

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES' MEETING MINUTES  
September 26, 2018

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

Call to Order: Chairperson Thomas Smith called the meeting to order at 6:32 p.m. in the Conference Room of the Administration Building on the Highland Campus.

Approval of the Agenda: Chairperson Smith asked that an IT report, presented by Mr. Marc Jean, IT Co-Director, be added to the agenda following the approval of warrants. It was moved by Mr. Karn, seconded by Mr. Taylor, that the agenda be approved as amended. Motion passed.

Approval of the Minutes: It was moved by Mr. Taylor, seconded by Mr. Karn, that the minutes of the August 22, 2018, Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Huss, seconded by Mr. Taylor, that warrants numbered 431824 through 432088 be approved as presented. Discussion. Motion passed.

IT Report: Mr. Marc Jean, Co-Director of IT, presented the board with a brief report about the disaster recovery back up programs they have been researching. Mr. Jean requested Board consideration of a program called Datto. This program has a better backup process than what is currently being implemented. Datto provides infinite cloud retention as well as the ability to recover data within minutes. Discussion. Mr. Jean will provide the Board with additional information at a later date.

Public Comment: None.

Academic Hall of Fame Approval: President Reist shared with the Board, an Academic Hall of Fame nomination he received from the HCC Faculty Association. The members of the HCC Faculty Association unanimously voted to nominate retired English Instructor, Ms. Brenda Hines, for the honor of Professor Emeritus. She was granted this honor due to her outstanding work performance over the years. It was moved by Mr. Taylor, seconded by Mr. Karn that Ms. Hines be awarded the HCC Academic Hall of Fame award. Motion Passed.

Wellness Center AC Bids: President Reist presented the Board with bids from two companies for a new AC unit in the Wellness Center. Pierce Heating and Cooling, Inc. was the lowest bidder for a Trane 20 ton 3 phase RTU AC unit. It was moved by Mr. Karn, seconded by Mr. Coy that the job be awarded to Pierce Heating and Cooling Inc., to install the Trane 20 ton 3 phase RTU AC unit . Motion passed.

Atchison Tech Center Building F HVAC Bids: The Board was provided with bids from three companies for a new HVAC system for building F at the Atchison Tech Center. President Reist explained that the old boiler system was outdated and no longer able to be used. As a result of a new boiler, the college would also need to replace the AC units. Pierce Heating and cooling, Inc. was the lowest bidder for a new furnace and AC units. It was moved by Mr. Huss, seconded by Mr. Taylor that the job be awarded to Pierce Heating and Cooling, Inc., to install the new furnace and AC units. Motion Passed.

Title III Precision Ag Planter Bids: President Reist provided the Board with bids from three companies to purchase components to build a 6 row planter for the Precision Ag program in Highland. The components for the planter will be purchased with Title III Grant funds. The Title III Grant will be closing at the end of September and funds need to be used towards the Precision Ag Program. Rush Precision Services of Highland, KS was the lowest bidder. It was moved by Mr. Taylor, seconded by Mr. Huss that the purchase of components for the 6 row planter, be awarded to Rush Precision Services. Motion Passed.

HCC Foundation and Alumni Association Administrative Assistant Position: Mr. Keith Jaloma, Executive Director of the HCC Foundation, gave an update of the continuously growing achievements and activities of the HCC Foundation as well as the Alumni Association. He explained the new software program the Foundation will be purchasing to assist with record keeping, and expressed the need for an Administrative Assistant to run the program as well as assist the HCC Foundation and Alumni offices. It was moved by Mr. Taylor, seconded by Mr. Coy that an Administrative Assistant position for the HCC Foundation and Alumni offices be approved as presented. Motion Passed.

Highland Vineyards and Winery, LLC letter of Support: President Reist reviewed preliminary plans and costs for the remodel of the new winery location. He also provided a Proposed Letter of Support for Board approval. The Flint Hills Bank in Wamego requires the approved letter in order to provide a loan to the Highland Vineyards and Winery, LLC for the remodel project. It was moved by Mr. Huss, seconded by Mr. Coy that the Proposed Letter of Support for the Highland Vineyards and Winery, LLC be approved as presented. Motion Passed.

Facility Use Policy (Updated for Porter Family Stadium): The Board was provided with a draft copy of the updated facility use policy. The policy includes the usage of the new turf on Kessinger Field in Porter Family Stadium. President Reist gave a brief description of the groups and organizations that are considered in usage of the College's facilities and the cost to use them. Discussion. No action was taken and this item was tabled to a later date.

Board of Trustees, HCC Foundation Board and HCC Alumni Board Event: President Reist informed the Board that there will be a joint event for the Board of Trustees, HCC Foundation Board and HCC Alumni Board during the last home football game on November 3<sup>rd</sup>, in the Lower Level Stadium Center. President Reist requested a one-time approval from the Board to serve wine at the joint event. It was moved by Mr. Huss, seconded by Mr. Taylor that the serving of wine at the joint event for the Board of Trustees, HCC Foundation and HCC Alumni Board on November 3, 2018 in the Lower Level Stadium Center, be approved. Motion passed.

