

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES

July 15, 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 Highland Community College Administration Building Conference Room.

Election of the 2009-10 Board Officers: HCC President David Reist served as Chair Pro-Tem for this election. Mr. Reist opened the floor for nominations. Mr. Karn moved and Mr. Coy seconded to retain the same slate of officers as last year with Mrs. Rush as Chairperson, Mr. Harter as Vice-Chairperson, and Mr. Taylor as Secretary/Treasurer. Motion passed. The meeting was returned to Chairperson Rush.

Mr. Reist introduced Dr. Cia Verschelden, the new Vice President for Academic Affairs. The Board extended a welcome to Dr. Verschelden.

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

Approval of Minutes: It was moved by Mr. Harter, seconded by Mr. Karn, that the minutes of the June 10, 2009, Regular Meeting be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mr. Taylor, seconded by Mr. Kanr, that warrants numbered 29836 through 30562 be approved as presented. Discussion. Motion passed.

Annual Meeting Action Items: A slate of Delegates and Representatives was presented for approval. It was moved by Mr. Harter, seconded by Mrs. Batchelder, to approve the entire list of Delegates and Representatives. That list included Mr. Taylor as the HCC Foundation Liaison, Mrs. Rush as the KACCT delegate and KASB contact, Darlene McNemee as the KPERS representative, Mr. Coy as the Economic Development representative and Mr. Reist as Mr. Coy's alternate, and Mr. Reist as the Freedom of Information Officer. In the same motion Mr. Karn also moved and Mrs. Batchelder seconded to approve the rest of the Annual Meeting Action Items as follows: Designate the *Kansas Chief* as the Official Newspaper for Publication of Official Notices; Approve the Official Depositories for Community College funds as follows: Bendena State Bank, Bank of Denton, Exchange National Bank & Trust of Atchison, Farmers State Bank of Highland, 1<sup>st</sup> Bank of Troy, Morrill & Janes Bank (Troy Branch), Troy State Bank, Farmers State Bank of Wathena, Hiawatha National Bank of White Cloud, and Landmark Bank of Wamego (cash deposits and transfers only), and approve all signatories as submitted; Designate the second Wednesday of every month at 7:30 p.m. on the HCC campus as the Official Board Regular Meeting time; Keep the Mileage Reimbursement rate the same as the state of Kansas rate; and designate the firm of Reeder & Boeh of Troy as attorney for the College. It was noted that even though designating an "official" attorney for the College is not an Annual Meeting Action Item requirement, by so doing, the Board maintains a continuing professional relationship with the attorney, which assists each party in anticipating their mutual needs. Such a designation does not preclude the College from contracting with any additional attorneys as needed. Motion passed for all items.

Budget Discussion and Approval of Budget for Publication: Mr. Reist called on Deborah Fox, Vice President for Finance and Operations, to discuss possible scenarios for the fiscal year 2009-10 budget. Ms. Fox provided a comparison of actual expenditures and revenues for FY10 against what is projected for FY10. The current mill levy is 13.83. After discussing several scenarios, it was moved by Mr. Karn, seconded by Mrs. Batchelder, that the mill levy for 2009-10 be published at 14.83. Discussion. Motion passed. The 2009-10 Budget for Publication will be prepared using a mill rate of 14.83.

Stimulus Funds: Mr. Reist informed the Trustees that he has been notified by the Kansas Board of Regents that HCC will receive Federal Stimulus funding for both FY09 and FY10 on or around July 17<sup>th</sup>. The FY09 money must be used for deferred maintenance. It is not yet completely clear what the rules are for the FY10 money, but it is anticipated that the money can be used for deferred maintenance, tuition reduction, and/or mill levy reduction. The College must let KBOR know how the money will be used. The Board entered into a discussion regarding the use of the FY10 Federal Stimulus funding. It was moved by Mr. Karn, seconded by Mr. Taylor, that the FY10 Federal Stimulus funds be earmarked for deferred maintenance. Motion passed.

Athletic Insurance: Mr. Reist presented three bids for athletic insurance coverage for 2009-2010. The low bid, submitted by American International Group, the same company who had the bid last year came in at \$5,000 less than last year. A bid was also presented from Mutual of Omaha for catastrophic coverage. Mutual of Omaha is the only company that provides this type of insurance. They bid the same price and coverage as last year. It was moved by Mr. Karn, seconded by Mr. Coy, that the bid for athletic insurance coverage be accepted from American International Group and the bid for catastrophic coverage be accepted from Mutual of Omaha. Motion passed.

Holton Agreement: Mr. Reist reported that Mike Rogg, VP for Trade/Technical Education, has been working with the Holton School District to develop an agreement to provide allied health training for the Holton High School students. An agreement was drawn up and approved by the Holton School District at their recent meeting. Mr. Reist presented the agreement to the Board of Trustees and asked for their approval of the document. It was moved by Mrs. Batchelder, seconded by Mr. Taylor, that the Letter of Agreement between Highland Community College and Holton High School USD 336 for Allied Health courses to be provided by HCC and offered at Holton High School be approved as presented. Motion passed.

Addendum to Consolidation Agreement: Highland Community College has been in discussions with USD 409 regarding the Washington School Site construction project. In order to not impede the sale of those homes after the building trade students complete them, it is necessary to have the land transferred to HCC from the District ahead of time. Legal counsel from both parties have worked out an addendum to the original consolidation agreement. USD 409 passed the agreement at their last meeting. Mr. Reist presented the agreement to the Board of Trustees and asked for their approval of the document. It was moved by Mr. Karn, seconded by Mr. Taylor, that the Addendum to the Plan for Consolidation of NEKTC and HCC be accepted as presented. Motion passed.

