

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
May 25, 2022

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

Call to Order: Chairperson Thomas Smith 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: Chairperson Smith requested that Item VI.E, Winery AC, be added to the agenda. It was moved by Mr. Karn, seconded by Mr. Coy, that the Agenda be approved as amended. Motion passed.

Approval of the Minutes: It was moved by Mr. Tharman, seconded by Mr. Taylor, that the minutes of the April 27, 2022, Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Huss, that warrants numbered 470587 through 470772 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Opening of Bids for Atchison Home: President Deborah Fox confirmed that Lucas Hunziger, Dean of Technical Education, had received two bids on the Atchison home built by the Technical Center Construction Trades program. The Board was presented with the bids for review. It was moved by Mr. Tharman, seconded by Mr. Coy, that the bid from Juliet Corpstein be accepted as presented. Motion passed.

Renewal of Administrative Contracts: The Trustees were presented with a list of Administrative Employees for 2022-2023 contract renewals. Salary is to be discussed at a later date. It was moved by Mr. Karn, seconded by Mr. Huss, that the Administrative Employee Contracts be approved as presented. Motion Passed.

Fentanyl: President Fox stated that the Administration would like to put a policy in place that specifically addresses the use and possession of Fentanyl on campus. She stated that accessing this drug has become easier to do and not only puts the lives of those using it at risk, but it can also put employees or other students at risk if they are accidentally exposed. The Administration would like a policy set in place to assist in controlling the presence of Fentanyl on campus. President Fox hopes to have a rough draft of the policy available for the Board to review around August. Discussion.

Contract Supply Order: The Administration recently purchased new mattresses, sofas and replacement cushions for student housing units from Contract Supply, Inc. President Fox confirmed that the College has been purchasing Blockhouse brand furniture from Contract Supply, Inc. for many years. She stated the furniture is very sturdy and matches throughout the housing units, so the Administration would like to use the same company to order additional items. The Trustees were provided with a list of items to approve. It was moved by Mr. Tharman, seconded by Mr. Karn, that the requested housing items to be purchased through Contract Supply Inc. be approved as presented. Motion passed.

Winery AC: President Fox stated that the air conditioning unit is no longer working at the Wamego winery. The unit is used to keep the wine production room at a constant cool temperature. This room is used to produce and store the wine and must remain below a specific temperature. President Fox presented the Board with three different bids for new AC units. Scott Kohl, Director of Viticulture and Enology, was present via Zoom for questions. It was moved by Mr. Taylor, seconded by Mr. Coy, that the bid from PK Mechanical, Inc., be accepted as presented. Motion passed.

Academic Affairs: Mrs. Sharon Kibbe, Dean of Instruction, discussed KBOR (Kansas Board of Regents) updates. KBOR will be reviewing a General Education package and if approved in June it must be implemented by KBOR institutions beginning in the fall 2024. Mrs. Kibbe has submitted the Performance Report for FY21. The College is currently at 90% funding but she's hopeful they will be able to petition for the full amount of funding due to 2021 being a COVID year. Interviews have begun for the History Instructor position and will soon be accepting applications for the Art Instructor position that currently opened. The final submission for the Assurance Argument to the Higher Learning Commission is due July 18th. Mrs. Kibbe discussed upcoming projects to be completed over the Summer break.

Technical Education: Mr. Lucas Hunziger, Dean of Technical Education, confirmed that the Technical Center commencement and Nursing pinning on May 12th, as well as the Western Center commencement on May 13th went very well. The Technical Center held a golf tournament on May 6th to raise funds for the SkillsUSA national competition for students to attend in June. He stated that the Western Center staff met with representatives from Kansas State to discuss grant opportunities for the Ag program. They also took footage of the Ag programs to promote in commercials free of charge. Mr. Hunziger acknowledged the students who received awards at the SkillsUSA competition last month. Prep work has begun so that the Construction Trades program can begin on their next home project. He also confirmed that enrollment numbers have been rising.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, discussed the food packing event that took place on May 4th that was held by the Kansas Farm Bureau. He stated that several students showed up to volunteer their time and made over 350 packaged meals to be donated. He confirmed that Stephanie Peterson has been hired for the Director of Marketing position and Taylor Marriott has been hired as the Director of Admissions. Students have left for the Summer and dorm cleaning has begun. Dr. Ingmire stated that any appliances that are left will be cleaned and donated to future students that are in need. He discussed the end of semester events held by Student Life and reviewed enrollment and scholarship numbers.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through April 2022 and discussed income and expense reports. Mr. Willy confirmed that construction work on Cornerstone Apartments is almost complete and dirt work for the laundry facility has begun. He stated that Summer maintenance projects along with installation of new flooring has begun.

Trustees' Report: Chairperson Smith confirmed that he plans to attend the KACCT meeting on June 3rd and 4th at Colby Community College.

President's Report: President Fox discussed the changes being made to the Kansas Promise Act and reviewed State Legislation. She confirmed that the College will close on the Parker Properties on May 31st. She stated that the employee appreciation luncheon turned out great and was well attended. The College did not hold Summer Blitz sessions on campus this year due to the maintenance projects that are needing to be addressed and completed during the Summer.

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

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board go into Executive Session at 8:10p.m. for no more than 30 min to discuss Non-elected Personnel and asked that President Fox remain in the session. Motion passed.

The Board reconvened to Regular Session at 8:40 p.m.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board go into Executive Session at 8:40 p.m. for no more than 30 minutes to discuss Acquisition of Real Property and asked that President Fox remain in the session. Motion passed.

Adjournment: Chairperson Smith declared the meeting adjourned at 9:10 p.m.

Thomas Smith
Chairperson

Date

Carl Tharman
Secretary/Treasurer