

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

February 11, 2008

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

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

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

Approval of Minutes: It was moved by Mr. Harter, seconded by Mrs. Batchelder, that the minutes of the January 9, 2008, Regular Meeting be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mr. Taylor, seconded by Mr. Karn, that warrants numbered 16840 to 17908 be approved as presented. Discussion. Motion passed.

Approval of FY 2007 Audit: Mr. Brad Koehn of Berberich, Trahan, and Co. presented a draft copy of the College's financial statements and clean audit results. Following questions and discussion, Mr. Karn moved, with a second from Mrs. Batchelder, to accept the 2007 audit as presented. Motion passed.

Approval of Lawn Care Bid: The HCC maintenance staff requested bids from area vendors for treatment of campus lawncare from March, 2008, thru February, 2009. Based on the bids, the Administration recommended acceptance of the bid from WeedFree Lawns for \$18,999.00. Mr. Harter made the motion to approve the recommendation from the Administration. Following a second from Mr. Karn, the motion passed.

Approval of Perry Center Chemistry Lab Bid: Since the HCC Foundation purchase of the Perry site, the Administration recognized the need for renovations of the Middle School building to house a college chemistry lab. The coordinators at the Perry site have used the high school facilities to date to offer chemistry. The high school does not allow for needed growth and daytime course offerings.

The College solicited bids from several firms to renovate a designated classroom into a chemistry lab. Those bids were shared with the Board. Following discussion of the bids and what the lab would contain, Mr. Taylor made the motion, that, pending a discussion Ms. Fox will have with the architect, the College accept the bid of \$103,516 from Universal that would include a single ventilation hood. Mr. Karn seconded that motion. Motion passed.

Cafeteria: Work was recently completed on the Scottie Pause snack area in the Student Union. When that project was proposed, there was also a proposal for renovation of the cafeteria. Mr. Reist presented updated plans from Palmer Hamilton, the design group that did Scottie Pause. These plans call for a transition from the look created in the Scottie Pause area to a more formal dining area in the cafeteria. Mr. Reist recommended continuing with those plans, which will be paid from auxiliary funds. Mr. Harter moved and Mr. Coy seconded to accept that recommendation. Motion passed.

Request for Wine Reception: As part of a year long sesquicentennial celebration, the College is hosting a concert on October 3, 2008, for internationally acclaimed guitarist, Tommy Emmanuel. The committee working on that event has requested that the Board of Trustees consider allowing wine to be served at a reception on campus. There is a State of Kansas statute and a Kansas Board of Regents policy concerning the serving of alcohol on community college campuses.

The Board of Trustees must pass a resolution allowing the serving of alcohol in non classroom locations. This resolution could be open ended and cover events in specific areas of campus, or it could be a resolution pertaining to one specific event in a specific location. Following discussion on a request to approve a wine and cheese reception, Mr. Taylor moved, with a second from Mrs. Batchelder to approve that request. Motion failed.

Doniphan County Economic Development: Mr. Reist informed the Board that Galen Weiland has resigned his position as Director of Economic Development for Doniphan County, effective June 30, 2008. Discussion was held regarding the future of that position and whether or not the College still wants to supervise that position. No action was taken.

Klinefelter/Plamann Land and Estates: The Board discussed the 160 acres of Klinefelter land in Doniphan County that is farmed by Jim Scott. Mr. Scott informed Mr. Reist that there is some conservation work that needs to be done on the quarter. The College is interested in maintaining the land and may approach that issue over a period of three to five years, depending on the amount of work to be completed.

Mr. Reist also asked the Board to consider allowing one Foundation Scholar Award to be funded by receipts from the Klinefelter land each year. A press release would acknowledge that Award each year and it will be named the John Klinefelter Scholarship, with a primary intent of awarding it to an Agriculture student.

Finally, in the near future, the College Board needs to transfer the Brown County land to the HCC Foundation. College attorney Alan Boeh will draw up the agreement and which will be then be brought before the Trustees for approval.

