

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

August 8, 2007

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

Call to Order: The regular meeting was called to order at 7:35 p.m. by Chairperson Rush in the Highland Community College Administration Building Conference Room.

Approval of the Agenda: Two items were added to the Agenda. Software was added as Action Item V.E. West Avenue was added as Action Item V.F. It was moved by Mr. Harter, seconded by Mrs. Batchelder that the Agenda be approved as amended. Motion passed.

Approval of Minutes: It was moved by Mr. Taylor, seconded by Mr. Coy, that the minutes of the July 11, 2007, Regular Meeting be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mr. Karn, seconded by Mrs. Batchelder, that warrants numbered 12763 to 13221 be approved as presented. Discussion. Motion passed.

2007-08 Budget: Revenue projections for Fiscal Year 2008 were discussed. It was moved by Mr. Taylor, seconded by Mr. Karn, that the 2007-08 Budget be approved as published. Motion passed.

HCC Business Incubator/eCubator: Mr. David Reist, President, presented a Business Incubator/eCubator Program Proposal written by Mr. Greg Boschee, HCC Business Instructor. Business Incubator programs are not a new idea and have been successful in other areas of the state and country. There are many difficulties associated with starting a new business. Business Incubators are made up of organizations that provide various forms of assistance to entrepreneurs who have a good idea but need some help overcoming these obstacles and putting their idea into action. An eCubator program is designed to help on-line businesses and basic Internet type companies that need more technical infrastructure support than the traditional business. HCC has explored the possibility in the past, but has not pursued such a project to date. A preliminary meeting was held with the Doniphan County Economic Development, the Mayor of Highland, Glacial Hills RC & D, and HCC. It appears there is sufficient interest from various entities to assist with such a program. Mr. Reist asked Board approval to proceed with exploring a Business Incubator program. Discussion. It was the consensus of the Board that the Administration be allowed to proceed in its exploration of a Business Incubator program.

2008-2009 Calendar: Mr. Reist informed the Trustees that the Academic Calendar for 2008-09 is still under construction. Typically, this item has been approved by this time, but the Administration is considering, beginning with the Fall, 2008, calendar, moving the start date back one week, meaning that Registration would be on August 18, 2008, rather than August 11th. There are a number of reasons for this. Chief among them are that the second on-campus summer session begins after July 4th and usually runs into the first few days of August. This makes the end of the summer session and the start of the fall session very close together. Also, athletic teams currently have a difficult time getting in the required practice sessions. Delaying a week will give them more two-a-day opportunities without class conflicts. In addition, the later start date would put HCC more in line with the universities schedules. Mr. Reist asked the Trustees to consider changing the Fall Session start date as proposed. This item will be brought back to the Board in September, 2007, for action.

Education Deferred Maintenance Tax Credit Program and HB 2237 Bonding Program: Mr. Reist explained a new opportunity that will be available in Kansas beginning July, 2008, which would allow significant tax credits for individuals who donate money to the College and designate those dollars to the deferred maintenance program.

Another piece of legislation that will be advantageous to community colleges is HB 2237. This is a Bonding Program which will provide no interest loans for deferred maintenance at community colleges. These loans must be paid back within eight years. They are highly competitive.

There is still legislation to be written on both of these items, but Mr. Reist stated that both will be good for the community college.

Software: Mr. Reist provided a proposal to purchase the PowerFAIDS Financial Aid Module of PowerCampus as well as Campus Portal to include Executive Reporting. It has been the intent of the Administration to purchase the PowerFAIDS module and wait a couple of years before purchasing the Campus Portal module. Sungard, the software provider, has provided a quote which would save the College \$34,400 if both modules were purchased now. Mr. Reist requested approval from the Board to purchase both PowerFAIDS and Campus Portal. Discussion. It was moved by Mr. Karn, seconded by Mrs. Batchelder, that both the PowerFAIDS and Campus Portal modules of PowerCampus be purchased. Motion passed.

West Avenue: Mr. Reist shared a letter from Mr. Ted Collins, Attorney for the City of Highland, in which the City provided a proposal for the possible closing of a portion of Prairie Street in return for a monetary contribution from the College toward the paving of West Avenue. Discussion. It was the consensus of the Board that the Administration be directed to have a contract drawn up with the City of Highland for this project and that the contract be presented to the Board for consideration at a later meeting.

Foundation Report: Dr. Craig Mosher, Executive Director of the HCC Foundation, reported that a Foundation Board Meeting was held on July 30th. Discussed at that meeting were investments, possible property in Holton for the Regional Site, and new Board Members.

Finance/Operations: Ms. Deborah Fox, Vice President for Finance/Operations, provided an update on maintenance projects including the new keyboard lab in the Music Room which is nearly complete. The Regional Sites have recently undergone Fire Marshall inspections and those reports should be received soon. Bids for the new weight room are being sought.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, provided the Trustees with the new Student Handbook. She reported that housing is full and that it appears enrollment may be slightly higher than last year.

Academic Affairs Report: Mr. Mike Parker, Vice President for Academic Affairs, reported that the new on-line courses are doing quite well. All 35 classes offered will make. Employee Inservice will be held on August 10th. Classes begin August 15th.

Mr. Parker introduced Mr. Pete Gochis who spoke to the Board about the Tech Boot Camp for faculty which was paid for by Title III federal grant monies.

Trustees' Report: Chairperson Rush reported that she will be attending the Association of Community College Trustees' meeting in San Diego in September. She will also attend the Kansas Association of Community College Trustees' meeting in Wichita on September 7th and 8th.

President's Report: Mr. Reist informed the Trustees that the Governor has appointed five new members to the Board of Regents. The new members appear to be community college friendly.

Mr. Reist provided a personnel update and an update on the Klinefelter property. Progress regarding the merger between Highland Community College and the Northeast Kansas Technical College was discussed.

Mr. Reist reviewed upcoming meetings that he will be attending. Upcoming activities at the College include Alumni Games on August 18th, the first home football game of the season on August 25th, and the start of Regional classes on August 27th.

Public Comment: None.

Announcements: None

Executive Session to Discuss Non-Elected Personnel: It was moved by Mr. Karn, seconded by Mr. Harter, that the Board go into Executive Session at 8:57 p.m. for no more than 5 minutes to discuss non-elected personnel. Motion passed.

The Board reconvened to Regular Session at 9:02 p.m.

Adjournment: It was moved by Mr. Coy, seconded by Mrs. Batchelder, that the meeting adjourn. Motion passed. Meeting adjourned at 9:02 p.m.

	9/12/07	
Joyce C. Rush Chairperson	Date	Jason Taylor Secretary/Treasurer