HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
April 24, 2019

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

Trustees Absent: Carl Tharman

Call to Order: Chairperson Thomas Smith called the meeting to order at 6:32 p.m. in the Conference Room of the Administration Building on the Highland Campus.

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

Approval of the Minutes: Chairperson Smith asked that a grammatical error be corrected on the first page in the approval of the minutes from last month. He also requested a change on the second page under item VII.C. The vote should have been moved by Mr. Tharman instead of Mr. Taylor. It was moved by Mr. Coy, seconded by Mr. Karn, that the minutes of the March 27, 2019, Regular Meeting be approved as corrected. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Huss, that warrants numbered 463262 through 463501 be approved as presented. Discussion. Motion passed.

Public Comment: None.

First Reading: Academic Calendars for 2019-2020 and 2020-2021: President David Reist presented the Board with a draft of the 2019-2020 and 2020-2021 academic calendars for a first reading. Discussion. The calendars will be brought to the Board for final approval in May.

Ag Building Remodel Update: The Administration met with AHRS to discuss possible cost cuts that could be made on the remodel of the Ag Building. President David Reist provided the Board with the cost breakdown provided by AHRS. His recommendation was to begin construction in May on the two classrooms as well as the Precision Ag Lab space as they both need to be completed by the fall semester. The Administration can then look at other possibilities for funding the remainder of the remodel project. Discussion. It was moved by Mr. Taylor, seconded by Mr. Karn, that AHRS be awarded the job of remodeling the Ag Building and to begin working on the two classrooms and Precision Ag Lab. Motion Passed.

Electrical Building Remodel Bids: President Reist presented the Trustees with a floor plan and bids for the Electrical Building remodel. Bids were received from four companies and were very close in price but were considerably higher than expected. As the Electrical Technology program is required to become a two year program, the college must complete the remodel to accommodate the volume of students. President Reist was hopeful that with capital outlay funds as well as earnings from the construction trades home in Atchison that will be up for sale soon, the college should be able to accommodate the cost of the remodel. The trustees favored AHRS to do the construction work as they are also working on the Ag Building remodel. It was moved by Mr. Taylor, seconded by Mr. Karn that AHRS be awarded the Electrical Building remodel job. Motion Passed.

Professional Employee Contract Renewal and Non-Renewal: The Trustees were presented with a list of Professional Employees (faculty) recommended for renewal for the 2019-2020 academic year. President Reist informed them of faculty resignations and retirements. Salary is to be discussed at a later date. It was moved by Mr. Karn, seconded by Mr. Coy, that the Professional Employee Contracts be approved as presented. Motion Passed.

Administrative Employee Contract Renewals: The Trustees were presented with a list of Administrative Employees for 2019-2020 contract renewals. Salary is to be discussed at a later date. It was moved by Mr. Karn, seconded by Mr. Huss, that the Administrative Employee Contracts be approved as presented. Motion Passed.

Academic Affairs: Dr. Erin Shaw, Vice President for Academic Affairs, informed the Board that the College received the grant that was applied for through the Kansas Historical Society. This grant will assist in funding for equipment to digitize and catalog all of the historical documents that were found on the Highland Campus. In addition, the College will receive the Kansas Humanities Grant for a consultant and preservation. Dr. Shaw gave a brief review on the HLC Conference she attended in Chicago this month. On April 3rd the College hosted FFA Super Day which had over 400 students in attendance from several different schools in Northeast Kansas. The Ag Building remodel floor plans were showcased for students to see. Dr. Shaw gave an update on upcoming events. The Blacksmithing Workshop will be held on April 27th at the Klinefelter Barn and the 39th Annual HCC Art Day will be held on April 25th.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, reported that 130 students participated in sophomore day at the HCC Highland campus. FFA Super Day was also a great success with three students signing Ag scholarships. 400 students were in attendance from multiple schools in Northeast Kansas. Doniphan County Open house was held on April 10th. Six seniors and their parents were in attendance. Troy High School senior Barbara Ernzen won a $1,000 scholarship sponsored by Pierce Heating & Cooling of Bendena, KS. Riverside High School senior Haley Miller won a $1,000 scholarship sponsored by Consumer Oil & Propane of Bendena & Atchison, KS. During the Outstanding Student Award ceremony, 75 students were nominated and recognized for academic achievements. Dr. Ingmire gave a brief update on housing, enrollment, fall 2019 awarded scholarships and student life events during the months of April and May.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through March 2019. He discussed income and expense reports. Mr. Willy confirmed that demolition is complete in the Crestview dorms and renovation has begun. He is hopeful that the dorms will be ready for the fall semester. IT implemented single sign on for users on April 1st. Single sign on will assist in securing username and passwords as well as prevent users from having to log in multiple times.

