

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES' MEETING MINUTES  
August 21, 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 6:35 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.E, Ratification of Negotiated Agreement for 2019-2020, be added to the agenda after Item VII.D. It was moved by Mr. Karn, seconded by Mr. Tharman, 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 July 24, 2019, Regular Meeting, and the August 13, 2019, Budget Hearing, be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Tharman, that warrants numbered 464260 through 464479 be approved as presented. Motion passed.

Public Comment: Jerry Cole, Men's Head Basketball Coach at Highland Community College, presented the Board with information regarding the interest of starting a non-profit track club for youth and adults in the Northeast Kansas region. Mr. Cole said his intention of forming the club is to give local youth and young adults the chance to participate in events and work on their skills. He requested a donation in kind from the College of limited use of track equipment as well as usage of the track. Discussion. The Trustees requested that a written policy be constructed before an approval can be given.

Presentation: HCC Head Football Coach, Aaron Arnold, gave a presentation on the football program and reviewed the newest additions to the coaching staff. He reported that he had 168 football players during Summer Blitz and now has around 115 players to start the season. Mr. Arnold discussed the team's strengths and weaknesses and was overall very optimistic about the upcoming season. Discussion.

The Board recessed at 8:06 p.m. for no more than 10 min

The Board reconvened to Regular Session at 8:14 p.m.

Approval of Director of Instructional Services: President Deborah Fox explained to the Board that the Administration has been researching new Learning Management Systems for online courses and believes by switching to a new system the College will be saving money. With these savings, the Administration would like to reinvest it into creating a full time position for a Director of Instructional Services. Ms. Fox provided the Trustees with a job description. Discussion. It was moved by Mr. Taylor, seconded by Mr. Huss, that the Administration use the funds saved and reinvest them into creating a Director of Instructional Services position. Motion passed.

Approval of Pay Request from ATG: President Fox informed the Trustees that ATG has requested a payment for the completed work on the track that includes concrete curbing, rock for the track, and a change order. Ms. Fox provided the Board with documents itemizing the outstanding balance. It was moved by Mr. Tharman, seconded by Mr. Huss, that the requested payment from ATG be approved. Motion passed.

Approval of the 2019-2020 Published Budget: The 2019-2020 budget was published at a mil levy rate of 12.999. It was moved by Mr. Karn, seconded by Mr. Huss, that the 2019-2020 budget be approved as published. It was moved by Mr. Tharman, seconded by Mr. Taylor, that the motion be amended to lower the mil levy to 12.899. Motion failed. It was moved by Mr. Karn, seconded by Mr. Huss, that the mil levy rate be approved as published at 12.999 mils. Motion passed.

Sports Complex: President Fox gave a brief update on the track project and addressed the reasoning for the project delay including inclement weather and availability of materials needed. She provided the Board with a suggested action plan for the remaining work needing to be completed. She explained the immediate need of installing an irrigation system for the future soccer field inside the track. The soccer field will also need to be seeded as soon as possible. Ms. Fox stated that the Administration would like to request an approval to move forward and begin the bid process for the irrigation system installation. Discussion. It was moved by Mr. Taylor, seconded by Mr. Tharman, that the Administration move forward with the bidding process for installation of the irrigation system and seeding of the soccer field. Motion passed.

Ratification of Negotiated Agreement for 2019-2020: President Fox notified the Board that the Faculty Association has accepted the Board's offer of a 3% salary increase for 2019-2020. The Administration would like to request the approval from the Board for the 2019-2020 negotiated agreement. It was moved by Mr. Huss, seconded by Mr. Karn, that the negotiated agreement of a 3% faculty salary increase for 2019-2020 be approved. Motion passed.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, was not present. The Board was provided with a written report.

Academic Affairs: Dr. Erin Shaw, Vice President for Academic Affairs, gave a brief update on the adjunct in-service day held at the Perry Center on August 13, 2019. A presentation was given by Savannah Jurgensmeier from the Sexual Assault and Trauma Care Center. Dr. Shaw said it went really well and it gave the adjuncts an opportunity to ask questions and receive updates. Lucas Hunziger, Director of Technical Education, submitted renewal documents for the Auto Technology Program and it was approved. Dr. Shaw shared that Darcie Gallagher, Precision Agriculture Instructor, has moved into her new space at the Ag building on the Highland Campus. She has been working hard at setting up the classroom spaces and making them feel more welcoming and organized for students. Dr. Shaw gave an update from the Highland Fall 2019 Faculty In-Service that took place on August 16, 2019. She provided the Board with an agenda from the event stating that it went well.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, stated that the day-long retreat for Student Services Directors at the Klinefelter Barn went really well. The event was held in July and was designed to assist in leadership development, team building and personal reflection to help the group better serve students. Resident Assistants have moved into the dorms and completed a week-long training. Move-in day for new students will take place on August 15<sup>th</sup> on the Highland Campus and returning students will move in on August 18<sup>th</sup>. Dr. Ingmire gave a brief update on fall 2019 enrollment and awarded scholarships.

Trustees' Report: Chairperson Tom Smith stated that President Fox and he will be attending the Kansas Association of Community College Trustees meeting at Neosho Community College on September 14, 2019.

President's Report: President Fox gave an update on the Wamego welding program that is currently being put on hold until more funding is available to assist with the remodel of the building and purchase of welding equipment. President Fox shared with the Board the opportunity for the College to combine and refinance the Sports Complex and Baileyville leases along with two existing winery leases through Ranson Financial Group LLC. Refinancing these leases will level out the combined debt and allow for one annual payment.

Announcements: None.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Huss, that the Board go into Executive Session at 10:00 p.m. for no more than 15 minutes to discuss Non-Elected Personnel. Motion passed.

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

Adjournment: It was moved by Mr. Tharman, seconded by Mr. Taylor, that the meeting be adjourned at 10:15 p.m. Motion passed.

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Thomas Smith, Chairperson

Date

Carl Tharman, Secretary/Treasurer