

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES' MEETING MINUTES  
April 26, 2023

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

Call to Order: Chairperson Thomas Smith called the meeting to order at 7:00 p.m. in the Conference Room of the David Reist Administration Building on the Highland Campus.

Approval of the Agenda: Chairperson Smith confirmed that an Executive Session regarding non-elected personnel will be added to the agenda following Action Item VI.A and Action Item VI.O, Primer & Drywall Bids for Construction Trades Home, will be added after Item VI.N. It was moved by Mr. Karn, seconded by Mr. Huss, that the agenda be approved as amended. Motion passed.

Approval of the Minutes: It was moved by Mr. Huss, seconded by Mr. Taylor, that the Minutes of the March 28, 2023 Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Huss, seconded by Mr. Taylor, that warrants numbered 472782 through 472989 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Resolution of Intent to Terminate a Faculty Member's Contract-Reduction in Force: The Board voted on a Resolution of Intent to Terminate a Faculty Member's Contract-Reduction in Force. They declared the intent to non-renew the employment contract of Jean Swillum, Math Instructor, beginning with the 2023-2024 academic year. It was moved by Mr. Karn, seconded by Mr. Coy, that the Board adopt the Resolution of Intent to Terminate a Faculty Member's Contract-Reduction in Force. Motion passed.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Huss, that the Board go into Executive Session at 7:30 p.m. for no more than 1 hour to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to Regular Session at 8:30 p.m.

Final Action on the Termination of a Teacher's Contract Hearing: It was moved by Mr. Karn, seconded by Mr. Coy, that the Board proceed to non-renew the employment contract of Jean Swillum. Motion passed.

Acceptance of Agreement of Sale of Perry Facility: President Fox presented the Board with the Agreement of Sale of the Perry Facility. She stated that an addendum for the parking lot will soon be added to the agreement as it was not included in the original description of the property. It was moved by Mr. Karn, seconded by Mr. Coy, that the Board accepts the Agreement of Sale of the Perry Facility with the addition of the addendum for the parking lot. Motion passed.

Wamego Center, Building C: President Fox stated that the Wamego center does not utilize Building C out of the three buildings on campus. The Administration would like to recommend selling it. Discussion.

Approval of Alcohol at Klinefelter Barn: President Fox requested approval from the Board to allow alcohol at two upcoming events at the Klinefelter Barn. The events are the Jazz Cigarettes Concert and Harmonium Quartet. It was moved by Mr. Tharman, seconded by Mr. Karn, that alcohol be allowed at the three mentioned events. Motion passed.

ARPA Funds and Welding Technology Project: The College has requested and been awarded matching grant funds through the State American Rescue Plan Act (ARPA). These funds would be used to upgrade the Welding Technology Building in Atchison and to start a Computer Support Specialist program at the Wamego facility. The Foundation has raised \$200,000 of the matching funds. President Fox discussed different ways that the College could raise the additional matching funds for the project. Discussion.

Renewal of Faculty Contracts: President Fox provided the Trustees with a list of renewals for Professional employees. It was moved by Mr. Huss, seconded by Mr. Coy, that the renewals for Professional employees be approved as presented. Motion passed.

Approval of Simulators for Medical Office Assistant Programs, 2 Locations: The Board was provided with a request to purchase new simulators and accessories for the Medical Office Assistant programs for Baileyville and Atchison. Capital Outlay funds will be used for the purchases. It was moved by Mr. Coy, seconded by Mr. Huss, that the simulators and accessories be purchased for both locations. Motion passed.

Approval of Purchase of Servers for Computer Support Specialist Program: The Board was provided with bids to purchase servers for the Computer Support Specialist program in Atchison. It was moved by Mr. Tharman, seconded by Mr. Karn, that the request to purchase servers for the Computer Support Specialist program from CDW-G be approved. Motion passed.

Approval of Purchase of Early Childhood Materials: The Board was provided with a request to purchase 10 Realcare Babies for the Early Childhood program. The babies will be shared amongst the Atchison, Wamego and Baileyville locations. It was moved by Mr. Taylor, seconded by Mr. Huss that the purchase of 10 Realcare Babies be approved. Motion passed.

Atchison Parking Lot Improvements: President Fox provided the Trustees with bids for parking lot improvements around the Atchison Campus. It was moved by Mr. Karn, seconded by Mr. Tharman, that Pruett Construction be awarded the job for parking lot improvements at the Atchison campus. Motion passed.

Great Western Dining Contract: Great Western has provided the Administration with a contract for the 2024 fiscal year. President Fox discussed any changes that were made in the contract. Discussion. It was moved by Mr. Taylor, seconded by Mr. Huss, that the 2024 fiscal year contract for Great Western be approved as presented. Motion passed.

Welding Equipment: The Trustees were provided with bids for welding equipment that is needed at the Technical Center. The Administration would like to purchase a Lincoln Electric Power Wave 300 C K4934-1 Education One Pack. It was moved by Mr. Karn, seconded by Mr. Tharman, that the Lincoln Electric Power Wave 300 be purchased from Linde Gas & Equipment. Motion passed.

