

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

April 8, 2009

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

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. Karn, seconded by Mr. Taylor, that the Agenda be approved as amended. Motion passed.

Approval of Minutes: It was moved by Mr. Harter, seconded by Mrs. Batchelder, that the minutes of the March 11, 2009, Regular Meeting be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mr. Karn, seconded by Mr. Harter, that warrants numbered 28026 through 28867 be approved as presented. Discussion. Motion passed.

City of Highland Request Regarding the New Community Building: Mr. Ted Collins, Highland City Attorney, Mr. Marty Allen, Highland Mayor, and Mr. Ken Stewart, Highland City Council member, were present to give the Board an update regarding the Highland Community Building. Mr. Collins explained that there were some changes as the project progressed. Two items have eliminated much needed parking: the addition of the drive-through doors on the fire building, and the building elevation being lower than anticipated which resulted in the movement of more dirt and a resulting slope. On behalf of the City of Highland, Mr. Collins requested that the College consider giving or selling the City approximately one acre of land to the west of the building for additional parking. The tract of land being considered is 100 feet wide and runs contiguous to the present tract. As an alternative to purchasing, Mr. Collins suggested that it

may be possible to work out an agreement for the College to be allowed usage of the community room at no cost. In addition, the College could use the parking area for future college activities.

In addition, Mr. Collins asked the College consider assisting with curbing and guttering of West Avenue. Discussion was held regarding the lack of visibility at the corner of Main and West Avenue. Mr. Reist stated that the College will not be able to address the request regarding the curbing and guttering of West Avenue at this time until the State funding situation becomes more clear.

Mr. Stewart thanked those at the College who had assisted in the planning of the Community Building. The Art Department worked up the color schemes and the Business Department ???

It was moved by Mr. Karn, seconded by Mr. Coy, that the College give the requested 1 acre of ground to the City to be used for parking in return for use of the Community Building as described. Motion passed.

Copier Bid Proposal: A proposal was received from ProServ Business Systems, the copier company that leases copiers to the College, to upgrade the contract with them for five more years at slightly less than the previous contract. Mr. Reist reviewed the proposal. It was moved by Mr. Harter, seconded by Mr. Coy, that the copier contract with ProServ Business Systems be renewed for five years as described. Motion passed.

Bids for Summer Maintenance Items: Ms. Deborah Fox, Vice President for Finance/Operations, reviewed bids that were received for summer maintenance items. These projects are to be

funded by the Community College PEI loan money and were originally approved by the Board for those loan applications. The loan money is interest free money from the State.

Ms. Fox explained that there were two bids. Project A included: electrical related to the fire systems in the Library/Student Union, Math/Science, and Field House; HVAC in the Administration Building; Tiling in the Math/Science Building; and an upgrade of the bathrooms in the CT Lobby. Two bids were received with Michael S. Hundley Construction of Atchison submitting the low bid of \$310,691.

Project B was for work in Irvin Hall including HVAC, work on the stairs, and electrical upgrades. Replacement of the windows was bid separately. Five bids were received. The low bidder was SM Construction of St. Joseph, Missouri, who submitted a bid of \$94,150 for the main project plus \$32,520 for the windows. Discussion.

It was moved by Mr. Taylor, seconded by Mr. Coy, that Project A be awarded to Michael S. Hundley Construction of Atchison and that Project B be awarded to SM Construction of St. Joseph. Motion passed.

Update of Recent Higher Learning Commission AQIP Checkup Visit: On March 25, 26, & 27, HCC hosted an AQIP (Academic Quality Improvement Program) Checkup Team from the Higher Learning Commission. Dr. Craig Mosher, Executive Assistant to the President, provided highlights from the visit. The Checkup Team has reviewed the Strategic Plan that was developed. Their input will be used in revising the Plan and then it will be presented to all employees. Dr. Mosher explained the AQIP process and what will happen next. Mr. Reist added that the Checkup Visit was very positive and that the evaluators shared a lot of good information.

FY 2009 and FY 2010 Budget: Mr. Reist shared the latest information about the State budget situation and how it may affect HCC. He presented a potential outline of possible ways to reduce spending for next year. A decision on what deductions are made will depend on the final decision by the State.

