

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES

November 12, 2008

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

Trustees Absent: Nancy Batchelder

Call to Order: The meeting was called to order by Chairperson Rush at 7:30 p.m. in the Administration Building Conference Room on the HCC Main Campus.

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

Approval of Minutes: It was moved by Mr. Taylor, seconded by Mr. Karn, that the minutes of the October 8, 2008, Regular Meeting be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mr. Harter, seconded by Mr. Taylor, that warrants numbered 23686 through 24,000 be approved as presented. Discussion. Motion passed.

Proposal for the Klinefelter Farm: Mr. David Reist, HCC President, introduced Matthew Young, Brown County Extension Agent, and Nathan Geiger, Doniphan County Extension Agent. They spoke to the Board about a proposal to use a portion of the Klinefelter property in Brown County as a test farm in cooperation with Kansas State Research and Extension. An Advisory Committee has been formed to assist in this endeavor. Discussion. It was moved by Mr. Harter, seconded by Mr. Coy, that the Highland Community College and K-State Research and Extension Test Farm Proposal be accepted. Motion passed.

Cash Rent Agreements for College Land: Mr. Reist presented proposed cash lease agreements for the properties known as the Klinefelter Property and the Cemetery Land. He stated that legal counsel has recommended a cash rent auction rather than sealed bids for the rent of this property. Discussion. It was moved by Mr. Karn, seconded by Mr. Coy, that the College proceed with cash rent auctions on the Klinefelter Property and the Cemetery Land with said auctions to be held prior to the end of the calendar year. Motion passed.

HCC Foundation Agreement and Lease: It was moved by Mr. Karn, seconded by Mr. Coy, that this item be tabled until the December regular meeting. Motion passed.

Fire System Upgrades: Ms. Deborah Fox, Vice President for Finance/Operations, provided information regarding a maintenance project that she proposed be completed with monies from the Post-secondary Educational Infrastructure loan fund. The specific project proposed was to upgrade the fire systems in the Math/Science/Communication Building, Allen Field House, and the Library/Student Union building. The upgrades would be completed by Professional Fire Alarm Systems and would utilize the PEI Loan Funds from the State. It was moved by Mr. Harter, seconded by Mr. Taylor, that the Board approve the upgrade of the fire systems by Professional Fire Alarm Systems in the amount of \$27,472 for Allen Field House, LSU, and Math/Science/Communication building and to utilize PEI Loan Funds for those projects. Motion passed.

Bellevue School Renovation: Mr. Reist explained that, as a part of the merger lease agreement with the Technical Center, Bellvue School was sold to the HCC Foundation with the understanding that it would be renovated by the Technical Center for instructional space. It is anticipated that the building will be used for an electrical program and perhaps other programs for the Technical Center.

Since much of the work for the project would be completed by technical programs and their students, the College would be acting as its own general contractor. However, there will still need to be outside contractors to install roofing, siding, awnings, and parking lots. Money for the project would come from Technical Center reserve funds. Discussion. It was moved by Mr. Taylor, seconded by Mr. Coy, that approval be given to solicit bids for siding, roof, and parking lot work for Bellevue School. Motion passed.

Technical Center Roof: Two bids were received for the replacement of the roof on Building B at the Technical Center. One bid was from Midwest Coating, Inc. of Topeka, Kansas, and one bid was received from Boone Brothers Roofing, Inc., of Olathe, Kansas. It was moved by Mr. Karn, seconded by Mr. Coy, that the low bid from Midwest Coating, Inc. of Topeka, Kansas, be accepted as presented. Motion passed.

Technical Center Sign: Three bids were received for the installation of a new sign at the Technical Center. The bids were on a Technical Center LED sign and an illuminated Regional sign and installation. It was moved that the low bid of \$15,127 from Signs Plus be accepted. Motion passed.

Carl Perkins Reserve Grant Funds for Medical Mannequins: A total of \$512,000 in funds is available through competitive grant from the State of Kansas Technical Programs to purchase equipment to modernize technical program curriculum. Highland Community College was able to secure \$85,895 for the purchase of medical mannequins for use by the Technical Center nursing programs. The purchase approved by the Board at the October, 2008, meeting to use Capital Outlay to purchase SIM Mannequins can be used as a match for this grant. Discussion. It was moved by Mr. Karn, seconded by Mr. Taylor, that the Board approve the purchase of Medical Mannequins with Carl Perkins Reserve Grant money. Motion passed.

Academic Hall of Fame: Mr. Reist provided the Trustees with a draft proposal to establish an Academic Hall of Fame at Highland Community College. A discussion was held in which the Board suggested several wording changes. It was moved by Mr. Harter, seconded by Mr. Karn, that the Proposal for the creation of the Highland Community College Academic Hall of Fame be approved as amended. Motion passed.

