

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

June 10, 2009

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 Highland Community College Administration Building Conference Room.

Approval of the Agenda: Item V.G. Approval of Viticulture/Enology Degree was added as an Action Item. It was moved by Mr. Tayhor, seconded by Mr. Coy, that the Agenda be approved as amended. Motion passed.

Approval of Minutes: It was moved by Mr. Harter, seconded by Mr. Karn, that the minutes of the May 12, 2009, Regular Meeting be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mr. Taylor, seconded by Mr. Karn, that warrants numbered 29453 through 29835 be approved as presented. Discussion. Motion passed.

Update of FY 09 and FY 10 Budget Situation: Ms. Deborah Fox, Vice President for Finance & Operations, provided year-end revenue and expenditure estimates as well as the latest on the current State budget situation. Estimates put the College's General Fund cash carryover for the current year at 8 – 10%. According to Board Policy, an acceptable cash carryover level is no less than 15%. The policy does allow for a lesser carryover upon Board action. It was moved by Mr. Taylor, seconded by Mr. Harter, that approval for less than a 15% cash carryover be approved by FY 09. Motion passed.

Ms. Fox reported that HCC is eligible for stimulus dollars in 2009-10. The money can be used for deferred maintenance, tuition reduction, and to mitigate increases in tax dollars. It was moved by Mr. Karn, seconded by Mr. Taylor, that Highland Community College accept the Federal Stimulus money offered for 2009-10. Motion passed.

Discussion held regarding the City of Highland's curb and guttering project on West Avenue, the possibility of a College contribution toward the project, and where those dollars would come from. No action was taken.

Date Change for Regular July Meeting: The regular meeting date for the July meeting is July 8th. Mr. David Reist, President, stated that it is important for the Board to approve the budget in July to be published in August. He requested the Board move the regular July meeting to July 15, 2009, to allow time to prepare the budget. It was moved by Mr. Harter, seconded by Mr. Karn, that the regular July, 2009, meeting be moved from July 8th to July 15th. Motion passed.

Property and Casualty and Workers Compensation Insurance: There is currently only one insurance company in Kansas offering property and casualty insurance to educational institutions. EMC Insurance provided a quote for both the property and casualty insurance and the workers compensation insurance. The quote was \$505 less than last year's policy. Although there are other providers of workers compensation insurance, the College has been satisfied with the coverage provided by EMC.

It was moved by Mr. Taylor, seconded by Mr. Coy, that the bid from EMC Insurance for Property/Casualty and Workers Compensation insurance for FY 10 be accepted as presented. Motion passed.

Calendar Approval 2009-10 and 2010-11: Technical Center and HCC 2009-10 calendars and HCC calendar for 2010-11 were presented for approval. Discussion. It was moved by Mr. Karn, seconded by Mr. Taylor, that the three calendars be approved as presented. Motion passed.

Computer Lab Bids: Mr. Reist reported that HCC will be receiving \$19,208 in technology grant funds from the State again this year. This grant requires a 50% match and has been used to update computer labs on campus each year. This year, the grant will allow the update of the Mac lab. It was moved by Mr. Harter, seconded, by Mr. Karn, that the bid from Apple Computers be accepted for computer equipment. Motion passed.

Professional Employees Salary: Mr. Reist stated that he was notified by HCC Faculty Association President, Matt Leahy, that the HCC Faculty Association voted to accept the Board's offer for salary for the 2009-10 contract year. The offer did not include any additional salary adjustment other than the automatic \$575 per person that is already a part of the Master Contract. It was moved by Mr. Taylor, seconded by Mr. Karn, that the Board approve the automatic raise of \$575 per person as stated in the Master Contract for Professional Employees. Motion passed.

Approval of Viticulture and Enology Degree: The Trustees were presented with a request to approve the submission of paperwork to the Kansas Board of Regents to begin offering two new Associate of Applied Science degrees at Highland Community College, one in Viticulture and the other in Enology. A brief history how the program came to be and the steps taken thus far were provided. It was moved by Mr. Karn, seconded by Mr. Coy, that approval be given to submit a request to the Kansas Board of Regents for approval for two new AAS degrees, one in Viticulture and one in Enology. Motion passed.

Finance/Operations: Ms. Fox reported that, at the close of the Legislative Session, an item came up regarding tax credits. They reduced the amount of tax credits community colleges are allowed to offer from 60% to 54%. They did not reduce the amount of dollars the college can sell. This ruling is retroactive to January, 2009. Ms. Fox stated that the issue will probably come back to the Legislature next session.

Ms. Fox updated the Trustees on the progress of summer maintenance projects. She added that the Kansas Historical Society has sent a letter stating that the windows in historic Irvin Hall can be replaced with new historically correct windows, but that the old windows must be stored.

Academic Affairs: Mr. Mike Parker, Vice President for Academic Affairs, stated that his retirement is effective June 30, 2009. He stated that it had been a pleasure to work at HCC for the last 20 years. The Board expressed their appreciation of Mr. Parker's service to the College and extended him a round of applause.

Technical Education: Mr. Mike Rogg, Vice President for Trade/Technical Education, reported that he had attended a Tech Authority Meeting earlier in the day. He spoke about the funding formulas that are being considered.

The Highland Technical Center is exploring integrating GPS/GIS technology into several programs at the Technical Center and on campus.

Trustees' Report: Chairperson Rush reported that she will be attending the Kansas Association of Community College Trustees' meeting in Liberal, Kansas, later this month.

President's Report: Mr. Reist recognized and thanked Mr. Parker for his years of service to the College.

Mr. Reist will be travelling with Chairperson Rush to Liberal on June 19-20th to attend the Council of Presidents' meeting which is held in conjunction with the KACCT meeting.

Mr. Reist announced that the Gloria Plamann Estate has been closed. Within the first year, the College can use the principle to assist in repairing/improving the house, buildings, and grounds on the property. The tenants who have been living in the house have been asked to leave so that work can begin.

Mr. Reist provided an update of recent personnel changes.

Public Comment: None.

Announcements: None

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board go into Executive Session at 8:40 p.m. to discuss non-elected personnel for no more than 10 minutes. Motion passed.

The Board reconvened to regular session at 8:50 p.m. It was moved by Mr. Coy, seconded by Mr. Karn, that the Executive Session be extended for five minutes. Motion passed.

The Board reconvened to Regular Session at 8:56 p.m.

Adjournment: It was moved by Mr. Coy, seconded by Mr. Karn, that the meeting adjourn. Motion passed. Meeting adjourned at 8:57 p.m.

Joyce C. Rush
Chairperson

Date

Jason Taylor
Secretary/Treasurer