

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

May 12, 2010

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

Absent: Donald Harter

Call to Order: The meeting was called to order by Chairperson Rush 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. Taylor, seconded by Mr. Karn, that the agenda be approved as amended. Motion passed.

Approval of the Minutes: It was moved by Mr. Karn, seconded by Mrs. Batchelder, the minutes of the April 14, 2010, Regular Meeting and the April 26, 2010, Special Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Karn, that warrants numbered 39090 through 39687 be approved as presented. Motion passed.

Medical Coding Program: Ms. Liz Brey, Allied Health Coordinator, and Dr. Sharon Weiser, Associate Vice President for Academic Affairs/Online Instruction, were present to discuss a Medical Coding Program at Highland Community College. Ms. Brey explained that hospitals are being required to change to electronic records and there is a need for employees in this area. If approved, the program would be offered completely online and offers the choice of a certificate program or an AAS. Mr. David Reist, President, informed the Trustees that, to be approved, the Medical Coding Program must go through a series of approvals first by the HCC Board of Trustees, then the Technical Education Authority, then the KBOR Academic Affairs Committee, and finally the Kansas Board of Regents. If all goes well, the program may be offered in the fall of 2010 or, at the latest, Spring of 2011. Dr. Cia Verschelden, Vice President of Academic Affairs, thanked Ms. Brey, Dr. Weiser, Ms. Terri Ball, Ms. Eleanor Hensley, and others who all worked very hard and with great cooperation to put the Medical Coding Program together. Discussion. It was moved by Mr. Taylor, seconded by Mr. Karn, that the Medical Coding Program be approved as presented. Motion passed.

2011-12 Calendar and Modifications to 2010-11 Calendar: The HCC Academic Calendar for 2011-12 was presented for consideration and modifications to the 2010-11 calendar were reviewed. Discussion. It was moved by Mr. Karn, seconded by Mr. Coy, that the 2011-12 calendar be accepted as presented and the modifications to the 2010-11 calendar be approved. Motion passed.

Mr. Brad Dixon, Coordinator of Student Activities provided a presentation on plans to centralize all calendar activities on the HCC website and make it more user friendly and searchable.

Administrative Employee Contracts: The Trustees were presented with a list of Administrative Staff level employees recommended for renewal for the 2010-2011 contract year. The list included all administrative employees (excepting football staff who are on a different hire schedule) who hold positions that are exempt from hourly wage regulations. It was moved by Karn, seconded by Mr. Taylor, that the list of Administrative Staff be approved for renewal for the 2010-2011 contract year as presented with the salary to be set at a later date. Motion passed.

Professional Employee Contracts: The Trustees were presented with a list of Professional Employees (faculty) recommended for renewal for the 2010-2011 academic year. It was moved by Mr. Karn, seconded by Mr. Taylor, to accept the Administration's recommendation to offer the listed individuals contracts under the terms of the Master Contract for the 2010-2011 academic year. Motion passed.

Approve Positions for New Programs - Associate Degree Nursing and Holton Auto Technology: With the approval of the new Associate's Degree in Nursing and the addition of Auto Technology in Holton, several new positions will be required to staff those programs. Mr. Reist requested approval for the addition of the following positions: RN Assistant Director/Instructor, RN Instructor, RN Office Assistant, and Auto Technology Instructor. It was moved by Mrs. Batchelder, seconded by Mr. Coy, that these four new positions be approved. Motion passed.

Health Insurance Premiums: Mr. Reist reported that Blue Cross/Blue Shield renewal rates for 2010-11 Health and Dental premiums have increased by 4%. Discussion. It was moved by Mr. Karn, seconded by Mrs. Batchelder, that the BC/BS rates for 2010-11 be accepted as presented. Motion passed.

Approve Bid for Library Renovation: Four bids were presented for the remodel of the HCC Library. Funding for this project will come from Post-secondary Education Improvement (PEI) loans. It was moved by Mr. Karn, seconded by Mr. Coy, that the base bid and door replacement bid from Lawhon Construction be accepted. Motion passed.

Approve Bid for Irvin Hall Roof: Three bids were presented for replacement of the Irvin Hall roof and guttering. PEI loan funds will be utilized for this project. It was moved by; Mr. Taylor, seconded by Mr. Karn, that the bid from L & L Construction be accepted for replacement of the Irvin Hall roof and guttering. Motion passed.

Approve Bid for Administration Building Front Entrance: Three bids were received for the renovation of the Administration Building front entrance. PEI loan funds will be utilized for this project. It was moved by Mr. Karn seconded by Mr. Taylor, that the bid from Michael S. Hundley Construction be accepted. Motion passed.

Wellness Center Refinancing: The Trustees were updated on the progress of the Wellness Center refinancing project.

Finance/Operations Report: Ms. Deborah Fox, Vice President for Finance/Operations, reported on the status of summer projects.

Academic Affairs Report: Dr. Cia Verschelden, Vice President for Academic Affairs, reported that she had completed evaluations of Regional Coordinators. Goals have been set for each Coordinator.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, provided a report on the number of applications and housing contracts for Fall, 2010. Summer enrollment dates for new students will be held on May 25, June 3, June 16, and July 7. One hundred eighteen students have signed up to participate in commencement ceremonies on May 14 at 7:00 p.m. on Kessinger Field. There will be a live video stream of the ceremonies for those unable to attend the event. Graduation at the Technical Center in Atchison will be on May 27th at 7:30 p.m.

Foundation Report: Dr. Craig Mosher, Executive Director of the HCC Foundation, reported that the Foundation will close on the purchase of two duplexes in Highland later this week. This will add housing for 24 students. Dr. Mosher spoke about recent Foundation activities.

Trustees' Report: Chairperson Rush reported that she would be attending the Kansas Association of Community College Trustees meeting on June 18-19 at Neosho County Community College.

President's Report: Mr. David Reist, President, reminded the Trustees of the HCC Commencement ceremony to be held on May 14 at 7:00 p.m. on Kessinger Field. Dinner will begin at 5:00 p.m. in the Cafeteria and a reception for the inductees into the Academic Hall of Fame will begin at 5:45 p.m. in Yost Art Gallery.

Mr. Reist updated Trustees on preliminary plans for the remodel of the Holton facility. Plans to move the Wamego Center to another location in Wamego are on hold. The current lease at that facility runs out in 2012.

Mr. Reist discussed recent Legislative activities impacting community colleges.

The house owned by HCC commonly referred to as the Hopkins House will be offered for sale this summer. The house will need to be moved or torn down by August 1.

Mr. Reist announced that this year's HCC Softball Team won their region and will be going to Nationals in Normal Illinois. Mr. Reist expressed his pride in the team and the coaching staff, Heidi and Scott Jordan. Men's and Women's Track has also done very well this year and several of the team members will be going to national competition.

Mr. Reist provided an update on recent personnel changes.

Public Comment: None.

Announcements: Chairperson Rush commended the Music Department for a beautiful music program.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Taylor, that the Board go into executive session at 8:47 pm for no more than 10 minutes to discuss Non-elected Personnel. Motion passed.

The Board reconvened to regular session at 8:57 p.m.

Adjournment: It was moved by Mr. Coy, seconded by Mrs. Batchelder, that the meeting adjourn. Motion passed. Meeting adjourned at 8:58 p.m.

Joyce C. Rush, Chairperson

Date

Jason Taylor, Secretary/Treasurer