

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES' MEETING MINUTES  
June 28, 2023

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

Call to Order: Chairperson Thomas Smith called the meeting to order at 6:33 p.m. in the Conference Room of the David Reist Administration Building on the Highland Campus.

Approval of the Agenda: Chairperson Smith requested that Action Item VI.E, IMA Insurance Renewal for Property, Liability, and Worker's Compensation, and Action Item VI.F, Purchase of Element 451 CRM Software, be added to the agenda. It was moved by Mr. Taylor, seconded by Mr. Coy, that the agenda be approved as amended. Motion passed.

Approval of the Minutes: President Fox requested that a correction be made to the May 24<sup>th</sup> Regular Minutes. Under Item VI.A, Acceptance of Bids for Welding Technology Facility, it should state that ARPA funds were approved instead of received. It was moved by Mr. Taylor, seconded by Mr. Karn, that the Minutes of the May 24, 2023 Regular Meeting be approved as corrected and the Special Minutes of June 7, 2023 and June 26, 2023 be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Coy, seconded by Mr. Taylor, that warrants numbered 473155 through 473382 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Acceptance of Revenue Neutral Rate Process for Budget Preparation: The Doniphan County Clerk notified Highland Community College of the revenue neutral rate for FY 2024. The General Fund Revenue Neutral Rate is 13.233. The current General Fund Tax Rate for the College is 13.500.

The Administration recommended maintaining the current rate of 13.500. In order to do so, the Board must make notification to the County Clerk of their intent to go above the neutral rate. The Board must also hold a special hearing, separate from the Budget Hearing. The Board is not required to approve the 13.500 following the hearing. Much like the former budget process the rate can be lowered, but cannot be raised.

It was moved by Mr. Tharman, seconded by Mr. Coy, that the General Fund Tax Rate remain at 13.500. Motion passed.

Athletic Insurance Renewal: The Board was presented with the Athletic Insurance Renewal Proposal from insurance broker HUB International/ Dissinger Reed. They recommended staying with the current insurance company of A-G Administrators, Inc. for athletic insurance and Zurich American Insurance Company and K&K Insurance Group for catastrophic insurance. It was moved by Mr. Taylor, seconded by Mr. Karn, that the quote from Dissinger Reed for FY24 Athletic Insurance be approved as presented. Motion passed

Approval of Short-Term Capital Lease/Purchase with Bank of Highland: President Fox stated that the Administration would like to request entering into an agreement with the Bank of Highland for a short-term Capital Lease/Purchase to assist with the College's expenses during the summer months. She requested an adoption of the resolution that was presented to the Trustees. Discussion. It was moved by Mr. Tharman, seconded by Mr. Taylor, that the Resolution for the short-term Capital Lease/Purchase with the Bank of Highland be adopted as presented. Roll call vote: Jason Taylor (aye), Vernie Coy (aye), Carl Tharman (aye), Russell Karn (aye), Kenny Huss (aye) and Tom Smith (aye). Motion passed.

January 2024 Academic Calendar Start Date: Currently, the Highland Campus and other regional courses begin a week later than technical courses. The Administration would like to start all courses at the same time and also gather all Faculty together for one in-service day rather than two. The highland Campus commencement would also be moved a week earlier to coincide with the other regional center commencement dates. The Administration recommends changing the start date for Highland Campus and other regional courses beginning Spring 2024. They would like to have all courses begin January 11, 2024 and in-service day for all faculty on January 10, 2024. It was moved by Mr. Huss, seconded by Mr. Coy, that the academic start date in the Spring of 2024 be changed to January 11, 2024. Motion passed.

IMA Insurance Renewal for Property, Liability, and Worker's Compensation: Mr. Randy Willy, Vice President for Finance/Operations, presented renewal bids for property, liability, worker's compensation and automobile coverage as prepared by the College's insurance broker, IMA. Discussion. It was moved by Mr. Huss, seconded by Mr. Taylor, that the proposal from IMA for insurance renewal for property, liability, and worker's compensation be approved as presented. Motion passed.

Purchase of Element 451 CRM Software: The Board was presented with a bid for Element 451 CRM software that the Administration would like to purchase to replace the current software the College is using in multiple departments to enroll and communicate with students. The new software will assist in eliminating paper forms and having the ability to do everything electronically in one place. Jason Stegman, IT Application Analyst, was available for questions. Discussion. It was moved by Mr. Huss, seconded by Mr. Taylor, that the bid for Element 451 CRM software be approved as presented. Motion passed.

Finance and Operations: Mr. Randy Willy, Vice President for Finance/Operations, provided cash balance reports through May 2023 and reviewed income and expense reports. He confirmed that budget cuts are being made in various departments. Equipment and supplies have been moved out of the Perry building. Repairs and cleaning of the student dorms are underway.

Academic Affairs: Mrs. Sharon Kibbe, Vice President for Academic Affairs, gave a brief update on the Higher Learning Commission Assessment Academy that President Fox and a few faculty and staff members attended in Chicago on June 14<sup>th</sup>-16<sup>th</sup>. Mrs. Kibbe confirmed that Summer Blitz will begin July 19<sup>th</sup> and there will be seven courses offered to students during that time. Most classes will take place in the afternoon so that athletes can attend practices in the morning. Artificial Intelligence will not be permitted by teachers or students in the classrooms and a committee will

be putting together a statement to address those changes. Mrs. Kibbe gave KBOR updates and stated that the College will be submitting the KBOR Performance Report this week.

Technical Education: Mr. Lucas Hunziger, Vice President for Technical Education, was not present but provided a written report.

Student Services: Dr. Eric Ingmire, Vice President for Student Services, discussed housing numbers for the fall semester. He provided a report from the Marketing department and discussed the projects they have been working on. He provided graphics of the new digital billboard that is currently being advertised in St. Joseph. Dr. Ingmire gave scholarship and enrollment updates.

Trustee's Report: Chairperson Thomas Smith gave a brief update on the KACCT Meeting that he and President Fox attended at Dodge City Community College on June 1<sup>st</sup> and 2<sup>nd</sup>.

President's Report: President Fox stated that she will be attending the KACCT Meeting at Cloud Community College on August 25<sup>th</sup> and 26<sup>th</sup>. She gave a brief update on the KACCT Meeting she and Chairperson Smith attended at Dodge City Community College.

Announcements: None.

A recess was held from 9:05 p.m.- 9:10p.m.

Executive Session: It was moved by Mr. Coy, seconded by Mr. Tharman, that the Board go into Executive Session at 9:10 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 10:10 p.m.

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

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Thomas Smith  
Chairperson

Date

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Carl Tharman  
Secretary/Treasurer