

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
December 7, 2022

Trustees Present: Vernie Coy, Kenneth Huss, Thomas Smith, Jason Taylor, Carl Tharman
Trustees Not Present: Russell Karn

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: It was moved by Mr. Taylor, seconded by Mr. Tharman, that the Agenda be approved as submitted. Motion passed.

Approval of the Minutes: It was moved by Mr. Tharman, seconded by Mr. Huss, that the minutes of the November 16, 2022, Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Coy, seconded by Mr. Taylor, that warrants numbered 472003 through 472028 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Ceiling Fan for Diesel Technology Lab at Baileyville: The Board was presented with three bids for a large ceiling fan for the Diesel Technology Lab at the Western Center to assist with air flow and circulation. It was noted that this would be a capital outlay expenditure. It was moved by Mr. Taylor, seconded by Mr. Coy, that a 20 foot Basic 6 ceiling fan and installation be purchased from Big Ass Fans at a cost of \$13,598. Discussion. Motion passed.

Hydraulic Floor Jack at Baileyville: The Board was presented with three bids for a hydraulic floor jack along with jack stands, oil handler and adapter. Lucas Hunziger, VP for Technical Education recommended the low bid from Gray Manufacturing of St. Joseph, MO, noting that they have been excellent to work with in the past and will service all equipment. He also noted that this purchase would be made with Carl Perkins grant funds. It was moved by Mr. Huss, seconded by Mr. Taylor, that the purchase of a hydraulic floor jack and related items from Gray Manufacturing be approved at a cost of \$13,779.46. Discussion. Motion passed.

Technical Education Report – Mr. Lucas Hunziger, Vice President for Technical Education, reviewed recent and upcoming activities at the technical centers in Atchison and Baileyville. He highlighted the progress on the house being built in Atchison by the Building Trades programs.

Student Services Report – Dr. Eric Ingmire, Vice President for Student Services, provided enrollment reports and recent/upcoming activities of residential and student life. Regarding enrollment numbers, he reported that changes and shifts to different delivery methods are being tested. Overall enrollment has been flat. The Technical Center in Atchison has had the highest enrollment ever, while the College is experiencing dips in traditional delivery for students elsewhere. A discussion was held on options for future course delivery and developing the best way to meet student needs.

Finance and Operations Report – Mr. Randy Willy, Vice President for Finance/Operations, provided cash balance reports through November 2022 and discussed income and expense reports. He noted that the Foundation financial audit will be completed at the beginning of the year. Once it is complete, the Board will be presented with the final audit report. Discussion on how depreciation is reflected on the balance sheet. Rather than a cash basis accounting system, the College is on an accrual basis accounting system. The College does not get paid for current year enrollment until the next year, which causes some challenges with expenses incurred in one year and revenue received the next.

Academic Affairs Report – Mrs. Sharon Kibbe, Vice President for Academic Affairs, reported that an Ag Day was held at the Perry Center earlier in the day with over 300 high school in attendance. Ms. Sara Smith, Assistant Dean of Instruction for Concurrent Learning, will be hosting Zoom meetings with area high schools to update them on changes to concurrent and dual credit education as required by recent legislation.

Trustee’s Report: No report.

President’s Report: President Deborah Fox reported she had attended KACCT Meeting in Coffeyville December 2nd & 3rd and highlighted legislative issues that may affect community colleges in the future. She informed the Board that the lockers in the football locker room are in poor condition. Missouri Western has offered some gently used lockers for \$10,000. The flooring would have to be adjusted to accommodate the new lockers at an estimated cost of \$8,000. A donor has agreed to cover those costs. The Board had no objection to moving forward with this project. President Fox updated the Board regarding ongoing long-term planning and fundraising for a new baseball field.

Announcements: None.

Executive Session: It was moved by Mr. Tharman, seconded by Mr. Huss, that the Board go into Executive Session at 8:10 p.m. for no more than 30 minutes to discuss non-elected personnel. Motion passed. President Fox was asked to remain in the session.

The Board reconvened to Regular Session at 8:39 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 preliminary discussion of Acquisition of Property for no more than 30 minutes. Motion passed. President Fox was asked to remain in the session.

The Board reconvened to Regular Session at 9:10 p.m.

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

Thomas Smith Chairperson	Date	Carl Tharman Secretary/Treasurer
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