

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

April 14, 2010

Trustees Present: Nancy Batchelder, Vernie Coy, Donald Harter, Jason Taylor

Absent: Russell Karn, Joyce C. Rush

Call to Order: The meeting was called to order by Vice-Chairperson Harter at 7:30 pm in the Administration Building Conference Room on the Highland Community College campus.

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

Approval of the Minutes: It was moved by Mr. Taylor, seconded by Mr. Coy, that the minutes of the March 10, 2010, Regular Meeting and the March 30, 2010, Special Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mrs. Batchelder, that warrants numbered 38013 through 39089 be approved as presented. Motion passed.

RWD No. 6 Easement Request: Ms. Rita Clary, representing Rural Water District No. 6, Doniphan County, Kansas, requested a temporary easement to drill on the property in Doniphan County commonly referred to as the Klinefelter property. Discussion. It was moved by Mr. Taylor, seconded by Mr. Coy, that a temporary easement with an option for HCC to lease be granted to RWD No. 6. Motion passed.

Wellness Center Financing: Last month, the Board approved refinancing of the 2004 Wellness Center Revenue Bonds. Doing so at this time will result in a substantial one-time savings for the 2011 fiscal year. Mr. John Haase, bond counsel, was present to discuss options for the refinancing. Discussion. It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board approve the issuance of a COP for refinancing the Wellness Center. Motion passed.

President's Contract: It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board extend Mr. David Reist's contract as President through June 30, 2012, with the salary for the 2010-2011 contract year to be determined at a later date. Motion passed.

Administrative Contracts: It was moved by Mrs. Batchelder, seconded by Mr. Taylor, that the Board extend contract renewals for the 2010-2011 academic year to the following administrators: Deborah Fox, Vice President for Finance & Operations; Craig Mosher, Executive Assistant to the President/Executive Director of the HCC Foundation; Cheryl Rasmussen, Vice President for Student Services; and Cia Verschelden, Vice President for Academic Affairs, and that salary recommendations for the 2010-2011 contract year be set at a later date. Motion passed.

HCC Academic Hall of Fame: Mr. Reist reviewed the process for employee selection into the HCC Academic Hall of Fame. Former HCC faculty, alumni, and administrators may be nominated by current members of those groups, followed by elections in which the nominees must receive votes from at least two-thirds of those groups. An approval of two-thirds of the Board of Trustee members is also required.

Based on the results of the faculty, alumni, and administrator elections, Mr. Reist presented the following people for the Board to consider for inclusion in the HCC Academic Hall of Fame: James Hughes and Arlyn Parish, Faculty, and Donald Harter, Alumni. It was moved by Mr. Taylor, seconded by Mr. Coy, that James Hughes, Arlyn Parish, and Donald Harter be inducted into the HCC Academic Hall of Fame. Motion passed.

Use of ARRA Stimulus Finds: One of the permissible uses of ARRA stimulus funds (American Recovery and Reinvestment Act) is to hire new positions or extend existing positions. Due to current operating budget status and future outlook for State funding, it was recommended to the Board that a portion of the ARRA funds be used to fund summer maintenance employees and adjunct instructor positions for the month of June. It was moved by Mr. Taylor, seconded by Mr. Coy, that the suggested expenditures for the ARRA stimulus funds be approved as recommended. Motion passed.

Infrastructure One-Time Expenditures: Ms. Deborah Fox, Vice President for Finance/Operations, provided the Board with a list of deferred maintenance items that can be funded with ARRA funds. Those included repair of the Perry Center Roof, Otis elevator upgrades, IT Server Room upgrade, renovation to the Tan & Blue houses, repair of Heritage & Rubeti parking lots and the parking lots at the Technical Center in Atchison, repair of Building E in Atchison, Wellness Center curtain replacement, renovation of the Library/Student Union (to be combined with PEI project), and May & June expenses at the Holton Center

Perry Building Roofing Bids: A section of the roof at the Perry Center is experiencing some problems. Two bids for repair of the roof have been received. It was moved by Mrs. Batchelder, seconded by Mr. Taylor, that the low bid from Midwest Coating of Topeka, Kansas, be accepted. Motion passed.

Otis Elevator Upgrades Bid: There are two elevators on campus that are more than 15 years old. Ms. Fox recommended an upgrade to the control system in each elevator and provided the Trustees with a bid from Otis Elevator Company for that upgrade. It was moved by Mr. Coy, seconded by Mrs. Batchelder, that the bid for upgrade of two elevators be accepted from Otis Elevator Company. Motion passed.

IT Server Room Upgrades: The IT Department currently maintains 14 server mounted battery backup modules to allow for proper shut down in a power outage. An upgrade to the server room would allow for all primary systems to remain up and running for roughly two hours, much longer than the current system. Because of HCC's online presence, this longer running time would be much more ideal. Discussion. It was moved by Mrs. Batchelder, seconded by Mr. Coy, that the proposed upgrade of the IT Server Room be approved as presented. Motion passed.

Tech Center Blueprint Cabinets: The HCC Technical Center has 12 blueprint cabinets that could be declared as surplus. The cabinets would be offered to the public for sealed bid. It was moved by Mr. Coy, seconded by Mrs. Batchelder, that the blueprint cabinets be declared as surplus and offered for public bid. Motion passed.