Trustees' Report: Chairperson Tom Smith announced that the Foundation Board hired Jaime Terry as the Advancement Coordinator for Foundation and Alumni Activities. He congratulated President Reist on receiving the Michael Bennett Lifetime Achievement Award on April 5th in Orlando, FL. Chairperson Smith shared with the Board that a private donor was donating a working windmill to the Klinefelter Farm to assist in utilizing the well for irrigation and filling the pond.

President's Report: President Reist reviewed State Legislation and Kansas Board of Regents news. Recent personnel changes were reviewed. He gave a brief report on the HLC meeting he attended in Chicago. There will be a proposal in May for the addition of women's soccer, men and women's bowling as well as Esports gaming. President Reist gave recognition to Joshua North, Director of Financial Aid, for receiving the Rising Star Award from Kansas Association of Student Financial Aid Administrators. Library grants have been received to assist with the preservation of historic documents that were discovered on the Highland campus.

President Reist stated that Mosaic Life Care of St. Joseph has contacted the College about the possibility of offering their employees a one year Medical Office Assistant certificate program through HCC. Brenda Hines & Dr. Mark Anderson will be honored at the Academic Hall of Fame ceremony on May 16th from 4:00-6:00 p.m. President Reist expressed interest in serving wine at the reception with the permission of the Board. The Board had no objection. He shared with the Board details on the FarmBOT Genesis robot that the Precision Ag program was able to purchase with grant money from Frontier Farm Credit. He reported that NursingDegree.com has ranked Highland Community College as the No. 9 best school to earn an undergraduate certificate in nursing.

President Reist confirmed that at the recent Kansas Jayhawk Community College Conference meeting, it was successfully passed to limit football to 55 out of state players on the roster and also to be eligible for a scholarship. He confirmed Soil samples have been taken at the track construction site as contractors are trying to find a solution for the soil not compacting correctly and needing to be stabilized. Karen McDow, daughter of Walter Yost, is writing a biography on her father and has reached out to the College about signing an agreement in order to use photos and to authorize that the information used about HCC is accurate. President Reist gave an update on athletics and current rankings.

Announcements: President Reist gave details on upcoming events. The Children's Theatre production will be April 23rd, 24th and 26th. HCC Art Day will be held on April 25th. Spring Music Concert is on May 2nd and 5th. The Scottie Sports Banquet will be held on May 8th in the Wellness Center. Finals week will be May 13th-17th. The HCC Atchison Tech Center will have their commencement ceremony as well as the Practical Nursing Pinning on May 15th. The Academic Hall of Fame reception will be held in the Stadium Center on May 16th from 4:00pm-6:00pm. HCC Western Center will hold their commencement ceremony on May 17th at 10:00am and HCC Highland campus will have theirs on May 17th at 7:00pm.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Huss, that the Board go into Executive Session at 8:15 p.m. for no more than 10 minutes to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to Regular Session at 8:25 p.m.

It was motioned by Mr. Karn, seconded by Mr. Huss, that the Executive Session be extended for no more than 5 minutes. Motion passed.

The Board reconvened to Regular Session at 8:30 p.m.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Karn, that the Board go into Executive Session at 8:30 p.m. for no more than 10 min to discuss Professional Employee contract negotiations. Motion passed.

The Board reconvened to Regular Session at 8:40 p.m.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Coy, that the Board go into Executive Session at 8:40 p.m. for no more than 5 minutes to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to Regular Session at 8:45 p.m.

It was motioned by Mr. Karn, seconded by Mr. Coy, that the Executive Session be extended for no more than 10 minutes. Motion passed.

The Board reconvened to Regular Session at 8:55 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 8:55 p.m.

Thomas Smith, Chairperson

5-29-19
Date

Carl Tharman, Secretary/Treasurer