

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
November 28, 2018

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

Trustees Absent: Russell Karn

Call to Order: Chairperson Thomas Smith called the meeting to order at 4:00 p.m. in Building B at the HCC Technical Center in Atchison, Kansas.

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

Approval of the Minutes: It was moved by Mr. Tharman, seconded by Mr. Coy, that the minutes of the October 24, 2018, Regular Meeting and the November 1, 2018, Special Meeting both be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Huss, that warrants numbered 432304 through 432626 be approved as presented. Discussion. Motion passed.

Faculty Presentation: Mr. Michael Lindstrom and Mr. Ethan Forsberg, Automotive Technology Instructors, gave a brief overview of the Auto Tech program at the Atchison Technical Center. Mr. Lindstrom shared details about the car they have been working on to donate to the Cars 4 Heroes organization, which provides free and reliable transportation to military veterans and their families that are not able to purchase a vehicle themselves.

Public Comment: None.

Scholarship Report from the Foundation: Mr. Keith Jaloma, Executive Director of the HCC Foundation, gave an update of the new eTapestry computer software purchased to assist Foundation and Alumni. He thanked the Board for their support in purchasing the software and stated that they have begun working with it. Mr. Jaloma gave a presentation which highlighted Foundation scholars for the fall semester. Over 60 students were chosen for Foundation scholarships this year. Mr. Jaloma reviewed the 2018 inductees into the Heritage Society which were Francis and Jane Kelsey and William Stoskopf.

Selecting a Roofing Contractor: President Reist gave an update on the five contractors that provided bids for the building repairs caused by the Memorial Day hail storm. A committee met with the contractors that bid on the repairs. Each bid was close to the insurance estimates but SPS LLC, Hiawatha, KS, stood out the most as they were able to provide insurance expertise that would assist the College through the insurance process and each reference that was reached had positive feedback about their work performance. The committee was also impressed with their roofing knowledge, customer service, insurance estimation software and that they are locally owned. It was moved by Mr. Taylor, seconded by Mr. Tharman that SPS LLC be awarded the job of repairing the roof damage caused by the Memorial Day hail storm. Motion Passed.

Approve Bid for Hunter WA684 Alignment Computer: President Reist informed the Board that the Auto Tech program was in need of an upgrade of Hunter Alignment Rack sensors and software. The current equipment and software is dated as it was purchased ten years ago and is beginning to fail. The program will continue to use the rack they currently have but will upgrade the cameras, sensors and software. This equipment and software will be purchased with the Perkins Improvement Grant as well as technical funds. The Trustees were presented with three bids for the Hunter WA684 Alignment Computer, with Myers Brothers of Kansas City, MO being the lowest bidder. It was moved by Mr. Taylor, seconded by Mr. Coy that the Hunter WA684 Alignment Computer for the Auto Tech program be purchased with the Perkins Improvement Grant and Tech funds. Motion passed.

Approve Bid for Verus Edge 18.2 Diagnostic and Information System: President Reist gave a brief description of the Verus Edge 18.2 Diagnostic and Information System that both Diesel Shops in Baileyville and Atchison are interested in purchasing. This modern piece of equipment will help aid the students in being up to date with technology. Tech funds as well as the Perkins Improvement Grant will be used to purchase the equipment for the Auto and Diesel Tech programs. It was moved by Mr. Coy, seconded by Mr. Tharman that the Verus Edge 18.2 Diagnostic and Information System be purchased with the Perkins Improvement Grant and Tech funds for the Auto and Diesel Tech programs. Motion passed.

Approve Coaching Contracts for Football and Volleyball: The Board was presented with a current list of full-time football and volleyball coaches for consideration for contract renewal for 2019. President Reist briefly reviewed both team's rankings and accomplishments for the 2018 calendar year. Payton Kirk was removed from the list as he has resigned as the Co-Defensive Coordinator, D-Line Coach. It was moved by Mr. Tharman, seconded by Mr. Huss that 2019 contracts be approved for full-time football and volleyball coaches as amended. Motion passed.

