

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
September 14, 2011

Trustees Present: Vernie Coy, Donald Harter, Joyce Simpson. Jason Taylor. Russell Karn arrived at 8:20 p.m.

Absent: Joyce C. Rush

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

Approval of the Agenda: It was moved by Mrs. Simpson, seconded by Mr. Taylor, 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 August 10, 2011, Regular Meeting and the August 10, 2011, Budget Hearing be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mr. Taylor, seconded by Mrs. Simpson, that warrants numbered 51436 thru 52216 be approved as presented. Discussion. Motion passed.

Public Comment: None

Banking Signatures Approvals: The Farmer's State Bank in Highland is now the Bank of Highland, A Branch of Bendena State Bank. The Bank of Highland has requested an updated list of employees authorized to conduct specific business on behalf of the College. The Trustees were presented with a list of authorizations and employees. It was moved by Mr. Coy, seconded by Mrs. Simpson that the list of employees presented be approved to conduct business on behalf of Highland Community College with the Bank of Highland. Motion passed.

Approve Postsecondary Education Infrastructure Documents: As part of the Postsecondary Education Infrastructure (PEI) loan program, Garden City Community College has excess funds available. These are interest free loans payable back over an eight year period. Highland Community College has applied for and received \$22,760.91 to be used for the Administration Building entryway project. Discussion. It was moved by Mr. Taylor, seconded by Mr. Coy, that Highland Community College accept the additional \$22,7560.91 in PEI Loans. Motion passed.

Klinefelter Farm Cash Rent Contracts: President David Reist explained that the John and Marie Klinefelter farm is cash rented in two parcels, a 480 acre tract in Brown County and a 160 acre tract in Doniphan County. The Doniphan County parcel is leased to the Jim Scott family for one more year. The Brown County parcel is in its final year of a three year lease to Miller Farms of Wathena. A discussion was held regarding options for the land. It was moved by Mr. Coy, seconded by Mr. Taylor, that the Administration investigate the option of sealed bids for cash rent of the land and that a formal recommendation be brought to the Board at the October 12, 2011, regular meeting. Motion passed.

Cemetery Association 44 Acres Proposal: President Reist informed the Board that Valley Grain and Fertilizer Company, Inc., has presented the College with a proposal for the 44 acres on the west edge of Highland that the College obtained from the Highland Cemetery Association. The land is currently in the final year of a three year lease with Miller Farms of

Wathena, Kansas. Valley Grain is proposing that they work the land, put in the crop, spray, harvest, etc., using it as a test plot for corn and soybeans. They would also compile all the data from the plot in cooperation with the students in HCC's Agriculture program. Valley Grain would then sell the crops, keep only their expenses, with the remaining proceeds going to the College. The other option would be to again lease the farm out as has been done in the past. Discussion. The Board recommended that a committee be formed to determine how to move forward on this with a recommendation brought to the next meeting.

HCC Institutional Climate Survey: President Reist, President, provided the Board with the results of an employee institutional climate survey in which employees provided their opinions about various aspects of the College. The purpose of the survey was to gain information to be used in the Academic Quality Improvement Program (AQIP) improvement process. President Reist asked the Trustees to review the survey and provide input to him. The Board expressed their gratitude to all the employees for participating in the survey and that the Board will be taking a serious look at the results.

Kansas Division of Emergency Management Resolution: FEMA has approved a Doniphan County Multi-Jurisdictional Mitigation Plan and has requested that each of the jurisdictions that participated in the plan approve a Resolution to adopt the plan. Discussion. It was moved by Mr. Coy, seconded by Mr. Taylor, to adopt a resolution to accept the Doniphan County Multi-Jurisdictional Plan. Motion passed.

Security Position: President Reist informed the Trustees that the College currently has one full-time Security Officer position along with several part-time positions. The part-timers do not tend to stay long as they find other work and recently the College has been unable to fill one of the positions, resulting in additional work and overtime for other employees. Mr. Reist requested approval to move one of the part-time assistant security positions to full-time with benefits. Discussion. It was moved by Mrs. Simpson, seconded by Mr. Coy, that a part-time assistant security position be changed to full-time status with benefits. Motion passed.

Academic Affairs: Dr. Cia Verschelden, Vice President for Academic Affairs, reported that the semester has started well. Over 250 adjunct and concurrent instructors have participated in inservice thus far.

Student Services: No report.

Foundation Report: Dr. Craig Mosher, Executive Director, informed the Trustees that the annual financial audit of Foundation records is underway. The next Foundation Board Meeting will be on October 10, with a Strategic Planning Session to be scheduled prior to that meeting. The Foundation is still seeking new members.

Finance/Operations: Ms. Deborah Fox, Vice President for Finance/Operations, reported that, as approved by the Board at the August meeting, a 2009 12-passenger van has been purchased to transport students from the Highland campus to the Technical Center daily. The 11 year old Grasshopper mower has been replaced with a new Hustler Super Z. The annual audit will begin on October 17.

Trustees' Report: No report.

President's Report: President Reist reported that the Kansas Association of Community College Trustees/Council of Presidents meeting held on the Highland Community College campus on September 11 & 12 went very well. He stated that he received a number of very complimentary comments about the HCC Campus. The Council of Presidents are currently working on the three year funding formula, course transfer issues, and mission creep.

(Mr. Russell Karn arrived at 8:20 p.m.)

The ADN Commencement Ceremony was held on August 28 with 19 students graduating. The event was very well attended by friends and relatives.

Two Kansas Board of Regents staff members visited the College earlier in the day to discuss the new Kansas Post-secondary Reporting System. This system will determine funding for Kansas colleges.

President Reist stated that he visited the HCC Technical Center last week and was impressed with what the instructors are doing there. He suggested having the November Board Meeting at the Center. The Board expressed no objection.

President Reist reported that he and the committee are continuing to work with L & L Construction on the Klinefelter Barn project. After reviewing the project, \$43,000 has been cut from the original bid thus far.

Public Comment: None.

Announcements: Mr. Harter stated that he had attended the Spirit Clinic for high school students at the Wellness Center and also the KACCT/COP Meeting held on campus. He added that both events were well done and commended the staff for their hard work.

Executive Session to Discuss Non-Elected Personnel: It was moved by Mr. Taylor, seconded by Mrs. Simpson, that the Board go into Executive Session at 8:25 p.m. for no more than fifteen minutes to discuss non-elected personnel. Motion passed.

The Board reconvened at 8:40 p.m. It was moved by Mr. Coy, seconded by Mrs. Simpson, that the Executive Meeting be extended for five minutes. Motion passed.

The Board reconvened to regular session at 8:45 p.m.

Adjournment: It was moved by Mr. Coy, by Mrs. Simpson, that the meeting adjourn. Motion passed. Meeting adjourned at 8:45 p.m.

Joyce C. Rush
Chairperson

Date

Jason Taylor
Secretary/Treasurer