

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES

June 24, 2015

Trustees Present: Vernie Coy, Joyce C. Rush, Joyce Simpson, Tom Smith, Jason Taylor, Carl Tharman.

Call to Order: The meeting was called to order by Chairperson Joyce C. Rush at 1:30 pm in the Administration Building Conference Room on the HCC Highland Campus.

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

Approval of the Minutes: It was moved by Mr. Smith, seconded by Mr. Coy, that the minutes of the May 27, 2015, Regular Meeting be approved as corrected. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mrs. Simpson, that warrants 418175 thru 418556 be approved as presented. Discussion. Motion passed.

Public Comment: Public comment was heard from Scott Sisk, Kevin Lackey and John E. Smith.

Presentation: Mr. Bill Griffith of Cromwell Solar discussed the possibility of solar power at The Klinefelter Farm and proposed savings that solar might bring.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Smith, that the Board go into Executive Session for no more than 10 minutes at 2:16 p.m. to discuss Non-Elected Personnel. Motion passed. Board reconvened to Regular Session at 2:26 p.m.

Property, Liability and Workers Compensation Insurance Bids: Two complete bids were received for the Property, Liability and Workers' Compensation insurance for 2015-2016. After reviewing the bids from Highland Insurance Services, and IMA Financial Group, it was moved by Mrs. Simpson, seconded by Mr. Taylor that the bid from IMA be accepted as presented. Motion passed.

Athletic Insurance: President David Reist informed the Trustees that Highland Community College uses Dissinger Reed Brokerage Agency, as do most Kansas colleges, for bidding athletic insurance policies. Athletes are required to have their own insurance before participating in athletics at HCC. The College carries a secondary policy as well as a catastrophic policy on the athletes. The Trustees were provided with copies of the proposals and recommendations. In addition to athletic insurance, Dissinger Reed provided quotes for a primary insurance plan for all housing students and other athletes not residing in student housing. The cost for the primary plan would be built into the fees paid by students. Discussion. It was moved by Mrs. Simpson, seconded by Mr. Smith, that the Board approve the proposed \$3,000 deductible plan from United States Fire Insurance Co., for secondary athletic insurance, Mutual of Omaha for NJCAA Catastrophic Coverage, and that a primary insurance plan be offered for all housing students and other athletes not residing in housing. Motion passed.

Flooring Bids for Kitchen: The Trustees were presented with two bids for replacing the flooring in the cafeteria's kitchen and prep/storage area. It was moved by Mr. Tharman, seconded by Mr. Smith, that the low bid from Epoxy Coating Specialists of Kansas City, Kansas, be accepted for the replacement of flooring in the kitchen and prep/storage area. Motion passed.

Sewer Line Repair for LSU: A sewer line under the Library-Student Union Building broke this past spring. Two companies, M-Con of Wathena and Wheatland Contracting of Effingham, submitted bids for the project. It was moved by Mr. Smith, seconded by Mrs. Simpson, that the low bid from M-Con be accepted for repair of the sewer line below the LSU Building. Motion passed.

HVAC Bids for Wellness Center: A lightning strike took out three of the five heat/air condition units at the Wellness Center recently. Insurance may help pay for at least part of the cost of replacement. Three bids have been received for replacement of the three Trane units. Bidders were Muller Mechanical of Platt City, MO; Pierce Heating & Cooling of Bendena, KS; and Schomburg Heating & Cooling of St. Joseph, MO. It was moved by Mr. Smith, seconded by Mrs. Simpson, that the low bid from Pierce Heating & Cooling be accepted. Motion passed.

Sale of Atchison Building Trades House: An offer of \$160,000 has been received from Daniel Erbert for the Building Trades House in Atchison. Although the house is currently owned by the HCC Foundation, approval for the sale needs to come from both Boards. It was moved by Mrs. Simpson, seconded by Mr. Tharman, that the sale of the Atchison Building Trades House for \$160,000 to Daniel Erbert be approved. Motion passed.

President and Vice President's Contracts: President Reist has a two year rolling contract and is currently under contract until June 30, 2016. The Vice Presidents have annual contracts. They are: Ms. Peggy Forsberg, Vice President for Academic Affairs; Dr. Craig Mosher, Vice President for Institutional Advancement; Dr. Cheryl Rasmussen, Vice President for Student Services. It was moved by Mr. Coy, seconded by Mr. Taylor, that President Reist's contract be extended through June 30, 2017, and that the three Vice Presidents' contracts be extended through June 30, 2016, with all salaries to be determined at a later time. Motion passed.

