

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES

July 13, 2011

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

Swearing In: Russell Karn, Joyce C. Rush, and Joyce Simpson were sworn in to office.

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

Election of the 2011-12 Board Officers: HCC President David Reist served as Chair Pro-Tem for this election. Mr. Reist opened the floor for nominations. It was moved by Mr. Karn, seconded by Mr. Coy, that the slate of officers remain the same as last year with Mrs. Rush as Chairperson, Mr. Harter as Vice-Chair, and Jason Taylor as Secretary/Treasurer. Motion passed. The meeting was returned to Chairperson Rush.

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

Approval of Minutes: It was moved by Mr. Harter, seconded by Mr. Coy, that the minutes of the June 8, 2011, Regular Meeting, and the June 30, 2011, Board Retreat be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mr. Taylor, seconded by Mrs. Simpson, that warrants numbered 50319 through 50861 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Annual Meeting Action Items: A slate of Delegates and Representatives was presented for approval. It was moved by Mr. Harter, seconded by Mr. Coy, to approve the entire list of Delegates and Representatives. That list included Mr. Taylor as the HCC Foundation Liaison with Mr. Harter as the alternate, Mrs. Rush as the KACCT delegate and KASB contact, Dortha Gaul as 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 Hiawatha, First State Bank of Perry, 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.

Scottie Park Lease Agreement: Scottie Park, the current location for practice and competition for the HCC Women's Softball Team, is owned by HCC Board of Trustee Member, Russell Karn, and his wife Joann. The Scottie Booster Club entered into a lease agreement with the Karns for the use of the field with the understanding that the College would sublease the field from the Booster Club. The Booster Club entered into a 10-year lease in November of 1998 with the College entering into a lease with the Booster Club in December of 1998. It is now legal counsel's opinion that two leases are no longer necessary and the College can lease the field directly from the Karns. Mr. Reist presented a draft lease agreement between the College and the Karns for Scottie Park Softball Field. He stated that the draft has been forwarded to legal counsel and a recommendation will be made at the August meeting.

Bids for New Foundation for Technical Center Building Trades Home 6: The Building Trades Program at the HCC Technical Center will begin construction on house #6 this fall at the Washington Street site in Atchison. Bids for the foundation were presented with one bidder responding. It was moved by Mrs. Simpson, seconded by Mr. Karn, that the bid for a house foundation on the Washington School site be accepted as submitted from S & R Betts Construction of Atchison, Kansas. Motion passed.

Land Donation for HCC Technical Center: Mr. Reist announced that Jackie and Dirk Weatherford of Atchison contacted him offering to donate to the College an empty lot just south of the Washington Street block where the Building Trades programs builds houses in Atchison. It is possible there may be enough room for the program to build a home there. Mr. Reist asked the Board if they had any objections to the Administration investigating this offer and bringing back a recommendation to the Board at the August meeting. The Board members expressed no objections.

Name Change: Mr. Reist reported that the merger agreement that was agreed upon by the USD 409 Board and the Highland Community College Board refers to the new name of Northeast Kansas Technical College as Northeast Kansas Technical Center of Highland Community College. The Technical Center is currently submitting application for accreditation renewal from the Council on Occupational Education. In order to refer to the Technical Center as the Highland Community College Technical Center on the application, the COE requires Board action for that name change. It was moved by Mrs. Simpson, seconded by Mr. Taylor, that the name of the Technical Center be changed from "Northeast Kansas Technical Center of Highland Community College" to "Highland Community College Technical Center." Motion passed.

Booster Club Report: Mr. Reist presented the Booster Club report as required by the NJCAA for annual review. Discussion. It was moved by Mr. Taylor, seconded by Mr. Coy, that the Booster Club report be accepted as submitted. Motion passed.

