

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
August 25, 2021

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

Call to Order: Chairperson Thomas Smith called the meeting to order at 6:42 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.G, Request to Serve Wine at KACCBO Meeting, be added to the agenda. It was moved by Mr. Karn, seconded by Mr. Taylor, that the Agenda be approved as amended. Motion passed.

Approval of the Minutes: It was moved by Mr. Coy, seconded by Mr. Karn, that the minutes of the July 28, 2021, 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 468687 through 468910 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Approval of the 2021-2022 Published Budget: The 2021-2022 budget was published at a mill levy rate of 12.994. It was moved by Mr. Karn, seconded by Mr. Huss, that 2021-2022 budget be approved as published. Motion passed.

KBOR Freedom of Expression Statement: President Deborah Fox stated that the Kansas Board of Regents would like Kansas Technical and Community Colleges to adopt a statement similar to the Freedom of Expression statement that all Kansas State Universities have adopted. She provided a collaboration of the Free Expression statement from KBOR and the Highland Community College statement. It was moved by Mr. Karn, seconded by Mr. Coy, that the Freedom of Expression statement for HCC be approved as presented. Motion failed. The Board requested that this item be brought back at the September Regular Meeting.

Approval of Student Handbook: The Trustees were presented with a second reading of the 2021-2022 Student Handbook. Discussion. It was moved by Mr. Karn, seconded by Mr. Huss, that the 2021-2022 Student Handbook be approved as presented. Motion passed.

Approval of Purchase of Parker Properties: President Fox confirmed that Parker Properties would like to sell their two duplexes that are located north of the HCC baseball field to the College. The Administration would like to purchase these properties to house College employees which would then make more dorms available to house 16 additional students. President fox stated that the current occupants of the duplexes are being allowed to complete the remainder of their contracts, so the College would not finalize the sale until May 2022. It was moved by Mr. Coy, seconded by Mr. Tharman that the purchase of the Parker Properties duplexes be approved. Motion passed.

Review of Laundry Facility Design: The Trustees were presented with two designs from Smart Architecture & Design, which was the lowest bidder of the two bids received by the Administration. President Fox discussed the two design options and their differences. The new facility will not be available for the general public or students living off campus. It will allow students who reside in housing to do their laundry at no additional cost. Discussion.

COVID Metrics on Mandatory Masking, Remote Learning, Campus Closing: The Administration would like to have a COVID protocol in place for the College due to a rise in COVID cases in Kansas. President Fox stated that the College cannot require vaccinations but those who are vaccinated will have different quarantine guidelines to follow compared to those who are not vaccinated. She confirmed that the College is currently only recommending masks on campus but discussed the possibilities of requiring them if COVID cases on campus reach a certain percentage as well as remote learning options. Discussion. It was moved by Mr. Huss, seconded by Mr. Karn, that President Fox be given the approval to make COVID decisions on behalf of the College according to the presented protocols. Motion passed.

Approval to Serve Wine at the KACCBO Meeting: President Fox requested approval from the Board to allow wine at the Kansas Association of Community College Business Officers (KACCBO) Conference at the Klinefelter Barn on November 4, 2021. It was moved by Mr. Taylor, seconded by Mr. Coy, that wine be allowed at the Klinefelter Barn for the KACCBO Conference on November 4, 2021. Motion passed.

Academic Affairs: Mrs. Sharon Kibbe, Dean of Instruction, gave a brief review on the New Faculty Orientation that took place August 17th in which she gave new faculty members a full campus tour and discussed several topics. A Faculty In-Service took place on August 20th for all full-time faculty and was followed by an all employee lunch at the Ag Building. She confirmed that Fall classes have started and signs have been placed around campus to encourage the use of face masks. Kerri Magana, Director of Instructional Services, has been working closely with faculty to ensure that Canvas courses are complete. Mrs. Kibbe shared the news that Irene Covert, Administrative Assistant to VP of Academic Affairs, will be retiring in September after dedicating 31 years of service to the College. Mrs. Kibbe is preparing to put together a committee for the 4-year Assurance Argument to be submitted in Summer 2022.

Technical Education: Lucas Hunziger, Dean of Technical Education, discussed enrollment numbers for the Atchison Technical Center. He confirmed that Kansas Promise Scholarship applicants have been processed and awarded. Mr. Hunziger attended a Perkins Best Practices workshop and accepted an award on behalf of the Highland Technical Center. He confirmed that the newly hired Early Childhood instructors for the Atchison and Baileyville locations are off to a great start. The RN program had a pinning ceremony on August 13th with 23 graduates. The new maintenance vehicle has been purchased for the Technical Center and Mr. Hunziger expressed his gratitude to the Board for approving that purchase. He stated that the Diesel Program students were beyond thrilled with the new facility and it has given them a much larger space to work on several different vehicles at a time.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, stated that Talisha Smith, Housing Coordinator, has been doing an excellent job since she started at the beginning of August. He discussed housing numbers and confirmed that there are currently zero student campus violations to report. He provided the Trustees with a copy of the welcome guide that was handed out to students during orientation their first week on campus. Dr. Ingmire discussed all the activities that are planned to welcome students and keep them entertained, including a block party, dance, slip-n-slide and bingo. He reviewed enrollment numbers and awarded scholarships. Chairperson Smith expressed his gratitude to Dr. Ingmire for going above and beyond his job duties to make sure the first week back for students goes smoothly and assisting with activities.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through July 2021 and discussed income and expense reports. He provided a revenue comparison of tuition, fees and board to calculate a 5-year revenue loss. Mr. Willy confirmed that the Administration has been working with an architect on drawings for the laundry room facility. He confirmed that the audit has begun and is being done remotely this year.

Trustees' Report: Chairperson Smith stated that he will be attending the Kansas Association of Community College Trustees Meeting virtually on August 27, 2021.

President's Report: President Fox will be attending the KACCT Meeting in person at Hutchinson Community College on August 27, 2021. She attended the Wamego Chamber of Commerce Meeting and gave a brief review. On August 27th Troy and Doniphan West High Schools will be hosting the KSHSAA preseason High School Football Jamboree at Highland Community College. The National Guard will be serving watermelon and provide a rock wall for entertainment. There will be an eight-team volleyball tournament taking place on campus August 27th and 28th.

President Fox attended the Atchison Technical Center RN pinning ceremony on August 13th and confirmed it went well. The Athletic Hall of Fame Banquet will take place on October 8th in the Ag Building. She thanked the Administrative team for their hard work and doing their part to help make sure things are running smoothly for the start of the Fall semester.

Executive Session: It was moved by Mr. Huss, seconded by Mr. Karn, that the Board go into Executive Session at 8:40 p.m. for no more than 15 minutes to discuss Non-elected Personnel with no action to follow and asked that President Fox remain in the session. Motion passed.

The Board reconvened to Regular Session at 8:55 p.m.

Adjournment: It was moved by Mr. Huss, seconded by Mr. Karn that the meeting adjourn. Motion passed. Meeting adjourned at 8:55 p.m.

Thomas Smith
Chairperson

Date

Carl Tharman
Secretary/Treasurer