

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES  
April 26, 2017

Trustees Present: Vernie Coy, Russell Karn, Joyce Simpson, Tom Smith, Jason Taylor, Carl Tharman.

Call to Order: The meeting was called to order by Chairperson Joyce Simpson at 7:30 pm in the Administration Building Conference Room on the Highland Community College Campus in Highland, KS.

Approval of the Agenda: It was moved by Mr. Smith, seconded by Mr. Taylor, to approve the agenda as amended. Motion passed.

Approval of the Minutes: It was moved by Mr. Tharman, seconded by Mr. Coy, that the minutes of April 26, 2017, be approved as corrected. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Tharman, that warrants 426650 through 427043 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Faculty Presentations: Ms. Christina Prudden, Medical Office Assistant Instructor; Mr. Derek Russell, Diesel Technology Instructor, and Theresa Wurzbacher, Computer Support Technology Instructor; gave presentations on the Plan-Do-Check-Act projects each of them initiated to improve instruction in their classrooms.

HCC Lease Agreement with USD 409 for the Technical Center: This item was tabled until the May 24, 2017, Board of Trustees regular meeting.

Bids for Prairie Street and Road West of the Stadium Center: President David Reist informed the Board of two asphalt projects that did not get completed last year. The first is the two blocks of Prairie Street that runs from Missouri Street north to the corner of Ohio Street. The second is the strip of driveway from Elmira to the Stadium Center. For the two blocks of Prairie Street, which the City has vacated and given to the College, President Reist proposed closing that area and replacing it with an eight-foot asphalt walkway for students. This walkway would also serve as access for maintenance or emergency vehicles if necessary. This project would be a progression of the Master Facilities Plan of routing more traffic around the outside of campus. Three bids were sought for the projects, but only two vendors submitted bids. Discussion. It was moved by Mr. Tharman, seconded by Mr. Coy, that the bid from Herzog Contracting Corp. be accepted for the Illinois Street and Prairie Street Projects. Motion passed.

Cleaning Bids for Student Housing: Four companies were contacted and requested to submit bids for the cleaning of student housing this summer. Only one company submitted a bid, Hudspeth Cleaning Service, Inc. Hudspeth has won the bid for this project the past three years and President Reist noted that the College has been very satisfied with their work. Discussion. It was moved by Mr. Taylor, seconded by Mr.

Smith, that the bid from Hudspeth Cleaning Service, Inc., be accepted for the cleaning of the student housing during the summer of 2017. Motion passed.

Approve Vehicle Purchase: President Reist requested approval to purchase two 12-passenger vans through the State Bid list. The College currently has two older 15-passenger vans. With recent changes in the law, these vans now require the driver to have a CDL. In addition, insurance companies no longer want to provide coverage for them. Discussion. It was moved by Mr. Tharman, seconded by Mr. Smith, to approve the purchase of two 12-passenger vans through Ed Bozarth Chevrolet as per the State Bid List. Motion passed.

Approve Nursing Equipment Purchase: The Trustees were presented with a bid from Laerdal Medical Corporation for simulation equipment for the Nursing Sim Lab. This company is the only company that makes the products that will interact with already existing equipment in the lab. The purchase will be made using Capital Outlay money and grant dollars. Discussion. It was moved by Mr. Taylor, seconded by Mr. Smith, that the purchase of a SimJunior Simulator Manikin and related equipment from Laerdal Medical Corporation be approved as presented. Motion passed.

Academic Hall of Fame Alumni Category Selection Change: President Reist presented several changes in the selection criteria for the Alumni Category of the HCC Academic Hall of Fame in order to streamline the process. Discussion. It was moved by Mr. Smith, seconded by Mr. Coy, that the changes in the Alumni Category of the HCC Academic Hall of Fame be accepted as presented effective immediately. Motion passed.

Professional Employee Contract Renewals: The Trustees were presented with a list of Professional Employees (faculty) recommended for renewal for the 2017-18 academic year. They were also informed of faculty and retirements and non-renewals. It was moved by Mr. Smith, seconded by Mr. Tharman, to accept the Administration's recommendation to offer contracts to the individuals recommended for renewal under the terms of the Master Contract for the 2017-18 academic year. Motion passed.

Health Insurance and Related Items: President Reist updated the Trustees on changes that will align the employee health insurance program with the calendar year and also changing the medical flex account to a calendar year. It is important that these two items be aligned.

First Reading of Draft Calendars for 2017-18 and 2018-19: Mr. Reist presented for Board review the college calendars for 2017-18 and 2018-19. The Trustees were asked to review the calendars and the 2018-19 calendar will be brought to the May, 2017, Board Meeting for approval. The 2017-18 calendar has already been approved.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, was not present at the meeting but had provided the Board with a written report discussing enrollment and housing numbers.

Academic Affairs Report: Vice President of Academic Affairs Peggy Forsberg was not present at the meeting but had provided the Board with a written report discussing

HCC's ongoing participation in the Kansas Collaborative on Military Credit, 2016-17 Academic Program Reviews, and ongoing Academic Affairs initiatives.

Finance/Operations Report: President Reist discussed current operating cash balances.

Institutional Advancement Report: Dr. Craig Mosher, Vice President for Institutional Advancement, reported that the Foundation's 4<sup>th</sup> Quarterly Meeting was held at Baileyville. The Foundation Board Members noted that they were pleased with the facility. During their meeting, they voted to change their membership from nine to eleven.

Trustees' Report: Mrs. Simpson reported that she will be attending the June 9 – 10 quarterly meeting of the Kansas Association of Community College Trustees to be held in Colby.

President's Report: President David Reist updated the Trustees on State and KBOR news and provided a Legislative update regarding SB 155. He noted that conceal carry on campus will be effective July 1, 2017. HCC is working with Kansas State University on dual advising for HCC students who plan on transferring to KSU. He provided an update on the Construction Technology house in Troy and noted that the program will be moved to Atchison next fall. The City of Atchison has three lots that they will sell the College for \$100 and the house can be built there.

President Reist attended the Jayhawk Conference Meeting in Lawrence last week and noted that there will be no limits for football next year. For 2018-19, the Conference will follow NJCAA guidelines for scholarships.

President Reist updated the Board on recent personnel changes. He reminded the Trustees that the Board of Trustee filing date is June 1. He provided an update on the Western Center diesel program remodel as well as efforts to get the winery in Wamego ready for the Fall program. Bids for Peucker Plaza on the Highland Campus are due May 9<sup>th</sup>. He shared the farm rental income for the last five years from the 40 acres directly west the campus.

Announcements: The HCC music concert will be April 27 and 29 at 7:30 p.m. in Culbertson Auditorium. Art Day will be April 27. Upcoming sporting activities were highlighted.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Smith, that the Board go into executive session at 8:15 pm for no more than 15 minutes to discuss Professional Employee Negotiations. Motion passed.

The Board reconvened to regular session at 8:26 pm.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Smith, that the Board go into executive session at 8:26 pm for no more than 15 minutes to discuss non-elected personnel. Motion passed.

The Board reconvened to regular session at 8:41 pm. It was moved by Mr. Taylor, seconded by Mr. Smith, that the Executive Session be extended for no more than 10 minutes. Motion passed.

The Board reconvened to regular session at 8:51 pm.

Adjournment: Chairperson Simpson declared the meeting adjourned at 8:52 p.m.

---

Joyce Simpson  
Chairperson

---

Date

---

Jason Taylor  
Secretary/Treasurer