

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
June 26, 2019

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

Call to Order: Chairperson Thomas Smith called the meeting to order at 4:30 p.m. in Building "B" Room 22 at the Highland Community College Wamego Center.

Approval of the Agenda: Chairperson Smith requested that Item VII.J, Highland Ballpark Agreement, Item VII.K, Construction Manager at Risk, and Item VII.L, Atchison House, be added to the agenda after Item VII. I. It was moved by Mr. Taylor, seconded by Mr. Coy, 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 May 29, 2019, Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Tharman, that warrants numbered 463753 through 463998 be approved as presented. Motion passed.

Public Comment: None.

Wamego Update Presentation: J.D. Koons, Wamego Center Director, gave a brief presentation on current updates at the Wamego Center. He estimated that they had an average of 275 students per semester attending classes at the Wamego Center. Students were asked what changes they would like to see happen on campus and they responded with more open space to sit and eat as well as hang out spots in between classes. These changes were implemented as well as adding a space for adjunct instructors to work privately and meet with students for one on one assistance with assignments. Mr. Koons also expressed that they would like to add more hybrid classes where the class material will be taught partially in person and partially online. He shared with the Board the plans of adding a welding program as well as an Early Childhood program at the Wamego center in the near future.

Approve President's Staff Contract: President David Reist expressed his gratitude of the hard work that has been showed by the President's Staff. He highly recommended that contracts for 2019-2020 be approved for Randy Willy, Vice President for Finance and Operations, Dr. Erin Shaw, Vice President for Academic Affairs, and Dr. Eric Ingmire, Vice President for Student Services. It was moved by Mr. Coy, seconded by Mr. Tharman, that contracts for the President's Staff be approved for 2019-2020. Motion passed.

Early Childhood Certificate: Eleanor Hensley, Instructor of Early Childhood, requested that the Early Childhood program be changed from being a required Associates of Applied Science degree to a certificate program. There have been several students that would prefer a one year certificate rather than completing a two year AAS degree. The Board must approve this request before an application can be sent to the Kansas Board of Regents. It was moved by Mr. Tharman, seconded by Mr. Taylor, that Early Childhood be approved to change to a one year certificate program from a two year Associate of Applied Science degree. Motion passed.

60 Credit Hour Degree: President Reist explained to the Board that the Kansas Board of Regents is making it mandatory that universities develop 120 credit hour Bachelor's Degrees which means they will only accept 60 hour transfer credits from community colleges. With this change, he recommended that, in order to develop 60 credit hour degrees for an Associate in Arts, Associate in Science and Associate in General studies, PE no longer be a requirement and that Electives be lowered by two credit hours. It was moved by Mr. Tharman, seconded by Mr. Coy, that required credit hours for an Associate in Arts, Associate in Science and Associate in General studies degrees be reduced from 62 to 60 credit hours. Motion passed.

Contract for Conveyance of Real Estate: In May, President Reist presented the Board with a Contract for Conveyance of Real Estate by USD 409. This parcel of land is needed for the building of a diesel facility on the Highland Community College Technical Center campus. The Board requested the length of time the College is allowed to construct the facility be changed. The changes were implemented and USD 409 has approved the contract. They also approved the lease agreement for 10 years to satisfy State Statues. It was moved by Mr. Karn, seconded by Mr. Huss, that the Contract for Conveyance of Real Estate by USD 409 to Highland Community College be approved as presented. Motion passed.

Women's Soccer as a Varsity Sport for Fall 2020: President Reist expressed to the Board that the College would like to add Women's Soccer as a varsity sport in Fall of 2020. The Trustees were provided with an expense report of the costs that would be expected to fund women's soccer. In order to add the sport the College would need to notify the Kansas Jayhawk Community College Conference by August 2019 as it must be approved a year in advance. Discussion. It was moved by Mr. Tharman, seconded by Mr. Taylor, that the addition of Women's Soccer as a varsity sport in fall of 2020 be approved. Motion passed.

Athletic Insurance Renewal: President Reist informed the Board that the Administration has evaluated different renewal options for athletic insurance and catastrophic insurance coverage and would like to recommend the options they found. For athletic insurance, option #1 was chosen with QBE Specialty Insurance Company as the insurance carrier and A-G Administrators Inc. as the claims payor. For catastrophic insurance the Administration chose the 10 year plan. President Reist also shared with the Board that with the high demand for counselling sessions and only one counselor at Highland Community College, it would be beneficial to add a mental health service for athletes via a mobile app or computer. President Reist also brought to the Board the increased amount of Medicaid claims for out of state athletes. The Administration would like to make it mandatory that all HCC athletes must be covered under a valid health insurance. All out of state athletes will not be allowed to use Medicaid as it is not covered as a valid health insurance. It was moved by Mr. Karn, seconded by Mr. Coy, that the renewal of the Athletic Insurance and Catastrophic Insurance coverage be approved. Motion passed. It was moved by Mr. Coy, seconded by Mr. Tharman, that all HCC athletes must be covered under a valid health insurance and that out of state Medicaid will not be accepted as a valid insurance coverage. Motion passed.

