

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

February 10, 2010

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

Absent: Russell Karn

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

Approval of the Agenda: It was moved by Mr. Taylor, seconded by Mr. Coy, that the agenda be approved. Motion passed.

Approval of the Minutes: It was moved by Mr. Harter, seconded by Mr. Taylor, that the minutes of the January 13, 2010, Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Coy, that warrants numbered 35512 through 36742 be approved as presented. Motion passed.

Presentation by HCC Faculty Representative: The Board recognized Mr. Clifford, Hawk, HCC Agriculture Instructor. On behalf of the HCC Faculty, Mr. Hawk presented the Board with several gifts for the College in honor of the College's 152nd birthday on February 9th. The gifts were a donation to the HCC Baseball Team for the Spring tournament trip, a membership to the Arbor Day Foundation, and a scanner that converts slides to digital. The scanner will be available for checkout in the HCC Library. The Board thanked the Faculty for the gifts to the College.

Bid Specs for HCC Trash Contract: The Trustees were presented with proposed bid specs for trash removal. Discussion. It was moved by Mr. Harter, seconded by Mr. Taylor, that the trash removal specs be let for bid as presented. Motion passed.

Use of ARRA Funds: The Trustees reviewed a list of proposed building and campus repair projects to be funded by the American Recovery and Reinvestment Act (ARRA) stimulus dollars. The projects must be submitted to the Kansas Board of Regents (KBOR) for approval. Discussion. It was moved by Mr. Taylor, seconded by Mr. Coy, that the list of projects submitted be forwarded to KBOR for approval for use of ARRA funds. Motion passed.

Atchison Armory Building: The Atchison Armory Building is one of several in the area to be closed. In all likelihood, the City of Atchison will be given ownership of that building and they will be looking for uses for the building. Mr. Reist requested permission from the Board to visit with the City of Atchison about the possible uses HCC may have for the building. The Board expressed no objection.

Sale of Technical Center Building Trades House: Mr. Mike Rogg, Vice President for Trade/Technical Education, presented the Board with a purchase offer that had been submitted for the house at 717 S. 5th in Atchison which had been built by the Technical Center Building Trades Program. Discussion. It was noted that the proposal stated that HCC would be responsible for the closing costs. The Board expressed their opinion that, as a public institution, HCC should not be responsible for closing costs. It was moved by Mr. Taylor, seconded by Mrs. Batchelder, that the offer submitted be rejected. Motion passed.

Doniphan West/HCC Affiliation Agreement: Mr. David Reist, President, informed the Trustees that Doniphan West Schools had contacted him about an Affiliation Agreement to appoint one of their instructors as the contact person for HCC students doing practicums in their school. HCC would have no contractual obligations in the Agreement. The purpose of the Agreement is merely to clarify the role of the Doniphan West contact person. It was moved by Mr. Harter, seconded by Mr. Taylor, that the Doniphan West/HCC Affiliation Agreement be approved as presented. Motion passed.

Finance/Operations Report: Ms. Deborah Fox, Vice President for Finance/Operations, reminded the Trustees that the Postsecondary Educational Infrastructure (PEI) monies must be utilized by 2011. She presented ideas for several projects that would qualify under the guidelines for the program.

Academic Affairs Report: Dr. Cia Verschelden, Vice President for Academic Affairs, reported that a Professional Development Day for all employees will be held on February 12, 2010. There will be no classes that day.

Work is continuing with high schools on Kansas Career Pathways. A meeting on the subject will be held on February 18, 2010, with high school teachers.

Dr. Verschelden reported that her department and others are working on the 2010 Summer and Fall Course Schedules.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, reported on enrollment for Spring, 2010. On-campus enrollment is at 580 students taking 8571.50 credit hours; Regional enrollment is at 2641 students taking 19,300 credit hours; Online enrollment is at 857 students taking 5155 credit hours. On-campus housing is at 93% capacity.

Junior/Senior Day was held on January 27th with 71 high school students and several parents attending. Dr. Rasmussen provided the Trustees with a report comparing the number of campus visitors and enrollments since 2002-03. The Trustees were also provided a scholarship report for academic and athletic programs. In addition, Dr. Rasmussen shared a recruiting brochure which provided the cost of attending HCC for the first two years compared to several Kansas universities.

Workforce/Technical Education Report: Mr. Rogg informed the Trustees that the Juvenile Justice Center in Atchison has ceased operations and will be completely vacated by March 5, 2010. The facility and grounds are owned by the State. Discussions are underway for possible uses for the facility.

Mr. Rogg stated that a trend in technical education enrollees has been noted. Many of them already have 4-year degrees and are attending a technical college to change their career track.

Foundation Report: Dr. Craig Mosher, Executive Director of the HCC Foundation, stated that the Foundation has received notice that they will be the beneficiary of two more bequests. Dr. Mosher stated that he feels a recent increase in bequests is the result of recent efforts by the Foundation Board.

Trustees' Report: Mrs. Rush informed the Trustees that the Legislative Summit in Washington, D.C. had been postponed because of the heavy snowfall in that city. The Summit is rescheduled for March 10-12, 2010.

President's Report: Mr. Reist reported that he and Scott Kohl, HCC Wamego Center Director, had attended a Viticulture and Enology Science and Technology Alliance (VESTA) meeting. There are currently eight states in the alliance. HCC is the recipient of a VESTA grant to assist with the vineyard in Wamego. Paperwork is currently underway to seek approval to offer an Associate of Science degree in Viticulture.

On February 18, 2010, the annual Phi Theta Kappa awards banquet will be held in Topeka. Mr. Reist and Mrs. Rush will be in attendance as will several other staff members. The Council of Presidents and the Trustees will have meetings following the banquet.

Mr. Reist informed the Trustees that the Higher Learning Council will be conducting a site visit in March to review the Regional sites.

Mr. Reist announced that Congressman Jerry Moran had visited campus on February 9th. He spoke with Mr. Reist and the senior staff and then toured the campus. He was very complimentary of the campus facilities.

Mr. Reist provided an update on recent personnel changes.

Public Comment: None.

Announcements: Ms. Diane Moran, HCC Faculty Representative, thanked the Trustees for the recent renovation of Irvin Hall. Her office is located there and the stable temperatures in the building are much appreciated.

Dr. Mosher informed the Trustees that a new Board portrait will be scheduled for a future meeting.

It was announced that the HCC Art Club will be having a chili & soup supper fund raiser on February 13 from 3 – 7 p.m. in Allen Field House.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board go into executive session at 9:00 pm for no more than 20 minutes to discuss acquisition of real property. Motion passed. Mr. Reist and Ms. Fox were asked to remain during the executive session.

The Board reconvened to regular session at 9:20 pm. 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 9:25 p.m.

Executive Session: It was moved by Mr. Taylor seconded by Mr. Coy, that the Board go into executive session at 9:25 p.m. for no more than 10 minutes to discuss non-elected personnel. Motion passed.

The Board reconvened to regular session at 9:35 p.m. It was moved by Mr. Taylor, seconded by Mr. Coy, that the executive session be extended for 10 minutes. Motion passed.

The Board reconvened to regular session at 9:45 p.m.

Adjournment: It was moved by Mr. Coy, seconded by Mrs. Batchelder, that the meeting adjourn. Motion passed. Meeting adjourned at 9:45 p.m.

Joyce C. Rush, Chairperson

Date

Jason Taylor, Secretary/Treasurer