Academic Affairs: Mr. Mike Parker, Vice President for Academic Affairs, introduced Mr. Glen Gross, HCC Photography Instructor. Mr. Gross informed the Trustees that the Art Department

faculty had attended a Photomarketing Association Conference in Las Vegas. The PMA is the largest digital trade show in the world and provides opportunities to see the newest technology. The HCC instructors attended a workshop for photo-imaging educators while they were there. Mr. Gross stated that knowing what technology is coming helps the staff determine what their programs need to focus on to make sure HCC students are learning the skills that will help them when they move on. Mr. Gross added that the trip was funded by Carl Perkins grant funds. The other attendees were Mr. David Harris and Mr. Matt Leahy. Mr. Gross reminded the Trustees that the next Art Day is April 30th.

Technical Center Report: Mr. Michael Rogg, Vice President for Trade/Technical Education, reported that renovation of the Bellevue building in Atchison is coming along nicely and all the work should be completed by the end of the school year.

Mr. Rogg informed the Trustees that the Tech Authority is charged with funding distribution for all post-secondary schools. He spoke about funding issues and formulas and how they are currently set up. He then highlighted possible funding challenges for the future.

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The Technical Center Graduation and Certificate Earners' Ceremony will be held at 7:30 p.m., May 21st, at the Atchison High School.

Foundation Report: Dr. Craig Mosher, Executive Director of the HCC Foundation, announced that the annual Alumni Banquet will be held on April 25th. The next Foundation Board Meeting will be on April 27th.

Finance/Operations: Ms. Deborah Fox, Vice President for Finance/Operations, reported that the fire system in Kansas and Kiltie residence halls is having problems and may have to be put out

for bid. She also discussed the Series 2004 Revenue Bonds and recommending not refunding at this time as it would actually cost more in the long run to do so.

Student Services: Dr. Cheryl Rasmussen, Vice President for Student Services, reported that enrollment dates for new students will be May 27, June 3 & 18, and July 17. She also provided information on the number of campus visits by prospective students. As of the time of this meeting, 534 prospective students had visited campus as compared to 461 last year and 500 the year before. As of April 1, 617 applications for admissions have been received compared to 491 last year and 560 the year before. Dr. Rasmussen also reviewed recruiting numbers by program, both academic and athletic, as well as the number of housing contracts received thus far for Fall, 2009.

Trustees' Report: No report.

President's Report: Mr. Reist congratulated Mr. Coy, Mr. Harter, and Mr. Taylor on their successful re-election to the Board of Trustees.

Mr. Reist reported that he and Dr. Mosher had met with the Wamego Economic Development Director recently. Wamego is searching for ways to revitalize their downtown. They have received a grant to help with that planning. One of the things they are studying is the possibility of space downtown for the College to relocate. Mr. Reist stated that these talks are very preliminary at this point. Mr. Reist also met with Russ Howse who is the owner of the buildings HCC currently leases in Wamego. The current agreement is that HCC pays Mr. Howse on a per credit hour basis. This protects the college in case enrollment drops drastically. Mr. Howse is proposing that the College pay on a per square foot basis. Mr. Reist stated that he is not interested in doing this as it puts the College at some risk. The Board concurred.

Five candidates have been interviewed for the position of Vice President for Academic Affairs. It is hopeful a decision will be made soon. Other personnel changes were highlighted.

The Kansas Jayhawk Conference has a Cost Savings Committee looking at ways to save money in athletics. Mr. Reist is serving on that committee.

Mr. Scott Kohl, HCC Wamego Center Coordinator, is active in the Wamego Chamber of Commerce. Each month they have mixers at the different businesses to showcase that business. Alcohol is typically served. They would like to have the mixer at the Wamego Center. The College has a policy prohibiting alcoholic beverages on its premises, wherever they may be. Discussion. It was the consensus of the Board that, while the Chamber would be welcome to hold the event at the Wamego Center, no alcohol is to be allowed.

Commencement ceremonies will be held at 7:00 p.m. on Tuesday, May 19th. The activity will be held on the Kessinger Football Field, weather permitting. It will be held in Allen Field House if it is raining.

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Public Comment: None.

Announcements: Dr. Mosher announced that the College has acquired two more Walter Yost paintings from a person in Florida.

Mr. Harter stated that the recent musical put on by the College Theatre and Music Departments was outstanding.

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

The Board reconvened to Regular Session at 9:40 p.m. It was moved by Mr. Harter, seconded by Mr. Karn, that the Executive Session be extended for 10 minutes. Motion passed.

The Board reconvened to Regular session at 9:50 p.m.

Adjournment: It was moved by Mr. Coy, seconded by Mrs. Batchelder, that the meeting adjourn. Motion passed. Meeting adjourned at 9:50 p.m.

Joyce C. Rush

Chairperson

Date

Jason Taylor

Secretary/Treasurer