

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES' MEETING MINUTES  
February 26, 2020

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

Call to Order: Chairperson Thomas Smith called the meeting to order at 6:30 p.m. in the Conference Room of the David Reist Administration Building on the Highland Campus.

Approval of the Agenda: Chairperson Smith mentioned that the Executive Session after Item E will be moved to take place after Item D. It was moved by Mr. Tharman, seconded by Mr. Coy, that the agenda be approved as amended. Motion passed.

Approval of the Minutes: There was a grammatical error noted on the second page under Finance and Operations. It was moved by Mr. Karn, seconded by Mr. Taylor, that the minutes of the January 22, 2020, Regular Meeting, be approved as amended. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Huss, that warrants numbered 465518 through 465720 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Approve a Draft of the 2018-2019 Audit: Karen Linn of Berberich Trahan & Co. P.A. reviewed the 2018-2019 independent audit draft. It was moved by Mr. Taylor, seconded by Mr. Tharman, that the draft of the 2018-2019 independent audit be approved as presented. Motion passed

Track & Field Equipment Bids: President Deborah Fox presented the Board with bids from four companies for the purchase of equipment for the new track complex. The trustees were provided with a list of all the equipment that was needed for the complex. The Administration recommended purchasing from VS Athletics as they were the lowest bidder. Discussion. It was moved by Mr. Karn, seconded by Mr. Huss, that the track equipment for the new complex be purchased from VS Athletics. Motion passed.

Tuition Rates: President Fox noted that Highland Community College has one of the highest tuition rates out of all the Kansas Community Colleges. The Administration feels that tuition and fee rates could be the cause for enrollment decline of online and concurrent classes and would like to propose a structure change. President Fox presented the Trustees with rate deductions for tuition, fees and textbook costs. The Administration requested feedback from the Board and would like to vote on this item at the March 25, 2020, Board Meeting. Discussion.

Professional Employee Contract Nonrenewals and Retirement for 2020-2021 Academic Year: The Trustees were presented with the non-renewals and retirement for the 2020-2021 Academic year. President Fox informed the Board that Eleanor Hensley, Early Childhood Instructor/Coordinator, will be retiring. She also confirmed that contracts will not be renewed for George Kegode, Agriculture Instructor, and Alexis Clements, Photography/Digital Arts Instructor, due to the decline in course enrollment. It was moved by Mr. Karn, seconded by Mr. Taylor that the non-renewals and retirement be accepted as presented. Motion passed.

Executive Session: It was moved by Mr. Coy, seconded by Mr. Huss, that the Board go into Executive Session at 7:40 p.m. for no more than 20 minutes to discuss Acquisition of Property and that the following people remain in the Session: President Deborah Fox and Lucas Hunziger, Director of Technical Education. Motion passed.

The Board reconvened to Regular Session at 8:00 p.m.

It was motioned by Mr. Coy, seconded by Mr. Huss, that the Executive Session be extended for no more than 10 minutes. Motion passed

The Board reconvened to Regular Session at 8:10 p.m.

The Board Recessed at 8:10 p.m. for no more than 5 minutes.

The Board reconvened to Regular Session at 8:15 p.m.

Approval of Design Build Proposal-Diesel Tech Building: Tabled until the March 25, 2020, Board Meeting.

Exempt High School from Payment FY 2020: President Fox shared with the Board that Mike Newman, Superintendent of USD 111, requested that Highland Community College waive the annual track and facility usage fee for 2020. He explained that they paid in full last year but were not able to have access to the Wellness Center due to the College athletic teams occupying it and the track not being complete and able to practice on. Discussion. It was moved by Mr. Taylor, seconded by Mr. Huss, that HCC waive \$15,000 off of the 2020 facility and track usage fee for USD 111. Motion failed. It was moved by Mr. Tharman, seconded by Mr. Karn, that HCC waive \$10,000 off of the 2020 facility and track usage fee for USD 111. Motion passed.

Approval of Alcohol Usage: President Fox requested approval from the Board to allow the serving of alcohol at the Klinefelter Barn during the Continuing Legal Education Seminar for the Northeast Kansas Bar Association on May 14, 2020. It was moved by Mr. Huss, seconded by Mr. Coy, that alcohol be allowed at the mentioned event. Motion passed.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through January 2020 and discussed income and expense reports. Mr. Willy confirmed that loans for the Baileyville campus have been paid off. He stated that the College will be publishing the Colony Point dorm remodel and begin accepting bids beginning on February 27<sup>th</sup>. Indoor demolition of the dorm has begun and is nearing completion. Training materials are being prepared for Faculty as the transition to the Canvas learning system begins.

Academic Affairs: Dr. Erin Shaw, Vice President for Academic Affairs, announced that Elizabeth Jeschke, an HCC student in the LPN to RN program, received a \$1,000 scholarship by the Kansas State Board of Nursing for an essay she submitted titled "What Professionalism in Nursing Means to Me". She reviewed recent Kansas Board of Regents updates being made to its strategic plan going into effect July 2020. Dr. Shaw gave feedback on the Kansas Council of Instructional Administrators spring meeting that took place in Topeka on February 18<sup>th</sup>. She also provided the Trustees with a 2020-2021 Academic Calendar and gave a proposal to make

a few date and event adjustments for future calendar schedules. These recommendations were proposed in order to make a more attractive and accommodating schedule for students. The calendars will be brought back to the Board Meeting in March for final approval.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, reported that Student Life is opening up the food pantry to students in need of food and hygiene products and now calling it HCC Grub House. They are hopeful that the rebranding of the name will be more appealing to students and will now offer it to them twice a week rather than once a week. Dr. Ingmire confirmed that Sophomore Visit Day will take place on March 25<sup>th</sup> and there are expected to be around 250 students in attendance. He shared that the College will be hosting a Principal and Counselor Luncheon on March 30<sup>th</sup> at Kirkwood & Co. restaurant in Highland. Dr. Ingmire reviewed Housing and enrollment numbers. He confirmed that 77 new students are receiving scholarships as well.

Trustees' Report: None.

President's Report: President Fox reported that she has traveled to Atchison recently to meet with faculty. She was invited by Dr. Betty Stevens, former HCC President, to attend Rotary in Manhattan, KS, on February 27<sup>th</sup> and also attended the Wamego Area Chamber of Commerce Ribbon Cutting Ceremony for the Highland Vineyards and Winery in Wamego, KS and reported that both events went well. She confirmed that she will be attending the Phi Theta Kappa Award Banquet on March 12<sup>th</sup> in Topeka, KS.

The Board recessed for 5 minutes at 9:12 p.m.

Executive Session: It was moved by Mr. Coy, seconded by Mr. Tharman, that the Board go into Executive Session at 9:16 p.m. for no more than 30 minutes to discuss Non-Elected Personnel and asked that Bryan Dorrel and President Fox remain in the session. Motion passed.

The Board reconvened to Regular Session at 9:46 p.m.

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

The Board reconvened to Regular Session at 10:16 p.m.

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

The Board reconvened to Regular Session at 10:45 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 10:45 p.m.

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Thomas Smith  
Chairperson

Date

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Carl Tharman  
Secretary/Treasurer