

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
January 26, 2022

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

Call to Order: Chairperson Thomas Smith called the meeting to order at 7:10 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. Coy, seconded by Mr. Tharman, that the minutes of the January 12, 2022, Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Coy, that warrants numbered 469832 through 470019 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Approval of 2020-2021 Fiscal Audit: Karen Linn of Berberich Trahan & Co. P.A. was present via Zoom to review the 2020-2021 independent audit draft. She expressed gratitude towards Randy Willy, VP of Finance, and his group for their cooperation and hard work. She gave the Trustees the opportunity to address any questions they might have. It was moved by Mr. Karn, seconded by Mr. Tharman, that the draft of the 2020-2021 independent audit be approved as presented. Motion passed.

Tuition and Fee Proposed Increase: The Board was presented with a handout that provided a comparison of the 2022 fiscal year tuition and fees and the cost increase for 2023 fiscal year. President Fox confirmed that fees were not increased last year. The Administration has researched what other institutions are charging and took into consideration the financial needs of the College and recommended the proposed increase. It was moved by Mr. Tharman, seconded by Mr. Karn, that the proposed tuition and fee increase for the 2023 fiscal year be approved as presented. Motion passed.

Timeline for Board Reorganization: President Fox stated that due to Kansas statute board election changes, other institutions have changed their Board reorganization to January each year. The Administration recommends that Highland Community College also moves the Board of Trustees reorganization to January instead of July as it previously was. Discussion.

Technical Education: Mr. Lucas Hunziger, Dean of Technical Education, confirmed that the first Jolie McDaniel Memorial Scholarship was awarded to Ashlyn Garber who is a Medical Assistant student at the Western Center. He stated that both of the Manhattan and Topeka region Needs Assessments are almost complete. These assessments are done yearly in order to receive Perkins Grant funds. Mr. Hunziger confirmed that the Western Center's Precision Ag Instructor Eric Wright has resigned and they are working on filling his position. He gave brief updates on the Technical Center campus in Atchison as well as the Western Center. High School visits at

the Technical Center are being set up for Spring. Mr. Hunziger reported he attended the USD 409 Board of Education Meeting on December 13th and provided an update on the Technical Center.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, confirmed that Highland campus move-in day was on January 19th and first day of classes was on the 20th. Students were greeted by staff members who wished them a great first day and to help direct them to their classrooms. He confirmed that the last few units of the Cornerstone apartments have been vacated to begin the remodel. Student Life hired a hypnotist on January 24th for the students and it was a great turnout. Dr. Ingmire will be hosting activities for students to participate in at halftime of select home games. He stated that Admissions will be hosting Junior/Senior Day on February 4th. He gave updates on enrollment numbers as well as drug/alcohol violations.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through December 2021 and discussed income and expense reports. He confirmed that the payment from the 2018 hail damage insurance settlement has been received. Mr. Willy stated that the Cornerstone Apartment renovation has begun.

Academic Affairs: Mrs. Sharon Kibbe, Dean of Instruction, provided the Trustees with a handout of the Kansas Board of Regents (KBOR) Performance Report and gave a brief review. She stated that President Fox and herself attended the Board of Academic Affairs Standing Committee meeting on January 19th and gave a presentation to increase the funding for the College based on the impact of COVID-19 in 2020. Mrs. Kibbe confirmed that the General Education In-service Day in Atchison on January 19th went very well. She attached the Student Experience Survey from the end of the Fall 2021 semester. The Higher Learning Commission report is due this Summer. Mrs. Kibbe stated that the Math faculty is currently working on developing a new math course that will combine College Algebra with a review component. It will potentially be a five-credit hour course to replace beginning and intermediate Algebra.

Trustees' Report: Chairperson Smith attended the Foundation Board Meeting on January 24th and gave a brief review of what was discussed. He also went over some key topics from the joint Foundation Board and Board of Trustees Meeting that also took place on the 24th.

President's Report: President Fox expressed gratitude to the Trustees for those who attended the joint Foundation Board Meeting as well as the joint County Commissioners Meeting. She attended the General Education In-Service Day in Atchison and stated that it went well and changes that are needing to be made were discussed. President Fox received a phone call from USD 111 Maintenance Director, Chris Gibson, stating that the high school has discussed the possibility of building a bus barn. He showed interest in discussing the option of the high school football team using the College's practice field if the bus barn is built. Rocky Ruhnke, owner of Stop and Shop, reached out to see if the College had interest or a need to lease out the Stop and Shop building.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Huss, that the Board go into Executive Session at 8:50p.m. for no more than 30 minutes to discuss Non-elected Personnel and asked that President Fox remain in the session. Motion passed.

Adjournment: Chairperson Smith declared the meeting adjourned at 9:20 p.m.

Thomas Smith
Chairperson

Date

Carl Tharman
Secretary/Treasurer