Capital Outlay List for HCC Technical Center: 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. Unlike a school district's capital outlay, the College can have no carryover of unspent or unencumbered funds from this grant at

the end of the fiscal year. It was noted that the grant requires a 50% match. It was moved by Mr. Harter, seconded by Mr. Karn, that the Board accept the 2010 Capital Outlay Grant with provisions for amendments. Motion passed.

Lab Techs for Welding & Electrical Programs: Enrollments for Fall, 2009 in the Technical Center's welding and electrical programs have increased drastically. Currently there is only one instructor per program. Because of safety issues in these particular programs, Mr. Reist requested approval to hire two lab technicians, one for each program, to assist the instructor during class. These will not be faculty positions. If enrollment in the future does not warrant a lab tech, the position will be eliminated. It was moved by Mrs. Batchelder, seconded by Mr. Taylor, that the hire of two lab technicians be approved as requested. Motion passed.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, provided a preliminary Fall enrollment and housing report. It was noted that housing is full with a waiting list. The Summer Blitz program is serving 50 students. The annual back to school Block Party will be held on August 18 at 5:30 p.m. on the front lawn of campus. The seventh annual Leadership Training will be held on August 3, 4, & 5. RA's, tutors, tour guides, Foundation Scholars, and SGA Officers will participate. Dr. Rasmussen provided the Trustees with beginning of school activities and dates as follows: Housing Move-in on August 15; housing orientation on August 16; Registration on August 17; Orientation for New Students on August 18; and first day of classes on August 19.

Workforce/Technical Education: Mr. Mike Rogg, Vice President for Trade/Technical Education, reported that enrollment at the Tech Center is looking very good with some of the programs already full. He reported that he is working with the Atchison Economic Development Commission and area industry to look into the possibility of these businesses making some of the components for windpower generators. The Technical Center may be able to assist with some of the training. Mr. Rogg will keep the Board informed as this project progresses.

The Technical Center will be meeting with the Leavenworth School District regarding extending the Auto Tech program space. The school district is building a new high school and they would like to include the Technical Center in their plans.

Mr. Rogg highlighted the plans for the Perkins Grant monies that will be received this year. Included in those plans are professional development for faculty, the purchase of resource and support materials, the purchase of equipment to modernize some technology, and the hire of a part-time GIS/GPS instructor. In addition a consultant has been retained to help build the GIS/GPS program.

Academic Affairs: Dr. Cia Verschelden, Vice President for Academic Affairs, stated that she was very happy to be at Highland Community College. She is listening and learning. She reported that enrollment has necessitated the addition of another section of biology on campus.

Foundation Report: Dr. Craig Mosher, Executive Director, reported that the next Foundation Board Meeting will be July 27<sup>th</sup>. Items on the agenda include election of officers and other beginning of year business, goal setting, and working on alumni friend building.

Finance/Operations Report: Ms. Deborah Fox, Vice President for Finance and Operations, updated the Board on summer building and remodeling projects.

Trustees' Report: Chairperson Rush updated the Trustees on the recent Kansas Association of Community College Trustees' meeting that she had attended in Liberal, Kansas. She is a member of the new funding committee that will be meeting quarterly in Topeka. The next KACCT meeting will be in El Dorado in September.

President's Report: Mr. Reist asked the Trustees to review their calendars to determine when a good date would be for the annual Board Retreat. It was the consensus of the Board that the Board Retreat be held on July 30<sup>th</sup> at 3:00 p.m. on the Highland Main Campus.

Mr. Reist informed the Trustees that he had recently met with other community college presidents regarding a tiered funding model being proposed by the State. Another meeting will be held on July 29<sup>th</sup>.

The renter of the Klinefelter Land does not want the several acres of brome. Mr. Reist asked the Board for direction in this matter. It was the consensus of the Board that Mr. Reist find someone to bale the brome and they can have the hay. Mr. Reist was also directed by the Board to find someone to mow the other areas of the farm as necessary. Mr. Reist reported that HCC Maintenance has been cleaning out the barn and Creal & Clark Architects are drawing up plans for fixing up the house. September 2<sup>nd</sup> has been selected as the field day for the test plots on the farm.

HCC and the City of Highland are working on plans for West Avenue. The costs and benefits of concrete streets, curbing and guttering over asphalt are being considered. HCC and the City are also reviewing the baseball field agreement.

Mr. Reist stated that he had attended a Doniphan County Economic Development meeting earlier in the month. They are looking at the possibility of a hotel in the county. A consultant will be gathering information and conducting a feasibility study for the project.

Mr. Reist updated the Trustees on recent personnel changes. He noted that the HCC Chapter of Business Professionals of America participated in the National BPA Leadership Conference in Dallas, Texas, on June 17-21. They did exceptionally well with eight students earning national honors.

Public Comment: None.

Announcements: The Trustees were invited to attend the annual Doniphan County Economic Development Appreciation Breakfast to be held in the Wellness Center on July 16<sup>th</sup> at 7:30 a.m.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Taylor, that the Board go into Executive Session for no more than 10 minutes at 9:10 p.m. to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to Regular Session at 9:15 p.m.

Adjournment: It was moved by Mr. Coy, seconded by Mrs. Batchelder, that the meeting adjourn. Motion passed. Meeting adjourned at 9:16 p.m.

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Joyce C. Rush  
Chairperson

Date

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Jason Taylor  
Secretary/Treasurer