

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
December 18, 2019

Trustees Present: Thomas Smith, Russell Karn, Jason Taylor, Kenneth Huss, Vernie Coy

Trustee Absent: Carl Tharman

Call to Order: Chairperson Thomas Smith called the meeting to order at 6:45 p.m. in the Conference Room of the David Reist Administration Building on the Highland Campus.

Approval of the Agenda: Chairperson Smith requested that presentations by Rocky Ruhnke and the IT Department be added to the agenda following the approval of warrants. He also requested the addition of Action Item VI.D, Approval of Portable Lift at Baileyville, be added to the agenda following Item VI.C. It was moved by Mr. Taylor, seconded by Mr. Karn, that the agenda be approved as amended. Motion passed.

Approval of the Minutes: It was moved by Mr. Karn, seconded by Mr. Coy, that the minutes of the November 20, 2019 Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Huss, seconded by Mr. Taylor, that warrants numbered 465205 through 465334 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Presentation: Rocky Ruhnke, owner of Stop and Shop in Highland, KS, discussed with the Board the Flex Account program agreement that Stop and Shop has with the College. He stated that the store's software is due for upgrades in order to support the Flex Plan program. At a previous Board Meeting, the agreement between the College and Stop and Shop was modified by reducing the length of time of the contract. Mr. Ruhnke requested that the Board consider modifying the contract back to the length of time agreed upon in the original contract. The Trustees asked Mr. Ruhnke to gather additional information on the matter as well as provide them with a copy of the contract at a later meeting for review.

Presentation: Marc Jean and Neel Patel, Co-IT Directors, were present to discuss the new spam/firewall/anti-virus program updates as well as answer any questions that were presented.

Pay Request for ATG: President Deborah Fox presented the Board with a payment request made by ATG for the final balance owed on the track project. The Administration recommended paying a lesser amount than requested due to the project not being completed yet and because a final walk through has not yet been implemented. It was moved by Mr. Coy, seconded by Mr. Karn, that the College not pay ATG the final remaining balance for the track project, but rather a lesser amount due to the project not being completed yet. Motion passed.

Approval of Nursing Equipment, Perkins Grant: The Nursing Department at the Atchison Tech Center requests the approval of using Perkins Grant funds to purchase a new Nursing Anne Simulator and accessories from Laerdal Medical Corporation. It was moved by Mr. Karn, seconded by Mr. Huss, that the Nursing Department purchase the Nursing Anne Simulator and accessories with Perkins Grant funds. Motion passed.

Approval of Alcohol Usage: President Fox requested approval from the Board to allow the serving of alcohol at the Klinefelter Barn during the Hiawatha Chamber and Visitors Bureau Annual Meeting on February 6, 2020 and the Brown County Ducks Unlimited Banquet on March 28, 2020. It was moved by Mr. Taylor, seconded by Mr. Coy, that alcohol be allowed at the two mentioned events. Motion passed.

Approval of Portable Lift at Baileyville: President Fox stated that the Baileyville campus had remaining Perkins funds that needed to be used before they are no longer accessible. The Administration would like to use it to purchase a portable lift for the Baileyville facility. If the Perkins funds don't cover the total amount of the lift they will use Capital Outlay funds to cover the remainder. It was moved by Mr. Coy, seconded by Mr. Karn, that Baileyville use remaining Perkins and Capital Outlay funds to purchase a portable lift. Motion passed.

Academic Affairs: Dr. Erin Shaw, Vice President for Academic Affairs, stated that the Highland Community College Chorus and Lads and Lassies had performed at the annual holiday concert on December 5th and 7th. She reported that the Perry Center hosted 47 students from South Middle School's Advancement Via Individual Determination program on December 5th. This program is to teach young students the importance of college and of continued education. The students were split into 3 groups and toured the facility and classrooms and were able to ask current students questions about their experiences. Dr. Shaw was excited to share that Chris Bergen, HCC Auto Technology Instructor at Leavenworth High School, was recently awarded the VFW/Maher National Citizenship Teacher Award for the high school category for VFW post 56. The Atchison Tech Center welcomed 132 boy scouts from the Boy Scouts Tech Merit Badge School on November 23rd. The scouts were able to take classes on several different subjects taught by community volunteers and 256 badges were awarded.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, confirmed that students are out of housing for the holiday break and inspections of dorms have been conducted. He gave an update on student life activities such as grocery bingo which attracted 168 students, an indoor soccer tournament and the traditional Finals Breakfast which served 275 students with the help of staff and faculty members. The advising department has implemented a check-in/check-out service which allows students to scan their ID cards when they enter Irvin Hall and when they leave. This allows for staff members to see when and why students visit Irvin Hall each day. Since August, the service shows that students visit Irvin mainly for tutoring, advising or Student Support Services workshops. Dr. Ingmire proudly shared with the Board that Joshua North, Director of Financial Aid, completed his Certified Financial Aid Administrator designation making him 1 out of 100 across the United States to complete this certification. Dr. Ingmire reviewed enrollment numbers and awarded scholarships for the spring 2020 semester.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through November 2019 and discussed income and expense reports. Mr. Willy confirmed that the College audit will be presented at the January Board meeting. He stated that the planning stages for a remodel of the Colony Point housing unit will begin during the spring 2020 semester. Weekly calls with CANVAS representatives are being implemented to make sure the new program is moving forward smoothly.

Trustees' Report: Chairperson Thomas Smith gave a brief review of information shared at the KACCT meeting at Johnson County Community College that President Fox and he attended on December 6th and 7th. He stated that they will attend the Phi Theta Kappa Luncheon on March 12, 2020 in Topeka, KS.

President's Report: President Fox gave a brief update on the KACCT meeting that Chairperson Smith and herself attended on December 6th and 7th at Johnson County Community College. She will be meeting with contractors to discuss the construction of track facilities on January 15th. President Fox discussed the recent decline in enrollment numbers. She explained that the Administration will continue to work towards cutting costs and keeping expenses at a minimum. Moving forward, any job position that becomes vacant will be carefully considered whether necessary to fill with a new candidate or kept vacant to minimize spending costs.

President Fox noted that the Title IV Grant is eligible for renewal and the College must submit the request by January 27th. She gave an update on recent personnel changes. President Fox reported that the College holiday party at the Klinefelter Barn was well attended.

The Board recessed at 8:45 for no more than 10 minutes.

Executive Session: It was moved by Mr. Coy, seconded by Mr. Karn, that the Board go into Executive Session at 8:55 p.m. for no more than 15 minutes to discuss Acquisition of Real Property. Motion passed.

The Board reconvened to regular session at 9:10 p.m.

Executive Session: It was moved by Mr. Huss, seconded by Mr. Karn, that the Board go into Executive Session at 9:10 p.m. for no more than 2 hours to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to Regular Session at 11:00 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 11:00 p.m.

Thomas Smith, Chairperson

Date

Carl Tharman, Secretary/Treasurer