

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
October 24, 2018

Trustees Present: Russell Karn, Thomas Smith, Jason Taylor, Kenneth Huss, Carl Tharman

Trustees Absent: Vernie Coy

Call to Order: Chairperson Thomas Smith called the meeting to order at 6:33 p.m. in the Conference Room of the Administration Building on the Highland Campus.

Approval of the Agenda: Chairperson Smith asked that item F, Grade Appeal, be added to the agenda following item E. It was moved by Mr. Karn, seconded by Mr. Tharman, that the agenda be approved as amended. Motion passed.

Approval of the Minutes: Chairperson Smith asked for a correction to be made in the October 15, 2018 Special Meeting Minutes. It needs to state that the motion was passed at the end of the Purchase of Real Estate Agreement. It was moved by Mr. Taylor, seconded by Mr. Karn, that the minutes of the September 26, 2018, Regular Meeting be approved as presented and the October 15, 2018 Special Meeting both be approved as corrected. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Huss, that warrants numbered 432089 through 432303 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Faculty Presentation: Ms. Eleanor Hensley, Early Childhood Instructor/Coordinator, gave a brief presentation on mental health training. She stated that several employees have completed the eight hour mental health first aid course, which educates on how to recognize the signs of mental health struggles. Ms. Hensley expressed enthusiasm about having experienced HCC employees provide training to others in the area.

IT Security Proposal: Mr. Marc Jean and Mr. Neel Patel, IT Co-Directors, discussed with the Board the suggested purchase of the Datto Backup Data Recovery System through PCM-G. They reviewed the costs of the program and were available for questions. Discussion. It was moved by Mr. Karn, seconded by Mr. Tharman that the Backup and Disaster Recovery Proposal through PCM-G be approved as presented. Motion Passed.

Doniphan West and HCC Athletic Facility Use Policy: President Reist presented the Board with a revised Athletic Facility Use Policy between Doniphan West and HCC. The Trustees requested a few changes to be made and discussed the requirements for usage of the track and field. President Reist confirmed that he would share the change requests with the legal counsel for adjustments. No action was taken and this item was tabled to a later date.

Roofing Contractors: Mr. Randy Willy, Vice President for Finance and Operations, gave the Board an update on the damage estimates of the Memorial Day hail storm, which he received from the insurance company. Mr. Willy had been in contact with a few roofing contractors for proposals to fix the hail damage. As of the proposal due date of October 19th, Mr. Willy had only received two bids out of the four that were requested. He would like to continue discussing estimates with the contractors and will have a recommendation for the Board next month. No action was taken and this item was tabled to a later date.

November Meeting Location: President Reist expressed his interest in conducting the November Board of Trustees Meeting at the Technical Center in Atchison on November 28, 2018. He suggested everyone meet at the Tech Center at 1:00p.m. to tour the campus. The meeting will be take place around 3:30 in the Building B Meeting Room. It was moved by Mr. Tharman, seconded by Mr. Taylor that the November 28, 2018 Board of Trustees Meeting be moved to the Atchison Technical Center. Motion Passed.

Presidential Search Components: President Reist provided the Board with a job description and proposed advertised announcement for the Presidential position. In addition, he provided a suggested timeline for the hiring processes, as well as suggestions on assembling a search committee to assist in the initial screening of applicants. It was moved by Mr. Huss, seconded by Mr. Karn that the timeline and job description for the presidential position be approved as presented. Motion Passed.

Grade Appeal: President Reist discussed a grade appeal situation that was submitted by a student. The Higher Learning Commission requires a place on college websites for people to submit complaints. Occasionally the Board can address these complaints and find a resolution when needed. While this specific type of complaint is not a Board matter, President Reist confirmed it was not initially submitted to the correct authority and needed to be addressed as soon as possible. The Board will submit a signed letter to the individual confirming they agree with the results already conveyed to the student.

Student Services Report: Mr. Eric Ingmire, Vice President for Student Services, informed the Board that retention numbers have increased from last year. He gave an update on the fall visit days that will take place on November 9th on the Highland campus and November 14th at the Atchison Technical Center. Mr. Ingmire confirmed that the student Early Alert System has been implemented for the fall semester. He gave a brief review of the alcohol and drug violations on campus. Mr. Ingmire shared with the Board current topics of discussion by the Student Government.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through September 2018. He discussed the income and expense reports and confirmed that the College audit cannot be complete until the Foundation audit has been conducted. Mr. Willy was hopeful to present the College audit at the November Board Meeting.

Academic Affairs Report: Dr. Erin Shaw, Vice President for Academic Affairs, gave the Board a review on the Lisa Scholz Performance during the Arts at the Barn event on October 20th. She informed the Board that the Kansas Board of Regents staff will conduct a Perkins Site Visit at Highland Community College on February 9, 2019. Dr. Shaw gave a brief description of the Perkins V Workshop that she attended with Lucas Hunziger, Director of Technical Education, on October 3rd in Topeka. She gave a report on her attendance at the Kansas Core Outcomes Group annual meeting at the KU Edwards Campus on October 12th.

Trustees' Report: No report.

President's Report: President Reist reviewed State Legislation and Kansas Board of Regents news. He gave a brief review of the Council of Presidents Meeting he attended at Hutchinson Community College on October 17th. Recent personnel changes were reviewed. The Highland Vineyards & Winery, LLC remodel has begun with demolition near completion and drainage systems being installed. President Reist gave an update on the sentencing of the bomb threat student.

President Reist reported that 92 Doniphan County high school students have signed up to take college classes since the tuition change. Out of those students, Troy-35, Doniphan West-15 and Riverside-42. He reviewed the Athletic Golf Tournament earnings from 2017 and 2018. President Reist informed the Trustees that Greg Seifert from Creal, Clark and Seifert will be drawing up plans for new space to be constructed inside the Agriculture building. He announced that the Athletic Hall of Fame event will take place Friday, October 26th at the Klinefelter Barn. Homecoming will be taking place on Saturday, October 27th when the College will also be honoring the 50 year class of 1968. In addition, Peucker Plaza dedication and the Heritage Society Luncheon will be held the same day.

Announcements: President Reist gave details on upcoming events. The Tech Advisory Dinner will be held at the Atchison Tech Center on November 1st. The Alumni, Foundation and College Boards will be having a joint meeting on November 3rd and the fall theater production, "The Women of Lockerbie", will be held on November 8th-9th. Thanksgiving break will be November 19th-23rd.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Tharman, that the Board go into Executive Session at 9:30 p.m. for no more than 15 minutes to discuss Non-Elected Personnel.

The Board reconvened to Regular Session at 9:45 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 9:45 p.m.