogg informed the Trustees that they will be receiving an invitation to attend the General Advisory Board meeting at the Tech Center on October 20 – 21. This would be a good chance for the Trustees to meet members of the various advisory boards that work with the Tech Center.

Foundation Report: Dr. Craig Mosher, HCC Foundation Executive Director, reported that HCC Alum Jim Hosier of Atchison, Kansas, is the newest member of the HCC Foundation Board.

Finance/Operations Report: No Report.

Student Services: Dr. Cheryl Rasmussen, Vice President for Student Services, provided an enrollment report. She also provided information about scholarships that were offered for Fall, 2008. She added that the Admissions staff is working on a recruiting plan for each program at the College.

Trustees' Report: Chairperson Rush reported that the Kansas Association of Community College Trustees is searching for a new Director. The Committee is hoping to have the search completed and the hire made by the end of November so that the new Director can work with Sheila Frahm for a month before she leaves the office.

President's Report: Mr. Reist reported that the Auditors have completed their visit to campus and hope to have the audit drafted for Board review by the December, 2008, Board Meeting.

The merger with the Technical Center required a reapplication of Financial Aid. The approval should be completed very soon which will allow the financial aid to be under one system.

Mr. Reist thanked Dr. Rasmussen and her committee for their work on the Tommy Emmanuel Concert. It was very well attended and the College has received a number of good comments about the concert.

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Homecoming is October 11, 2008. Along with the football game, there will be a Lads and Lassies reunion, a Foundation Scholars reunion, an open house for the new weight room, and it is also Junior/Senior Day.

Mr. Reist reported that a meeting was held regarding the Economic Development Director position that is currently open in Doniphan County. It was decided to have representatives from each city, the county, and the College meet to determine the direction of the program.

At the September, 2008, meeting, the Board had given the go ahead to apply for a Student Support Services Grant. The applications were to be due in October. Since that time, the Department of Education has decided to wait until next year, their reason being current lack of funds. Mr. Reist will update the Board as more information becomes available.

Mr. Reist discussed several Legislative issues, including the possibility that the Governor may reclaim a portion of the funds that were awarded. Mr. Reist will keep the Board informed on this issue.

The second Viticulture & Enology course at Wamego is underway. Mr. Reist stated that he has heard from at least one student that they are really enjoying the course.

Mr. Reist discussed recent personnel changes. He noted that a request has been submitted to KBOR regarding the possibility of eliminating the clause that states community colleges may not own property outside of their home county.

Mr. Reist and Mr. Rogg attended a recent Tech Authority meeting in Coffeyville. He highlighted the items and proposed legislation that were being considered.

Mr. Reist reminded the Trustees that Mr. Harter, Mr. Taylor, and Mr. Coy will be up for re-election next April. The filing deadline is in January.

Public Comment: None.

Announcements: Mr. Harter thanked the Technical Center for the tour of the facility that was held prior to the Board Meeting.

Executive Session: Mr. Reist reported that there was no need for an Executive Session.

Adjournment: It was moved by Mr. Taylor, seconded by Mrs. Batchelder, that the meeting adjourn. Motion passed. Meeting adjourned at 9:18 p.m.

Joyce C. Rush

Date

Jason Taylor

Chairperson

Secretary/Treasurer