

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
August 24, 2016

Trustees Present: Vernie Coy, Russell Karn, Joyce Simpson, Tom Smith, Jason Taylor, Carl Tharman.

Call to Order: The meeting was called to order by Chairperson Joyce Simpson at 6:30 pm in the Administration Building Conference Room on the HCC Highland Campus.

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

Approval of the Minutes: It was moved by Mr. Smith, seconded by Mr. Coy, that the minutes of the July 27, 2016, Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Smith, that warrants 423684 thru 423986 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Ratifying the Master Contract: President Reist reported that the HCC Faculty Association has accepted the Board's offer to fund the \$625 automatic increase that is built into the Master Contract for 2016-17 with no additional increase beyond that. It was moved by Mr. Karn, seconded by Mr. Taylor, that the Board approve the \$625 automatic increase for Professional Employees for 2016-17. Motion passed.

Technology Grant Computer Purchase: At the July 27, 2016, Board of Trustees' Meeting, it was explained that the College is awarded a Technology Grant each year from the Kansas Board of Regents which the College uses to upgrade its student computer labs. The grant requires a 50 percent match which comes from the annual rotation of equipment from the lab to other uses within the College. In addition, there were three other requests for computer-related equipment above \$10,000, thereby requiring Board approval: the cable and internet connections from Rainbow Communications, the campus internet service through KanREN, and an update of the wireless service on the campus. At that meeting, the motion was made and seconded to approve the three additional items, and for the items to be purchased with the Technology Grant pending being supplied with additional comparative information on those items. Since that meeting, the Trustees were provided the additional requested information. It was moved by Mr. Tharman, seconded by Mr. Coy, that the bid from CDW-G for the MS-4 lab be accepted using the Technology Grant and the remaining matching money coming from the institutional IT budget. Motion passed.

Tech Center Computer Purchase Bid Approval: The Trustees were presented with bids for 14 Lenovo laptops, four Lenovo desktops, and three printers. This equipment will be used for faculty and staff upgrades in technical programs and paid for with Perkins Grant funds. The old equipment still in good working condition will be redeployed. Those that are not will be recycled. It was moved by Mr. Taylor, seconded by Mr. Tharman, that the low bid from CDWG for 14 Lenovo laptops, four Lenovo desktops, and three printers be accepted. Motion passed.

Health Insurance: The Trustees were presented with two employee health insurance options from Blue Cross/Blue Shield, three Aetna options through Broker Source, and three Aetna options through Arthur J. Gallagher & Co. Discussion. It was moved by Mr. Smith, seconded by Mr. Karn, that Option 3 from Broker Source be approved as presented. Motion passed.

Proposals to Study Salaries and New DOL Regulations: President Reist noted that one of the items not completed in last year's strategic plan was to conduct a salary study. With recent FLSA changes and current and future budgetary issues, it became clear that HCC needed to make some strategic decisions relative to compensation. To that end, a committee was put together to study the issue with the long-term goal being to develop and maintain a salary schedule that is competitive, equitable, reliable, objective, simple to manage with the added goal of improving employee performance and retention. After researching a number of options and conferring with colleagues across the state, three companies were invited to give presentations and cost information: HR Performance Solutions & Compease Software; Payscale & Insight Software, and Omni Employment with Excel data. Funding for the project will come from already existing funds. After the presentations, the committee recommended HR Performance Solutions & Compease Software, which includes a salary study, job description review, and development of a pay scale plus tools for staying compliant and having the data to make informed, data-driven budgetary decisions in the future. President Reist recommended HR Solutions & Compease Software to the Board. Discussion. It was moved by Mr. Taylor, seconded by Mr. Tharman, that the proposal from HR Performance Solutions be approved as presented. Motion passed.

House Materials Bid: The Trustees were provided bidding packages for the house being built in Troy by the Building Trades Program. Bids were received from Carrigan Lumber in Atchison and Porter's in Elwood. Discussion. It was moved by Mr. Tharman, seconded by Mr. Karn, that the low bid from Porter's in Elwood be accepted. Motion passed.

Student Services Report: Dr. Cheryl Rasmussen, Vice President for Student Services, distributed a handout showing the age of the current HCC student housing units, noting that several units are well beyond the expected life of the units. A recent student satisfaction survey shows some complaints about the housing. She asked the Trustees to review the comments. Discussion was held regarding the oldest housing units and current enrollment figures.

Suspension of Board Meeting: At 7:30 p.m., Chairperson Simpson declared the regular Board Meeting temporarily suspended so that the 2016-17 Budget Hearing could be held at the published time.

Chairperson Simpson declared the Regular Meeting back in session at 7:31 p.m.

2016-2017 Budget Approval: The 2016-17 budget was published at the mil levy rate of 14.272. Discussion. It was moved by Mr. Smith, seconded by Mr. Taylor, that the 2016-17 mill levy rate be lowered to 14.172. Motion passed.

Academic Affairs Report: Ms. Peggy Forsberg, Vice President for Academic Affairs, reviewed recent faculty in-services that were held. She also discussed academic committees that are active and their purposes.

Finance/Operations: Mr. Daniel Erbert, Vice President for Finance/Operations, discussed year end cash balances. Discussion was held on expenditures and revenues.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement, reported that Alumni Day was a success and thanked all those instrumental in that success. It was noted that 42 HCC alums currently work at the college in its various locations.

Trustees' Report: Chairperson Simpson noted that the next Kansas Association of Community College Trustees is September 11-12 at Seward County Community College in Liberal, Kansas. She and Trustee Tom Smith plan on attending.

President's Report: President David Reist provided updates on the recent Kansas Board of Regents and state budget news. He reported that he had met with Schwerdt Design Group and AHRS Construction about the Western Center facility and the possibility of adding room for a second year diesel program there. He will bring additional information to the Board at a future meeting.

The dirt work for the new football practice field is completed. President Reist extended a thank you to all the volunteers who made this possible. Their efforts saved HCC over \$100,000. Recent personnel changes were announced.

President Reist reported that he and college legal counsel had met with USD 409 representatives about the Technical Center property. A proposal will be presented to the Board at a future meeting. President Reist will be meeting with the City of Highland on 8/25/16 to discuss the city baseball field and the possible sale of that field to the college.

President Reist informed the Trustees that Garden City Community College had been lobbying for unlimited out-of state scholarships. When their wish was not granted, some of their players filed a complaint with the NAACP. President Reist will keep the Trustees informed on this matter.

Announcements: The Trustees were reminded that the Andy McKee & Stephen Bennett Concert will be held at The Klinefelter Barn at 7 p.m. on September 10. The first home football game will be held Saturday, September 3. HCC football alums will be honored. The KSHSAA Spirit Spreader will be held in the Wellness Center on September 9. The Trustees were invited to attend a WorkWell KS Foundations Training to be held at The Barn on September 6 at 1 p.m. The next Board of Trustees' meeting is September 28 at 6:30 p.m.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Tharman, that the Board go into executive session at 8:35 pm for no more than 15 minutes to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to regular session at 8:49 p.m.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Taylor, that the Board go into executive session fat 8:50 p.m. for no more than 15 minutes to discuss real property. Motion passed.

The Board reconvened to regular session at 9:05 p.m. It was moved by Mr. Karn, seconded by Mr. Taylor, that the executive session be extended for 15 minutes. Motion passed.

The Board reconvened to regular session at 9:20 p.m.

Adjournment: Chairperson Simpson declared the meeting adjourned at 9:25 p.m.

Joyce Simpson, Chairperson

Date

Jason Taylor, Secretary/Treasurer