

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
June 26, 2017

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

Call to Order: The meeting was called to order by Chairperson Joyce Simpson at 6:30 pm in the Cafeteria on the Highland Community College Campus, Highland, Kansas.

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

Approval of the Minutes: It was moved by Mr. Smith, seconded by Mr. Karn, that the minutes of the May 24, 2017, Regular Meeting and the June 7, 2017, Special Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Smith, that warrants 427377 thru 427728 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Community College Technical Grant Bids: Each year HCC receives a Technology Grant from the Legislature and that money is used to update a computer lab. The grant requires a 50% match. This year the grant will be used to update the Mac Lab on the Highland Campus. The Trustees were presented with for 18 Macintosh computers plus AppleCare Protection and two Apple USB SuperDrives. It was moved by Mr. Taylor, seconded by Mr. Smith, that the low bid from CDW-G be accepted as presented. Motion passed.

Copier Contract Renewal: HCC has contracted with ProServ of St. Joseph, MO, for copy and print services for the last 29 years for all six locations (about 50 machines) and they provide all paper and ink cartridges. In that time, they have exhibited excellent customer service. Their contract comes up for renewal every five years. There are still a number of stand-alone printers in certain areas. ProServe reviewed those areas and proposed a bid that eliminated the stand-alone printers adding those users into the network, thereby realizing a savings of over \$16,000 annually over the life of the new contract. Discussion. It was moved by Mr. Tharman, seconded by Mr. Coy, that the ProServe renewal for print, copier, and paper services be approved as presented. Motion passed.

Property Casualty Liability Insurance Renewal: The Board was presented with the bid from IMA for property, casualty, and liability insurance coverage. President David Reist noted that the premium is decreasing by a significant amount. It was moved by Mr. Taylor, seconded by Mr. Smith, that the insurance renewal from IMA be accepted as presented. Motion passed.

Athletic Insurance Bids: HCC, along with most other colleges in Kansas, use the services of Dessinger Reed for bidding athletic insurance which is let annually. Bid quotes were presented. President Reist also reminded the Trustees that last year, HCC required students arriving on campus without insurance to buy short-term primary insurance through Dissinger Reed. It was moved by Mr. Smith, seconded by Mr. Coy, that the athletic insurance quote from QBE Specialty Insurance Company and catastrophic insurance from Mutual of Omaha be accepted as presented and that all students arriving on the Highland campus without insurance participate in the Campus-wide Mandatory Student Accident Plan. Motion passed.

Student Housing Cable TV and Land Line Phones: Currently, HCC contracts for cable TV services for student housing with Rainbow Communications. Next year, Rainbow is making the change to digital and these costs will increase. As technology increases, fewer and fewer students are using cable and most are making use of streaming services. In addition, very few students utilize the land lines provided. President Reist recommended that cable television and land line phone hookup be discontinued in the college apartments. A portion of the savings would be used to upgrade internet speeds from 225 to 300 mbs by moving over to Rainbow Fiber instead of through Century Link. Discussion. It was suggested that, if a resident still wanted to receive cable, the option be made available at cost

to the resident. It was moved by Mr. Karn, seconded by Mr. Smith, that cable television and land lines be eliminated from student housing, but residents be able to purchase both options at cost. Motion passed.

Sim-Lab Purchase: President Reist presented the Board with a request for approval for Sim Lab equipment. He noted that the equipment would be purchased with Capital Outlay dollars which much be encumbered by June 30. Discussion. It was moved by Mr. Coy, seconded by Mr. Taylor, that the purchase of Sim Lab equipment be purchased with Capital Outlay funds from Laerdal Medical Corporation as recommended. Motion passed.

Signatory Approval: Because of a number of recent personnel changes, the official signatories for bank authorizations are in need of update. President Reist presented the Board with the recommended changes. It was moved by Mr. Coy, seconded by Mr. Smith, that the signatories for bank authorizations be accepted as presented. Motion passed.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement, reported that his department is negotiating with the printer to add four pages to "The Connection" to cover Foundation fund-raising efforts.

Finance/Operations Report: Mr. Randy Willy, Vice President for Finance and Operations, reported that he has been reviewing Business Office processes. One goal is to have the audit done by the end of October. The new payroll system is up and running. He is going to be working with a collection agency on collecting delinquent student accounts. Current cash operating balances were discussed.

Academic Affairs Report: No report.

Student Services Report: Updates on summer and fall enrollment and fall housing numbers were provided.

Trustees' Report: Chairperson Joyce Simpson reported that she and Mr. Smith had attended the recent Kansas Association of Community College Trustees meeting in Colby and provided a brief overview of the topics discussed.

President's Report: President Reist reported that the College has received a State Nursing Initiative Grant to assist with costs associated with getting national accreditation for the program. The State is not funding the full amount that they said they would for the Excel in Technical Education Initiative (formerly SB155). The College is receiving 18% less than promised. President Reist announced that the State appropriations levels for next year will remain the same as this year. Less money will be received on Capital Outlay dollars.

President Reist reminded the Board that conceal carry becomes legal on Kansas college campus July 1, 2017. Recent personnel changes were highlighted. The Construction Technology house in Troy is nearing completion and an open house will be scheduled soon. Talks are underway with the local high school and city about redoing the football field, track, and baseball field.

President Reist reported that he and Mr. Keith Jaloma, Executive Director of the HCC Foundation, attended a Celebration of Life for HCC Alumnus Pat Wozniak. Mr. Wozniak, who has cancer, is going to be entered in to the HCC Hall of Fame in the Fall of 2017, so President Reist and Mr. Jaloma presented him with the announcement at this celebration.

Announcements: The Scottie Golf Classic will be held on July 7 in Atchison. Summer Blitz is July 10 – 28th. The next Board of Trustees meeting will be on July 26.

Executive Session: It was moved by Mr. Tharman, seconded by Mr. Karn, that the Board go into executive session at 8:38 p.m. for no more than 5 minutes 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. Tharman, seconded by Mr. Karn, that the Board go into executive session at 8:40 p.m. for no more than 20 minutes to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to regular session at 9:00 p.m. It was moved by Mr. Tharman, seconded by Mr. Karn, that the Executive Session be extended for no more than 20 minutes. Motion passed.

The Board reconvened to regular session at 9:20 p.m.

Adjournment: Chairperson Simpson declared the meeting adjourned at 9:20 p.m.

Joyce Simpson, Chairperson

Date

Jason Taylor, Secretary/Treasurer