

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES' MEETING MINUTES  
February 27, 2019

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

Call to Order: Chairperson Thomas Smith called the meeting to order at 6:35 p.m. in the Conference Room of the Administration Building on the Highland Campus.

Approval of the Agenda: Chairperson Thomas Smith requested that Item VII.D2 be added after Item VII.D. An Executive Session to discuss contracts will be added between Item B and Item C. He also wanted to add an Executive Session to discuss non-elected personnel, specifically confidential information regarding Presidential candidate applications, after Executive Session to discuss non-elected personnel. 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. Coy, seconded by Mr. Karn, that the minutes of the January 24, 2019, Regular Meeting, and the Special Meetings of January 30, 2019, January 31, 2019 and February 4, 2019, be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Tharman, that warrants numbered 462712 through 463042 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Title IV Student Support Services Presentation: Lisa Parsons, Director of Student Support Services, gave a brief description of the Title IV Student Support Services grant program offered by Highland Community College to a total of 140 students per year. The program focuses on disabled, low income and first generation students who are enrolled at the main campus in Highland, KS. Grades are closely monitored and tutoring is provided for those in need. Students participating in the SSS program are given a maximum of 4 years to complete their degree. Advisors are also available to assist the student in the transfer process if they choose to continue their education.

HCC Independent Audit Approval: President Reist presented the Trustees with revisions that the Foundation Board made to their portion of the 2017-2018 independent audit. It was moved by Mr. Huss, seconded by Mr. Coy, that the 2017-2018 independent audit be approved as presented. Motion passed.

Academic Hall of Fame Nomination: The Board was presented with a short biography of Academic Hall of Fame nominee Dr. Mark Anderson of Seneca, KS. Dr. Anderson is a Board-Certified Neurosurgeon and has been running his own practice out of Orange County, California since 1981. He attended Highland Community Junior College in the fall of 1968 and spring of 1969. He was on the Dean's Honor Roll and active in both chorus and band during his time at Highland. He then attended the University of Kansas and graduated with his MD in 1975 and continued his training at Stanford University Medical Center Department of Neurosurgery. The HCC Alumni Board and HCC Foundation Board have approved the nomination. It was moved by Mr. Taylor, seconded by Mr. Tharman, that the HCC Academic Hall of Fame nomination for Dr. Mark Anderson be approved. Motion passed.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Taylor, that the Board go into Executive Session at 7:15 p.m. for no more than 15 minutes to discuss contracts.

The Board reconvened to Regular Session at 7:30 p.m.

Change to Flex Account Network Agreement: President Reist discussed the proposed change in the Flex Account Network Agreement held between Highland Community College and Ruhnke Enterprises, LLC. Rocky Ruhnke, President of Ruhnke Enterprises, LLC, has proposed changing the 5% vendor fee to 3%. The change would occur in item 11 of the contract that was presented to the Board. The five year agreement between Ruhnke Enterprises, LLC will be expiring June 2020. It was moved by Mr. Huss, seconded by Mr. Taylor, that the proposed change to the Flex Account Network Agreement with Rocky Enterprises, LLC be approved as presented. Motion passed.

Proceed to Bid-Agriculture Building: President Reist informed the Board that Creal, Clark and Seifert are ready to proceed to the bidding phase of the Agriculture Building remodel. He presented the Trustees with the most recent floor plan as well as the bid announcement. President Reist is hopeful to have bids by the March 27<sup>th</sup> Board Meeting. They plan to begin construction in May and have it completed by August. It was moved by Mr. Karn, seconded by Mr. Coy, that the College move forward with Creal, Clark and Seifert to the bidding phase of the Ag Building remodel. Motion Passed.

Classroom and Garage Addition to Electrical Technology Building: President Reist informed the Trustees that the construction project to add a classroom and new garage for the electrical program is ready to move forward to the bidding process. More space is needed at the facility as the program will be a two year program starting in the fall and will need to accommodate more students. It was moved by Mr. Taylor, seconded by Mr. Coy, that the College move forward with the bidding process for the Electrical Technology Building remodel. Motion Passed.

Second Electrical Technology Instructor Approval: Beginning in the 2019 fall semester, the Electrical Technology Program will be transitioning to a two year program. This change is required through the KBOR Program Alignment Process. President Reist explained that because of the increase in students and course work, the need for an additional Electrical Technology instructor is necessary. It was moved by Mr. Karn, seconded by Mr. Huss, that the faculty position for an additional Electrical Technology Instructor be approved. Motion passed.

Tuition, Fees, Room and Board Proposal for 2019-2020: President Reist informed the Trustees that the President's Staff have been working on recommendations for increases in Tuition, Fees, Books and Room & Board for 2019-2020. He provided the Board with other Kansas Community College charges from the previous three years. The President's staff will use this information and continue research before presenting the Board with their recommendations at a later date.