Redefine Summer Term 2023 and Spring Term 2024 dates for Financial Aid Purposes: Dr. Eric Ingmire discussed the term changes for Summer term. Summer 2023 will be changing from June 5<sup>th</sup>-July 30<sup>th</sup> to May 22<sup>nd</sup> -August 16<sup>th</sup>. Spring term changes for 2024 will be brought back at a later meeting. These changes are being made for Financial Aid purposes. It was moved by Mr. Tharman, seconded by Mr. Huss, that the changes for the summer term be approved as presented. Motion passed.

Larger Bus Purchase: Mr. Randy Willy, Vice President for Finance/Operations, presented the Board with different options for 51 passenger and 57 passenger busses. He stated that by purchasing a larger bus, the College will be able to significantly cut back on costs of renting out charter busses. The largest bus the College currently has only holds 25 passengers and isn't large enough to accommodate most athletic teams. Discussion.

Primer & Drywall Bids for Construction Trades Home: The Board was presented with bids for drywall to be installed and primer applied to all finished surfaces of the Construction Trades home in Atchison. It was moved by Mr. Taylor, seconded by Mr. Huss, that Garcia Contracting Services LLC be awarded the drywall and primer job for the Construction Trades home. Motion passed.

Technical Education: Mr. Lucas Hunziger, Vice President for Technical Education, stated that the Kansas Army National Guard was demonstrating Blackhawk training and giving helicopter rides at the Western Center on April 19<sup>th</sup>. He confirmed that Precision Ag has begun planting. The dirt work for the pole shed at the Western Center has begun. Atchison Technical students will be competing at the State Skills USA competition March 26<sup>th</sup>-28<sup>th</sup>. The student picnic will be May 11<sup>th</sup> and the Golf Tournament on May 19<sup>th</sup>. The nursing program hosted a job fair on April 12<sup>th</sup>. The Computer Support Specialist program is in the process of being developed at the Wamego Center. Western Center graduation is on May 12<sup>th</sup>. The Atchison Technical Center will have their graduation on May 11<sup>th</sup> with the Practical Nursing Pinning prior to the ceremony.

Student Services: Dr. Eric Ingmire, Vice President for Student Services, stated that the Advising department hosted an enrollment day event for students on April 27<sup>th</sup> that included snacks and refreshments. Leading up to finals week, students and staff will have the opportunity to participate in "The Finals Countdown" activities which are themed days to help motivate and encourage students to unwind and have fun before finals week. Some of the themes are Dogs & Donuts, Movie Night, Cinco De Mayo Taco Food Trucks, Casino Night, Root Beer Floats and Faculty vs. Student Kickball. Dr. Ingmire stated that Student Support Services hosted their annual Etiquette Dinner at The Country Cabin and 23 students participated in the event. Art Day was a big success and had great attendance. Outstanding Student Awards took place in the Culberston Auditorium on April 25<sup>th</sup>. Dr. Ingmire gave a brief update on Admissions, Marketing and Esports.

Finance and Operations: Mr. Randy Willy, Vice President for Finance/Operations, provided cash balance reports through March 2023 and reviewed income and expense reports. He gave an update on the water damage cleanup at the Wamego Center.

Academic Affairs: Mrs. Sharon Kibbe, Vice President for Academic Affairs, gave a brief review of Art Day that was held on April 20<sup>th</sup>. She stated that the turnout was great and there were around 550 high school students and teachers that attended. She expressed gratitude towards Sam Perkins, Graphic Design Instructor, Brigitte Bruna, Art Instructor, Hannah Davis, Administrative Assistant to the VP of Academic Affairs, and many of the volunteers that helped make the event successful. She confirmed that the Academic Catalog is being worked on. She stated that Cindy Davis, Librarian, has been reviewing the usage of the library and has confirmed students are not utilizing it as much as previous years and the hours that the library will be open will be adjusting starting in Fall 2023. Mrs. Kibbe gave KBOR updates.

Trustee's Report: Chairperson Thomas Smith gave a brief update on the Foundation Board Meeting he attended April 24<sup>th</sup>.

President's Report: President Fox gave an update on the Kansas Jayhawk Community College Conference Meeting she attended on April 24<sup>th</sup>-25<sup>th</sup> at Pratt Community College. She stated that Carl Heinrich who is retiring as KJCCC Commissioner was honored by throwing the first pitch at the HCC Baseball game on April 8<sup>th</sup>. A luncheon was also held to celebrate his retirement. President Fox will be attending the KACCT Meeting on June 1<sup>st</sup> and 2<sup>nd</sup> at Dodge Community College. Graduation at the Highland Campus will be held May 19<sup>th</sup> at 7:00 p.m.

Announcements: None.

Executive Session: It was moved by Mr. Tharman, seconded by Mr. Coy, that the Board go into Executive Session at 10:25 p.m. for no more than 10 minutes to discuss Non-Elected Personnel. Motion passed. President Fox was asked to remain in the session.

The Board reconvened to Regular Session at 10:35 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 10:35 p.m.

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Thomas Smith  
Chairperson

Date

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Carl Tharman  
Secretary/Treasurer