

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

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

Trustee Absent: Vernie Coy

Call to Order: Chairperson Thomas Smith called the meeting to order at 6:28 p.m. in the Barber Room of the Porter Family Stadium Center.

Election of 2019-2020 Board Officers: Chairperson Thomas Smith yielded the floor to College President Deborah Fox to conduct the annual election of Board officers. Carl Tharman nominated Thomas Smith for Chairperson and Jason Taylor for Vice-Chairperson for 2019-2020. Russell Karn nominated Carl Tharman for Secretary/Treasurer for 2019-2020. It was moved by Mr. Karn, seconded by Mr. Huss, to continue with the current slate of officers. Motion passed.

President Fox yielded the floor to Chairperson Thomas Smith.

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

Approval of the Minutes: It was moved by Mr. Tharman, seconded by Mr. Karn, that the minutes of the June 26, 2019, Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Huss, that warrants numbered 463999 through 464259 be approved as presented. Motion passed.

Public Comment: None.

Consent Agenda, Annual Meeting Action Items: Chairperson Smith noted a change to be made under Designation of Delegates and Representatives: The position of Doniphan County Economic Development Commission Alternate should be changed from David Reist to Deborah Fox. There was a discussion of the items on the Consent Agenda to ensure there was an understanding of what the Consent Agenda entailed. It was moved by Mr. Karn, seconded by Mr. Huss, that the position of DP Co. Ec. Dev. Comm. Alternate be changed from David Reist to Deborah Fox under Designation of Delegates and Representatives. Motion passed. It was moved by Mr. Karn, Seconded by Mr. Tharman, that the remaining items of the Consent Agenda be approved as presented. Motion passed.

Contract for Sale of College Land: President Fox confirmed that the college received an offer of the asking price for the Highland Community College trade house in Atchison and the Administration would like to accept the offer. It was moved by Mr. Huss, seconded by Mr. Taylor, that the offer made on the Highland Community College trade house in Atchison be accepted. Motion passed.

2019-2020 Operating and Published Budgets; Set Date for Budget Hearing: The Trustees were presented with a budget for publication that reflected the current mil levy. Randy Willy, Vice President for Finance & Operations, gave explanation on the budget and answered questions. The prepared budget will be published on August 1, 2019. Discussion. It was moved by Mr. Karn, seconded by Mr. Huss that the budget be published on August 1, 2019, as presented. Motion passed. It was moved by Mr. Karn, seconded by Mr. Taylor, that the budget hearing be held on August 13, 2019 at 6:30 p.m. Motion passed.

Approval of Policy Change for Klinefelter Farm Use of Alcohol: President Fox explained to the Trustees that the Administration would like to make changes and clarify the College Policy on the Klinefelter Farm's alcohol usage. The policy change recommendation was that any alcohol to be served at an event on the Klinefelter Farm's premises, must be approved by the Board of Trustees prior to the event. No other alcohol is to be served or on the premises. It was moved by Mr. Karn, seconded by Mr. Huss, that the proposed changes to the Klinefelter Farm College Policy be approved. Motion passed.

Change Order for Track Complex: President Fox explained to the Board that the Administration would like to recommend a change in location for the javelin throw. They would like to move it from the grass area inside the track to an area by the practice football field. The Administration also requested that a concrete pad be poured for temporary handicap parking until the permanent parking lot is constructed. They proposed a shed be placed on the concrete pad in the future and used as storage for track equipment. The Trustees were provided with a layout of the track with the new javelin location and concrete pad as well as a copy of the change order that was required to continue with the proposed changes. It was moved by Mr. Karn, seconded by Mr. Huss, that the changes to be made to the track project as well as the change order be approved as presented. Motion passed.

