

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
August 23, 2017

Trustees Present: Vernie Coy, Russell Karn, Tom Smith, Jason Taylor, Carl Tharman.

Call to Order: The meeting was called to order by Chairperson Thomas Smith at 6:31pm in the Administration Building Conference Room on the Highland Community College Campus, Highland, Kansas.

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

Approval of the Minutes: It was moved by Mr. Coy, seconded by Mr. Karn, that the minutes of the July 23, 2017, Regular Meeting be approved as corrected. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Coy, that warrants 427984 thru 428195 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Approval of the 2017-2018 Published Budget: The 2017-18 budget was published at the mil levy rate of 14.171. Discussion. It was moved by Mr. Karn that the 2017-18 budget be approved as published. Motion died for lack of a second. It was moved by Mr. Tharman, seconded by Mr. Taylor, that the budget be lowered to the same dollars as last year. Motion failed. It was moved by Mr. Tharman, seconded by Mr. Coy, that the budget be approved at 13.9 mils. Motion passed.

Approval to Replace Vacant Board Position: Mrs. Joyce Simpson has resigned from the Board as of August 10, 2017, thus creating an opening on the Board. As per Kansas State Statute, an advertisement will be placed in The Kansas Chief outlining the process for interested individuals to apply. After 15 or more days, the Board will review the applications and select applicants to interview. The Board will then make a selection and officially approve the selection at a regular or special Board of Trustees' meeting. It was moved by Mr. Coy, seconded by Mr. Karn, that the Board accept Mrs. Simpson's resignation with regrets and approve the process for replacement as outlined. Motion passed. Chairperson Smith commented that Mrs. Simpson enjoyed being on the Board and being Chairperson. She is a very serving person and expressed, on behalf of the Board, appreciation of her service to the College and the County.

Ratify the Professional Employee Master Contract: President Reist notified the Board that the faculty has not yet ratified the Master Contract for 2017-18. Once that happens, it may be necessary to hold a special meeting for the Board to ratify the contract. He will keep the Board informed.

Approve Lift Purchase: At the last meeting, President Reist informed the Trustees of plans to purchase a lift instead of building a filming tower on the practice football field. The lift could also be utilized for maintenance and other projects as needed. After contacting several companies, a used lift from United Rentals was located. The company allowed the College to try the equipment out and it worked quite well. President Reist recommended the purchase of the used lift from United Rentals. It was moved by Mr. Coy, seconded by Mr. Taylor, that the purchase of a used lift from United Rentals be approved as presented. Motion passed.

Athletic Scholarship Change Due to KJCCC By-Law Changes: The Kansas Jayhawk Community College Conference has changed conference scholarship rules to follow the NJCAA guidelines starting with the 2018-19 academic year. Although the new guidelines are more broad, the Administration and coaches of HCC have determined that scholarship dollars will remain the same based on the books and tuition scholarships currently awarded, but coaches will be allowed discretion as to how the dollars are applied. Discussion. It was moved by Mr. Tharman, seconded by Mr. Taylor, that coaches at Highland Community College follow NJCAA Divisional Scholarship rules for each sport as long as they do not exceed HCC budget guidelines. Motion passed.

Construction Technology Home: An open house was held for the Construction Technology home in Troy on August 4. It was advertised that the College would take sealed bids until August 15 with a \$240,000 minimum bid. No bids were received. The house is currently advertised on Zillow.com. Discussion. It was the consensus of the Board that the price for the house remain at \$240,000 and that the house continue to be advertised.

Bids for Foundation of Construction Trades House in Atchison: Bids for the construction of the foundation of the 2017-18 Construction Trades house to be built in Atchison were presented. It was moved by Mr. Karn, seconded by Mr. Coy, that the low bid from Martin Construction of Effingham, Kansas, be accepted. Motion passed.

Phone System Bids: The current phone system on the Highland campus is at risk as it is so old that it has been difficult to locate companies that will support it. To upgrade the current software and hardware would cost up to \$20,000 more that it would cost to purchase a new Voice Over IP (VOIP) internet-based system which would also add new capabilities. After researching various options, the Administration recommends a one-time purchase with Allegiant. The purchase, all of which can be paid for out of grant funds except for \$15,432.66, will provide for new handsets, a new server and phone system hardware, plus new phone system/server hardware for the Highland campus and each of the regional centers. An additional feature will allow each of the locations to forward calls to all other locations rather than having to provide the caller with another number to call. In addition, the monthly fee for long distance calls will be drastically reduced. Discussion. It was moved by Mr. Karn, seconded by Mr. Taylor, that the proposal for a new phone system, including software and hardware, from Allegiant be accepted as presented. Motion passed.

Finance/Operations Report: Mr. Randy Willy, Vice President for Finance and Operations, discussed the current status of the budget. Auditors will be onsite the week of September 11th for audit fieldwork. Current bank balances and collection agency activity were reviewed. The current list of capital projects were highlighted.

Academic Affairs Report: No report.

Student Services Report: Mr. Eric Ingmire, Vice President for Student Services, provided updates on fall enrollment and housing numbers. He highlighted the CARE Team which stands for Campus Assessment Recommendation and Evaluation Team. The purpose of this committee is to assess individuals' behavior and make a determination if a threat to self or others may be present. The CARE Team receives reports of concerning behavior from faculty, staff and students.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement, provided a report on the Eclipse Day activities. A number of employees assisted throughout the day, an indicator of a positive culture.

Trustees' Report: Chairperson Tom Smith reported that he will be attending the Kansas Association of Community College Trustees meeting in El Dorado on September 8 and 9.

President's Report: President Reist provided a Legislative update. Recent activities on campus which included the Faculty Inservice, student orientation and registration, and the Eclipse Day activities all went very smoothly. Recent personnel changes were highlighted. Peuker Plaza is nearing completion. The Western Center remodel is nearly finished and is already being utilized by the diesel program. The winery in Wamego has received Federal licensing and the State licensure is being completed. The grapes are starting to be harvested. The Kansas Community College Leadership Institute begins September 7 and 8. Two HCC employees, Mr. Lucas Hunziger, Director of Technical Education, and Dr. Jeffrey Hurn, Director of Institutional Research, are participating.

President Reist reported that Independence Community College has agreed to be a part of the Netflix program called “Last Chance U” which chronicles the lives of football players at the community college level. HCC has agreed to have Netflix present when HCC plays Independence in Highland on October 14, 2017.

Announcements: The football opener for the season will be August 24 at Dodge City Community College. The first day of regional classes is August 27. Additional upcoming events were highlighted.

Executive Session: It was moved by Mr. Tharman, seconded by Mr. Taylor, that the Board go into executive session at 8:29 p.m. for no more than 20 minutes to discuss Professional Employee Contract Negotiations. Motion passed.

The Board reconvened to regular session at 8:49 p.m.

Executive Session: It was moved by Mr. Tharman, seconded by Mr. Karn, that the Board go into executive session at 8:50 p.m. for no more than 15 minutes to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to regular session at 9:05 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 9:05 p.m.

Thomas Smith, Chairperson

Date

Carl Tharman, Secretary/Treasurer