Student Housing Furniture Bids: Each year the College rotates some furniture in student housing. The existing furniture was from Contract Supply, the vendor for Blockhouse furniture. The furniture has held up well and the vendor has followed through on warranties. The College wishes to continue that relationship so the items coordinate with the existing furniture. Selected for replacement are 15 low loft steel beds, 15 low loft oak beds, 20 5-drawer chests, and 2 sofas. It was moved by Mr. Taylor, seconded by Mrs. Batchelder, that the requested furniture be purchased through Contract Supply as requested. Motion passed.

HCC Technical Center Tuition and Fees for 2010-2011: The Technical Center currently charges students a flat amount per semester. Mr. Reist requested that some of these charges be converted to a per credit hour basis. He proposed the following charges for 2010-2011: Kansas Residents - \$85 per credit hour; Nursing (Kansas residents) - \$95 per credit hour; Part-time Kansas high school students - \$2,200 per semester. It was moved by Mr. Taylor, seconded by Mrs. Batchelder, that the proposed 2010-2011 tuition and fees for the HCC Technical Center be approved as recommended. Motion passed.

Student Housing Rates for 2010-2011: Mr. Reist recommended that housing rates for 2010-2011 increase by \$50 per semester in all units. It was moved by Mr. Coy, seconded by Mrs. Batchelder, that housing rates be increased by \$50 per semester in 2010-2011 in all units. Motion passed.

Student Meal Plan Rates for 2010-2011: Student meal plan rates for 2010-2011 were discussed. It was moved by Mr. Coy, seconded by Mr. Taylor, that the 2010-2011 17 meal plan be increased by \$75, the 11 meal plan be increased by \$65, the 7 meal plan remain the same, and the commuter student 5 meal option be increased by \$15. Motion passed.

Schwerdt Design Group for Holton Facility: Mr. Reist reported that the Administration has been working with Schwerdt Design Group out of Topeka on remodel plans for the former Gary Hardy Dodge building in Holton. He shared the preliminary plans as well as a contractual agreement between HCC and Schwerdt Design. It was moved by Mr. Taylor, seconded by Mr. Coy, that the contract with Schwerdt Design Group of Topeka, Kansas, be approved as presented. Motion passed.

Bids on Mower: Three bids for a new mower to be used on the Highland Campus were submitted for review. It was noted that an older mower would be sent to the Perry Campus. Discussion. It was moved by Mr. Coy, seconded by Mrs. Batchelder, that the bid for a Hustler mower be accepted from Vonderschmidt Repair of Hiawatha, Kansas. Motion passed.

Foundation Report: Dr. Craig Mosher, HCC Foundation Executive Director, reported that the Foundation is in the process of purchasing three duplexes located a block north of the Highland City Baseball Field.

Finance/Operations Report: Ms. Fox thanked everyone for coming in for a special Board meeting on March 30, 2010, to approve the audit.

Academic Affairs Report: Dr. Cia Verschelden, Vice President for Academic Affairs, reported that both the Kansas Board of Regents and the Board of Nursing have approved the proposed Nursing program at the Technical Center in Atchison.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, provided a report on the number of visitors at the Highland and Atchison campuses, the number of applications and housing contracts for Fall, 2010. A committee is reviewing the current policy on tobacco use at HCC. Currently, smoking is allowed on the grounds and in certain foyers. A survey of employees and students was conducted to determine if people would support a completely tobacco free campus. Dr. Rasmussen shared the results of the survey with the Board and indicated that a proposed policy on tobacco will be presented to the Board at a future meeting. Dr. Rasmussen attended the ACT Kansas Conference on April 7, 2010. She shared information from that meeting with the Trustees.

Trustees' Report: No report.

President's Report: Mr. Reist reported that results of the recent Higher Learning Commission Site Visit to HCC centers in Wamego, Perry, and Atchison were received and the College was found adequate on all points.

Mr. Reist reminded Trustees that this year's Commencement ceremonies will be on Friday, May 14, at 7 p.m. on Kessinger Field (weather permitting). This year's speaker will be Congressman Jerry Moran. The annual Alumni Banquet will be on April 24, 2010.

Closing on the purchase of the Gary Hardy Dodge building in Holton, Kansas, is complete. Closing on the sale of the Technical Center house in Atchison will take place on April 19, 2010. The tractor that was being overhauled by the Technical Center is complete and will be used at the College farm. The barn at that location needs to be cleaned out. Campus groups on campus have been asked if they would like to do this as a project.

SB 362 was passed by the Senate and the House and is awaiting the signature of the Governor. This bill moves the date the College must notify non-renewal of faculty members from May 1 to the 3rd Friday in May. The date faculty must notify the College that they are not returning would be changed from May 15 to two weeks after the 3rd Friday.

Mr. Reist provided an update on recent personnel changes.

Public Comment: None.

Announcements: Mr. Harter commented on how nice the new brick patio area looks around the Administration Building.

Executive Session: It was moved by Mr. Taylor, seconded by Mrs. Batchelder, that the Board go into executive session at 9:25 pm for no more than 10 minutes to discuss Non-elected Personnel. Motion passed.

The Board reconvened to regular session at 9:35 pm. It was moved by Mr. Taylor, seconded by Mrs. Batchelder, that the executive session be extended for no more than 5 minutes. Motion passed.

The Board reconvened to regular session at 9:40 p.m.

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

Joyce C. Rush, Chairperson

Date

Jason Taylor, Secretary/Treasurer