

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES  
September 27, 2017

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

Call to Order: The meeting was called to order by Chairperson Thomas Smith at 6:30 pm 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. Taylor, seconded by Mr. Coy, that the minutes of the August 23, 2017, Budget Hearing and the August 23, 2017, Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Coy, that warrants 428196 thru 428571 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Ratify the Master Contract for Professional Employees for the period 2017-18, 2018-19 and 2019-20: The Board was presented with the Master Contract for 2017-2020. President David Reist informed the Trustees that the Faculty had ratified the contract as presented. It was moved by Mr. Coy, seconded by Mr. Karn, that the Master Contract for 2017-2020 be ratified as presented. Motion passed.

Tool Bid for HCC Western Center Diesel Program: Tools and diagnostic hardware for the startup of the Western Center Diesel Program were bid out. President Reist noted that the Perkins Grant money is the source of funds for this purchase. It was moved by Mr. Karn, seconded by Mr. Coy, that the low bid from Monaco Tool, Inc. be accepted for tools and the bid from TR Systems LLC be accepted for diagnostic software as presented. Motion passed.

Construction Tech Bid Packages for Next Construction Trades House: Building supplies for the new Construction Technology house in Atchison were bid out. President Reist stated that these bids are for the framing and building materials and do not include HVAC, Plumbing, and Electrical. Discussion. It was moved by Mr. Taylor, seconded by Mr. Coy, that the low bid from Porter's Building Centers be accepted as presented. Motion passed.

Health Insurance Renewal: President Reist informed the Board that the employee health care insurance with Aetna is being renewed through December 2018. During that time, other employee insurance options will be explored.

Athletic Fields: President Reist updated the Trustees on recent discussions with representatives from the City of Highland and Doniphan West about the possibility of setting up a consortium to work towards athletic fields for all.

Vacant Board Position: The Trustees were informed that, as of the time of this meeting, two individuals had submitted letters of interest in filling the vacant Board of Trustees' position. Discussion. It was the consensus of the Board that the candidates be interviewed prior to the next Board of Trustees' regular meeting.

Academic Affairs Report: Dr. Erin Shaw, Vice President for Academic Affairs, reported that a Library Vision Committee has been formed to brainstorm and explore ideas regarding the future vision of the library and the bookstore. The HCC Nursing Program has received a Kansas Nursing Initiative Grant to help cover costs of the pre-candidacy application for national accreditation through the Accreditation Commission for Education in Nursing. Academic Affairs and Admissions have partnered on a new initiative to give faculty an opportunity

to deliver an update on their academic discipline. This information will assist Admissions in their recruiting efforts. The Stephen Bennett performance at the Klinefelter Barn on September 9<sup>th</sup> was well attended. The next performance in the Arts at the Barn Series will be the Bread and Butter Old Country Duo on September 30. Other activities at the Barn include yoga classes, Hook Mania Blacksmithing Workshops on October 21, and a Whitetail Deer Seminar on October 24.

Student Services Report: Mr. Eric Ingmire, Vice President for Student Services, reported on activities that were held during National Suicide Prevention Week September 10-16. He reviewed other student activities that have been held thus far and highlighted upcoming events. A housing report was provided that showed an occupancy rate of 92.5%. Mr. Ingmire reported that Student Services is partnering with students from Phi Theta Kappa to launch a food pantry on the Highland Campus in response to a survey conducted last year which showed that many of our students do not have access to food on the weekends when the cafeteria is not open. Admissions Representatives are beginning to set up appointments to visit high schools in the area as well as attending College Planning Conferences, one of which will be held at the Wellness Center on October 9<sup>th</sup>.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement, provided a report on 160<sup>th</sup> year activities that will be held throughout the year. On Saturday, October 7<sup>th</sup>, at the Homecoming Football Game, 50 year grads will be celebrated.

Finance/Operations Report: Mr. Randy Willy, Vice President for Finance and Operations, reported that the auditors arrived on site September 11<sup>th</sup> and completed two weeks of field work. A draft version of the audited financial statements should be available by the end of October. Mr. Willy discussed current cash balances and updated the Board on collection agency activity since July. An updated Capital Project List was provided.

Trustees' Report: Chairperson Tom Smith reported that he had attended the Kansas Association of Community College Trustees meeting in El Dorado on September 8 and 9. He highlighted topics that were discussed including how annual KACCT dues are utilized.

President's Report: President Reist provided updates on recent Legislative and Kansas Board of Regents news. The State licensure for the winery has been approved. The Scottie Booster Club is being disbanded as the sports programs collect more money in other ways. President Reist continues to negotiate with Otis Elevator for service. The Western Center Open House will be October 12. The State Historical Society has contacted President Reist regarding the Old Mission. They will be submitting a proposal. He shared recent changes in the Kansas Open Meetings Act with regard to procedures for recessing into executive session. These changes will need to be observed moving forward.

Announcements: President Reist shared recent and upcoming Klinefelter Barn activities.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board go into executive session at 8:06 p.m. for no more than 10 minutes to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to regular session at 8:15 p.m.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board go into executive session at 8:50 p.m. for no more than 20 minutes to discuss Acquisition of Property. Motion passed.

The Board reconvened to regular session at 8:35 p.m.

Adjournment: It was moved by Mr. Taylor, seconded by Mr. Coy, that the meeting adjourn. Motion passed. Meeting adjourned at 8:37 p.m.