

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
October 25, 2023

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

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 Action item VI.D, Approval of TNG Consulting, Action Item VI.E, Approval of Computer Support Specialist Equipment for Wamego, and Discussion Item VI.F, November and December Board of Trustees Meetings, be added to the agenda. It was moved by Mr. Taylor, seconded by Mr. Coy, that the agenda be approved as amended. Motion passed.

Approval of the Minutes: It was moved by Mr. Karn, seconded by Mr. Coy, that the Minutes of the September 27, 2023 Regular Meeting, be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Huss, that warrants numbered 473955 through 474160 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Wamego Building "C" Update: President Fox presented the Board with a proposed leasing option from Prairie Land Partners to lease Building C in exchange for renting equipment for college use. Discussion. The Board requested that the Administration gather additional information and leasing options and bring this item back for further discussion at a later meeting.

Tuck Point of Administration Building: Interior plaster in the northeast corner of the Administration Building has been separating from the interior brick due to excessive moisture and falling through the ceiling onto the surfaces below. President Fox shared her concerns on the matter and the importance of making the repairs as soon as possible. It was moved by Mr. Tharman, seconded by Mr. Coy, that tuck pointing the Administration Building be approved. Motion passed.

Klinefelter Barn Approval for Alcohol Use: President Fox requested approval from the Board to allow alcohol at two upcoming events at the Klinefelter Barn. The events are, HCC Alumni Association Board Meeting and Hiawatha Foundation for Economic Development Annual Meeting. It was moved by Mr. Tharman, seconded by Mr. Taylor, that alcohol be allowed at the mentioned events. Motion passed.

Approval of TNG Consulting: President Fox stated that the Administration is working with TNG Consulting to update the College's policies and procedures as a part of the resolution with the Department of Justice. The Board was presented with the proposed agreement with TNG Consulting for approval. It was moved by Mr. Karn, seconded by Mr. Coy, that the proposed agreement with TNG Consulting be approved as presented. Motion passed.

Approval of Computer Support Specialist Equipment for Wamego: The Computer Support Specialist program is needing additional items and the required funds are being matched by the Kansas Department of Commerce through the ARPA grant fund program that the College is participating in. The Trustees were presented with a bid for the needed equipment. It was moved by Mr. Tharman, seconded by Mr. Karn, that the requested equipment be purchased for the Computer Support Specialist program. Motion passed.

November and December Board of Trustees Meeting: President Fox presented the Trustees with a tentative schedule for the November Board Meeting that is being held in Atchison. They will get the opportunity to tour the Welding Technology Building, Diesel Building and the house built by the Construction Trades program. President Fox also requested the option to Zoom into the December Board Meeting.

Finance and Operations: Mr. Randy Willy, Vice President for Finance/Operations, provided cash balance reports through September 2023 and reviewed income and expense reports. Mr. Willy gave an update on all new, ongoing and completed projects.

Academic Affairs: Mrs. Sharon Kibbe, Vice President for Academic Affairs, confirmed that the Spring 2024 schedule is open for enrollment as of October 18th. A committee will be meeting next month to discuss Summer Blitz. A couple of synchronous Zoom sections of courses and online Public Speaking is still being offered. Mrs. Kibbe gave KBOR and HLC updates. She stated that the Wamego campus is short staffed due to the Student Services Representative resigning. They are working on getting a replacement as soon as possible. Mrs. Kibbe also stated that the Academic Affairs office is updating their portion on the HCC website.

Technical Education: Mr. Lucas Hunziger, Vice President for Technical Education, confirmed that he and Cara Baker, Western Center Director, attended the Workforce Innovation Conference October 2nd-3rd. The Western Center had their Open House and Advisory Committee Meeting on November 2nd. He stated that the Tech Center had their Advisory dinner at the Atchison Conference Center on October 18th and had a great turnout. He confirmed that the welding shop ventilation system will be complete after final electrical hookups have been installed. The Early Childhood program will be joining Atchison Childcare on a trip to the pumpkin patch. Mr. Hunziger confirmed that the Electrical Program will be assisting a partnering business with the wiring on a new construction house.

Student Services: Dr. Eric Ingmire, Vice President for Student Services, confirmed that Major Mayhem will take place on October 26th. Enrollment for Spring semester has been open since October 18th and the Advising team has been working hard to ensure it's a smooth process for students. Dr. Ingmire provided a Marketing report and gave 2023 Fall disbursement amounts provided by the Financial Aid department. He gave possible scholarship changes for the 2024-2025 academic year and provided scholarship amounts given to international students within the past three years.

Trustee's Report: Chairperson Smith gave a brief update on the Foundation Board Meeting that he attended on October 23rd.

Announcements: None.

President's Report: President Fox gave a brief Board of Regents update. She hosted a strategic planning meeting on October 25th at the Klinefelter Barn and gave a review about what was discussed. She is hopeful to soon begin "lunch and learns" for staff members to gather over lunch for training seminars. President Fox stated that she will be traveling throughout the month of November due to off-campus obligations. She will be attending the Open House at the Western Center on November 2nd.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Huss, that the Board go into Executive Session at 8:30 p.m. for no more than 30 minutes to discuss Non-Elected Personnel. Motion passed. President Fox and legal counsel Andy Parker (via conference phone) were asked to remain in the session.

The Board reconvened to Regular Session at 9:00 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 9:00 p.m.

Thomas Smith
Chairperson

Date

Carl Tharman
Secretary/Treasurer