

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
September 25, 2019

Trustees Present: Thomas Smith, Russell Karn, Vernie Coy, Jason Taylor

Trustee Absent: Carl Tharman, Kenneth Huss

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

Approval of the Agenda: Chairperson Smith requested that Item VII.F, Request for Alcohol Permission, be added to the agenda after Item VII.E. 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 August 21, 2019, Regular Meeting, and the September 11, 2019, Special Meeting, be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Coy, that warrants numbered 464480 through 464723 be approved as presented. Motion passed.

Public Comment: None.

Presentation: Vocal Music Instructor, Shayna Leahy, expressed her excitement for the upcoming Fall Concert on October 17th and 19th. This year there will be a patriotic theme and a free will donation will be available. All proceeds will go to Tempered Steel which is a wounded veteran speaking program.

Approval of Learning Management System-CANVAS: Marc Jean, Co-IT Director, gave a presentation regarding the learning management system, CANVAS, that the College is interested in switching to by summer of 2020. Mr. Jean described the benefits of switching systems, such as an easier learning curve, being widely utilized in Kansas and easier to import and create courses for instructors. He also mentioned that the College would be saving a substantial amount of money by transitioning to the new system. It was moved by Mr. Taylor, seconded by Mr. Karn, that the College transition to the new learning management system-CANVAS by summer of 2020. Motion passed.

KANZA Track Club Agreement: President Deborah Fox presented the Trustees with a draft Memorandum of Understanding between KANZA Track Club and Highland Community College. The Board had no objection proceeding with the MOU. President Fox will present it to the KANZA Track Club for review and bring it back to the Board for a final approval.

Requiring Freshman on HCC Scholarships to Reside in Campus Housing: President Fox expressed a concern for the decline in occupancy in student housing. Due to this decline the Administration would like to require that all freshman on scholarships live in campus housing. There are exemptions for students that are married, have dependents, over 21 years of age or those who reside in Brown, Doniphan or Atchison counties. Discussion. It was moved by Mr. Karn, seconded by Mr. Coy, that freshman who are on HCC scholarship must reside in Campus Housing. Motion passed.

Approval of a Third Athletic Trainer: President Fox expressed the need for an additional Athletic Trainer. The College currently has a Head Athletic Trainer and an Assistant Athletic Trainer. The Administration would like to request the addition of a third Assistant Athletic Trainer to assist with coverage of several sports and in the case of another trainer's absence. It was moved by Mr. Karn, seconded by Mr. Coy that a new position for an Assistant Athletic Trainer be approved. Motion passed.

Sports Complex: The Board was presented with a bid from Advanced Irrigation for the installation of the irrigation system on the soccer field. The irrigation system will connect to the main water line that is currently on the practice football field. Discussion. It was moved by Mr. Taylor, seconded by Mr. Coy, that the College accepts the bid from Advanced Irrigation for the installation of the irrigation system for the soccer field. Motion passed.

Request for Alcohol Permission: President Fox requested approval from the Board to allow alcohol at three upcoming events. The events are Ag Day/HCC Football at Peuker Plaza on October 19th, Veterans and Board Appreciation Day/HCC Football at Peuker Plaza on November 9th and Dozen and a Half Club at the Klinefelter Barn on December 13th. It was moved by Mr. Taylor, seconded by Mr. Karn, that alcohol be allowed at the three mentioned events. Motion passed.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through August 2019 and discussed income and expense reports. He is expecting the Foundation audit to be complete by next week and hopeful to have the College audit complete by the end of October. The campus roof repairs from the hail damage are still ongoing but thought to be completed by next month. Mr. Willy confirmed that the plank flooring being installed in Ellis Hall is complete and looks very nice. The final payment on the Crestview dorm has been made.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, gave an update on student life activities through the month of August. He stated that having movie night on campus was becoming costly so Student Life has been working with Arrow Twin Theater in Hiawatha to offer students a movie night free of charge with their college ID. The first movie night was a success with 76 students attending the movie "IT Chapter 2". They are hoping to have a discounted movie night with Fox Theater in Atchison as well at some point. HCC will be hosting a College Planning Conference on October 7th in the Walter Wellness Center. There will be 44 colleges, universities and military in attendance to speak with high school junior and seniors. Dr. Ingmire discussed the Early Alert System that has been implemented at all campuses as well as online. He stated that all notices are reported to faculty members and everyone is working together to provide the students who are struggling with resources they need to succeed. He also reviewed fall 2019 enrollment.

Academic Affairs: Dr. Erin Shaw, Vice President for Academic Affairs, spoke about the grant the library received from Humanities Kansas for the preservation of the College's historic Land Grant of 1859 document. There will be a special presentation of the document on October 9th at 4:00 p.m. with a reception following. On November 13th there will be a Panel Discussion with local and regional historians pertaining to the grant theme "Interpretations of the Past by Those Living in the Present: Influencing the Future" at 7:00 p.m. Dr. Shaw confirmed with Lucas Hunziger, Director of Technical Education, that the FY19 Perkins Final Report has been

approved by the Kansas Board of Regents. On September 5th, Dr. Sheri Barrett, Director of Assessment, Evaluation and Institutional Outcomes at Johnson county Community College, gave a presentation on Benchmark Assignments to the HCC faculty that they will be creating this year and begin using in 2020-2021. Dr. Shaw gave a brief review of the Kansas Council for Instructional Administrators Meeting that was held on September 17th.

Trustees' Report: Chairperson Tom Smith gave an update on the Kansas Association of Community College Trustees (KACCT) meeting at Neosho Community College that President Fox and he attended on September 14, 2019.

President's Report: President Fox gave a brief report on the KACCT meeting at Neosho Community College that Chairperson Tom Smith and she attended on September 14th. She reviewed State Legislation and Kansas Board of Regents news. President Fox provided the trustees with a handout of a timeline of events pertaining to the debt refinancing. She gave an update on athletics and current rankings. President Fox showed her gratitude to those who attended her Presidential Inauguration Ceremony on September 25th.

Announcements: President Fox gave details on upcoming events. HCC Family Day will be on Saturday, October 5th. There will be bounce houses, face painting and games taking place in the Walters Wellness Center prior to the 1:00 p.m. football game against Hutchinson Community College. There will be a lunch for the Golden Grads at Peuker Plaza at 12:00 p.m. On October 5th there will be an open house for the 456 Wineries in Wamego, KS.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Taylor, that the Board go into Executive Session at 8:40 p.m. for no more than 10 minutes to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to Regular Session at 8:50 p.m.

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

The Board reconvened to Regular Session at 9:05 p.m.

It was motioned by Mr. Karn, seconded by Mr. Taylor, that the Executive Session be extended for no more than 10 minutes. Motion passed.

The Board reconvened to Regular Session at 9:15 p.m.

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

The Board reconvened to Regular Session at 9:30 p.m.

It was motioned by Mr. Karn, seconded by Mr. Taylor, that the Executive Session be extended for no more than 45 minutes. Motion passed.

The Board reconvened to Regular Session at 10:15 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 10:15 p.m.

Thomas Smith, Chairperson

Date

Carl Tharman, Secretary/Treasurer