

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
July 24, 2018

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

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.

Election of 2018-2019 Board Officers: Chairperson Thomas Smith yielded the floor to College President David Reist to conduct the annual election of Board officers. It was moved by Mr. Taylor, seconded by Mr. Coy, to continue with the current slate of officers. Motion passed.

President Reist yielded the floor to Chairperson Tom Smith.

Approval of the Agenda: Chairperson Smith asked that action item VIII C, Letter of Support for Highland Vineyards and Winery, LLC, be removed from the agenda because of insufficient documentation. He also stated that he would like to add an Executive Session to discuss Real Property between item VIII A and item VIII B. It was moved by Mr. Taylor, seconded by Mr. Karn, that the agenda be approved as amended. Motion passed.

Approval of the Minutes: Mr. Karn asked for a correction to be made in the June 27, 2018 Regular Meeting Minutes. Action item I, salary increases for classified and administrative staff, should have been moved by Mr. Taylor, seconded by Mr. Huss. It was moved by Mr. Tharman, seconded by Mr. Karn, that the minutes of the June 27, 2018, Regular Meeting be approved as amended. Motion passed.

Approval of the Warrants: It was moved by Mr. Huss, seconded by Mr. Taylor, that warrants numbered 431384 through 431586 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Consent Agenda, Annual Meeting Action items: Chairperson Smith confirmed a date change for the August 22nd, 2018 Board meeting to be moved to August 15th, 2018. President Reist noted a change to be made under Dates, Location, and Time of Official Board Meetings. The month of August should be included in the list of months when the Board will meet on the 4th Wednesday. There was a discussion of the items on the Consent Agenda to ensure there was an understanding of what the Consent Agenda entailed. It was moved by Mr. Taylor, seconded by Mr. Karn, that the Consent Agenda be approved as amended. Motion passed.

KS Technology Grant and Computer Bids: The College has been awarded a 50/50 Kansas Technology Grant and would like to use it to replace dated computers. Marc Jean and Neel Patel, IT Co-Directors, presented the Board with locations that the 25 computers would be distributed to. The Trustees were presented with bids from three companies for new HP EliteOne 800 G3 computers and PCM-G was the lowest bidder. It was moved by Mr. Tharman, seconded by Mr. Coy that PCM-G be awarded the contract for purchasing new HP EliteOne 800 G3 computers. Motion passed.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Karn, that the Board go into Executive Session at 7:04 p.m. for no more than 15 minutes to discuss Real Property. Motion Passed.

The Board reconvened to Regular Session at 7:19 p.m.

Contract for Sale of College Land: President Reist informed the Board that the contract was not ready for review at that time. No action was taken and this item was tabled to a later date.

Letter of Support for Highland Vineyards and Winery, LLC: President Reist informed the Board that the necessary documentation needed was not readily available at that time. No action was taken and this item was tabled to a later date.

Designated Area for Alcohol for August 25, 2018 Football Game: President Reist expressed the interest the HCC Foundation and Alumni Association had for hosting another Alumni event at Peuker Plaza for the first home football game on August 25th. He described the same event from last year as a success without any problems and the Alumni Association would like to use Peuker Plaza again as a designated area for Alumni to be served alcohol. It was moved by Mr. Tharman, seconded by Mr. Taylor that Peuker Plaza be used as a designated area for alcohol during the August 25, 2018 football game. Motion passed.

2018-2019 Operating and Published Budgets and Mill Levy to Publish: State statute requires the publishing of a proposed budget for the College. This published document sets the maximum mill levy assessed on property owners in Doniphan County for the operation of the College. The current budget situation and various mill levy options were discussed by the Board. It was moved by Mr. Tharman, seconded by Mr. Taylor, that the mill levy be lowered from 13.907 and be published at the level of 12.999. Discussion. Motion passed.

Student Services Report: Mr. Eric Ingmire, Vice President for Student Services, informed the Board on the implementation of the new Scottie Early Alert System that will help identify when students are struggling academically. This will give the members of the Scottie Early Alert Team a chance to meet with students and discuss a success plan to help them achieve their academic goals. He discussed housing, enrollment numbers and efforts to reach out to students that have applied but not yet registered. Food truck nights will be implemented on Saturdays once the Fall Semester has begun.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through June 2018. He discussed the income and expense reports and verified that an audit will take place September 3rd-10th. He also gave a brief report on facility upgrades including the Claymont apartment remodel and that the adjusters have not yet sent feedback on the roof/siding damage from the hail storm.

Academic Affairs Report: Dr. Erin Shaw, Vice President for Academic Affairs, gave the Board an update on the process of relocating contents from the Holton facility to the Highland campus. Due to the Holton facility closure the HLC requires a letter along with a professional plan for the students that will be misplaced by the Higher Learning Commission. She also reported that the hiring process for new faculty members is progressing.

Trustees' Report: Chairperson Smith reported that he attended the Foundation Board Meeting on July 23rd and they celebrated the retirement of Craig Mosher and Foundation member Louise Regenstein.

President's Report: President Reist shared with the Board that the Troy house closed on July 23rd. He reviewed State Legislation and Kansas Board of Regents news. Recent personnel changes were reviewed. President Reist reported that he gave a presentation at the Atchison Board Meeting July 9th and met with their attorney to discuss the land for a diesel facility in Atchison. He also shared with the Board that he attended Cliff Hawk's retirement party on July 21st and it was well attended.

President Reist confirmed that the College will be hosting the KACCT/COP meeting on September 14th-15th and he will share the agenda once it's complete. He also shared balances from the non-athletic and athletic club accounts. Updates were given on the baseball/softball fields and the possibility of needing new sod and dirt. President Reist updated the Trustees on the process of continuous research for a new employee health insurance broker. He will be forming a committee to listen to presentations and gave an open invitation for a couple of Board members to sit in as well.

Announcements: None.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Huss, that the Board go into Executive Session at 9:10 p.m. for no more than 15 minutes to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to Regular Session at 9:25 p.m.

Adjournment: It was moved by Mr. Karn, seconded by Mr. Huss, that the meeting adjourn. Motion passed. Meeting adjourned at 9:27 p.m.

Thomas Smith, Chairperson	Date	Carl Tharman, Secretary/Treasurer
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