

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

January 11, 2012

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

Call to Order: Because of inclement weather, the meeting was called to order five minutes early by Chairperson Rush at 7:25 pm in the Administration Building Conference Room on the Highland Community College campus.

Approval of the Agenda: It was moved by Mrs. Simpson, seconded by Mr. Harter, to approve the agenda as amended. Motion passed.

Approval of the Minutes: It was moved by Mr. Harter, seconded by Mr. Coy, to approve the minutes of the December 14, 2011, Regular Meeting. Motion passed.

Approval of the Warrants: Discussion. It was moved by Mr. Taylor, seconded by Mrs. Simpson, that warrants 55548 - 55867, be approved as presented. Motion passed.

Public Comment: None.

Accepting the FY 2011 Audit: Mr. David Reist, President, introduced Mr. Brad Koehn and Mr. Matt Deitch, representatives of Berberich Trahan & Co., P.A., the accounting firm hired by the Board of Trustees to audit the college books. Mr. Koehn presented the FY 2011 Audit noting that no material weaknesses were identified. It was moved by Mr. Taylor, seconded by Mr. Coy, that the FY 2011 Audit be accepted as presented. Motion passed.

Wamego Facility: As a result of the verbal agreement between Highland Community College to purchase the Wamego facility from U. S. Bank, U.S. Bank drafted a real estate sale contract for the Board to consider. Mr. Reist shared the draft and asked Board Counsel, Mr. Alan Boeh, to comment on the contract. Mr. Boeh expressed some concern about several wording issues in the contract. One item concerned the clause that HCC would pick up the title insurance at an approximated cost of \$2,000. Mr. Boeh said the seller typically pays this cost. It was noted that the HCC Foundation seems on board with helping fund the purchase. Brad Koehn commented on cash basis law and how it applies to this situation. Discussion. It was the consensus of the Board that HCC would pay the title insurance costs but that a Doniphan County Title company should be utilized.

Executive Session: It was moved by Mrs. Simpson, seconded by Mr. Coy, that the Board go into executive session for no more than 20 minutes at 8:25 p.m. for consultation with the Board's attorney. Motion passed. President Reist, Mr. Alan Boeh, Board Counsel, and Ms. Deborah Fox, Vice President for Finance/Operations, were asked to stay during the executive session. The Board reconvened to regular session at 8:45 p.m.

Branding and Logo Update: Dr. Cheryl Rasmussen, Vice President for Student Services, reported that a survey was administered to college employees and students asking for their opinion on which of three logos they preferred. 82% of those voting chose a block H design.

Dr. Mosher stated that specific employees have been given the responsibility for updating the various sections of the HCC web page. All employees will be notified as to who those people are so that they know who to contact about a particular page.

President Reist presented billings from PDG Creative for Board approval. It was moved by Mr. Taylor, seconded by Mrs. Simpson, that the invoices to PDG be paid as presented. Motion passed.

Health Science – New Positions: President Reist explained that a Medical Coding program was approved at HCC by the Kansas Board of Regents and the Higher Learning Commission last year. The next step is to go through an approval process with the American Health Information Management Association (AHIMA). To get AHIMA approval, HCC must have a dedicated person at the as the Director of Medical Coding. Mr. Reist proposed that the position also be an instructor in the program.

In addition, when the ADN program was established, the intention was to have two full-time instructors in the program. Because of turnover, the program completed the year with only one full time instructor and relied heavily on adjunct instructors to take up the slack. Mr. Reist asked for approval to add a second full-time instructor to the ADN program.

Discussion. It was moved by Mr. Harter, seconded by Mr. Coy, that the full-time position of Medical Coding Director/Instructor and the full-time position of ADN Instructor be approved. Motion passed.

Purchase of Uniforms: President Reist requested approval for the purchase of new football uniforms. He stated that the old uniforms were five years old. Discussion. It was moved by Mr. Coy, seconded by Mrs. Simpson, that the bid for new football uniforms from Lids Team Sports be accepted as presented. Motion passed.

Student Services Report: Dr. Rasmussen reported that there are currently 545 students enrolled on the Highland campus who are taking 8069 credit hours. The Technical Center has 230 students taking 3175 hours. Online has 541 students taking 4494 hours. The Regional students are still enrolling.

Regional Registration Days are in progress at the various Centers. Staff from the business office, financial aid, and advising travel to the Center and are available for all regional students attending registration days.

Dr. Rasmussen announced that this year's Junior/Senior Day will be held on Wednesday, January 25. This semester on campus, HCC had approximately 23% of students on academic warning and 10% were dismissed. There are nearly 90 students enrolled in HCC's COL 160 class. These are on campus students who are on "warning status."

Foundation Report: Dr. Craig Mosher, Executive Director for the HCC Foundation, reported on year-end gifts that have been received. The next HCC Foundation Meeting will be on January 23, 2012.

Finance/Operations Report: Ms. Deborah Fox, Vice President for Finance/Operations, reported that the Fire Marshall visited the Highland Campus. He found no serious deficiencies.

Academic Affairs Report: Dr. Cia Verschelden, Vice President for Academic Affairs, spoke about her participation in Brown County’s successful application for a \$25,000 planning grant from the Kansas Healthy Food Foundation. She reported that she will begin faculty evaluations soon as per the Master Contract. She has plans to meet with all of the coaches who are teaching a course to discuss expectations. The annual Children’s Theatre Production will be held on February 9, 10, & 11. The next vocal music program will be on March 29 & 31.

Trustees’ Report: No report.

President’s Report: President Reist provided updates on the Klinefelter Farm and barn renovation. He stated that he has applied for an EQIP grant for conservation work. President Reist reported on recent legislative issues including the Governor’s budget recommendations. The annual Phi Theta Kappa luncheon will be held in Topeka on February 16, the same date as the next Kansas Association of Community College Trustees’ meeting. Mrs. Rush and Mrs. Simpson indicated that they will attend both events.

President Reist announced that the Viticulture and Enology program has received a Department of Agriculture grant to offer V & E workshops across the State. A series of 9 workshops will be held at various locations. President Reist ended his report with an update on the Dodge City lawsuit and an update on recent personnel changes.

Announcements: None.

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

The Board reconvened to regular session at 9:33 pm.

Adjournment: It was moved by Mr. Coy, seconded by Mrs. Simpson, that the meeting adjourn. Motion passed. Meeting adjourned at 9:33 pm.

Joyce C. Rush
Chairperson

Date

Jason Taylor
Secretary/Treasurer