

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

September 9, 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 Highland Community College Administration Building Conference Room.

Approval of the Agenda: It was moved by Mr. Harter, seconded by Mr. Taylor, 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 August 12, 2009, Budget Hearing and Regular Meeting be approved as presented. Motion passed.

Approval of Warrants: It was moved by Mr. Taylor, seconded by Mr. Coy, that warrants numbered 30929 through 31864 be approved as presented. Discussion. Motion passed.

Contractual Agreement between HCC and City of Highland for Highland Community Ball Park: Mr. David Reist, President, presented a contractual agreement between HCC and the City of Highland for use of the community ball park. Mr. Reist commented that the best way to heat the restrooms is still being investigated. It was moved by Mr. Karn, seconded by Mr. Taylor, that the contractual agreement between HCC and the City of Highland for use of the Highland Community Ball Park be approved as presented. Motion passed.

Stadium Center Agreement between HCC and HCC Foundation: Mr. Reist presented the previously approved agreement between HCC and the HCC Foundation regarding payment for the Stadium Center. The Foundation's auditor raised a question about Item #3 in the agreement which states, "Should the Foundation's assets, during any year during the term of the above stated lease period, exceed \$1.5 million, the Foundation shall forgive that year's payment on this agreement with the College, and proceed with the terms of this agreement as if a payment were made." With recent donations, the Foundation's assets are above the amount stated. The auditor suggested that the Board of Trustees affirm the agreement. It was moved by Mr. Harter, seconded by Mr. Coy, that the Stadium Center Agreement between HCC and the HCC Foundation be affirmed as originally written. Motion passed.

Klinefelter Farm Discussion: Mr. Reist led a discussion regarding the Klinefelter farm and the status of the houses, barn, and garage on the property as well as conservation work needed. In addition he suggested that a portion of the 28 acres that was set aside for test plots be cash rented to Miller Farms. He also requested approval to purchase a used tractor and mower to be used at the farm. The Board Members voiced no opposition to renting additional acreage to Miller Farms or to the purchase of a tractor and mower to be used at the farm.

Dr. Cia Verschelden, Vice President for Academic Affairs, stated that a number of students have approached her about the possibility of starting a student garden. Dr. Verschelden stated that she is looking to the possibility of grants to assist with this venture. The Klinefelter Farm might be a good location for such a garden.

Future Student Housing Discussion: Mr. Reist provided the Trustees with an update on the current student housing situation. He asked Board approval to investigate additional housing options and report back to them at a future meeting. It was the consensus of the Board that the Administration should investigate future student housing options for Highland Community College.

Declare Semi-Trailer Surplus: Mr. Mike Rogg, Vice President for Trade/Technical Education, reported that the Technical Center has an enclosed trailer that is recommended for surplus. The trailer contains some scrap instructional materials from the electrical program which are of minimal value. Mr. Rogg requested permission to declare the trailer surplus and dispose of it. It was moved by Mr. Taylor, seconded by Mr. Karn, that the Technical Center semi-trailer and its contents be declared surplus property. Motion carried.

Accept Office Furniture Donation by BIC: Mr. Rogg reported that BIC has donated a number of office furnishings to the Technical Center. This furniture is in very good condition and can be utilized in the Technical Center offices. It was moved by Mr. Harter, seconded by Mr. Coy, that the BIC donation of office furnishings be accepted. Motion passed.

Technical Center Building "E" Report: Mr. Rogg reported that Building E at the Technical Center has a number of structural problems. The 40 year old building is a 68' x 24' modular construction and is heavily used. Several options were presented regarding repair/replacement of the structure. The Board was reminded that, although the building is USD 409 property, any maintenance is the College's responsibility as per the lease agreement. Mr. Rogg suggested that this project would be eligible for Courtney Turner Trust grant dollars which would help defray costs if the grant application was successful. It was the consensus of the Board that application be made to the Courtney Turner Trust for repair/replacement of Building E at the Technical Center.

Approve Construction Trades Home to be Listed for Sale: Mr. Reist requested approval from the Board to list for sale the house constructed by the Technical Center Construction Trades Program and located at the Washington School Site in Atchison, Kansas. It was moved by Mr. Karn, seconded by Mr. Coy, that the house located at 717 South 5th, Atchison, Kansas, be listed for sale. Motion passed.

Approve Courtney Turner Trust Application: Mr. Rogg reviewed the grant application with the Board and indicated that the repair/replacement of Building E (as discussed in a previous item) would be added to the grant request. It was moved by Mrs. Batchelder, seconded by Mr. Karn, that the Board approve submission of a grant application to the Courtney Turner Trust. Motion passed.

Academic Affairs: Dr. Cia Verschelden, Vice President for Academic Affairs, reported on several meetings that she has attended. She informed the Trustees that a new Intro to Social Work course has been developed and is currently under consideration by the Curriculum & Instruction Committee.

Foundation Report: Dr. Craig Mosher, Executive Director of the HCC Foundation, reported that the Foundation is hosting an informational meeting at the Hoof & Horn in Atchison on September 10th to inform people of HCC's presence in Atchison County.

Finance/Operations Report: No report.

Student Services: Dr. Cheryl Rasmussen, Vice President for Student Services, was unable to attend the meeting, but provided the Trustees with a written enrollment report. Enrollment and FTE are up all across the board. Housing remains full with a waiting list.

Workforce/Technical Education: Mr. Mike Rogg, Vice President for Trade & Technical Education, provided the Trustees with enrollment comparisons at the Technical Center for the last several years. Enrollment is at an all time high this Fall. Mr. Rogg updated the Board on the Diesel program, Building Trades projects, and Construction Trades projects.

Trustees' Report: Chairperson Rush reported that she will be attending the Kansas Association of Community College Trustees meeting in Andover on September 11-12.

President's Report: Mr. Reist reported that he also will be going to Andover to attend the Council of President's Meeting on September 11 & 12. He provided an update on recent personnel changes at HCC. He stated that the K-State – HCC – Klinefelter Field Day was held on September 10 and the program was very good.

Mr. Reist notified the Board that he received official notice from the Higher Learning Commission that HCC is now approved to offer online degrees. He also informed the Trustees that a new Student Support Services grant is in the process of being prepared and will be submitted when completed.

The owner of the Gary Hardy Dodge building in Holton has contacted Mr. Reist about the possibility of HCC renting the facility for its regional operations in Holton. Mr. Reist stated that he is visiting with the owner regarding possible rental costs and will bring the issue back to the Board at a future meeting.

Mr. Reist reported that there has been one confirmed case of the H1N1 virus on campus; however, the student is a commuter and stayed home.

Mr. Reist stated that he would like for the Trustees to have their October 14, 2009, regular meeting in Atchison at the Technical Center. The Board would meet for a tour at 6:00 p.m. with the regular meeting to follow at 7:30 p.m. The Board voiced no objection to holding the October, 2009 meeting in Atchison.

Public Comment: None.

Announcements: None.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Harter, that the Board go into executive session at 8:47 p.m. 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 9:01 p.m.

Joyce C. Rush
Chairperson

Date

Jason Taylor
Secretary/Treasurer