

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
September 28, 1916

Trustees Present: Vernie Coy, Joyce Simpson, Jason Taylor, Carl Tharman. Russell Karn arrived at 7:05 p.m.

Trustees Absent: Tom Smith

Call to Order: The meeting was called to order by Chairperson Joyce Simpson at 6:35 pm in the Administration Building Conference Room on the HCC Highland Campus.

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

Approval of the Minutes: It was moved by Mr. Taylor, seconded by Mr. Coy, that the minutes of the August 24, 2016, Budget Hearing and the August 24, 2016, Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Coy, that warrants 423987 through 424501 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Presentation: Ms. Laura Young and Ms. Linda James, HCC Business Instructors, informed the Trustees information about class called Professional Development that they are teach teaching. All students receiving a business scholarship are required to take the one hour course each semester followed by a capstone business trip. The trip includes four components: an industry tour, a four-year college visit, a cultural visit, and a bonding activity working in teams and learning together outside the classroom. They provided a slideshow of past trips and informed them about plans for the planned Spring, 2017, trip.

Trustee Russell Karn arrived at 7:05 p.m.

Presentation: Mr. Chris Parks, HCC Network Administrator, and Mr. Kyle Erwine, HCC Systems Administrator, informed the Trustees that they had attended a conference on VMWare Virtualized Servers. They showed how VMWare is used, its current benefits to the college and how expansion of the system is important to the technological roadmap and datacenter of the college.

VMWare Upgrade Bid Approval, Round 2 of 2: In 2015, in response to overutilization of processor/RAM resources, an additional storage array and upgraded software version were purchased. That was round one. Round two involves the addition of three new servers and upgrade of VMWare licenses to cover those servers which would carry HCC's VMWare Virtual

Datacenter through another four to five years. Discussion. It was moved by Mr. Karn, seconded by Mr. Tharman, that the bid from CDWG for the purchase of VMWare licenses and HPE ProLiant DL380 Gen9 be approved as presented. Motion passed.

Perkins Leadership Grant Mobile Lab: Mr. Lucas Hunziger, HCC Director of Technical Education, recently wrote and submitted a Perkins Leadership Grant to develop and implement a Technical Composition class. The grant would pay for adjunct instructors to develop and deliver the course and the purchase of a mobile lab to allow presentation of the new class in the technical classrooms. The purpose of the class is to increase the technical writing skills of students in technical courses. The course is for credit and will meet one of the Basic Skill courses on the AAS degree sheet. The College has received word from the Kansas Board of Regents that they are very much in support of the class and asked for quotes to tout HCC's use of the Leadership Grant to the Technical Education Authority. The mobile lab described above would consist of 20 laptop computers and a charging cart that can be rolled from one classroom to another so that students would not have to leave their classrooms to go to the computer lab. Bids for the lab equipment, to be purchased with Perkins grant dollars, were presented to the Board. It was moved by Mr. Taylor, seconded by Mr. Tharman, that the low bid of CDWG be accepted for the mobile lab computers and charging cart for the Perkins Leadership Grant proposal be approved. Motion passed.

Practice Football Field Irrigation Bid: President David Reist reported that only one contractor provided a bid for irrigation of the new practice football field. Two others were willing to bid but could not get the work done this fall or later in the fall. A fourth bidder did not submit a bid. It was moved by Mr. Karn, seconded by Mr. Taylor, that the bid from Advanced Turf and Lawn for the installation of a new irrigation system on the new five acre football practice field be accepted. It was noted that the bid did not include the option of the purchase of a booster pump. Motion passed.

Construction Projects Policy: President Reist informed the Trustees that an external auditor for one of HCC's federal grants made the recommendation that the college have a formal board construction projects policy. The Trustees were presented with a proposed policy for review. The policy will be brought back at the next Board meeting for approval.