Set Date, Time, and location for March Regular Meeting: The Trustees were presented with a proposal to have the March 27<sup>th</sup>, 2019, Regular Board Meeting at the Wamego location. March Regular Board Meetings have been held at one of the Regional locations for the past several years. The Wamego location was chosen to give the Trustees a chance to tour the newly constructed winery as well as the Highland Community College Wamego facility. The Trustees made the decision to wait until the winery was completed to tour the facilities. The March 27, 2019, Regular Board Meeting will be held in the Administration Building Conference Room at the Highland campus at 6:30 p.m.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, discussed the amount of students on campus that are using the counseling services provided by the College. Many different groups around campus work together to provide the students with support as they may be struggling academically due to personal issues they are battling. Spring Visit Day scheduled for February 6<sup>th</sup> was cancelled due to inclement weather. With that cancellation, Admissions decided to begin hosting a Sophomore Visit Day each spring. The Tech Center and Western Center currently already host a similar visit day. Highland Community College will be hosting a Principal and Counselor Luncheon on March 19<sup>th</sup>. Dr. Ingmire gave a brief update on housing, spring 2019 enrollment, fall 2019 awarded scholarships and student life events during the months of February and March. He explained the new one touch emergency alert buttons installed in the offices of Director of Residence Life and Security. They are able to alert the entire campus within seconds in the case of a lockdown, evacuation and severe weather. Dr. Ingmire provided the Trustees with photos of Ellis dorm staircases as they are deteriorating and will need addressed within the next year.

The Board recessed at 8:10 p.m. for no more than 5 minutes.

The Board reconvened to Regular Session at 8:13 p.m.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, was not present. The Board was provided with a written report.

Academic Affairs: Dr. Erin Shaw, Vice President for Academic Affairs, reported that the Perry Library in Perry, KS, was in need of a new space as it was set up in the local grocery store that went out of business. The Highland Community College Perry Center offered the library space to relocate. The partnership has increased foot traffic through the facility and could potentially benefit the College. Dr. Shaw explained to the Board that the process of receiving a signed Memorandum of Understanding letter from adjunct instructors will be changing. The Administration has created a one-time form in which the instructor would only need to sign the agreement one time rather than one for every class of each semester. Faculty members completed training in December and January on Turnitin's plagiarism checking software. Faculty members also participated in a budget training in which they were educated on using correct budget codes and how to read their budgets properly. She reported that a visit team from the Accreditation Commission for Education in Nursing as well as the Kansas Board of Nursing conducted an on-site visit of the Atchison Tech Center on February 19<sup>th</sup>-21<sup>st</sup>. Exit interviews went well and indicated that the College's nursing program is being recommended for accreditation. The spring children's play had a great turnout of 900 reservations for the six matinees on April 23<sup>rd</sup>-26<sup>th</sup>.

Trustees' Report: No report.

President's Report: President Reist reviewed State Legislation and Kansas Board of Regents news. He reported that Dr. Susan Meyer, Superintendent of Atchison USD 409, presented the diesel building addition proposal at the Atchison USD 409 Board Meeting. The meeting went well and they are willing to give the College the land for the expansion. President Reist stated that a letter was sent to Valley Grain & Fertilizer Co, Inc. regarding the termination of the agreement on the cemetery land. The College would like to advertise renting of the land.

The discussion on partnering with Caterpillar on giving students an opportunity to intern with them for half a day while taking class with Highland Community College the other half is still ongoing. JD Koons, Wamego Center Director, Cara Baker, Director of the Western Center, and Lucas Hunziger, Director of Technical Education/Atchison Area Coordinator, are working on finding grant money to assist with the costs. Building B at the Wamego center might be a possibility for usage.

President Reist reported that the track project is on hold due to weather conditions. He gave an update on athletics and rankings.

Announcements: President Reist gave details on upcoming events. The spring musical production of Big Fish will take place February 8<sup>th</sup> & March 1<sup>st</sup> at 7:30 p.m. and March 2<sup>nd</sup> at 2:00 p.m. Offices will be closed for spring break from March 11<sup>th</sup>-15<sup>th</sup>.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Tharman, that the Board go into Executive Session at 8:41 p.m. for no more than 10 minutes to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to Regular Session at 8:51 p.m.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Huss, that the Board go into Executive Session at 8:51 p.m. for not more than 1 hour to discuss Non-Elected Personnel, specifically confidential information regarding Presidential candidate applications. Motion passed.

The Board reconvened to Regular Session at 9:51 p.m.

It was motioned by Mr. Karn, seconded by Mr. Huss, that the Executive Session at 9:51 p.m. be extended for no more than 20 minutes. Motion passed.

The Board reconvened to Regular Session at 10:10 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 10:10 p.m.