Administrative Staff Contracts: The Trustees were presented with a list of Administrative personnel recommended for renewal for the 2015-2016 fiscal year. It was moved by Mrs. Smith, seconded by Mr. Tharman, that contracts for 2015-2016 be extended to Administrative personnel as presented. Motion passed.

Administrative and Classified Employee Raises: With the uncertain budget climate, President Reist recommended that the discussion of raises be delayed until after the fall, 2015, semester. It was moved by Mr. Taylor, seconded by Mr. Smith, that the discussion of raises for Administrative and Classified Employees be revisited again at the December, 2015, regular meeting for possible implementation in January, 2016. Motion passed.

End of Year Financials/HCC Foundation: Ms. Rilie Tilley, HCC Accountant, led a discussion on current operating cash balances and the possibility of paying off the loan to the HCC Foundation. President Reist was directed by the Board to visit with the Foundation to determine if it would be possible to hold off paying back the loan until after the college receives its State payment in August.

Joint HCC Foundation/HCC Board of Trustees Meeting: President Reist informed the Trustees that a joint meeting between the two boards has been scheduled for July 20, 2015. The Foundation will hold their regular quarterly meeting at 10 a.m., the Board of Trustees will join them for lunch at Noon followed by the Joint Meeting. The Board of Trustees will then hold their regular monthly meeting following the Joint Meeting.

Ratifying the Master Contract: President Reist reported that the HCC Faculty Association has accepted the Board's offer to fund the \$625 automatic increase that is built into the Master Contract for 2015-16 with no additional increase beyond that. It was moved by Mrs. Simpson, seconded by Mr. Taylor, that the Board approve the \$625 automatic increase for Professional Employees for 2015-16. Motion passed.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement/Executive Director of the HCC Foundation, reported that a third television commercial has just been completed. The commercial will focus

on the 100% pass rate in the nursing program and the out-of-state same tuition rate. The alumni newsletter, “The Connection,” will soon be completed and mailed. The Fall, 2015, Course Guide has been mailed.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, provided a fall enrollment report for on campus and overall. She reported that 119 students are signed up for summer Blitz, with 62 of those being new students.

Academic Affairs Report: Ms. Peggy Forsberg, Vice President for Academic Affairs, updated the Trustees on the “Arts at the Barn” series of events scheduled at The Klinefelter Barn.

Trustees’ Report: Trustees Simpson and Smith reported on the Kansas Association for Community College Trustees meeting they had attended on June 12 & 13 at Barton County Community College in Great Bend. The next meeting will be at Cloud County Community College in September. Chairperson Rush shared an article from “The Trustee Quarterly” in which it was noted that Kansas is ranked first in students going on to four year institutions, partly thanks to articulation efforts.

President’s Report: President Reist reviewed grant dollars that have been received thus far from grant funding, including SB 155. He discussed the funding outlook for the upcoming year and highlighted Legislative issues affecting community colleges. He noted that, at the recent KACCT/Council of Presidents meeting, the upcoming retreat on tiered funding scheduled for August 4 was discussed. President Reist updated the Trustees on recent personnel changes at HCC and provided a summer maintenance projects update. He reported that the Gilmore house in Highland has been razed and the property leveled in preparation for Building Trades to build a new house on that property.

President Reist informed the Trustees that the Administration is looking at alternatives to the big bus for transportation of students to and from the HCC Technical Center in Atchison. He announced that HCC will be recognized at the Doniphan County Chamber of Commerce breakfast on June 25 for new facilities in the county which are The Ken Babcock Technical Facility and the new house that the Building Trades Program built, both in Highland.

Announcements: President Reist and the Trustees thanked Chairperson Rush for her 24 years of service, 18 of which have been as Chair. She was presented with a gift and an ice cream cake was shared with all present. Mrs. Rush stated that she would miss being on the Board.

Executive Session: It was moved by Mr. Taylor, seconded by Mrs. Simpson, that the Board go into executive session at 4:03 pm for no more than 15 minutes to discuss Non-elected Personnel. Motion passed.

The Board reconvened to regular session at 4:18 p.m.

Adjournment: Chairperson Rush declared the meeting adjourned at 4:18 p.m.

Joyce C. Rush, Chairperson

Date

Jason Taylor, Secretary/Treasurer