

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
July 27, 2016

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

Call to Order: The meeting was called to order by Chairperson Joyce Simpson at 7:32 in the Conference Room of the Administration Building on the Highland campus.

Election of Officers: Chairperson Simpson yielded the floor to College President David Reist to conduct the annual election of Board officers. It was moved by Mr. Smith, seconded by Mr. Tharman, to continue with the current slate of officers. Motion passed. Mr. Reist returned the meeting to Mrs. Simpson.

Approval of the Agenda: President Reist asked for an addition to the Action and Discussion Items, Item G. An Action Item: Chip and Seal Bids. Mr. Smith moved to approve the agenda with that addition, seconded by Mr. Karn. Motion passed.

Approval of the Minutes of the June 22, 2016, Regular Meeting and Special Meeting: Mr. Smith made the motion to approve the minutes of the June 22, 2016, Joint Meeting of the Board of Trustees and the HCC Foundation Board of Directors. Mr. Karn seconded that motion. Motion passed. Mr. Tharman made the motion to approve the minutes of the June 22, 2016, Regular Meeting; Mr. Smith seconded. Mrs. Simpson asked for two corrections: the meeting was called to order by Chairperson Joyce Simpson, and the meeting was called to order at 3:30 pm. With those corrections, motion passed.

Approval of the Warrants: It was moved by Mr. Smith to approve warrants 4233353 through 423684. Mr. Tharman seconded that motion. Following discussion, the motion was approved.

Public Comment: There was no public comment.

Consent Agenda: Annual Meeting Action Items: Following a discussion of the items on the Consent Agenda to ensure there was understanding of what the Consent Agenda entailed, Mr. Smith made the motion to approve the Consent Agenda with two changes: under the Dates, Locations, and Time of Official Board Meetings, the month of August was deleted from the list of months when the Board will meet on the 4th Wednesday and the Board meeting time was changed to 6:30 pm unless otherwise announced. Mr. Karn seconded that motion. Motion passed.

Scottie Booster Club Report: NJCAA by-laws require that the financial records of booster clubs be open and available to College officials. Mr. Tharman made the motion to accept the annual report from Roger Gormley, treasurer of the Scottie Booster Club. Mr. Smith seconded. Motion passed.

Flex Dollars Report: A report on the usage of student Flex Dollars was submitted by Mr. Reist. This was the first year that College students could use their Flex Dollars – dollars that students establish at the first of the semester that can then be used at their discretion to make purchases at Scottie Pause – outside of Scottie Pause. This past year, Flex Dollars could be used to make purchases at Scottie Pause and at Stop & Shop. Flex Dollars carry over from the fall to the spring semester; any balance remaining after the final day of the spring semester are forfeited. Rocky Rhunke, owner of Stop & Shop, was in attendance to address any questions from the Board.

Bids for Technology and Other IT Equipment: Each year the College is awarded a Technology Grant from the Kansas Board of Regents which requires a 50 percent match which the College uses to upgrade its student computer labs. The match comes from the annual rotation of equipment from the lab to other uses within the College. In addition, there were three other requests for computer-related equipment above \$10,000, thereby requiring Board approval: the cable and internet connections from Rainbow Communications, the campus internet service through KanREN, and an update of the wireless service on the campus. Mr. Karn made the motion to approve the three additional items, and for the items to be purchased with the Technology Grant pending being supplied with additional comparative information on those items. President Reist noted that information would be supplied in a timely fashion to allow for the approval and subsequent purchase in time for installation for the Fall semester. Mr. Smith made a second to that motion. Motion passed.

Western Center Diesel Facility: Mr. Reist informed the Board of a possible approach to enhancing the Diesel Technology offerings at the Western Center to provide Diesel II starting in the Fall of 2017. He had requested estimates from AHRS on the construction of a 60' x 80' option to house just Diesel II, and a 80' x 120' facility to house both Diesel I and II. A third option is to convert the north gym into a Diesel shop. That option would be much less expensive. Following discussion, the Board encouraged Mr. Reist to continue exploring those options.

