

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

December 14, 2011

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

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. Harter, seconded by Mrs. Simpson, to approve the agenda as amended. Motion passed.

Approval of the Minutes: It was moved by Mr. Karn, seconded by Mr. Coy, to approve the minutes of the November 9, 2011 Regular Meeting and the November 30, 2011, Special Meeting. Motion passed.

Approval of the Warrants: Discussion. It was moved by Mr. Harter, seconded by Mrs. Simpson, that warrants 54860-55547, be approved as presented. Motion passed.

Public Comment: None.

Student Presentation: Dr. Cia Verschelden, Vice President for Academic Affairs, introduced Dr. Doug Schneiderheinze, HCC Business Instructor. Dr. Schneiderheinze introduced a group of four students who are in his marketing class. He explained that they were given a group assignment to come up with a marketing plan. They chose to do their project on HCC athletics and were asked by Dr. Verschelden to share their final product with the Board. After viewing their project, the Board complimented the students on their work.

Review of the 2010-11 Audit: Ms. Deborah Fox, Vice President for Finance/Operations, provided the Board with a draft of the audit and briefly reviewed the report. A representative from the auditing firm will be present at the January 11, 2012, meeting with the final draft for approval by the Board.

The Wamego Facility: Mr. David Reist, President, reported that U. S. Bank has the note on the property at Wamego. The property is in foreclosure after the death of the owner. HCC had been leasing the property from that person and U. S. Bank is interested in possibly selling the property to HCC. The Board discussed a number purchasing options and asked the Administration to explore several of those options and provide a final recommendation to the Board.

Regional Position: Due to a resignation and some recent reorganization, Mr. Reist explained that there are two Regional Coordinator positions open. He proposed combining one of those positions with additional responsibilities and renaming the position Director of Regional Instruction. They would still coordinate one of the sites but would provide oversight for all sites. The second position would remain a coordinator position. Discussion. It was moved by Mr. Karn, seconded by Mr. Coy, that a Director of Regional Instruction, to be combined with a Regional Coordinator position, be approved as presented. Motion passed.

Branding Update: Dr. Cheryl Rasmussen, Vice President for Student Services, provided the Trustees with a spreadsheet showing outstanding bills to PDG+creative, LLC, and updated the Trustees on the progress of the new HCC website. She and John Nicholas, HCC IT Director, informed the Trustees about content migration difficulties, but added that content management is very good. They also discussed the progress of the mobile application. Dr. Craig Mosher, Executive Assistant to the President/Executive Director of the HCC Foundation, stated that PDG has been asked to come up with more options on brand. The Board asked that the proposed logos be distributed to employees and students for their opinions. It was moved by Mr. Karn, seconded by Mr. Coy, that the outstanding bills to PDG be paid as presented. Motion passed.

Draft Agreement with Valley Grain: Mr. Reist provided a draft lease agreement with Valley Grain for the 41.63 acres (more or less) owned by HCC located in Doniphan County just west of the College. The agreement calls for Valley Grain to farm it, plant test plots, harvest, haul, store, and market the grain with the College receiving the proceeds minus time and operating expenses. The purpose of the agreement is to provide a row-crop agricultural facility utilized for the study and production of corn and soybean plots. It was moved by Mr. Karn, seconded by Mr. Harter, that the Farm Lease agreement between Highland Community College and Valley Grain & Fertilizer Co., Inc., for the HCC Doniphan County farm be approved as presented. Motion passed.

Academic Affairs Report: Dr. Cia Verschelden, Vice President for Academic Affairs, gave a video slide presentation update on the HCC Garden and Fall Work Day held on October 26. She also spoke about pollinator nests and the new Beekeeping Program at the College. Dr. Verschelden's presentation was given in a presentation style called Pecha Kucha. This Japanese presentation style consists of 20 slides shown for 20 seconds each. The speaker must keep their comments short and to the point, making presentations concise and keeping things moving at a rapid pace. Dr. Verschelden stated that the Spring, 2012, faculty inservice will introduce Pecha Kucha to the faculty.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, informed the Trustees that housing on the HCC Highland Campus for Spring, 2012, is currently 91% full.

Dr. Rasmussen reported that, in an effort to provide more similar services in the region, enhance enrollment, and improve on collections, the College will be offering specific registration days in the region beginning Spring, 2012. In the past, students could walk in to enroll over the period of a week's time. With a one day enrollment per site, staff from the business office, registrar's office, financial aid office, and advising can attend each registration, providing for more thorough assistance to the student.

Dr. Rasmussen informed the Trustees that Student Leadership students are required to volunteer in some way that deals with poverty. She shared a student's written reflection after his experience at a food kitchen.

Foundation Report: Dr. Craig Mosher, Executive Director of the HCC Foundation, reported that a second gift has been received from the Cynthia Johnson Estate to be used for education purposes other than scholarships. Helen Roland has passed away and the College has been informed that they are named to receive a gift. One of the projects that Foundation Scholars does every year is to help a needy family. They have chosen their family and will be providing assistance prior to Christmas.

Finance/Operations Report: Ms. Deborah Fox, Vice President for Finance/Operations, reported that Betty Forney, Bookstore Clerk, retired today. Old vehicles that were at the Technical Center have been let for bid. Ms. Fox spoke about maintenance projects for the upcoming year. Information meetings will be held in January to inform employees about health insurance benefits. Ms. Fox reported that all PEI projects have been completed. She provided the Trustees with the most recent State Fire Marshall report.

Trustees' Report: Chairperson Rush announced that she and Trustee Joyce Simpson attended the Kansas Association of Community College Trustees meeting at Independence Community College on December 4 & 5. Both Chairperson Rush and Trustee Simpson reported on their experiences at the meeting.

President's Report: President Reist provided updates on the community college funding formula, the Dodge City lawsuit, the Klinefelter Farm, HCC athletics program activities, and recent personnel changes. The West Avenue project has been bid out and hopefully will be completed by mid-summer, 2012. Mr. Reist announced that, after 25 years, the HCC Scottie Quiz Bowl, which has been coordinated by Eileen Gronniger, will be retired. The Board expressed their appreciation to Ms. Gronniger for her service to this event. The Employee Holiday Luncheon will be held on December 16 at 11:30 a.m. in the Wellness Center. The College will be closed for the holidays from December 23 through January 2.

Announcements: None.

Executive Session: It was moved by Mr. Karn, seconded by Mrs. Simpson, that the Board go into executive session at 9:50 pm for no more than 5 minutes to discuss non-elected personnel. Motion passed.

The Board reconvened to regular session at 9:55 pm.

Adjournment: It was moved by Mr. Coy, seconded by Mrs. Simpson, that the meeting adjourn. Motion passed. Meeting adjourned at 9:56 pm.

Joyce C. Rush
Chairperson

Date

Jason Taylor
Secretary/Treasurer