

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
October 27, 2021

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

Trustees Absent: Russell Karn

Call to Order: Chairperson Thomas Smith called the meeting to order at 6:31 p.m. in the Conference Room of the David Reist Administration Building on the Highland Campus.

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

Approval of the Minutes: Mr. Smith requested that a change be made to Item B, HCC Statement of Free Expression, that the meeting it was tabled at be changed to August instead of September. It was moved by Mr. Tharman, seconded by Mr. Coy that the minutes of the September 22, 2021 Regular Meeting be approved as amended. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Coy, that warrants numbered 469148 through 469317 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Kansas Homeland Security Region K Hazard Mitigation Plan Resolution: President Deborah Fox presented the Board with the Kansas Homeland Security Region K Hazard Mitigation Plan Resolution, which was developed for Doniphan and Atchison Counties. The plan is designed to be used in the case of an emergency or catastrophic event. It was moved by Mr. Huss, seconded by Mr. Coy, that the Board approve the presented Kansas Homeland Security Region K Hazard Mitigation Plan Resolution. Motion passed.

Approval of SimMom Birthing Simulator Using Carl Perkins and Capital Outlay Funds: Mr. Lucas Hunziger, Dean of Technical Education, confirmed that the current birthing simulator is no longer in working condition and the Nursing Department is in need of a new one. The Technical Center would like to use Carl Perkins grant funds for part of the cost and cover the remaining balance with Capital Outlay funds. The Board was presented with a bid from Laerdal for the birthing simulator. It was moved by Mr. Tharman, seconded by Mr. Taylor, that the bid from Laerdal for the SimMom birthing simulator be approved as presented. Motion passed.

Wamego Asphalt: President Fox confirmed that two parking lots at the Wamego Center are in need of major work. She stated that Building A Lot needs repairs as well as drainage issues addressed and the East Lot has a very large hole needing filled along with other patching throughout the lot. She presented the Board with three different bids and stated that the Administration would like to request the East Lot be repaired at the least, if both lots are not able to be repaired at this time. Discussion. The Trustees requested to discuss Building A Lot and the East Lot repair options at a future meeting. It was moved by Mr. Huss, seconded by Mr. Taylor that the drainage system of Building A be inspected and repaired as soon as possible. Motion passed.

Shared Performance Expectations: That Board was presented with the current Shared Performance Expectations (SPE) document. The College uses this as a guide for all students and staff on behavior and performance expectations. The SPE was last updated in 2015 and the Administration asks that Board reaffirms the expectations as presented. It was moved by Mr. Coy, seconded by Mr. Huss, that the Shared Performance Expectations be approved as presented. Motion Passed.

Farm Contract: President Fox confirmed that the current farm ground agreement for the College property surrounding the Track and Football Practice Field, will be expiring December 2021. It was suggested to the Board to include the four acres north of the Ag Building to the new contract. Discussion. The Board requested that three different bids be advertised. The bids to be included would be a row crop bid as well as a hay crop bid for the ground near the track, and an additional hay crop bid for the ground north of the Ag Building. It was requested that President Fox prepare a draft agreement to present at the December Board Meeting.

Concrete Light Poles: President Fox stated that Frank Tartsah from the Bureau of Indian Affairs has offered the College the opportunity to purchase four never used light poles at a discounted price. The poles were bought and paid for but have never been used. Discussion. The Trustees requested more information to be obtained about the size and condition of the poles and be brought back for discussion at a future meeting.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, confirmed that the College Planning Conference on October 4th went very well. College and local high school students gathered to learn more about the transferring processes. He gave an update on scholarship enrollment. Dr. Ingmire stated that housing inspections were conducted. He took the Ag students to tour the farms of Brett Neibling and Kyle Jeschke, as well as Ag Partners on October 1st. He stated that the students had a great time learning about the equipment and how they are implemented.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through September 2021 and discussed income and expense reports. Mr. Willy confirmed that the College did not receive the Title III Grant this year but due to the high score received, the chances of receiving it next year will be greater. He stated that he is waiting to hear back from Diversified Construction on an update and bid for the remodeling of the Foundation/Alumni Offices.

Academic Affairs: Mrs. Sharon Kibbe, Dean of Instruction, stated that she is close to being caught up on faculty evaluations. The second session of 8-week courses have begun. She gave a brief update on the Higher Learning Commission (HLC) Assessment Academy. Mrs. Kibbe confirmed that the Academic Affairs office is currently preparing the HLC Assurance Report which is due July 2022. She was thrilled to announce Eric Ketchum, Psychology Instructor, was the recipient of the 2021 Faculty Appreciation Award from the Alumni Association. She praised his hard work as not only a teacher but his participation in multiple committees at HCC.

Technical Education: Lucas Hunziger, Dean of Technical Education, stated that the Technical Center had a great turnout at their Fall Advisory Committee Meeting and Dinner on October 19th with local business partners. He confirmed that the fees for Career and Technical Education (CTE) students was submitted to KBOR for approval. Mr. Hunziger informed the

Board that the maintenance truck the Technical Center was approved to purchase was cancelled by the manufacturer. Another truck was ordered in its place through Holton Ford and is in route for delivery. He gave a brief report on recent student and staff events and meetings. A group has been assembled for the Northeast Kansas Needs Assessment. He confirmed that area high schools have been contacted for potential interest in expanding Technical Programs.

Trustees' Report: Chairperson Smith attended the Foundation Meeting on October 25th and gave a brief update on what was discussed. He stated that the Foundation Board requested a joint meeting with the Trustees in January.

President's Report: President Fox gave a brief update about the Foundation Meeting she attended on October 25th and stated they discussed donor guidelines and other priorities needing addressed at the College. She confirmed that the County Commissioners offered three different dates as possible options for a joint meeting with the Board of Trustees. She gave an update of State Legislation.

President Fox requested switching the order of Executive Sessions by beginning with Non-Elected Personnel and following with Acquisition of Real Property.

Executive Session: It was moved by Mr. Coy, seconded by Mr. Tharman, that the Board go into Executive Session at 8:25 p.m. for no more than 45 minutes to discuss Non-elected Personnel and asked that Eileen Gronniger, Human Resources Manager, join the session and President Fox remain in the session. Motion passed.

The Board reconvened to Regular Session at 9:10 p.m.

Executive Session: It was moved by Mr. Coy, seconded by Mr. Tharman, that the Board go into Executive Session at 9:10 p.m. for no more than 15 minutes to discuss Acquisition of Real Property and asked that President Fox remain in the session. Motion passed.

Adjournment: It was moved by Mr. Coy, seconded by Mr. Tharman that the meeting adjourn. Motion passed. Meeting adjourned at 9:25 p.m.

Thomas Smith
Chairperson

Date

Carl Tharman
Secretary/Treasurer