

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES' MEETING MINUTES  
June 23, 2021

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

Call to Order: Chairperson Thomas Smith called the meeting to order at 6:30 p.m. in Building B at the Highland Community College Technical Center in Atchison, KS.

Approval of the Agenda: Chairperson Smith requested that Item VI.F, Acceptance of Resignation; and Item VI.G, Laundry Facilities, be added to the agenda. It was moved by Mr. Taylor, seconded by Mr. Karn, that the Agenda be approved as amended. Motion passed.

Approval of the Minutes: Chairperson Smith noted that the May 26<sup>th</sup> minutes stated that he attended the June 5<sup>th</sup> KACCT Meeting, but asked that it be changed to he will be attending, as the meeting had not taken place yet. It was also requested that on Item VI.D, Purchase of Maintenance Vehicle, it be noted that the purchased vehicle have a limit of 38,000 to 42,000 miles on it. It was moved by Mr. Coy, seconded by Mr. Karn, that the minutes of the May 26, 2021 Regular Meeting be approved as amended. Motion passed.

Approval of the Warrants: It was moved by Mr. Tharman, seconded by Mr. Coy, that warrants numbered 468256 through 468483 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Senate Bill 13- Revenue Neutral Rate Hearings to Replace Budget Process: President Deborah Fox informed the Board that Legislature has changed how budgets will be processed for taxing subdivisions beginning in 2022. She provided the Trustees with additional information and a timeline from the Kansas Department of Administration. She stated that the Board will need to make a decision by July 20<sup>th</sup> if they would like to hold a Revenue Neutral Rate hearing. The hearing would need to take place between August 20<sup>th</sup> and September 20<sup>th</sup>. The Board will need to provide a proposed tax rate, date, place and time of the hearing. Discussion. The Trustees would like to hold a Special Meeting prior to July 20<sup>th</sup> to discuss their decision. It was moved by Mr. Huss, seconded by Mr. Taylor, that the decision to hold a RNR hearing be tabled and discussed at a Special Meeting which is to be scheduled prior to July 20<sup>th</sup>. Motion passed.

Kansas Promise Act: President Fox discussed the details and requirements of the Kansas Promise Act which is a last dollar scholarship for students. The program is designed to assist students financially who might not have been eligible for a Pell grant or whose parent's income exceeded a certain amount. President Fox provided a handout for the Trustees and reviewed the requirements of students in order to be eligible for the Act which will become effective on July 1, 2021.

Academic Calendar- First Reading: President Fox presented the Board with a draft of the 2022-2023 academic calendar for a first reading. Discussion. The calendar will be brought to the Board for final approval in July.

Smithton Lodge Sponsorship of Track Press Box: The Board was presented with a pledge from the Smithton Masonic Lodge #1 to sponsor the Track/Soccer Press box. The Administration requests the acceptance of the gift as well as the naming of the Press box in the sponsors name along with logo. It was moved by Mr. Tharman, seconded by Mr. Huss that the pledged gift be accepted along with the logo and naming of the Press box to be Smithton Masonic Lodge #1. Motion passed.

Memo of Understanding for Use of Stadium: The College receives multiple requests to use the Stadium for non-college events. The Administration would like to have clarification of expectations when the facility is being used. The Trustees were presented with a rough draft of a Memorandum of Understanding form which will be reviewed and signed by those using the Stadium. Discussion.

Acceptance of Resignation: Heidi Jordan, Head Softball Coach, recently turned in her resignation. It was moved by Mr. Karn to accept the resignation with regrets. There was no second. It was moved by Mr. Karn, seconded by Mr. Tharman that the discussion be tabled until later in this meeting. Motion passed.

Laundry Facilities: President Fox stated that students have access to a laundry facility currently located in the Cornerstone apartments. The College had intentions of remodeling Rubeti 2 and moving the laundry services there. However, after receiving higher than expected bids for the remodel, the Administration would like to consider the possibility of building a small laundry facility outside of the dorms as it may be more cost effective to keep Rubeti 2 as an apartment. Discussion.

A recess was held from 8:05 p.m. –8:10 p.m.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through May 2021 and discussed income and expense reports. He confirmed that various insurance numbers have begun to be come in. He stated that bids were received for the Cornerstone dorm remodel and was significantly more than last year so the project will be put on hold for right now. Summer repairs are underway.

Academic Affairs: Dr. Erin Shaw, Vice President for Academic Affairs, confirmed that she was finishing up all remaining projects before her last day. She attended her last KBOR meetings where she announced her departure and introduced Ms. Sharon Kibbe, Dean of Instruction. Elections were held to replace her spot as Co-chair of the System Council of Chief Academic Officers. Kansas Core Outcomes Group (KCOG) will be presenting six new courses in October for approval. Dr. Shaw confirmed that the winner of the American Library Association grant will be announced at the end of June. Cindy Davis, Director of the Library, applied for this grant and is hopeful to hear back. Chairperson Smith gave Dr. Shaw his best wishes on her future endeavors and thanked her for her years of service.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, confirmed that Higher Education Emergency Relief Funds (HEERF II) have been distributed to 200 students. In order to be eligible for relief funds the students must apply online and show proof of the need for the funds. He reviewed Fall applicants and Summer enrollment numbers which have increased since last year. Dr. Ingmire confirmed that scholarship numbers also continue to rise. Student campus visits continue as the College prepares for the Fall semester to begin.

Trustees' Report: None.

President's Report: President Fox reviewed the KACCT meeting that she attended via Zoom. She confirmed that the next KACCT meeting in August will be at Hutchinson Community College and will be the first in person meeting since last year. President Fox, Lucas Hunziger, Dean of Technical Education, and Sharon Kibbe, Dean of Instruction, met with Washburn University about their interest in becoming affiliated with Highland Community College. She stated that the meeting went well. President Fox was also in attendance for the Chamber of Commerce breakfast on Thursday, June 17<sup>th</sup>. The ribbon cutting for the grand opening of the Diesel Building will be July 13<sup>th</sup> at 10:30 a.m. Summer Blitz sessions will begin July 8<sup>th</sup>.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board go into Executive Session at 8:45 p.m. for no more than 30 minutes to discuss Non-elected Personnel with a possible action to follow and asked that President Fox and Lucas Hunziger remain in the session. Motion passed.

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

It was motioned by Mr. Karn, seconded by Mr. Huss, that the Executive Session be extended for no more than 30 minutes. Motion passed.

The Board reconvened to Regular Session at 9:45 p.m.

It was motioned by Mr. Karn, seconded by Mr. Huss, that the Executive Session be extended for no more than 30 minutes. Motion passed.

The Board reconvened to Regular Session at 10:15 p.m.

A recess was held from 10:15 p.m. –10:30 p.m.

Revisit Item VI.F, Acceptance of Resignation: Discussion. It was moved by Mr. Karn, seconded by Mr. Coy that the resignation of Heidi Jordan be accepted with regrets. Motion passed.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board go into Executive Session at 10:32 p.m. for no more than 15 minutes to discuss Acquisition of Real Property and asked that President Fox and Lucas Hunziger remain in the session.

The Board reconvened to Regular Session at 10:47 p.m.

Adjournment: It was moved by Mr. Coy, seconded by Mr. Tharman that the meeting adjourn. Motion passed. Meeting adjourned at 10:47 p.m.

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Thomas Smith  
Chairperson

Date

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Carl Tharman  
Secretary/Treasurer