

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

November 11, 2009

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

Call to Order: The meeting was called to order by Chairperson Rush at 7:30 p.m. in the Barber Room of the Stadium Center on the Highland Community College Campus.

Approval of the Agenda: An Executive Session to discuss Non-elected Personnel was added as Agenda Item IV.A. It was moved by Mr. Karn, seconded by Mr. Taylor that the Agenda be approved as amended. Motion passed.

Approval of the Minutes: It was moved by Mr. Karn, seconded by Mrs. Batchelder, that the minutes of the October 14, 2009, Regular Meeting and the October 27, 2009, Special Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Taylor, seconded by Mr. Coy, that warrants 33252 through 34366 be approved as presented. Motion passed.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Coy, that the Board go into Executive Session for no more than 10 minutes at 7:32 p.m. to discuss Non-elected Personnel. Motion passed.

The Board reconvened to Regular Session at 7:42 p.m.

Strategic Planning Council Update: Mr. David Reist, President, updated the Board on the Strategic Planning Council activities. Discussed were the SPC Planning Cycle, the pilot for Improvement Project Proposals, Mapping of key processes, Environmental Scan, and the AQIP Portfolio.

CAAP and ACT Score Presentation: Dr. Harold Arnett, Director of Institutional Research, provided a presentation to the Trustees data regarding the CAAP Test. The CAAP Test (Collegiate Assessment of Academic Proficiency), administered to college sophomores, is a standardized, nationally normed assessment program from ACT that enables postsecondary institutions to assess, evaluate, and enhance the outcomes of their general education programs and provide comparison with other institutions across the country.

Football Coaches Contracts: Mr. Reist presented for approval administrative contracts for HCC full-time football coaches for the contract period of January 1 – December 31, 2010, with no increase in salary. It was moved by Mr. Karn, seconded by Mr. Taylor, that the list of coaches presented be approved for renewal with no increase in salary. Motion passed.

Declare Surplus Property: Mr. Reist recommended that the following equipment be declared surplus for sale and disposal at the Technical Center after newly purchased replacements are installed/operational or when required repairs are complete: Quincy air compressor, Toyota fork lift, Yale fork lift, Steiger Bearcat. Discussion. It was moved by Mr. Harter, seconded by Mr. Coy, that the above mentioned items be declared surplus. Motion passed.

Frame Rack Purchase: During the September, 2009 meeting, the Board gave approval for the Technical Center to solicit bids on three pieces of equipment (one of which was a frame rack) to be purchased from the Capital Outlay list which is funded from State dollars. In October, 2009, bids were received and the Board accepted the low bids for each machine. After the bidders were notified of the results, a letter was received from one of the bidders concerned that the bid accepted for the frame rack did not meet specifications.

Mr. Mike Rogg, Vice President for Trade/Technical Education, shared that letter with the Board and reviewed the specs for the frame rack. He assured that Board that the bid accepted did indeed meet the specifications that were required and recommended that the acceptance of the low bid stand. There was no objection from the Board.

Gloria Plamann Trust: As per direction from the Board of Trustees at their October 27, 2009, Special Meeting, Mr. Reist requested funds from the Gloria Plamann Trust to be used toward restoration of the buildings on the Klinefelter Farm. The Trust Committee countered with an offer. Mr. Reist informed the Board that there will be no match required. Discussion. It was moved by Mr. Karn, seconded by Mr. Taylor, that the counter offer from the Gloria Plamann Trust be accepted. Motion passed.

Finance/Operations: Deborah Fox, Vice President for Finance and Operations, reported that the Legislature is planning another budget cut which means the College will have to give money back. She held a discussion with the Board about what this may mean for HCC and indicated that more information should be available by the December, 2009 meeting. Ms. Fox also updated the Board on prioritization of maintenance projects, the recent failure of a piece of equipment in the Wellness Center, and ongoing maintenance projects on campus.

Student Services: Dr. Cheryl Rasmussen, Vice President for Student Services, provided Fall housing and enrollment figures. She informed the Trustees that the HCC Campus, in cooperation with local law enforcement, will hold a violent intruder drill on Tuesday, November 24.

Workforce/Technical Education: Mr. Mike Rogg, Vice President for Trade/Technical Education, reported that the Technical Center recently purchased a 3D scanner that will allow them to reverse-engineer parts. This scanner will work with the current 3D printer already in place. The 3D scanner was purchased with Carl Perkins Grant funds.

Mr. Rogg announced that the Technical Center's General Advisory Board will be meeting on November 18th. Area economic development directors will be invited to the meeting.

Mr. Rogg reported that the Technical Center has met with Holton and Onaga high schools regarding offerings the Technical Center may be able to offer those schools closer to home. He also reported on meetings with Leavenworth High School about offering a CAD program there. He added that the Technical Center currently offers an Auto Tech program there and Leavenworth has indicated they are going to be expanding that program.

Academic Affairs: Dr. Cia Verschelden, Vice President for Academic Affairs, reported that she is working with Dr. Harold Arnett, HCC Director of Institutional Research, to study a recent trend of decreased credit hours in the region. At this point, they feel it is because many students are taking online courses instead of onsite classes, but they are studying it to determine if this is the case.

Foundation Report: Dr. Craig Mosher, Executive Director of the HCC Foundation, reported that the HCC Foundation recently met with the Technical Center Foundation Board to talk about possible merging of the two entities. Talks are continuing.

Trustees' Report: Chairperson Rush reported that she will be attending the Kansas Association of Community College Trustees meeting in Arkansas City on December 6th.

President's Report: Mr. Reist spoke about the state of the budget, current and future. He announced that the HCC volleyball team, led by Coach Andrea Keller, finished out their season at 25 wins and 6 losses and Coach Keller was named Kansas Jayhawk Conference East Coach of the Year for the 3rd time in her coaching career. Both the men's and women's cross country teams placed 4th in the recent Jayhawk East Cross Country meet.

Mr. Reist announced that, because of ongoing renovation, the Holiday Open House that is typically hosted at his home will instead be held at the home of Dr. Craig Mosher in St. Joseph on December 11th. The all-employee luncheon will be held on December 18th at a location to be announced.

Public Comment: None.

Announcements: Mr. Harter commended the College for recognizing Veteran's Day for those who have and are currently serving.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Coy, that the Board go into executive session at 9:15 pm for no more than 15 minutes to discuss non-elected personnel. Motion passed.

The Board reconvened to regular session at 9:30 pm.

Adjournment: It was moved by Mr. Coy, seconded by Mrs. Batchelder, that the meeting adjourn. Motion passed. Meeting adjourned at 9:31 pm.