

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
August 22, 2018

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

Call to Order: Chairperson Thomas Smith called the meeting to order at 6:30 p.m. in the Conference Room of the Administration Building on the Highland Campus.

Approval of the Agenda: Chairperson Smith asked that action item VI I, Sale of College Property and action item VI J, Highland Vineyards and Winery, LLC Letter of Support, be removed from the agenda because of insufficient documentation. He would like to replace item VI I with Health Insurance Proposal and item VI J with Performance Based Pay. Chairperson Smith would like to add an Executive Meeting to discuss Real Property after item VIII. It was moved by Mr. Karn, seconded by Mr. Coy, that the agenda be approved as amended. Motion passed.

Approval of the Minutes: It was moved by Mr. Taylor, seconded by Mr. Tharman, that the minutes of the July 24, 2018, Regular Meeting be approved as amended. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Coy, that warrants numbered 431587 through 431823 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Approval of the 2018-2019 Published Budget: It was moved by Mr. Karn, seconded by Mr. Taylor, that the Published Budget be approved as published. Motion passed.

Classroom Projector Bids: The Trustees were presented with a list of classrooms that are in need of new projectors and screens. Marc Jean and Neel Patel, IT Co-Directors, gave a PowerPoint presentation on the current projectors and screens and provided the Board with information on the new LED models that would replace them. The Board was provided with three bids to replace the projectors and screens in classrooms CT-107, CT-104, LSU-C, Yost 102 and MS-1. KCAV was the lowest bidder. They also gave a brief update on the new phone system and phones at each location as well as the new library computers that were recently updated. It was moved by Mr. Taylor, seconded by Mr. Tharman that KCAV be awarded the contract for purchasing five 5 new projectors and screens for the classrooms. Motion Passed.

Purchase Tractor for Precision Ag at the Western Center: Director of Technical Education, Lucas Hunziger, informed the Board of the need for a tractor at the Western Center to assist with the Precision Ag program. Mr. Hunziger provided the Board with four sales quotes for a tractor and Baileyville resident, Carol Hunninghake, had the lowest sale price. Mr. Hunziger came to an agreement with Ms. Hunninghake to purchase her 1990 JD 4555 for \$25,000 plus a \$9,000 gift in kind. The cost of the tractor would be split between tech funds and Capital Outlay. It was moved by Mr. Karn, seconded by Mr. Coy that the 1990 JD 4555 tractor be purchased from Ms. Carol Hunninghake for \$25,000 plus a \$9,000 gift in kind. Motion Passed

Purchase Truck for Precision Ag at the Western Center: Director of Technical Education, Lucas Hunziger, presented with Board with three sales quotes for a pickup truck at the Western Center to assist with hauling the ATV for the Precision Ag program. He notified the Board that Mid-Mo Auto Sales had the lowest sale price of \$23,500 for a 2010 Ford-F250. The cost of the truck would be split between tech funds and Capital Outlay. It was moved by Mr. Karn, seconded by Mr. Coy that the 2010 Ford-250 be purchased from Mid-Mo Auto Sales for \$23,500. Motion Passed.

NOTATION: Additional information regarding this item will be found under announcements.

Construction Bids for Next Construction Tech House in Atchison: The Board was provided with three construction bids for concrete work on the Construction Tech House in Atchison by Director of Technical Education, Lucas Hunziger. The bids included dirt work, concrete slab with safe room, driveway and walks, porch and digging of utilities. Martin Construction of Effingham, KS was the lowest bidder. Mr. Hunziger also gave a brief update on enrollment in the Tech Center programs. It was moved by Mr. Taylor, seconded by Mr. Tharman that Martin Construction be awarded the concrete construction work. Motion Passed.

Wellness Center AC Bids: President Reist informed the Board that the three bids were not ready for review at that time. No action was taken and this item was tabled to a later date.

Wamego AC Bids: President Reist presented the Board with bids from three companies for a new AC unit at the Wamego location. Pierce Heating and Cooling, Inc. was the lowest bidder for a 12.5 ton 13 Seer dual circuit 3 Phase AC and air handler. It was moved by Mr. Karn, seconded by Mr. Coy that the job be awarded to Pierce Heating and Cooling Inc., to install the 12.5 ton 13 Seer dual circuit 3 Phase AC and air handler. Motion passed.

