

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

October 14, 2009

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

Call to Order: The meeting was called to order by Chairperson Rush at 7:40 p.m. in the Conference Room of Building A at Highland Community College's Northeast Kansas Technical Center.

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

Approval of the Minutes: It was moved by Mr. Karn, seconded by Mrs. Batchelder, that the minutes of the September 9, 2009 Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor with a second from Mr. Harter that warrants 31865 through 33251 be approved as presented. Discussion. Motion passed.

Holton Regional Center: Mr. David Reist, President, presented information from a recent discussion with the owner of a possible new site for the Holton Center. Those discussions are continuing, with the owner.

Native American Heritage Museum: Mr. Reist informed the Board of a meeting he, Deborah Fox, Vice President for Finance and Operations, and Cia Verschelden, Vice President for Academic Affairs, had with representatives of the Kansas Historical Society (KHS). KHS closed the Native American Heritage Museum just east of Highland last year, and they are interested in another public entity assuming ownership of the property. Mr. Reist was seeking permission to pursue control of that facility, following steps mandated by KHS, including legislative approval. Mr. Harter made the motion, with a second from Mrs. Batchelder, to allow the administration to pursue that control. Discussion. Motion passed.

Half-time Clerical Position for Online Instruction; Clerical Position for Financial Aid: Because of the related nature of these two items, they were discussed as a single item. Due to the growth of the College's Online Instruction program and the increase in the numbers of HCC students needing federal financial assistance, Mr. Reist requested approval of two new positions: a half-time position to assist with online enrollment and an additional full-time position in financial aid. In the Fall of 2007, the College had 81.3 FTE students online, taking 1,220 credit hours. This Fall, 361.3 FTE's are taking 5,420 credit hours. In the entire year of 2006-07, the Financial Aid office handled 3,667 individual student reports. So far already this year, the office has handled 4.103 individual student reports. Mr. Taylor moved to combine approval of both positions. Mrs. Batchelder made the second. Discussion. Motion approved.

Purchase of Used Tractor: At the previous Board meeting, Mr. Reist obtained the Board's permission to search for a used tractor for use at the Klinefelter Farm and around campus. The Diesel program at the Technical Center found an appropriate tractor for \$9,900, with comparable tractors starting at \$15,000. The Diesel program students will overhaul the engine. Purchase of the tractor will come from the Klinefelter Farm funds. Mr. Karn made the motion to purchase the tractor, with a second from Mr. Harter. Motion passed.

Accept Technical Center Equipment Bids: During the September, 2009 meeting, the Board gave approval for the Technical Center to solicit bids on three pieces of equipment to be purchased from the Capital Outlay list which is funded from State dollars. The three pieces are a frame machine, a rotary screw air compressor, and a cut-in prep/air filtration station.

Bids were received and the administration recommended the Board accept the lowest bid of \$24,650 from CJJ, Inc. for the frame machine, \$19,600 from Auto Body Equipment Solutions/ABC for the rotary screw air compressor, and \$23,589 from D&R Auto Paint and Supply for the cut-in prep station. It was moved by Mr. Harter, seconded by Mr. Karn, that the Board accept the Administration's recommendation. Motion passed.

Accept Equipment Donations for Technical Center: Mr. Reist asked the Board to officially accept the donation of two pieces of equipment to the Technical Center: a 1996 Freightliner diesel truck from Duane Becker of Lancaster, and a 1972 Steiger Bearcat from Scholtz Farms in Lancaster. Mr. Karn made the motion to accept the equipment, with a second from Mr. Taylor. Motion passed.

Foundation Report: Dr. Craig Mosher, Executive Director of the HCC Foundation, reported on the recent quarterly meeting of the Foundation Board of Directors. In addition, the Foundation Scholars held a street dance to raise supplies for the Doniphan West Food Bank, contributing a box of canned goods and \$100.

Finance/Operations: Deborah Fox, Vice President for Finance and Operations, brought the Board up to date on efforts to collect outstanding student accounts. The College had been using an outside collection agency, which resulted in a 20-25 percent return. Feeling she could increase that return through College holds on student records, Fox increased the return rate to 30-35 percent. The recent increase in the use of federal student assistance programs has also brought an increase in fraud, and Kansas has recently allowed colleges to garnish wages to satisfy outstanding student accounts.

The College received Federal Stimulus Fund dollars that were appropriated to the State. Those funds are to be used for deferred maintenance. Due to an error in how the State dispensed those funds, those dollars had to be returned. The College still qualifies for the dollars; they will now be reimbursed once the deferred maintenance project has been conducted.

On the budget front, Fox informed the Board that it appears the College needs to prepare for yet another state funding cut before the end of this calendar year.

Student Services: In the absence of Dr. Cheryl Rasmussen, Vice President for Student Services, no report was given. However, the latest enrollment figures were shared.

Workforce/Technical Education: Mike Rogg, Vice President for Workforce and Technical Education, reviewed the purchases to be made with Capital Outlay funds from the state. He also informed the Board of local grant requests the Technical Center has submitted. Mr. Rogg introduced Janean Bowen, Director of Nursing, for a review of the RN Completion Program. Bowen reviewed the steps taken so far and the steps to happen in the near future for approval of an RN Completion Program at the Tech Center. This associate degree program is targeted at LPN's who want to complete the study necessary to become a Registered Nurse. Steps for approval of the program will conclude in the Spring, with an anticipated start date to admit students for Fall 2010.

Academic Affairs: Dr. Cia Verschelden, Vice President for Academic Affairs, reported on her meetings with faculty and visits to campus classrooms, noting that she is impressed with the quality of teaching she is seeing.

Trustees' Report: Chairperson Rush reported that she had attended the Kansas Association of Community College Trustees meeting in Andover on September 11-12, and thanked the Board for allowing her to attend.

President's Report: Mr. Reist informed the Board that he would be meeting with the Trust Officer for the Gloria (Klinefelter) Plamann estate concerning improvements made to the buildings on the Klinefelter Farm.

Mr. Reist and Dr. Harold Arnett, Director of Institutional Research, have been working with a consultant on preparing a Title III Grant application. The due date for those applications has been delayed until November.

The College continues to be part of a National Science Foundation Grant in viticulture and enology, and the College recently hosted a wine chemistry workshop at the Wamego Center.

Mr. Reist attended the Council of Presidents meeting where he learned that Kansas community colleges will be conducting a marketing campaign, at a cost of \$2,500 per college, to educate Kansas residents about the value of the colleges to the Kansas economy. There is interest from Northeast Oklahoma A&M College (NEO) in joining the Kansas Jayhawk Community College Conference. Since the Jayhawk is composed entirely of Kansas colleges, the presidents want to keep it that way. Some Jayhawk members schedule NEO in some sports, and consideration will be given to including NEO in the football schedule, replacing the Texas conference schools.

Mr. Reist announced the College hosted a College Planning Conference in the Walters Wellness Center on October 13 and that the Fall Vocal Music Concert will be Thursday, October 22, at 7:30 pm in Culbertson Auditorium.

Public Comment: None.

Announcements: None

Executive Session: It was moved by Mr. Karn, seconded by Mr. Harter, that the Board go into executive session at 9:09 pm for no more than 10 minutes to discuss non-elected personnel. Motion passed.

The Board reconvened to regular session at 9:19 pm.

Adjournment: It was moved by Mr. Taylor, with a second from Mrs. Batchelder, that the meeting adjourn. Motion passed. Meeting adjourned at 9:19 pm.

Joyce C. Rush, Chairperson

Date

Jason Taylor, Secretary/Treasurer