Leadership Succession Statement: Mr. Reist presented a HCC Leadership Succession Statement for Board consideration as follows: "Leadership succession is planned for at the College on two levels - at the presidential level and the vice-presidential level. Leadership succession at all other levels is addressed in the charters of the teams/committees at those levels. To protect the Board of Trustees, the College, and its employees from the sudden loss of presidential services, the HCC President will, at all times, ensure that members of the President's staff are sufficiently familiar with Board and President issues and processes to efficiently function in presidential capacities on an interim basis. The Board will then determine if it wants to promote a member of the President's Staff to the permanent position or if it wants to embark on an external

selection process. If a vacancy occurs on the vice-presidential level, the President has the authority to determine a course of action based on the situation of that vacancy. The President can appoint an interim vice president, can assign the vice-president's duties to existing employees, or can assume those responsibilities until a replacement is determined." It was moved by Mr. Karn, seconded by Mr. Harter, that the Leadership Succession Statement be adopted as presented. Motion passed.

Website, Branding, and Marketing Proposal: Dr. Cheryl Rasmussen, Vice President for Student Services, explained the history of the HCC website and attempts to keep it updated. She described a proposal from PDG Creative of Bartlesville, Oklahoma, that would coordinate the work currently being done in separate College functions (IT, Admissions, Athletics, PR). The new approach would include a new website design that would allow for internal content management with templates included so that individually management department information would align with the overall look and feel of the website. In addition, the College would have the ability to create its own customized forms for the site and use a single database to provide a more consistent pathway to future changes. Along with the new website, a new brand for the College and development of social marketing strategy will be created. Dr. Rasmussen noted that the project would be paid for out of existing budgets. Discussion. The Board expressed their desire that security of the system be of the highest concern. It was moved by Mr. Karn, seconded by Mrs. Simpson, that the new website, branding, and marketing proposal from PDG Creative be accepted as presented. Motion passed.

Budget Discussion and Approval of the Budget for Publication: Ms. Deborah Fox, Vice President for Finance/Operations, provided a cash carryover report and discussed several scenarios regarding a proposed mill levy for publication. It was moved by Mr. Karn, seconded by Mrs. Simpson, that the mill levy for 2011-2012 be published at 14.64 mills. Discussion. Motion passed.

HCC Foundation Report: No report.

Finance/Operations Report: Ms. Deborah Fox, Vice President for Finance/Operations, updated the Board on a new hire in the Payroll Department and discussed local expenditures in Doniphan County.

Academic Affairs: Dr. Cia Verschelden, Vice President for Academic Affairs, discussed Performance Agreements, a meeting she had attended regarding a grant on healthy foods, and progress on the AQIP portfolio.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, provided a preliminary Fall enrollment and housing report. The annual back to school Block Party will be held on August 16 at 5:30 p.m. on the front lawn of campus. Annual Leadership Training will be held on July 28, 29, and 30 at Camp FarWesta in Stewartsville, MO. RA's, tutors, tour guides, Foundation Scholars, and SGA Officers will participate.

Trustees' Report: Chairperson Rush updated the Trustees on the recent Kansas Association of Community College Trustees' meeting that she had attended at Kansas City Kansas Community College.

President's Report: Mr. Reist informed the Trustees that the Klinefelter Barn Project Pre-Bid Meeting was held earlier in the day with bids due next week. The Kansas Association of Community College Trustees/Council of Presidents will hold their meeting at HCC on September 11 & 12. All Board Members are invited to attend. Mr. Reist informed the Trustees that the Fort Scott Community College Football Program has refused to travel to Air Force Prep in Colorado Springs and has been sanctioned

by the Kansas Jayhawk Conference. The State Pride Board Meeting will be held in the HCC Administration Building Conference Room on August 12. HCC Alumni Games are August 20. Mr. Reist discussed recent personnel changes and provided an update on the Wamego Center.

Announcements: None.

Executive Session: It was moved by Mr. Karn, seconded by Mrs. Simpson, that the Board go into Executive Session for no more than 10 minutes at 9:26 p.m. to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to Regular Session at 9:40 p.m.

Adjournment: It was moved by Mr. Coy, seconded by Mrs. Simpson, that the meeting adjourn. Motion passed. Meeting adjourned at 9:40 p.m.

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Joyce C. Rush  
Chairperson

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Date

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Jason Taylor  
Secretary/Treasurer