

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
December 13, 2023

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

Call to Order: Chairperson Thomas Smith called the meeting to order at 6:30 p.m. in Conference Room of the David Reist Administration Building on the Highland Campus.

Approval of the Agenda: Chairperson Smith requested that an Executive Session be added before Action Item VI.A. It was moved by Mr. Taylor, seconded by Mr. Tharman, 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 November 15, 2023 Regular Meeting and Special Meetings of November 28, 2023 and December 4, 2023, be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Coy, that warrants numbered 474372 through 474548 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Karn, that the Board go into Executive Session at 6:42 p.m. for no more than 10 minutes to discuss Non-Elected Personnel. President Fox was asked to remain in the session. Motion passed.

The Board reconvened to Regular Session at 6:52 p.m.

Approval of Arts at the Barn Events and Alcohol Use: President Fox requested the approval from the Board to allow alcohol at five Arts at the Barn events. The events are Underwriter Mixer, Soul 2Sould Concert, Headliners and Lads & Lassies Concert, Rupert Wales Concert and Weda Skirts. It was moved by Mr. Tharman, seconded by Mr. Karn, that the events mentioned be approved for alcohol use. Motion passed.

Faculty Credentialing Policy and Guidelines: Mrs. Sharon Kibbe, Vice President for Academic Affairs, presented the Trustees with a second reading of the Faculty Credentials Policy and discussed any changes that were made. The Higher Learning Commission requires that all institutes create a policy on Faculty Credentials. This will clarify what Highland Community College requires in order for an instructor to teach courses for the college. It was moved by Mr. Tharman, seconded by Mr. Karn, that the Faculty Credentials Policy be approved as presented. Motion passed.

Wamego Building C: Mr. Randy, Vice President of Finance, provided the Board with additional information regarding leasing options for Building C at the Wamego campus. Discussion.

Deborah Fox Retirement: President Deborah Fox presented the Board with an agreement regarding additional requests upon her retirement from the college. Discussion. It was moved by Mr. Huss, seconded by Mr. Tharman, that the requested agreement be approved as presented. Motion passed.

Resolution of Intent to Terminate a Teacher's Contract: President Fox presented the Board with a Resolution on the Termination of a Teacher's Contract. The Administration requested that the Board make a final decision on the teaching contract of Mrs. Jessie Moeller. It was moved by Mr. Karn, seconded by Mr. Huss, that the presented Resolution be adopted.

Technical Education: Mr. Lucas Hunziger, Vice President for Technical Education, gave updates on the Western Center and confirmed that they will have four graduates this month. The Western Center will also be hosting a Sophomore Visit Day on January 24th. The Student Senate in Atchison adopted six families to donate gifts to for Christmas and also hosted a Lunch and Learn with the Bank of Atchison to discuss building and maintaining credit scores. The Atchison and Baileyville Early Childhood program traveled to Topeka to visit Discovery Center. The City of Effingham worked with the Electrical Technology program to rewire the city's Christmas decorations. The Technical Center also participated in the Parade of Lights in Atchison. Mr. Hunziger stated that Darlene Lee has resigned as the Allied Health Coordinator at the Technical Center and applications are currently being reviewed. He confirmed that the Computer Support Specialist program in Wamego will not begin classes this Spring but has received new equipment.

Student Services: Dr. Eric Ingmire, Vice President for Student Services, confirmed that the College hosted the fall Principal and Counselor Luncheon at Kirkwood & Co. on December 8th and had a great turnout. The College will be hosting Junior/Senior Visit Day on February 2nd. Dr. Ingmire gave updates on Student Support Services and that the College has begun working on the 2025 grant application with Ramona Munsell & Associates. Financial Aid updates were given and he gave confirmation that the FAFSA application will open at the end of December as changes are being made. He confirmed that students are in the process of checking out of the dorms for winter break and must be out by December 16th. Dr. Ingmire discussed enrollment numbers and scholarships.

Finance and Operations: Mr. Randy Willy, Vice President for Finance/Operations, provided cash balance reports through November 2023 and reviewed income and expense reports. Mr. Willy confirmed that the Sunflower dorm will be getting an internal remodel and demolition will begin after holiday break. The FY23 audit is continuing to be worked on and will be presented at the January meeting.

Academic Affairs: Mrs. Sharon Kibbe, Vice President for Academic Affairs, gave Kansas Board of Regents updates and discussed the outcome of the Academic Year 2022 Performance Report and also gave updates on the Higher Learning Commission Assessment Academy. The Academic Affairs office hired a new Administrative Assistant, Kim Hurst, who will be taking the position that was previously filled by Hannah Davis. Mrs. Kibbe confirmed that the first HCC Film Festival went very well. She also stated that there was a great turnout for the winter vocal music concert that was held on December 7th and 9th.

Trustee's Report: Chairperson Smith discussed the reading material which provided updates from the December KACC meeting that took place at Seward Community College.

Announcements: None.

President's Report: President Fox expressed her gratitude to Board members, Kenny Huss and Russell Karn, for their years of service to the College and for serving on the Board of Trustees. She also thanked everyone that donated their time to help with the President's holiday party and to the Trustees for recognizing her retirement at the event. She confirmed that she will be attending the Doughnuts with Legislatures on January 18th and there will be a mandatory inservice training for all employees on January 10th.

A recess was held from 7:55p.m.—8:00p.m.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Tharman, that the Board go into Executive Session at 8:00 p.m. for no more than 1 hour to discuss Non-Elected Personnel. Motion passed. President Fox, legal counsel Andy Parker and Shazzie Naseem (via conference phone) and Lexy Clark (via Zoom), were asked to remain in the session.

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

It was moved by Mr. Karn, seconded by Mr. Tharman, that the Executive Session at 9:00 p.m. be extended for no more than 15 minutes. Motion passed.

The Board reconvened to Regular Session at 9:15 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 9:15 p.m.

Thomas Smith
Chairperson

Date

Carl Tharman
Secretary/Treasurer