Construction Tech House Bids: The Board was provided with three bids for construction packages to be used on the new Construction Tech House in Atchison. Porters was the lowest bidder for the construction materials. It was moved by Mr. Taylor, seconded by Mr. Coy that construction materials for the 2018-2019 Construction Tech house in Atchison be purchased from Porters in Elwood, KS. Motion passed.

Ventrac Equipment: President Reist gave the Board a brief description on a Ventrac 4500Z that would potentially replace the College's current lawn mower. The Ventrac 4500Z is capable of mowing all types of terrain and steep inclines as well as the ability to cut all varieties of brush and grass that the current mower is unable to do. The Ventrac 4500Z provides the option of over 42 attachments. While it wouldn't be necessary to purchase all attachments, many would enable the grounds crew to do services that normally the College paid to have done. It was motioned by Mr. Huss, seconded by Mr. Taylor that the Ventrac 4500Z and select attachments be purchased. Motion Passed.

Accept President's Resignation: President Reist provided the Board with a letter of retirement and requested the approval of his resignation effective June 30, 2019. He also provided a job description and a sample announcement for the vacancy. It was motioned by Mr. Karn, seconded by Mr. Huss to accept, with regrets, the resignation of Mr. David Reist, President of Highland Community College.

Academic Affairs Report: Dr. Erin Shaw, Vice President for Academic Affairs, gave the Board a review on the Stephen Bennett Performance during the Arts at the Barn event on September 8<sup>th</sup>. The next performance by local singer-songwriter Lisa Scholz is scheduled for October 20<sup>th</sup>. She reviewed the new Turnitin Feedback Studio Software that assists instructors with identifying plagiarism in assignments. It also give students the opportunity to check their papers for plagiarism, improper citations, spelling and grammatical errors. Dr. Shaw gave a brief update on the closing of the AQIP action projects as the College transfers to the Open Pathway. She also gave the Board an update on the Kansas Board of Regents' BAASC conference call on September 4<sup>th</sup> regarding performance agreements. The Kansas Core Outcomes Group will host their annual meeting at the KU Edwards Campus on October 12<sup>th</sup>.

Student Services Report: Mr. Eric Ingmire, Vice President for Student Services, presented the Board with an updated housing report and enrollment numbers. He also reviewed the ongoing activities the resident assistants have been hosting for the students living on campus including a Diversity Dinner on September 27<sup>th</sup>. Mr. Ingmire provided a brief update on student life events during the months of August and September. Student Orientation took place August 16<sup>th</sup>-17<sup>th</sup>. Students were also able to attend a Student Job Fair in the Wellness Center, which advertised all available job openings on campus. Admissions will host a principal/counselor luncheon for all principals and counselors in the service area and St. Joseph, MO on October 23<sup>rd</sup>.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through August 2018. He discussed the income and expense reports and verified that the auditors have completed their visit. Mr. Willy is hopeful to have the audit completed by the last week in November. He reviewed the itemized report he received from the insurance adjuster, regarding the total amount of hail damage from the Memorial Day weekend hailstorm.

Trustees' Report: Chairperson Smith gave a brief update on the KACCT meeting that was held at Highland Community College on September 14<sup>th</sup>-15<sup>th</sup>.

President's Report: President Reist reviewed State Legislation and Kansas Board of Regents news. He gave a brief review of the KACCT meeting that was held at Highland Community College on September 14<sup>th</sup>-15<sup>th</sup>. The college hosted a reception dinner at the Klinefelter Barn and Kansas Representatives Randy Garber and John Eplee were among the guests that attended the dinner. Recent personnel changes were reviewed.

President Reist will be meeting with the Doniphan County Superintendents on October 10<sup>th</sup> to discuss the interest in allowing juniors and seniors in upper level agriculture classes, to participate in concurrent Precision Ag classes. President Reist reviewed upcoming activities taking place during homecoming weekend on October 26<sup>th</sup>-27<sup>th</sup>. Those activities include the Hall of Fame banquet, class of 1968 reunion, Heritage Society induction and luncheon and Peuker Plaza dedication ceremony.

Announcements: President Reist gave details on upcoming events. The Fall Music Concert will be held on October 18<sup>th</sup> and 21<sup>st</sup>. The fall production, "The Women of Lockerbie", will be held on November 8<sup>th</sup>-9<sup>th</sup> and the Tech Advisory Dinner on November 7<sup>th</sup>.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Huss, that the Board go into Executive Session at 9:30 p.m. for no more than 20 minutes to discuss Non-Elected Personnel.

It was motioned by Mr. Taylor, seconded by Mr. Huss that the Executive Session at 9:50 p.m. be extended for no more than 10 minutes. Motion Passed.

The Board reconvened to Regular Session at 10:00 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 10:02 p.m.

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Thomas Smith, Chairperson

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Date

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Carl Tharman, Secretary/Treasurer