2 Plus 2 Agreement with Midway College: Mr. Reist explained that, because of its association with The Learning House as its online provider, HCC has been approached with a partnership offer for a 2 plus 2 agreement with Midway College of Midway, Kentucky. Midway is proposing that they will make available to HCC students two Bachelor's Degree Completion Programs in Homeland Security Corporate Management and Assessment and Organizational Administration and Leadership. This would not be an exclusive agreement with HCC only, but is another option for students. The Kansas Board of Regents approved Midway College at their October, 2008, meeting. Mr. Reist provided the Trustees with a copy of the proposed partnership agreement. Discussion. It was moved by Mr. Taylor, seconded by Mr. Coy, that the 2 Plus 2 Partnership Agreement with Midway College be approved as presented. Motion passed.

Technical Center Report: Mr. Mike Rogg, Vice President for Trade & Technical Education, reported that the Technical Center has been informed that the recertification of the Automobile Technician Training Program was accepted and the program has been recertified.

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He also reported that the Auto Collision Repair Program at the Center is going “Green” with the introduction of waterborne automotive refinishing paints. This would make the NEKTC one of the first technical schools in the Midwest to embrace recent EPA National Emission Standards for Hazardous Air Pollutants.

Mr. Rogg provided the Trustees with copies of a study comparing technical education in Kansas with other states.

Foundation Report: No report.

Finance/Operations Report: Ms. Deborah Fox, Vice President for Finance and Operations, reported on maintenance projects that were completed over the summer as well as other ongoing projects.

She stated that she has been informed that there will be a 3% rescission in State Funding announced soon. This means that the College will have to return part of the money the State has awarded for the current Fiscal Year.

Student Services: Dr. Cheryl Rasmussen, Vice President for Student Services, reported on recent activities including Junior-Senior Day, Admissions Luncheons with high school counselors, and the National Association of Student Personnel Administrator's Conference that she had attended in Tulsa, Oklahoma. Spring enrollment started on October 27, 2008.

Academic Affairs: Mr. Michael Parker, Vice President for Academic Affairs, reported that the Theatre Club will entertain employees at their Employee Holiday Luncheon on December 17<sup>th</sup>. A Firefighter Class co-sponsored with the Bureau of Indian Affairs is underway with 28 students. The course is free to the students.

Mr. Parker introduced HCC Mathematics Instructor Mr. Jeffrey Hurn. Mr. Hurn informed the Trustees about the National Council of Teachers of Mathematics Regional Conference & Exposition in Oklahoma City that was attended by Mr. Hurn, Michelle Hurn, Margy Heddens, and Marsha Ganstrom, all of whom are math instructors at HCC. He indicated that there were three main benefits to those attending: Content-level mathematical methods enhancement; Advanced instructional techniques skill development; and the chance to obtain/use innovative materials and calculators. Mr. Hurn ended his presentation by thanking the Board for the opportunity to attend these types of conferences.

Trustees' Report: Chairperson Rush reported that she will be attending the Kansas Association of Community College Trustees meeting on December 7 & 8 in Concordia, Kansas.

President's Report: Mr. Reist reported that the annual Legislative Dinner will be on November 20 at 6:30 p.m. at the Technical Center in Atchison.

A number of new trees have been planted across the main campus. The closing on the home built by the Technical Center went very well. Another home will be completed soon and up for bid.

Mr. Reist reported that Andrea Keller was named Coach of the Year in the Jayhawk All Conference Volleyball Eastern Division. Four of Coach Keller's players were named Jayhawk

All Conference. HCC will be hosting the Region VI Multi-Events Pentathlon this year. Basketball is underway and doing well.

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Mr. Reist thanked Dr. Rasmussen and her committee for their work on the Tommy Emmanuel Concert. It was very well attended and the College has received a number of good comments about the concert.

The next 150<sup>th</sup> Celebration Event will be the Big Band Dance on November 15, 2008. On November 19<sup>th</sup>, the Scotties will host a Division II home basketball game against Brown Mackie College. The College will be closed for Thanksgiving break on November 26, 27, & 28. A Christmas Open House will be held at the President's Home on December 12 from 4 – 8 p.m. An Employee Holiday Luncheon will be held on December 17<sup>th</sup>.

Public Comment: None.

Announcements: Mrs. Rush commented that the recent College theatrical production was very well done. Mr. Harter thanked Mr. Reist for the recent article in the Kansas Chief.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Taylor, that the Board go into Executive Session at 9:18 p.m. for no more than 20 minutes to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to Regular Session at 9:42

Adjournment: It was moved by Mr. Coy, seconded by Mr. Karn, that the meeting adjourn.  
Motion passed. Meeting adjourned at 9:42 p.m.

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Joyce C. Rush

Date

Jason Taylor

Chairperson

Secretary/Treasurer