

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
March 23, 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 6:33 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.C, Reduction in Force Resolution, and Item VI.D, Mowers, be added to the agenda. It was moved by Mr. Taylor, seconded by Mr. Karn, that the Agenda be approved as amended. Motion passed.

Approval of the Minutes: It was moved by Mr. Tharman, seconded by Mr. Coy, that the minutes of the February 23, 2022, Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Huss, seconded by Mr. Taylor, that warrants numbered 470184 through 470350 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Renewal of Faculty Contracts: President Deborah Fox provided the Trustees with a list of renewals for Professional employees. It was moved by Mr. Tharman, seconded by Mr. Coy, that the renewals for Professional employees be approved as presented. Motion passed.

City Well: President Fox stated that the City of Highland had contacted the Administration in regards to the city well and if the College was still interested in using it to water the practice football field. The City provided a quote of the cost to run a line from the well to the College property. Discussion.

Reduction in Force Resolution: At the February 23, 2022, Regular Meeting of the Board of Trustees, it was announced that the Theatre Program at Highland Community College will be dropped at the end of the 2021-22 academic year, resulting in a Reduction in Force of the Theatre Program's instructor, Samuel Smith. As per Kansas State Statute 72-5436 *et seq.*, the Administration requested the Board adopt a Resolution in Regard to Nonrenewal of Tenured Teacher's Contract, declaring its intent to non-renew the employment contract of Samuel Smith, Theatre Instructor, beginning with the 2022-23 academic year and advising Mr. Smith of his rights under State Statute. It was moved by Mr. Tharman, seconded by Mr. Karn, that the Resolution In Regard To Nonrenewal of Samuel Smith's Tenured Teaching Contract Beginning With The 2022-23 Academic Year be adopted as presented. Discussion. Motion passed.

Mowers: Lindsey Koch, Klinefelter Farm Manager, has contacted the Administration with a request to purchase a new mower for the farm. She requested a John Deere mower considering the farm already has multiple working John Deere attachments. President Fox stated that the Administration recommends buying a new mower for the Highland campus and giving a used mower from the campus to the farm. Discussion.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, spoke about Lisa Parsons, Title IV Student Support Services Project Director, and the job duties she performs in her program. He praised her hard work and all she does for the College. He confirmed that the Admissions team has been able to visit high schools again in person to give presentations on enrollment. Financial aid has distributed the third round of HEERF funds (Higher Education Emergency Relief fund) to students. He discussed Fall enrollment and scholarship numbers. Esports will be traveling to K-State next week to compete.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through February 2022 and discussed income and expense reports. Mr. Willy confirmed that due to warmer weather conditions, the dirt work for the laundry facility will begin soon. He stated that the Cornerstone apartments are still under construction. Due to another computer shortage, the new classroom lab computers won't be delivered until June or July.

Academic Affairs: Mrs. Sharon Kibbe, Dean of Instruction, gave updates on the HLC (Higher Learning Commission) and the Assessment Academy. She confirmed that the Institutional Update has been officially submitted to the HLC. Art Day on the Highland campus will be celebrating its 40th Anniversary this year and the annual event will take place on April 21st. Adam Graham, Chemistry Instructor, is interested in possibly setting up a Science Day during the Fall semester. Mrs. Kibbe confirmed that a course review for online programs will be assessed over Summer break. She stated that the Fall schedule should be available soon and will include College Algebra with Review, which is a new course offered by the math faculty that combines College Algebra and Intermediate Algebra as a five-hour credit course. The English faculty are working on creating a similar structure for English courses for Spring 2023.

Technical Education: Mr. Lucas Hunziger, Dean of Technical Education, stated that the Technical Center hosted a Career Fair at the Atchison High School on March 2nd and was a very successful event with 28 employers participating. The Perkins Needs Assessment for the Topeka Region has been approved and submitted. Mr. Hunziger gave a presentation at the USD 409 Board of Education Meeting on March 7th and discussed updates on the Technical Center. On March 24th a team will be meeting with four Wamego area high schools to discuss technical programs available this Fall. Mr. Hunziger confirmed that the Technical Center will be hosting an Electrical Continuing Education class in April for Electrical Contractors. The Technical Center has several commercials that will be aired during the Big 12 Tournament with the assistance of grant funds. Mr. Hunziger gave a brief update on the Western Center. Business Technology students will be traveling to Dallas, TX to participate in a conference May 4th-8th.

Trustees' Report: None.

President's Report: President Fox confirmed that she will be attending the annual HLC Meeting in Chicago March 31st- April 5th and will be joined by Sharon Kibbe and Lucas Hunziger. She stated that students have returned to campus as Spring Break has come to an end. The Nursing Accreditation visit will take place on April 12th. Highland Pride Clean Up Day will be on April 22nd and athletes will be participating. She stated that Nicole Bartel, Wamego Center Director, has continued to address the drainage issues on the Wamego campus and has

requested additional bids, as it has been difficult to find a contractor to repair the problem rather than a temporary fix.

A recess was held from 7:50 p.m. – 8:00 p.m.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board go into Executive Session at 8:00 p.m. for no more than 30 min 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 8:30 p.m.

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

The Board reconvened to Regular Session at 9:00 p.m.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board go into Executive Session at 9:00 p.m. for no more than 10 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