

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
November 15, 2023

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

Call to Order: Chairperson Thomas Smith called the meeting to order at 6:45 p.m. in Building B on the Atchison Campus.

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

Approval of the Minutes: It was moved by Mr. Huss, seconded by Mr. Taylor, that the Minutes of the October 25, 2023 Regular Meeting, be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Coy, that warrants numbered 474161 through 474371 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Contract Renewal, Nonrenewal and Resignations: HCC Football and Volleyball coaching contracts run from January through December. President Fox recommended the renewal of Andrea Keller, Head Women's Volleyball Coach; DJ Mayo, Head Football Coach; Sean Washington, Offensive Coordinator. All other football and volleyball coaches are at-will positions. It was moved by Mr. Coy, seconded by Mr. Karn, that Andrea Keller, DJ Mayo and Sean Washington be offered contracts for the 2024 year. Motion passed.

Building "C" Updates at Wamego: The Administration provided additional leasing estimates from KS Crossroads for Building "C" at the Wamego campus. Discussion.

Technical Center Equipment Purchases- 4 Requests: The Board was presented with four bids for equipment at the Technical Center. The first request was for a UFactory xArm 6 Robotic Arm and accessories from Top 3D Shop, to be purchased with Perkins funds. The second request was for automotive tool sets from Sonic Tools, to be purchased with Workforce Development Funds. The third request was to purchase mechanical components for adding rows to the Precision Ag planter and updating the Precision Ag planting technology from Modern Ag. This would be partially funded by the Foundation and Workforce Development Funds will be used towards the remaining cost. The Fourth request was to purchase a Disc Air Brake Trainer for Diesel Technology to be paid for with Workforce Development Funds. It was moved by Mr. Tharman, seconded by Mr. Coy, that the purchase requests listed above be approved as presented. Motion passed.

Purchase of Bulk Flooring: The College purchased close to 20,000 sq. ft. of vinyl planking for dorm remodels a couple years ago and the supply is running low. The Administration would like to purchase more flooring from American Carpet Wholesalers for the Sunflower dorm remodel and other locations throughout campus. It was moved by Mr. Taylor, seconded by Mr. Tharman, that the purchase for additional flooring from American Carpet Wholesalers be approved. Motion passed.

Policy on Faculty Qualifications- First Reading: The Higher Learning Commission will require each institution to have a policy in place that clarifies their credential requirements. Discussion.

Academic Affairs: Mrs. Sharon Kibbe, Vice President for Academic Affairs, discussed changes to Highland Math courses and gave HLC updates. Interviews for Administrative Assistants for Early College and Academic Affairs have concluded and they hope to make offers soon. Staff met to discuss Summer Blitz for 2024. The HCC Faculty Art Exhibit was on display in the Yost Art Gallery that highlighted work completed by Brigitte Bruna, Art Instructor, and Same Perkins, Graphic Design Instructor. The Exhibit ran from October 14th- November 15th. Mrs. Kibbe met with coaches to review the Early Finals Policy and that all students are required to return to class after Thanksgiving Break.

Technical Education: Mr. Lucas Hunziger, Vice President for Technical Education, gave updates on the Western Center and confirmed that their Open House and Fall Advisory Committee meeting was successful. Cara Baker, Western Center Director, will be attending an apprenticeship workshop with Ag Partners in Kearney, NE on November 20th and 21st. The Western Center is holding a Blood Drive on November 15th. He stated that the Technical Center Student Senate is coordinating an Adopt-a-Family program which currently includes 18 families. The Fall Fun Day at the Technical Center was a successful event. Mr. Hunziger confirmed that the welding ventilation project is complete. The Computer Support Specialist program has been cleaned and repairs have been made.

Student Services: Dr. Eric Ingmire, Vice President for Student Services, gave marketing updates and discussed upcoming events. The Multimedia department held its first annual Film Festival on November 16th. The Admissions department has been busy recruiting and traveling to high schools as well as attending college fairs and hosting campus visitors. The College will be hosting a principal and counselor luncheon on December 8th. Spring enrollment will be opening in three weeks. Dr. Ingmire stated that Major Mayhem was successful with 31 professionals in attendance. He gave an update on Esports and their current competitions. He discussed enrollment numbers.

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

Trustee's Report: none.

Announcements: None.

President's Report: President Fox gave legislative updates. She confirmed that she will be zooming into the KACCT meeting being held at Seward Community College on December 1st-2nd.

Executive Session: It was moved by Mr. Coy, seconded by Mr. Taylor, that the Board go into Executive Session at 8:25 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