Spirit Squads Coach: President Reist encouraged the need for a full-time Spirit Squads Coach. The position will manage the dance squad and the cheer squad. He felt it would be beneficial to have a coach present on campus full time in order to benefit recruiting efforts and other related tasks. It was moved by Mr. Tharman, seconded by Mr. Taylor that the Spirit Squads Coach position be offered as full-time. Motion passed.

Health Insurance Proposal: President Reist, along with Mr. Randy Willy, VP for Finance and Operations, shared with the Board the benefits of using IMA as the College's insurance broker after reviewing other options. It was moved by Mr. Karn, seconded by Mr. Coy that IMA be approved as the College's insurance broker. Motion passed.

Performance Based Pay: President Reist presented the Board with a recommendation of an increase in base pay of select faculty members that have demonstrated work above and beyond their duties. After giving a brief description of accomplishments, he suggested a \$750 increase to the base pay of Stacy Freeman, Harry Moeller, Margy Heddens, Mike Kelley, Pamela Fulbright, Eleanor Hensley, Michael Lindstrom and Ethan Forsberg. It was motioned by Mr. Tharman, seconded by Mr. Taylor that the \$750 increase to base pay for select faculty members be approved as presented. Motion Passed.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through July 2018. He discussed the income and expense reports and verified that auditors will be at the Highland campus September 3rd. He also gave a brief report on facility upgrades, IT projects and the completion of the Claymont apartment remodel. He reported that the adjustor is finishing the assessment on the hailstorm damage.

Academic Affairs Report: Dr. Erin Shaw, Vice President for Academic Affairs, gave the Board a review on the Shane Spangler concert and Christina Klein's art show during the Arts at the Barn event on July 28. She also gave an update on the new Precision Ag building and confirmed the space was ready for students and instructors. A brief description was given about the upcoming new faculty reception being held on August 16th. She also provided the Trustees with an agenda for the 2018 Fall Faculty in-service day. Dr. Shaw reported that the Higher Learning Commission is eliminating the AQIP Pathway for accreditation and have provided several other options. She has submitted paperwork to HLC requesting that Highland Community College transfer from AQIP Pathway to Open Pathway.

Student Services Report: Mr. Eric Ingmire, Vice President for Student Services, presented the Board with an updated housing report and enrollment numbers. He described the process of the first year experience program for new students. The program was developed to encourage students to become more involved. This also includes the new student orientation and early alert program.

Trustees' Report: Chairperson Smith gave an update on the upcoming KACCT meeting that will be hosted by Highland Community College on September 14th-15th.

President's Report: President Reist reviewed State Legislation and Kansas Board of Regents news. He reported the possibility of re-centering in which the College funding would be received based on enrollment rather than block grants. Recent personnel changes were reviewed. President Reist met with the Doniphan County Superintendents who expressed their interest in allowing juniors and seniors in upper level agriculture classes to participate in concurrent Precision Ag classes. He is in the process of obtaining a copy of their curriculum.

President Reist reported that Doniphan West Superintendent Mike Newman was working on an athletic agreement for future usage of the track. Mr. Newman also expressed interest in allowing Doniphan West High School to play their September 28th football game on the new field. There was a discussion on the possibility to offer each Doniphan County high school an opportunity to play one game on the new football field. The Board directed President Reist to discuss it with the Superintendents. President Reist confirmed that the College will be hosting the KACCT/COP meeting on September 14th-15th. He shared the agenda with the Trustees and extended an invitation to attend the meeting and reception. He also reviewed the activities to be held during the first home football game on August 25th and the order in which they will occur.

Announcements: Dr. Shaw reported that she had just received a phone message from Mr. Hunziger. The 2010 Ford F250 pickup that the Board had earlier approved for purchase has been sold and is no longer available.

Executive Session: It was moved by Mr. Coy, seconded by Mr. Karn, that the Board go into Executive Session at 8:50 p.m. for no more than 15 minutes to discuss Real Property.

The Board reconvened to Regular Session at 9:08 p.m.

Executive Session: It was moved by Mr. Coy, seconded by Mr. Karn, that the Board go into Executive Session at 9:08 p.m. for no more than 15 min to discuss Non-Elected Personnel. Motion passed. The Board reconvened to Regular Session at 9:33 p.m.

It was motioned by Mr. Coy, seconded by Mr. Karn that the Executive Session at 9:34 be extended for no more than 5 min. Motion passed.

The Board reconvened to regular session at 9:39 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 9:42 p.m.