

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
July 26, 2017

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

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

Executive Session: It was moved by Mr. Karn, seconded by Mr. Tharman, that the Board go into Executive Session to discuss Non-elected Personnel at 6:35 p.m. for 15 minutes or less. Motion passed.

The Board reconvened to Regular Session at 6:50 p.m. It was moved by Mr. Karn, seconded by Mr. Tharman, that the Executive Session be extended five minutes. Motion passed.

The Board reconvened to Regular Session at 6:56. It was moved by Mr. Karn, seconded by Mr. Tharman, that the Executive Session be extended five minutes. Motion passed.

The Board reconvened to Regular Session at 7:01 p.m.

Election of 2017-18 Board Officers: Chairperson Simpson yielded the floor to College President David Reist to conduct the annual election of Board officers. President Reist opened the floor for nominations for Chairperson. Mr. Tharman nominated Tom Smith for Chairperson. Ms. Simpson moved that nominations cease and that Tom Smith be elected Chairperson for 2017-18. Motion passed. Mr. Karn nominated Jason Taylor for Vice-Chair. Mr. Smith called for question and moved that Jason Taylor be elected Vice-President for 2017-18. Motion passed. Mr. Karn nominated Karl Tharman for Secretary/Treasurer. Mr. Smith called for question and moved that Karl Tharman be elected Secretary/Treasurer for 2017-18. Motion passed.

President Reist yielded the floor to Chairperson Tom Smith.

Approval of the Agenda: 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. Simpson, that the minutes of June 26, 2017, be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mrs. Simpson, that warrants 427729 thru 427983 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Consent Agenda, Annual Meeting Action Items: It was moved by Mr. Taylor, seconded by Mrs. Simpson, that the Consent Agenda be approved as corrected. Motion passed.

Scottie Booster Club Report: NJCAA by-laws require that the financial records of booster clubs be open and available to College officials. It was moved by Mr. Taylor, seconded by Mrs. Simpson, that the annual report from Roger Gormley, Treasurer of the Scottie Booster Club, be accepted as presented. Motion passed. President David Reist informed the Trustees that Mr. Gormley has expressed his desire to step down as Treasurer of the Booster Club. President Reist indicated that he will keep the Board updated on this matter.

Flex Dollars Report from 2016-17: President Reist provided a report on the use of Flex Dollars by students over the past year, noting that it has been quite popular with both students and parents.

Budget Discussion: State statute requires the publishing of a proposed budget for the College. This published document sets the maximum mil levy assessed on property owners in Doniphan County for the operation of the College. The current budget situation and various mil levy options were discussed by the Board. It was moved by Mr. Karn, that the mil levy be increased to 14.27. Motion died for lack of a second. It was moved by Mr. Karn, seconded by Mrs. Simpson, that the mill levy be published at the current level of 14.171. Discussion. Motion passed.

President Reist recommended a two percent salary increase for Administrative Employees and a two percent or \$500 increase, whichever is more, for hourly Classified Employees. Negotiations with Faculty regarding salaries are still underway. Discussion. It was moved by Mrs. Simpson, seconded by Mr. Taylor, that Administrative Employees receive a two percent salary increase and that Classified Employees receive a two percent or \$500 increase, whichever is more, for 2017-18. Motion passed.

Construction Trades House at Troy: Work on the Construction Trades house in Troy is close to being completed. An Open House is scheduled for August 4, 2017. Discussion was held regarding the expenses on the house. It was moved by Mr. Karn, seconded by Mr. Tharman, that sealed bids for a minimum of \$240,000 be accepted and that the highest bid above the minimum wins the bid. Discussion. Motion passed. The Administration will set a bid deadline.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement, reported that pre-fall Alumni Games planning is taking place at the Alumni Association meeting held this evening. The next Foundation Board meeting is July 31st in Atchison. HCC is hosting a select group of people on the day of the Eclipse and is working with the City on plans for the day.

Finance/Operations Report: Mr. Randy Willy, Vice President for Finance and Operations, and President Reist have met with all the VP's, Regional Directors, Athletic Director, IT, and others who manage budgets. It is anticipated that revenues and expenses this year will be very similar to last year. Mr. Willy reported that the auditors will be coming the last week of September. He and his staff are working on Business Office processes. Delinquent student accounts are being sent to collections. Current cash operating balances were discussed.

Academic Affairs Report: Dr. Erin Shaw, Vice President for Academic Affairs, shared a video from the recent Northeast Kansas Entrepreneurship Academy for high school students held on the Highland campus on June 19-22. The three week summer school Blitz is underway on the Highland campus. Students may take up to seven credit hours. Dr. Shaw reviewed the Weapons Policy and how it was introduced to students and faculty. She shared the agenda for the full-time Faculty Inservice to be held on August 18.

Student Services Report: President Reist introduced Mr. Eric Ingmire, the new Vice President for Student Services. Updates on summer and fall enrollment and fall housing numbers were provided.

Trustees' Report: Ms. Simpson reported that she was invited to hand out diplomas at the nursing program graduation on August 5th.

President's Report: President Reist announced that the College received word that the Practical Nursing Program had earned a 100% pass rate on the NCLEX PN Examinations.

President Reist provided a Legislative update. State funding will be the same as last year, which is 4% lower than the previous year. The Nursing Program has received a \$19,000 grant to help with the costs of accreditation for that program. Personnel updates were provided. Progress on Peuker Plaza and the Western Center Diesel remodel were presented. The Wamego winery is still waiting on Federal licensure.

Instead of a filming tower on the practice football field, which is going to be very costly, the Administration is considering purchasing lifts which could then be utilized for other projects as needed. President Reist indicated that he will be bringing a proposal to the Board at a future meeting.

Announcements: President Reist highlighted upcoming activities and events. He noted that HCC will be hosting the Kansas Leadership Group on September 7 and 8.

Executive Session: It was moved by Mrs. Simpson, seconded by Mr. Karn, that the Board go into executive session at 8:40 p.m. for 10 minutes or less to discuss Professional Employee Contract Negotiations. Motion passed.

The Board reconvened to regular session at 8:44 p.m.

Executive Session: It was moved by Mrs. Simpson, seconded by Mr. Karn, that the Board go into executive session at 8:45 p.m. for no more than 10 minutes to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to regular session at 8:55 p.m. It was moved by Mr. Simpson, seconded by Mr. Karn, that the Executive Session be extended for no more than 40 minutes. Motion passed.

The Board reconvened to regular session at 9:29 p.m.

President's Contract: It was moved by Mrs. Simpson, seconded by Mr. Tharman, that the Board extend David Reist's contract as President through June 30, 2019. Motion passed.

Adjournment: It was moved by Mrs. Simpson, seconded by Mr. Tharman, that the meeting adjourn. Motion passed. Meeting adjourned at 9:31 p.m.

Thomas Smith, Chairperson

Date

Carl Tharman, Secretary/Treasurer