

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES MEETING MINUTES  
May 25, 2016

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

Call to Order: The meeting was called to order by Vice Chairperson Tom Smith at 7:30 pm in the Administration Building Conference Room on the Highland Campus.

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

Approval of the Minutes: It was moved by Mr. Tharman, seconded by Mr. Coy, that the minutes of the April 27, 2016, Regular Meeting, and the May 6, 2016, Special Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Coy, that warrants 422584 thru 422997 be approved as presented. Discussion. Motion passed.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board go into executive session to discuss non-elected personnel at 7:37 p.m. for no more than 10 minutes. Motion passed.

The Board reconvened to regular session at 8:37 p.m.

Public Comment: None.

AQIP Portfolio, Category 5, Report: Mr. Daniel Erbert, Vice President for Finance/Operations, and Mr. Josh Berry, Director of IT, provided an update on progress in Category 5 of the Academic Quality Improvement Program portfolio.

2016-17 and 2017-18 Calendar Approval: The academic calendars for 2016-17 and 2017-18 were presented for approval. It was moved by Mr. Taylor, seconded by Mr. Karn, that the calendars be approved as presented. Motion passed.

Professional Employee Contracts: The Trustees were presented with a list of Professional Employees (faculty) recommended for renewal for the 2015-16 academic year. They were also informed of faculty resignations and retirements. It was moved by Mr. Karn, seconded by Mr. Coy, to accept the Administration's recommendation to offer contracts to the individuals recommended for renewal under the terms of the Master Contract for the 2015-16 academic year. Motion passed.

Administrative Employee Contracts: The Trustees were presented with a list of Administrative Employees recommended for renewal and non-renewal for 2016-17. It was moved by Mr. Tharman, seconded by Mr. Taylor, to accept the Administration's recommendation for renewal and non-renewal of Administrative Employees as presented. Motion passed.

Bids: President Reist informed the Trustees that a new roof is needed on Building A at the Technical Center in Atchison. Three bids were presented for consideration. It was moved by Mr. Tharman, seconded by Mr. Coy, that the low bid from Meridian Roofing Systems be accepted as presented.

Three bids for curb, parking lot, flatwork and sidewalk repairs at the Technical Center in Atchison were presented. It was noted that Fuemmeler Flatwork, LLC, even though not the low bid, was a Doniphan County vendor and that the bid was within 10% of the low bid. Board Policy allows for preference of an in-county bid if it is within 10% of the low bid. It was moved by Mr. Coy, seconded by Mr. Tharman, that the bid from Fuemmeler Flatwork, LLC, be accepted. Motion passed

Three bids for crack fill & seal coat on asphalt parking lots at the Technical Center in Atchison were presented. It was moved by Mr. Taylor, seconded by Mr. Karn, that the low bid of Paradise Asphalt Maintenance be accepted as presented. Motion passed.

Klinefelter Facility Reservation Changes: President Reist presented recommended changes to the Klinefelter Barn use policy. Discussion. Mr. Coy suggested one change. It was moved by Mr. Karn, seconded by Mr. Coy, that the changes be accepted as amended. Motion passed.

Wellness Committee Proposal: Mr. Thomas Martin, Wellness Center Assistant Director, presented a preliminary Wellness Program proposal for employees. He explained that a Wellness Committee had been formed to work on ideas for employee wellness. The Trustees asked Mr. Martin and the Wellness Committee to, at a future meeting, bring back a detailed explanation of how the program might work.

Research Vineyard Land: President Reist updated the Trustees on the possible sale of the Research Vineyard land to the Wamego Economic Development. He noted that HCC will be able to use the vineyard through 2020. Discussion. It was moved by Mr. Taylor, seconded by Mr. Tharman, that the land be sold to Wamego Economic Development for the offered price of \$175,000. Motion passed.

President Reist informed the Trustees that the Kansas Department of Agriculture has expressed interest in HCC pursuing a winery incubator and has requested that a grant be submitted reflecting that idea. In addition, HCC's Director of Viticulture and Enology has completed a USDA Rural Business Development Grant application for the Winery and Incubator project. In concert with that grant, a resolution is required from the Board of Trustees extending permission to the Director to submit said grant. The resolution read as follows: "Be It Resolved That, the Board of Trustees of Highland Community College, Doniphan County, Kansas, hereby extends permission to the Director of Viticulture and Enology to complete a grant application for a USDA Rural Business Development Grant with the intent of completing the project outlined in the grant and expending the grant funds as specified." It was moved by Mr. Coy, seconded by Mr. Karn, that a Resolution for USDA Rural Business Development Grant Application be approved as presented. Motion passed.

Health Insurance: The Trustees were informed that quotes are being sought from health insurance carriers for coverage for employees for the 2016-17 year. Updated information will be provided to the Trustees at the next regular Board Meeting.

Finance/Operations Report: Mr. Erbert reviewed current operating balances and revenues.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement reported on upcoming Alumni and Foundation activities. He discussed weekly news updates and discussed the HCC website presence. Mr. Keith Jaloma, Director of the HCC Foundation was present and reported on first quarter earnings, future goals, and efforts to work with IT to better communications and record keeping regarding alumni and other potential givers.

Student Services Report: Dr. Cheryl Rasmussen, Vice-President for Student Services, provided reports on projected enrollment and housing indicators for Fall, 2016. In addition, the Trustees were provided a Student Services AQIP update.

Academic Affairs Report: Ms. Peggy Forsberg, Vice President for Academic Affairs, provided the Trustees with a Curriculum and Instruction Year-End Report and how those results tied into AQIP.

Trustees' Report: No report.

President's Report: President Reist noted that Commencement was very well attended. He provided updates on recent Kansas Board of Regents and State news, describing several bills that are in committee and adding that the Governor has announced cuts to higher education.

President Reist suggested a work session with the Foundation Board the afternoon of June 22, 2016, which is the regular Board of Trustee meeting date. He provided the Trustees with updates on recent personnel changes, Federal Labor Standards Act changes, and HCC athletic updates and successes.

Announcements: President Reist reviewed upcoming activities. The next Kansas Association of Community College Trustees' quarterly meeting will be held in Hutchinson on June 10 and 11.

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

The Board reconvened to regular session at 10:30 p.m.

Adjournment: Vice Chairperson Smith declared the meeting adjourned at 10:30 p.m.

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Joyce Simpson, Chairperson

Date

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Jason Taylor, Secretary/Treasurer