Approval of UMB Purchasing Cards: Northeast Kansas Technical College has used a system of purchasing cards to handle much of their purchase activity. This system does not circumvent their purchase requisition process; their approval system is still in place with purchase requisitions and supervisor approval. The purchasing cards allow employees to make purchases that are for travel, purchases of an immediate need, or from those vendors that will only allow credit card purchases. Currently, only a few HCC administrators have HCC credit cards, and there is value to having such cards available to others who are traveling or purchasing materials for the College. As part of the merger, Highland Community College will need to have the purchasing cards issued in the College's name and ready for use July 1, 2008. Mr. Harter moved and Mr. Taylor seconded to approve the availability of UMB purchasing cards. Motion passed.

Title III Update: Mr. Reist asked Dr. Sharon Weiser, director of the College's Title III program, to update the Board on activities in that program.

Academic Affairs Report: Mr. Mike Parker, Vice President for Academic Affairs, informed the Board of an upcoming in-service day for the faculty due to the College hosting the Delaware Valley Music Festival on February 20. HCC faculty members will travel to Atchison to view the NEKTC facilities and meet with the faculty there. In addition, there will be a meeting of the Regional Center Coordinators at the Atchison Center on that day.

Foundation Report: Dr. Craig Mosher, Executive Director of the HCC Foundation, reviewed the recent gift endowing the operation of and naming of the Walters Wellness Center. Dr. Mosher also announced the creation of two new endowed scholarships: one in memory of Mr. Robert Reeder, former chairman of the Board of Trustees; and one in memory of Mr. James E. Thompson, former science instructor at the College. The Reeder scholarship will target graduates from Troy High School. The Thompson award will be given to a physics major. The Foundation Board of Directors has also committed to donating the funds necessary to make a Foundation Scholar award each year. Those awards amount to \$4,000, and the Foundation Board is seeking donors for yearly awards or to endow an award. Coupled with the approval of the Board for an award in memory of John Klinefelter and funds from the estate of Hilda Triplett, four of these awards have now been endowed.

Finance Report: Ms. Deborah Fox, Vice President for Finance and Operations, discussed her exploration of procedures for funds in Atchison banking facilities following the impending merger with NEKTC in July. She also discussed the list of deferred maintenance items that received approval from the state for seventy percent of the request made.

Student Services Report: Dr. Cheryl Rasmussen, Vice President of Student Services, provided the Board the most recent enrollment figures for the Spring semester: 505 students on campus taking 7,385.5 credit hours; 2,255 students in the region taking 15,463 credit hours; and 409 students taking 2,157 credit hours online. Seventy-seven percent of campus housing is full, with 313 students living on campus. The Admissions staff hosted a Junior/Senior Day on February 3. She then discussed student recruiting efforts, Summer enrollment dates, and Summer Blitz.

Trustees' Report: Chairperson Rush noted that she and Mr. Reist will be attending the next KACCT and president's meeting in Topeka on Wednesday and Thursday, which necessitated the change in date of this Board meeting.


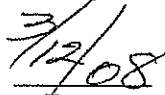

President's Report: Mr. Reist provided an update on State meetings coming up, including with KBOR, and the Council of Presidents. Along with Dr. Rasmussen and Mr. Parker, he had just returned from a meeting at Emporia State with the newly re-established Heartland Alliance, a consortium of community college feeder schools for ESU. The College continues to investigate the establishment of a Business Incubator and the possibility of hosting a Small Business Administration (SBA) center to assist area businesses with their operations.

Public Comment: None.

Announcements: None

Executive Session to Discuss Contract Negotiations: Mr. Karn moved, with a second from Mr. Taylor, to go into executive session at 9:40 p.m. to discuss negotiations. Motion passed. The Board reconvened at 10:05 p.m. with no action taken.

Adjournment: Mr. Coy moved, with a second by Mrs. Batchelder, that the meeting adjourn. Motion passed. Meeting adjourned at 10:06 p.m.

		
Joyce C. Rush Chairperson	Date	Jason Taylor Secretary/Treasurer