

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
December 19, 2018

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 6:30 p.m. in the Conference Room of the Administration Building on the Highland Campus.

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

Approval of the Minutes: It was moved by Mr. Taylor, seconded by Mr. Coy, that the minutes of the November 28, 2018, Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Huss, seconded by Mr. Taylor, that warrants numbered 432732 through 432908 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Approve a Draft of the 2017-2018 Audit: Karen Linn of Berberich Trahan & Co. P.A. reviewed the 2017-2018 independent audit draft. She confirmed they were still awaiting the completion of the Foundation audit before they can finalize the audit. Ms. Linn was hopeful that the finalized report should be available at the January Meeting. She commended Randy Willy, Vice President for Finance and Operations, and his team on their efforts of making the auditing process go smoothly.

Farming the Cemetery Land: President Reist informed the Trustees that the five year Farm Lease Agreement between Valley Grain & Fertilizer Co. Inc. and Highland Community College has expired. There was discussion on bidding the land out for cash rent and the possibility of the agriculture program farming it in the future. President Reist will visit with legal counsel about cash rent bids and also discuss the future plans for the land with the agriculture department.

Change the Date of the January Meeting: President Reist requested the date of the January 23rd Board meeting be rescheduled for Thursday, January 24th. There are two HCC basketball games scheduled to play at Johnson County Community College the same night as the Board Meeting and last year the college held a very successful alumni event during this game. President Reist would like to hold the alumni event again this year as well as be in attendance. It was moved by Mr. Coy, seconded by Mr. Karn that the Wednesday, January 23, 2019 Board Meeting be rescheduled for Thursday, January 24, 2019. Motion passed.

Academic Affairs Report: Dr. Erin Shaw, Vice President for Academic Affairs, was not present. The Board was provided with a written report.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, reported the success of the Blood drive that the Student Government Association sponsored on December 3rd. There were 43 donors who participated which is record breaking from previous blood drives. He stated that traditional, international and high school students will now have separate admissions applications. The Highland campus, Western Center and the Wamego Center will be working together to highlight the Precision Ag Program at the upcoming Topeka Farm Expo on January 8th-10th. Dr. Ingmire gave a brief update on housing, enrollment and student life activities. He gave a description of the emergency backpacks the College purchased for select building coordinators. The backpacks contain emergency supplies and handheld radios in the case of a disaster or emergency situation.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through November 2018. He discussed income and expense reports and confirmed that the Foundation audit should be completed by the January meeting.

Trustees' Report: Chairperson Smith gave a brief update on the KACCT meeting that President Reist and he attended on December 2nd and 3rd at 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 Executive Director, Linda Fund, with KACCT will be retiring in May. President Reist explained that Federal funding was being reviewed on grants that are given to students. He gave an update on athletic events and rankings.

Announcements: President Reist gave details on upcoming events. All offices at HCC will be closed from December 24th- January 1st. Winter session classes will be taking place December 22nd - January 14th. Spring semester classes for online and on campus students will begin January 17th.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Coy, that the Board go into Executive Session at 8:05 p.m. for no more than 15 minutes to discuss Non-Elected Personnel.

It was motioned by Mr. Taylor, seconded by Mr. Huss that the Executive Session at 8:20 p.m. be extended for no more than 5 minutes. Motion Passed

It was motioned by Mr. Taylor, seconded by Mr. Huss that the Executive Session at 8:25 p.m. be extended for no more than 10 minutes. Motion Passed

The Board reconvened to Regular Session at 8:35 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 8:35 p.m.