

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
January 24, 2019

Trustees Present: Thomas Smith, Jason Taylor, Kenneth Huss, Carl Tharman, Vernie Coy, Russell Karn

Call to Order: Chairperson Thomas Smith called the meeting to order at 6:35 p.m. in the Conference Room of the Administration Building on the Highland Campus.

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

Approval of the Minutes: It was moved by Mr. Taylor, seconded by Mr. Tharman, that the minutes of the December 19, 2018, Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Huss, that warrants numbered 432909 through 462711 be approved as presented. Discussion. Motion passed.

Public Comment: None.

2017-2018 Independent Audit: The Board reviewed the 2017-2018 audit. It was moved by Mr. Taylor, seconded by Mr. Karn that the HCC audit be approved contingent on the approval of the HCC Foundation on their portion of the audit. Motion passed.

Ag Building Remodel: President Reist informed the Board that the College would like to proceed with Creal, Clark, and Seifert through the bid stage on the remodel of the Ag building. Creal, Clark, and Seifert would develop bid specs, construction documents and a project manual. The contractor would like to begin construction at the end of the spring semester and is hopeful to have it completed before the fall semester. It was moved by Mr. Coy, seconded by Mr. Tharman that the Administration moves forward with Creal, Clark, and Seifert to begin the bid stage for the remodel of the Ag building. Motion passed.

Diesel Building: President Reist provided the Board with floor plans for the proposed diesel building addition at the Atchison Tech Center. The Administration would like to move forward and meet with Dr. Susan Meyer, Superintendent of Atchison USD 409. Dr. Meyer would then present it to the Atchison USD 409 Board. He informed the Board that Atchison City officials offered to apply for State Tax Credits on the College's behalf as Technical Education Projects qualify for tax credits. President Reist stated that Keith Jaloma, Executive Director of the HCC Foundation, would assist with fundraising. It was moved by Mr. Taylor, seconded by Mr. Karn, that the Administration pursue the bid proposal with USD 409 for the diesel building construction. Motion passed.

Electrical Building Addition: President Reist discussed with the Board, plans of the electrical building expansion. Next fall the electrical program will be switching to a 2 year program and will need the extra space for students. The Administration is working with Creal, Clark, and Seifert as they create floor plans for the new addition.

Cemetery Land: President Reist presented the Board with a lease agreement held between Highland Community College and Valley Grain & Fertilizer Co, Inc. pertaining to farm land. He discussed the option of ending the lease agreement with Valley Grain & Fertilizer Co., Inc. and leasing out the land. President Reist will meet with legal counsel on the terms of the agreement and report back to the Board. Discussion.

Academic Hall of Fame: President Reist announced that Brenda Hines has been selected for Faculty Emeritus in the Highland Community College Academic Hall of Fame and she will be honored at the 2019 spring commencement ceremony. He would like to discuss an available date to hold a reception in Ms. Hines' honor. President Reist confirmed that Dr. Mark Anderson was nominated in the Alumni category for the Academic Hall of Fame award. Once the Alumni Board and Foundation Board have approved the candidate it will be brought to the Board of Trustees to receive a final approval. There was discussion as to where the College can display Academic Hall of Fame recipient information.

Academic Affairs Report: Dr. Erin Shaw, Vice President for Academic Affairs, gave a report on the concurrent enrollment in the service area and confirmed that Spring In-Service went well. She expressed gratitude to Bruning Award recipient Stacey Freeman, Reading/English Instructor, for her generosity in donating her award money to help fund educational speakers and special guests. The Arts at the Barn Underwriters Banquet will take place on January 26th to thank all Arts at the Barn Underwriters for their support. Dr. Shaw informed the Board that enrollment is low for the AAS in Risk Management degree and the program will be canceled after all remaining students have finished out the program.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, reported that the Diversity & Inclusion Team have created a Diversity statement that is to be included on all first-day handouts once it has been approved and voted for by the Curriculum & Instruction committee and faculty. The Student Government Association had their first official meeting on January 23rd and are planning for upcoming activities during the spring semester. Dr. Ingmire gave a brief update on housing, spring 2019 enrollment and student life events during the month of January. He reported that move-in day was successful and went smoothly. Dr. Ingmire confirmed that emergency lock down devices have been installed in all classrooms and emergency contact numbers have been updated. Enrollment numbers as of January 24, 2019 is 2,744 which is an increase of 34 student from last year's enrollment.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through December 2018. He discussed income and expense reports. Mr. Willy is expecting to receive payment from insurance within the next few weeks from the hail storm damage. The funds will be used towards the remodel of the Ag building. He is hopeful of doing another dorm remodel in the spring.

Trustees' Report: No report.

President's Report: President Reist reviewed State Legislation and Kansas Board of Regents news. He informed the Board that Executive Director, Linda Fund, with KACCT will be retiring in May and he was asked to be a part of the search committee for a replacement. Recent personnel changes were reviewed. He gave a brief review about the Higher Ed Day that he attended at the Capital Building in Topeka. President Reist provided the Board with a handout of Federal Dollars Data for all Kansas Community Colleges. All colleges that are part of the Kansas Jayhawk Community College Conference met with Iowa conference football schools at Johnson County Community College to discuss the possibilities of adding additional games to the schedule and extending the agreement to 2021.

There has been discussion of the possibility of partnering with Caterpillar and having a facility for students to participate in an internship through Caterpillar for half the day and attend classes with Highland Community College the other half. JD Koons, Wamego Center Director, Cara Baker, Director of the Western Center, and Lucas Hunziger, Director of Technical Education/Atchison Area Coordinator, will be doing more research on this.

President Reist has received a signed Facility Agreement from Doniphan West High School and their first initial payment. President Reist addressed the city sewer issue where several sewers were clogged due to grease that is believed to have come from the cafeteria and plans to address the issue for changes to be made. He gave an update on athletics and rankings.

Announcements: President Reist recognized Dr. Eric Ingmire, Vice President for Student Services, on receiving his Doctorate Degree from Grand Canyon University. President Reist gave details on upcoming events. The Frank Waln concert is scheduled for January 28th at 7:00 p.m. and there will be a 3D Print Workshop on February 11th at the Highland Campus. On February 20th there will be a Board of Regents Dinner that Tom Smith, Board Chairperson, and President Reist will attend. The HCC foundation meeting will take place on January 28th and the next Board of Trustees meeting will be on February 27th.

Executive Session: It was moved by Mr. Huss, seconded by Mr. Karn, that the Board go into Executive Session at 8:20 p.m. for no more than 5 minutes to discuss Non-Elected Personnel.

The Board reconvened to Regular Session at 8:25 p.m.

Executive Session: It was moved by Mr. Huss, seconded by Mr. Karn, that the Board go into Executive Session at 8:25 p.m. for not more than 1 hour and 15 minutes to discuss Non-Elected Personnel.

It was motioned by Mr. Huss, seconded by Mr. Karn, that the Executive Session at 9:40 p.m. be extended for no more than 30 minutes. Motion passed.

The Board reconvened to Regular Session at 10:08 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 10:08 p.m.