Oz Winery Facility: President Reist brought the Board up to date on the possible acquisition of the Oz Winery facility that is adjacent south of the Wamego Center. Acquisition of this facility would require the sale of the current research vineyard that is immediately adjacent west of the Wamego Center. There are options on obtaining the remainder of the funds necessary to acquire the Oz building, and Mr. Reist recommended a lease purchase with the Bank of the Flint Hills in Wamego. Following discussion, Mr. Tharman moved that the College proceed with the sale of the research vineyard and the lease purchase agreement with the Bank of the Flint Hills. Mr. Smith seconded that motion. Motion passed.

Published Budget: State statute requires the publishing of a proposed budget for the College. This published document sets the maximum mil levy assessed on property owners in Doniphan County for the operation of the College. With the decrease in state funding and increases in health insurance and other operation items, continuing to decrease the mil levy will necessitate additional cuts in the operation of the College. Various options were discussed by the Board members present. With two Board members absent, Mr. Smith moved, with a second from Mr. Karn, to leave the mil levy at its current level for the published budget. Motion passed.

Chip and Seal Bids: At a previous meeting, the Board discussed options for chipping and sealing four parking lots on the Highland campus. Due to the amounts of the bids for those lots, no action was taken. At that time there was no bid from the County. Subsequently, Mr. Reist received notice that a County road crew will be doing work in the vicinity of those lots and therefore provided the chip and seal bid that is significantly lower. Mr. Smith moved that the College accept the County bid. Mr. Karn provided the second. Motion passed.

Student Services: Dr. Cheryl Rasmussen, Vice President for Student Services, provided an enrollment report that included an increase in the number of credit hours generated in the summer and approaching the same number of Fall enrollment as last year. Once again, housing contracts are exceeding the space available, which is a normal situation. Mr. Karn noted that he would prefer that a maximum level be established for accepting new housing contracts beyond capacity so that overcrowding at the first of the Fall semester is

managed efficiently. Dr. Rasmussen further reported that 120 students were on campus for the annual Summer Blitz, which is designed to assist students in being ready for classes in the Fall. Registration and New Student Orientation will occur on August 11 to 14, with campus classes beginning on August 15.

Academic Affairs: Vice President for Academic Affairs Peggy Forsberg was unable to attend. There was no report.

Finance and Operations: Mr. Dan Erbert, Vice President for Finance and Operations, provided the Year End Financial Reports and discussed the Operating Cash Balances report which Mr. Erbert noted provides the Board with the most reliable information regarding the College budget.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement, provided information on activities with the HCC Foundation, Alumni Services, publications, and College news. The HCC Foundation Board of Directors held their 1st Quarter meeting on July 25. Gene Bauer was elected to succeed Mike Hundley as President of the Board. Other officers – Steve Reichle as Vice President and Ted Collins as Treasurer – remained the same. Keith Jaloma, Executive Director of the Foundation, provided a report on fund-raising activity and success, including a new scholarship fund established by The Bank of Bendena and the Bank of Highland. This fund will be used to provide three scholarships for graduates of Doniphan County high schools. A recent College Culture satisfaction survey provided information on the desire for increased communication about College information. Consequently, the sharing of weekly news releases will be enhanced with upcoming College events, a summary of Trustee meetings, progress on the AQIP portfolio, and strategic planning activity. The *Connection*, an annual Alumni Association publication, is in the mail, and the College yearbook is being prepared by Jostens.

Trustees Report: Chairperson Simpson noted that she will be going to the upcoming Kansas Association of Community College Trustees meeting at Seward County.

President's Report: With the academic year fast approaching, President Reist informed the Board of personnel changes and preparations for the Fall semester.

Announcements: There were no announcements.

Executive Session to Discuss Non-Elected Personnel: It was moved by Mr. Karn, seconded by Mr. Tharman, that the Board go into executive session at 10:02 pm for no more than 10 minutes to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to regular session at 10:12 pm.

Adjournment: Chairperson Simpson declared the meeting adjourned at 10:12 pm.