

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES' MEETING MINUTES  
May 24, 2023

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

Trustees Absent: Carl Tharman

Call to Order: Chairperson Thomas Smith, who was participating via Zoom, directed Vice-Chairperson Jason Taylor to chair the meeting. Mr. Taylor called the meeting to order at 6:35 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. Karn, seconded by Mr. Coy, that the Agenda be approved as presented. Motion passed.

Approval of the Minutes: It was moved by Mr. Smith, seconded by Mr. Coy, that the Minutes of the April 26, 2023 Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Coy, seconded by Mr. Smith, that warrants numbered 472990 through 473154 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Acceptance of Bids for Welding Technology Facility: President Deborah Fox stated that ARPA (American Rescue Plan Act) funds have been received. The HCC Foundation as well as the Department of Commerce will be matching those funds. The College would like to install new welding booths with a central ventilation system at the Technical Center in Atchison with the awarded funds. The College received two bids from Linde and the Administration recommends accepting the bid for the Micro Air Duct Collection System. It was moved by Mr. Karn, seconded by Mr. Huss, that the bid from Linde for the Micro Air Duct Collection System be accepted as presented. Motion passed.

Renewal of Administrative Contracts: The Trustees were presented with a list of Administrative Employees for 2023-2024 contract renewals. Salary is to be discussed at a later date. It was moved by Mr. Smith, seconded by Mr. Karn, that the Administrative Employee Contracts be approved as presented. Motion passed.

Enrollment Trends: President Fox provided the Board with a Community College Enrollment Headcount chart for the 2017-2022 academic years. She discussed where HCC ranks compared to other Kansas Community Colleges. The College had their biggest enrollment decline between 2016 and 2020 but have noticed growth after COVID-19 which has mostly been in the Technical Education and Concurrent programs. Discussion.

Student Services: Dr. Eric Ingmire, Vice President for Student Services, confirmed that "The Finals Countdown" was well attended and a successful week of events. Dr. Ingmire provided a report from the marketing department that gave details on all recent projects that are being worked on with examples of recent advertisements and graphics. Dr. Ingmire stated that the College would like to replace a few signs around campus with updated information and proper lighting and provided the Board with a bid from Roderick Sign, Co. on what the costs would be. He gave scholarship and enrollment updates.

Finance and Operations: Mr. Randy Willy, Vice President for Finance/Operations, provided cash balance reports through April 2023 and reviewed income and expense reports. He confirmed that repairs to student dorms have begun and gave an update on current and ongoing projects.

Academic Affairs: Mrs. Sharon Kibbe, Vice President for Academic Affairs, stated that a list of courses are currently being reviewed by HCC staff and will be submitted to KBOR by June 1<sup>st</sup> for approval. She discussed performance report changes that KBOR has made and that the annual report is due by the end of June. The Academic Catalog is also being reviewed by staff for any updates that need to be made for the Fall 2023 semester. Mrs. Kibbe discussed summer plans and what projects are being worked on.

Technical Education: Mr. Lucas Hunziger, Vice President for Technical Education, confirmed that construction on the pole shed at the Western Center should begin this summer. The Western Center had their largest graduating class this year. They will be hosting a retirement reception for Dave Schwarz who will be leaving his position as the Welding Technology Instructor at the Western Center. Scott Kneifl has been hired to fill the position. Mr. Hunziger stated that the Technical Center welding facility has been cleaned and prepared for the remodel and installation of the new welding booths and ventilation system. The Technical Center also had one of their biggest graduating classes of around 115 graduates. The May 19<sup>th</sup> Technical Center Golf Tournament was a huge success. Mr. Hunziger gave updates on the Wamego Center. Fred Darkow was hired as the instructor for the Computer Support Specialist Program that is in the process of being developed at the Wamego Center.

Trustee's Report: Chairperson Thomas Smith stated that he will be attending the KACCT Meeting at Dodge City Community College on June 1<sup>st</sup> and 2<sup>nd</sup>.

President's Report: President Fox gave an update on the commencement ceremonies at each campus location and said they all had a great turnout with full crowds. The 3<sup>rd</sup> annual Marty Allen Golf Tournament will be held on July 21<sup>st</sup>. She confirmed that the staff and faculty employee appreciation lunch on May 22<sup>nd</sup> went well. President Fox stated that she will be joining Chairperson Smith at the KACCT Meeting in Dodge City on June 1<sup>st</sup> and 2<sup>nd</sup> and will be attending the HLC Assessment Academy in Chicago in June.

Announcements: None.

A recess was held from 7:50 p.m.- 7:55 p.m.

Executive Session: It was moved by Mr. Coy, seconded by Mr. Karn, that the Board go into Executive Session at 7:55 p.m. for no more than 1 hour to discuss Non-Elected Personnel. Motion passed. President Fox was asked to remain in the session.

The Board reconvened to Regular Session at 8:55 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 8:55 p.m.

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Thomas Smith  
Chairperson

Date

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Carl Tharman  
Secretary/Treasurer