Wellness Committee Presentation: Ms. Eileen Gronniger, Human Resource Manager and member of the HCC Wellness Committee, provided a summary of recent activities of the HCC Wellness Committee and noted that committee members along with HCC Board of Trustees' Chairperson, Joyce Simpson, had recently participated in a WorkWell KS Foundations workshop at the Klinefelter Barn along with fourteen other northeast Kansas employers. Ms. Gronniger presented a request from the Wellness Committee to modify a current personnel policy to allow employees to combine their two 15 minute paid breaks into a 30 minute block to time to participate in an approved activity. She outlined the proposed guidelines for the combination of

breaks. Discussion. Mrs. Simpson noted that Missouri Western State University recently reported a decrease in their employee insurance premiums crediting, in part, the wellness program that had been put in place several years ago. The Board expressed no objection to the combination of the two paid 15 minute breaks for the sole purpose of an approved wellness activity. They requested the pilot of the program for one year, with a report provided to the Board mid-year. They also requested that the new employee insurance company be contacted to see how such a plan, and others, might assist in lowering future rates. The Board complimented the Wellness Committee on their work towards employee wellness.

2016-17 Operating Budget and State Appropriations: President Reist led a discussion on current revenues and expenditures, the decreased State appropriations, and the possibility of an additional midyear cut in State funding.

Outsourcing Payroll: President Reist reported that the Administration has been exploring the possibility of outsourcing payroll functions. A number of companies have been invited to submit proposals. A recommendation will be made to the Board at a future meeting.

Academic Affairs Report: Ms. Peggy Forsberg, Vice President for Academic Affairs, provided the Trustees with an overview of the program review process for academic and technical programs. She reminded the Trustees of the November 5th Arts at the Barn event which is called "Big Bands at the Barn" and is a salute to veterans.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, discussed enrollment numbers for Fall, 2017, noting that official enrollment numbers will be available next month. Dr. Rasmussen informed the Trustees that a study of academic scholarship programs, technical programs, and athletic programs was conducted to calculate profit/loss and determine how to more positively affect the bottom line in relationship to program goals. She shared a summary of those calculations with the Board.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement, reported that Dr. Bill Walters and Barbara visited from Maryland and attended the Alumni activities this past weekend. He informed the Trustees that a grant for additional funding for the Sim Lab in the HCC Nursing Program is being submitted to the Courtney Turner Charitable Trust.

Finance/Operations: Mr. Daniel Erbert, Vice President for Finance/Operations, reported on current and projected cash balances.

Trustees' Report: No report.

President's Report: President Reist reported on state and Kansas Board of Regents news and the recent Kansas Association of Community College Trustees meeting that he and Trustee Tom Smith had recently attended. Recent personnel changes were discussed.

President Reist recently met with AHRS Construction, Inc., and Schwerdt Design Group regarding the possible conversion of the gymnasium at the Western Center into a lab for the diesel program. He shared with the Board preliminary drawings of that project along with preliminary drawings of a new diesel facility in Atchison. These drawings will be show to potential donors.

Announcements: The Fall Vocal Concert will be at 7:30 pm the evenings of October 20 and 22 in Culbertson Auditorium. The October 22 football game vs Iowa Western Community College is at 1:00 p.m. It is also Homecoming and the Golden Grads will be honored that day. President Reist reported that the recent "Arts at The Barn" event was a full house and very well received.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Tharman, that the Board go into Executive Session at 9:13 p.m. for no more than 15 minutes to discuss Real Property. Motion passed.

The Board reconvened to regular session at 9:28 p.m. It was moved by Mr. Karn, seconded by Mr. Taylor, that the executive session be extended for 10 minutes. Motion passed.

The Board reconvened to regular session at 9:37 p.m.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Tharman, that the Board go into Executive Session at 9:39 p.m. for no more than 20 minutes to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to regular session at 9:49 p.m.

Adjournment: Chairperson Simpson declared the meeting adjourned at 9:50 p.m.

Joyce Simpson
Chairperson

Date

Jason Taylor
Secretary/Treasurer