Athletic Facility Agreement with Doniphan West: President Reist reported that the Doniphan West Board approved the Agreement for Use of Facilities between HCC and Doniphan West at their November 12th regular meeting. After review by legal counsel, the administration recommends approval of the contract. It was moved by Mr. Huss, seconded by Mr. Coy that the Agreement for Use of Facilities between HCC and Doniphan West be approved as presented. Motion passed.

Agriculture Building Planning: President Reist presented preliminary plans for the possible remodel of the new HCC Ag Building. Greg Seifert with Creal, Clark and Seifert, has been assisting with drawings and recommendations on the layout, as well as calculating estimated costs. The new design will include three classrooms, two offices, an additional restroom and a large shop space. As more information is gathered, President Reist will present the updates to the Board at a later date.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through October 2018. He discussed the income and expense reports and confirmed that the Foundation audit should be completed by the December meeting. Mr. Willy stated that bids are beginning to be gathered for the next dorm remodel.

Academic Affairs Report: Dr. Erin Shaw, Vice President for Academic Affairs, informed the Board of the historic items that Cindy Davis, Director of the Library, had found in a storage room. Ms. Davis has been in contact with an archivist and will apply for a Humanities Kansas grant which will assist with costs for the restoration and preservation process. Dr. Shaw is in the process of completing faculty evaluations. She gave a brief description of the leadership project that Sara Smith, Director of Concurrent Education, has developed during her participation in the Kansas Community College Leadership Institute. She stated that the Highland Hamper Committee was able to put together 16 hampers with food donations from Highland Community college employees. The hampers provided Thanksgiving meals for Doniphan County families that were in need. The Highland Community College Tech Center also put together meals for their community. Dr. Shaw highlighted the application process for the College to join State Authorization Reciprocity Agreement (SARA) which will give the College the benefit to offer online courses to 49 states without additional approval.

Student Services Report: Mr. Eric Ingmire, Vice President for Student Services, gave an update on the fall visit day that took place on November 9th on the Highland campus, with 33 students in attendance. Admissions will host a spring visit day on Wednesday, February 9th. Mr. Ingmire gave a brief review of the alcohol and drug violations on campus. He reported that the Principal and Counselor luncheon hosted by the college on October 23rd was a great turnout with attendance from Doniphan West, Hiawatha, Holton, Centralia and Frankfort schools. Mr. Ingmire gave a brief update on housing, spring 2019 enrollment and student life events during the month of November.

Trustees' Report: Chairperson Smith reported that President Reist and he will be attending the upcoming KACCT meeting on December 2nd and 3rd hosted by Independence Community College.

President's Report: President Reist reviewed State Legislation and Kansas Board of Regents news. Recent personnel changes were reviewed. He informed the Board that the College is working with the Kansas Department of Transportation on getting a new sign for the Klinefelter Farm and renewing the farm and barn as an Ag tourism site. He briefly reviewed the events that were held at the Klinefelter Barn in October 2018, as well as attendance numbers and all upcoming events in December. President Reist gave an update on the women and men's basketball team rankings.

Announcements: President Reist gave details on upcoming events. The KACCT/COP meeting will be held at Independence Community College on December 2nd and 3rd. The Lads and Lassies along with the HCC Chorus will be performing their Holiday Concert on December 6th and 8th. Final exams for students will take place December 11th-14th. President Reist will be hosting his annual holiday open house on December 13th. The Board of Trustees' meeting will be held on December 19th and the College will be closed for semester break from December 24th-January 1st.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Tharman, that the Board go into Executive Session at 6:00 p.m. for no more than 15 minutes to discuss Non-Elected Personnel.

The Board reconvened to Regular Session at 6:15 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 6:15 p.m.

Thomas Smith, Chairperson

Date

Carl Tharman, Secretary/Treasurer