Blue Cross Blue Shield Renewal Rates: President Fox provided the Trustees with a summary of renewal rate options with Blue Cross Blue Shield for health insurance. Option one was to keep employee rates the same and reduce rates for the College. Option two was to reduce rates for employees and the College. It was moved by Mr. Huss, seconded by Mr. Karn, that option two be chosen for the renewal of health insurance through Blue Cross Blue Shield. Motion passed.

Designated Area for Alcohol for August 31, 2019, Football Game: President Fox expressed the interest the HCC Foundation and Alumni Association had for hosting another Alumni event at Peuker Plaza for the first home football game on August 31, 2019. She described the same event from last year as a success without any problems and the Alumni Association would like to use Peuker Plaza again as a designated area for Alumni to be served alcohol. It was moved by Mr. Taylor, seconded by Mr. Karn that Peuker Plaza be used as a designated area for alcohol during the August 31, 2019, football game. Motion passed.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, reported that Admissions is in the process of purchasing a new software called SmartHub that will assist with recruitment of prospective students. It will gather student contact information and their areas of interest. It will also assist with managing contacts and follow ups of students. Dr. Ingmire is hopeful to have the program set up and ready for use by fall 2020. Summer Blitz move in is complete and there are 179 students living on campus. He gave an update on student housing and drug violations. Move in date for fall semester will be on August 15<sup>th</sup>. Dr. Ingmire gave a brief update on summer and fall 2019 enrollment as well as fall 2019 awarded scholarships.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through June 2019 and discussed income and expense reports. He confirmed that the auditors will be at the Highland campus August 12<sup>th</sup>-16<sup>th</sup>. Mr. Willy presented the Board with a handout about different learning management systems. These systems are designed to assist with administration, documentation, tracking, reporting, training programs, and delivery of educational courses. The contract on the current LMS system the College is using is coming to an end and the Administration would like to look into implementing a new system by the end of fiscal year 2020.

The Board recessed at 8:33 p.m. for no more than 10 min

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

Academic Affairs: Dr. Erin Shaw, Vice President for Academic Affairs, confirmed that Summer Blitz enrollment is up from last year, with 225 students enrolled in classes. She reported that Missouri Western State University will no longer be allowed to provide concurrent classes for local Kansas high schools as they were not abiding by the Higher Learning Committee's faculty qualifications. All concurrent instructors must hold a master's degree earned with 18 graduate hour or more in the discipline they are teaching. Highland Community College will be working with the high schools affected by the change and assist with finding classes for their students to take at HCC. Dr. Shaw gave a brief overview of the Perkins V meeting held on July 24<sup>th</sup> that was attended by Lucas Hunziger, Director of Technical Education, which focused on Technical Education funding.

Trustees' Report: Chairperson Tom Smith gave a brief overview of the HCC Foundation meeting he attended July 22<sup>nd</sup> at the Klinefelter Barn.

President's Report: President Fox gave brief details on the Doniphan West Board meeting that she attended July 8<sup>th</sup>. She shared that Lucas Hunziger, Director of Technical Education, met with Renee Scott, the new Superintendent of USD 409, and she plans to visit the campus soon. The Administration has been gathering information and quotes on new lights for the football field but estimates have been high. President Fox attended the Foundation meeting on July 22<sup>nd</sup> at the Klinefelter barn and plans to attend them regularly in the future. She would like to revisit the Facilities Plan and have the Foundation be a part of the process. Highland Community College Athletic Department hosted the Scottie Golf Classic on July 19<sup>th</sup> and it was very successful.

Announcements: None.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Huss, that the Board go into Executive Session at 9:05 p.m. for no more than 30 minutes to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to Regular Session at 9:35 p.m.

It was motioned by Mr. Karn, seconded by Mr. Huss, that the Executive Session be extended for no more than 15 minutes. Motion passed.

The Board reconvened to Regular Session at 9:50 p.m.

It was motioned by Mr. Karn, seconded by Mr. Huss, that the Executive Session 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.

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Thomas Smith, Chairperson

Date

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Carl Tharman, Secretary/Treasurer