IMA Insurance Renewal for Property, Liability and Workers Compensation: Mr. Randy Willy, Vice President for Finance and Operations, highlighted changes being made with the general liability insurance renewal through IMA. He explained that workers' compensation costs would be going down and property insurance would rise slightly. Discussion. It was moved by Mr. Karn, seconded by Mr. Huss, that the quote from IMA for insurance coverage be approved as presented. Motion passed.

Raises for Classified and Administrative Employees: President Reist explained to the Board that after reviewing the budget for next year, the Administration would like to increase salaries for Classified and Administrative employees by 3 percent for 2019-2020. It was moved by Mr. Karn, seconded by Mr. Huss, that a 3 percent salary increase for Classified and Administrative employees for 2019-2020 be approved. Motion passed.

Sick Leave Policy- First Reading: The Board was presented with a first reading of the Administrative/Classified Personnel Policy to address some changes that the Administration would like to make. The changes include eliminating sick leave for part-time employees and also removing a portion in the sick leave section that is now covered under the Family and Medical Leave Act. It was moved by Mr. Karn, seconded by Mr. Coy, that the requested changes be made to the Administrative/Classified Personnel Policy as presented. Motion passed.

Highland Ballpark Agreement: The Board was presented with a revised draft Agreement for Usage and Maintenance of Highland Community Ballpark from USD 111. The school district would like to make changes to the USD Usage section of the agreement. Discussion. This item will be brought back for action at a later date.

Construction Manager at Risk: President Reist informed the Board that the Administration would like to hire a construction manager to help with blueprints for the Wamego Center welding program remodel. In order to help fund the remodel and Construction Manager, the Administration would like to put some numbers together and apply for grants. The program would start in the fall of 2020 so advertising in local papers would need to be published soon. The Board was presented with a draft copy of the advertisement to be published. It was moved by Mr. Huss, seconded by Mr. Karn, that a Construction Manager at Risk can be hired to assist with the remodel of the Wamego Center for the welding program. Motion passed.

Atchison House: President Reist informed the Board that there have been two offers on the Highland Community College trade house in Atchison. He discussed both offers and the requests that each buyer had. Discussion. As more information is being gathered, the Board will be presented with an update at a later time.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided the Board with a flex dollars expense report and briefly explained the costs of the program and the meal plan options for students provided by Great Western. Students on a meal plan receive a flex dollar account that they can use at the local gas station on food and necessities. The Administration would like to cut back the amount of flex dollars the students receive and offer an extra meal on Saturdays in its place. Discussion. Mr. Willy provided cash balance reports through May 2019 and discussed income and expense reports. He reported that the Crestview remodel is almost near completion.

Academic Affairs: Dr. Erin Shaw, Vice President for Academic Affairs, was not present. The Board was provided with a written report.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, reported that Joshua Clary has been hired as the new part-time eSports coach. Currently there have been 32 students interested in eSports with 22 of them being new students. Joshua will be going to the NASE conference next month to learn more about recruiting and coaching. Dr. Ingmire confirmed that 152 students signed up for Summer Blitz. Student Life has begun scheduling blitz activities for July such as ice cream socials, video game tournaments, 3-point contests and a Bar-B-Que. July 8th is the move in date for blitz students. Dr. Ingmire gave updates on admissions and enrollment.

Trustees' Report: Chairperson Tom Smith expressed gratitude to President Reist for the hard work he put in over the years and congratulated him on retirement.

President's Report: President Reist reviewed reading material, State Legislation and Kansas Board of Regents news. He reported that classrooms and lab space are currently being added to the Ag building in Highland. At the Electrical Building in Atchison, concrete blocks are being laid for the remodel project that is underway. He explained that the track project is still under construction as the contractors are waiting on the concrete crew which were delayed due to wet weather conditions.

President Reist gave reports on the Precision Ag Golf Tournament, Doniphan County Chamber breakfast and the Entrepreneur Camp for Doniphan County and said that they all went very well. President Reist expressed his gratitude for the many years the Board has allowed him to be President. He reviewed the many accomplishments that the Board and he have experienced together and how they have benefited the College as well as changed lives of many students. He stated that he will forever be grateful for the opportunities and career he has been given with Highland Community College.

Announcements: None.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Coy, that the Board go into Executive Session at 7:15p.m. for no more than 20 minutes to discuss Non-Elected Personnel. Motion passed.

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

Executive Session: It was moved by Mr. Karn, seconded by Mr. Coy, that the Board go into Executive Session at 7:30 p.m. for no more than 15 minutes to discuss Contract Negotiations. Motion passed.

The Board reconvened to Regular Session at 7:45 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 7:45 p.m.

Thomas Smith, Chairperson

Date

Carl Tharman, Secretary/Treasurer