

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
March 27, 2024

Trustees Present: Vernie Coy, Jason Taylor, Thomas Smith, Carl Tharman, Bill Noll, Mark Rounds

Call to Order: Vice Chairperson Jason Taylor called the meeting to order at 6:35 p.m. in the Barber Room on the Highland Campus.

Approval of the Agenda: Vice-Chairperson Taylor requested that Action Item VI.C be moved under Reports on the agenda. It was moved by Mr. Coy, seconded by Mr. Smith, that the agenda be approved as amended. Motion passed.

Approval of the Minutes: It was moved by Mr. Tharman, seconded by Mr. Noll, that the Minutes of the February 28, 2024 Regular Meeting, be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Noll, seconded by Mr. Smith, that warrants numbered 474858 through 475032 be approved as presented. Discussion. Motion passed.

Public Comment: None.

First Reading, Non-Payment Policy: President Deborah Fox confirmed that the Federal Government has made changes to procedures on releasing college transcripts for non-payment which will take effect on July 1, 2024. The College cannot hold a transcript for non-payment if the student was receiving federal aid in a semester. Dr. Eric Ingmire discussed different approaches that the college can take to help insure any financial losses are potentially prevented. Requiring students to set up a payment plan as well as paying half of their semester bill upfront will help assist with that. He has presented the Board with a new Non-Payment Policy for a first reading. Discussion.

Approval of Tuition and Fee Proposal: The Board was presented with a handout that provided a comparison of the 2024 fiscal year tuition and fees and the cost increase for the 2025 fiscal year. The Administration has researched what other institutions are charging and took into consideration the financial needs of the College and recommended the proposed increase. President Fox also stated that rates for concurrent students have decreased at several other community colleges in Kansas, so the Administration would like to suggest lowering our concurrent rates from \$147.00 per credit hour to \$65.00 per credit hour. Dr. Eric Ingmire discussed the limit on credit hours taken by high school students and the possibility of allowing more to be taken in certain circumstances. Sara Smith, Associate Dean of Instruction, Early College, was available for questions via Zoom. Discussion. The Board would like to table the discussion on credit hour limits for high school students for a future meeting. It was moved by Mr. Tharman, seconded by Mr. Smith, that the proposed tuition and fees increase for 2025 fiscal year be approved and the decrease of concurrent rates from \$147.00 per credit hour to \$65.00 per credit hour be approved. Motion passed.

Academic Affairs: Mrs. Sharon Kibbe, Vice President for Academic Affairs, confirmed that the summer and fall schedule is currently available for enrollment. The Early College schedule will have a short delay before becoming available due to teaching qualification changes being made for instructors. Mrs. Kibbe gave Kansas Board of Regents updates and stated that the Performance Report will be due in June. She confirmed that they have hired Carissa Smith as the new Administrative Assistant to the Vice President of Academic Affairs and she will begin in April.

Technical Education: Mr. Lucas Hunziger, Vice President for Technical Education, confirmed that the Western Center will be holding their graduation ceremony on May 10th with the largest graduating class of 40 students. They will also be hosting an 8th grade Career and Technical Education Exploration Day on April 30th. Stacey Jones, Student Services Representative, from the Western Center will be traveling to the Highland campus to assist the Admissions department on April 10th for FFA Super CDE Day. Cara Baker, Western Center Director, will be taking 5 students to a Women in Manufacturing event on March 27th at Caterpillar located in Wamego. Mr. Hunziger confirmed that the Technical Center in Atchison will be holding their graduation ceremony on May 9th with close to 100 students. Dorothy Herring was hired as the new Allied Health Coordinator at the Technical Center. He stated that Duane Coder, Electrical Technology Instructor, at the Technical Center will be teaching an Electrical Continuing Education class on March 16th and 28th. Mr. Hunziger confirmed that EMT, CMA and CNA classes are now being offered at the Wamego campus.

Student Services: Dr. Eric Ingmire, Vice President for Student Services, gave updates on the Esports program and their upcoming tournaments. He gave updates on the Financial Aid department as they continue to prepare for the 2024-25 FAFSA's to be received. Admissions will be hosting Sophomore Day on April 5th and also had a booth set up at the Western Farm Show at the American Royal on February 23rd. He stated that there have been several campus visits scheduled since staff have returned from Spring Break. Dr. Ingmire included marketing updates and discussed the numerous projects the department has been working on. He discussed Spring enrollment numbers.

Finance and Operations: Mr. Randy Willy, Vice President for Finance/Operations, provided cash balance reports through February 2024 and reviewed income and expense reports. He confirmed the tuckpointing project on the Administration Building has begun and the tradesman stated that there was a lot more work needed to be completed than what was originally contracted for.

Trustee's Report: None.

Announcements: None.

President's Report: President Fox confirmed that Mike Hundley has given a bid for the Alumni/Foundation offices remodel. She will be traveling to Chicago for the HLC Conference April 12-16. She confirmed that the campus will be closed on Friday, March 29th and Monday, April 1st for Easter Break. President Fox also stated that the SSS Etiquette Dinner was held at the Country Cabin in Hiawatha and went very well. On April 6th the Lads & Lassies will be performing for an Arts at the Barn event. The All-Star games held last week were very well attended. The HCC Music Alumni Reunion will be held on April 20th. The College will be hosting the 42nd annual Art Day event on April 18th.

Recess was held from 8:42 p.m.-8:47 p.m.

Acceptance of Agreement Crossroads: President Fox asked legal counsel, Andy Parker, to review the Right to Represent Seller contract between Crossroads Real Estate and Highland Community College concerning Building C at the Wamego campus. Mr. Parker was available via Zoom to answer any questions the Board had. Discussion.

Executive Session: It was moved by Mr. Tharman, seconded by Mr. Noll, that the Board go into Executive Session at 9:00 p.m. for no more than 30 minutes to discuss Non-Elected Personnel. President Fox, Mr. Vince Bowhay and Andy Parker, legal counsel, were asked to remain in the session. Motion passed.

The Board reconvened to Regular Session at 9:30 p.m.

It was moved by Mr. Noll, seconded by Mr. Tharman, that the Executive Session at 9:30 p.m. be extended for no more than 15 minutes. Motion passed.

The Board reconvened to Regular Session at 10:00 p.m.

Adjournment: Vice- Chairperson Taylor declared the meeting adjourned at 10:00 p.m.

Thomas Smith
Chairperson

Date

Carl Tharman
Secretary/Treasurer