

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

November 10, 2010

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

Call to Order: The meeting was called to order by Vice-Chairperson Harter at 7:30 p.m. in the Administration Building Conference Room on the campus of Highland Community College.

Approval of the Agenda: A discussion item, Wamego Center, was added as Agenda Item VI.F. It was moved by Mr. Karn, seconded by Mr. Coy, that the agenda be approved as amended. Motion passed.

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

Approval of the Warrants: It was moved by Mr. Taylor with a second from Mr. Harter that warrants 43307 through 44965 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Vehicle Purchases: Mr. David Reist, President, requested approval on the purchase of two vehicles from Federal Surplus, a 2006 Chevy Impala LS for \$12,500 and a 2006 Chevy Malibu LT for \$11,300. Both vehicles are in excellent condition with low miles and will be placed in the fleet for general use. It was moved by Mr. Karn, seconded by Mrs. Batchelder, that the purchase of two vehicles from Federal Surplus be approved as presented. Motion passed.

Amend Tobacco Use Policy: Mr. Reist requested approval of changes to the Tobacco Use Policy at Highland Community College. Currently, tobacco use is limited to 30 feet of marked entrances from campus buildings, however, 30 feet is a difficult concept to judge. In addition, 30 feet from some entrances still puts smokers in high traffic areas. Mr. Reist recommended that use of tobacco products be limited to clearly marked and designated areas of the College's choosing.

Fines for violating the tobacco policy are set at \$200 for the first offense and \$250 for subsequent offenses. Mr. Reist informed the Trustees that fines for alcohol violations are currently less than for tobacco violations. He requested that the alcohol fines be at least equal to the tobacco fines. The Trustees were provided the specific wording for changes in both the Tobacco Policy and the Alcohol Violations Policy.

It was moved by Mr. Karn, seconded by Mrs. Batchelder, that the changes to the Tobacco Use Policy and the Alcohol Violations Policy be accepted as presented. Motion passed.

Football Coaches Contracts: Administrative contracts for full-time football coaches run from January through December. Mr. Reist recommended the following coaches for renewal for 2011: Mike Beagle, Head Coach; Chris Douglas, Offensive Coordinator; Xavier Leonard, Assistant Coach.

It was moved by Mr. Taylor, seconded by Mr. Karn, that the contracts for full-time coaches be renewed as presented. Motion passed.

Corporate Banking Resolution: In order to facilitate cash management and handling at the Perry site, Mr. Reist requested approval to open a bank account there. The staff at Perry would then be able to deposit payments directly rather than transporting the money to Highland. It was moved by Mr. Karn, seconded by Mr. Coy, that HCC establish and maintain an account with First State Bank and Trust which has a branch in Perry, Kansas. Motion passed.

Klinefelter Barn: Mr. Reist informed the Trustees that the Klinefelter Barn team has been with River Bluff Architects twice. Preliminary plans for renovation of the barn were shared with the Trustees. As the plans progress, they will be brought to the Trustees for approval.

Wamego Center: Mr. Reist stated that the lease with Cascade Development is up in 2012. The Administration is reviewing options for continued operation in Wamego. A final recommendation will be brought to the Board at a future date.

HCC Foundation: No report.

Finance/Operations: Deborah Fox, Vice President for Finance and Operations, reported that the onsite audit was completed last week. She informed the Trustees that, as per Red Flag rules, accounts and processes to deter identity theft were reviewed.

Student Services: Dr. Cheryl Rasmussen, Vice President for Student Services, reported that housing was 93% full with 417 students living on campus. She stated that the total number of students at HCC for Fall, 2010, is 3,744 with those students taking 33,090 credit hours on-campus, at the regional sites, online, and at the Technical Center. An open house will be held at the Technical Center on November from 4:30 – 6:30 p.m. for prospective students and families of current students. An open house is being planned for late January or February, 2011, for prospective students in Wamego and Perry. Dr. Rasmussen introduced a new course called Career Life and Planning. The goal of this class will be to improve retention rates of first year, on campus students on academic probation who enroll for their probationary (spring) semester.

Academic Affairs: Dr. Cia Verschelden, Vice President for Academic Affairs, reported that plans are moving along on the Avairy Science Degree in beekeeping. The Kansas Rural Center will be meeting on the HCC campus to discuss the potential for viticulture and beekeeping on the HCC farm property. Dr. Verschelden reported that work is continuing on AQIP. She updated the Board on the progress of the AQIP Self-Study portfolio.

Trustees' Report: No report.

President's Report: Mr. Reist reported that he and Chairperson Rush will be attending the Kansas Association of Community College Trustees/Council of Presidents meeting on December 6 in Parsons. He reported that it has been very difficult to find a date that will work for all concerned for a Legislative Dinner. He stated he will continue to consider options for a Legislative meeting at a later date, perhaps after the Legislative Session begins.

Mr. Reist announced that Fort Hays State University has received an Energy Net Grant. They have contacted several Kansas community colleges, including Highland, regarding a possible partnership. Mr. Reist will update the Board as more details become available.

Discussion with Caterpillar in Wamego is continuing regarding the possibility of the College offering welding classes in that area. Mr. Reist noted that Veteran's Day is November 11 and shared the names of current HCC employees and Board Members who have served their country. He thanked them for their service.

Mr. Reist provided an update on recent personnel changes at the College.

Announcements: None

Executive Session: It was moved by Mr. Karn, seconded by Mr. Coy, that the Board go into executive session at 8:15 pm for no more than 30 minutes for consultation with the Board's attorney. Motion passed.

The Board reconvened to regular session at 8:45 pm.

It was moved by Mr. Coy, seconded by Mrs. Batchelder, that the executive session be extended for no more than 15 minutes. Motion passed.

The Board reconvened to regular session at 9:00 p.m.

Adjournment: It was moved by Mr. Coy, with a second from Mrs. Batchelder, that the meeting adjourn. Motion passed. Meeting adjourned at 9:01 pm.

Joyce C. Rush, Chairperson

Date

Jason Taylor, Secretary/Treasurer