

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
April 27, 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 7:30 pm in the Barber Room on the Highland Campus.

Approval of the Agenda: It was moved by Mr. Taylor, seconded by Mr. Smith, that the agenda be approved as amended. Motion passed.

Approval of the Minutes: It was moved by Mr. Smith, seconded by Mr. Tharman, that the minutes of the March 23, 2016, Regular Meeting be approved as amended. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Smith, that warrants 422147 thru 422583 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Executive Session: It was moved by Mr. Smith, seconded by Mr. Taylor, that the Board go into executive session to discuss non-elected personnel at 7:57 p.m. for no more than 10 minutes. Motion passed.

The Board reconvened to regular session at 8:07 p.m.

President's Contract: It was moved by Mr. Smith, seconded by Mr. Karn, that the Board extend David Reist's contract as President through June 30, 2018, with the salary for the 2016-17 contract year to be determined at a later time. Motion passed.

Vice Presidents' Contracts: President David Reist recommended that the annual contracts for the 2016-17 academic year be renewed for the following administrators: Mr. Dan Erbert, Vice President for Finance/Operations; Ms. Peggy Forsberg, Vice President for Academic Affairs; Dr. Craig Mosher, Vice President for Institutional Advancement; Dr. Cheryl Rasmussen, Vice President for Student Services. It was moved by Mr. Tharman, seconded by Mr. Taylor, that the contracts for Erbert, Forsberg, Mosher, and Rasmussen be renewed for 2016-17 as recommended by President Reist with salaries to be set at a later time. Motion passed.

Contract for Sale of Real Estate with D. C. Development, Inc.: The Trustees reviewed a draft agreement between HCC and the D. C. Development, Inc., (golf course board) for the proposed lot for HCC's next Building Trades house in Troy. It was moved by Mr. Smith, seconded by Mr. Karn, that the Contract for Sale of Real Estate between Highland Community College and D. C. Development, Inc., be approved as presented. Motion passed.

Bids for Carpet Removal at Ellis Hall: Due to continuing mold problems in the rooms that still have carpeting in Ellis Hall (residence hall), removal of the carpet, glue, tile in the bathrooms and kitchens has been recommended for the remaining nine rooms. Bids were sought and only one company returned a completed bid, Diversified Construction Management of Savannah, MO. DCM completed the work on the first six rooms in Ellis Hall. It was moved by Mr. Karn, seconded by Mr. Coy, that the bid from DCM for the work in Ellis Hall as described above be accepted as presented. Motion passed.

Parking Lot and Prairie Street Bids: President Reist presented bids for chip and seal on several parking lots and a 2 inch asphalt layer on a number of others. In addition, he asked the Trustees to consider closing Prairie Street north of Prairie Hall to Missouri Street (owned by the College) and presented bids for a sidewalk the length of those two blocks. It was moved by Mr. Karn, seconded by Mr. Smith, that the bid for asphalt be awarded to Herzog Contracting Corp. of St. Joseph, MO, and the chip and seal bid be awarded to Mid-America Road Builders of Platte City, MO. Motion passed.

Resolution to Extend Terms of Highland Community College Board of Trustee Members: Due to a bill passed in the Legislature moving Board of Trustee elections from April to November of odd numbered years, President Reist presented a resolution extending the term of current members whose terms expire June 30, 2017. The resolution read as follows: Be It Resolved That, the Board of Trustees of Highland Community College, Doniphan County, Kansas, hereby extends the term of office for any elected board member whose term would expire at any time in 2017 until the second Monday of January of 2018, when newly elected members of the governing body and other newly elected officials shall take office pursuant to K.S.A. 2015 Supp. 25-21a01. It was moved by Mr. Taylor, seconded by Mr. Smith, that a Resolution to Extend Term of Office, be passed as presented. Motion passed.

Sale of Research Property: President Reist updated the Trustees on the possible sale of the Research Vineyard land in the Wamego Industrial Park. Discussion. It was the consensus of the Board that discussions with the potential buyer continue.

HCC and USD 409 Lease for the Technical Center: The lease with USD 409 for the Technical Center property in Atchison is nearing an end. President Reist provided a new proposed lease agreement for the property. Discussion. The Board suggested several wording changes. These changes will be incorporated into the agreement and presented to USD 409.

Annexation of Babcock Technical Facility: Possible annexation by the City of Highland of the Babcock Technical Facility and land was discussed. A proposal to the City based on this discussion will be prepared.

HCC Employee Health Insurance: President Reist informed the Trustees that Blue Cross/Blue Shield has notified the College of a large increase in next year's employee health care plan. Discussion. The Board directed President Reist to seek other alternatives, possibly going out for bids.

Bids for Perry HVAC Unit: The HVAC roof unit at the Perry Center has gone out. The Board was presented with three bids for replacement. It was moved by Mr. Tharman, seconded by Mr. Smith, that the low bid from Pierce Heating & Cooling, Inc. be accepted. Motion passed.

Academic Affairs Report: Ms. Peggy Forsberg, Vice President for Academic Affairs, provided an AQIP update demonstrating how the college provides evidence within its coursework that students are competent in using critical thinking skills. She also discussed a current Kansas initiative, Foresight 2020, that ties into this.

Finance/Operations Report: Mr. Dan Erbert, Vice President for Finance/Operations, reviewed current operating balances and revenues.

Institutional Advancement: Dr. Craig Mosher, Vice President for Institutional Advancement reported on upcoming Alumni and Foundation activities. The next HCC Foundation Board Quarterly Meeting will be held on May 2, 2016.

Trustees' Report: Chairperson Joyce Simpson discussed a letter she had received in regards to KBOR and the community college and technical colleges' relationship. She shared a news article about the number of incoming college students in the U. S. needing remedial courses. She had attended the recent HCC musical production of "Little Shop of Horrors" and reported that she had enjoyed it very much. She will be attending the next quarterly meeting of the Kansas Association of Community College Trustees/Council of Presidents at Hutchison Community College on June 10 & 11.

President's Report: An update of AQIP Category Three: Valuing Employees was presented by Eileen Gronniger, Human Resource Manager. President Reist provided updates on recent Kansas Board of Regents, State and Legislative news. He provided a report on recent personnel changes. He announced that the College has again been awarded a Perkins Reserve Grant which allows for purchase of technical program equipment. Updates were provided on the

recent KJCCC meeting, athletic team updates, and the football practice field. Discussion was held regarding the best way to sell the Highland Building Trades House #2.

Announcements: President Reist reported that the HCC Vocal Music Concert will be held May 5 & 7. Finals on campus are May 10 – 13. Pinning for the Practical Nursing students followed by commencement at the Technical Center will be on May 12. Commencement on the Highland campus is May 13 at 7 p.m. President Reist distributed the proposed academic calendar for 2016-17 and 2017-18. The calendar will be brought back for final approval at the next meeting.

Executive Session: It was moved by Mr. Smith, seconded by Mr. Taylor, that the Board go into executive session at 10:28 p.m. for no more than 15 minutes to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to regular session at 10:43 p.m. It was moved by Mr. Smith, seconded by Mr. Taylor, that the executive session be extended for 15 minutes. Motion passed.

The Board reconvened to regular session at 10:58 p.m.

Adjournment: Chairperson Simpson declared the meeting adjourned at 10:58 p.m.

Joyce Simpson, Chairperson

Date

Jason Taylor, Secretary/Treasurer