

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
October 28, 2020

Trustees Present: Kenneth Huss, Jason Taylor, Thomas Smith

Trustee Present via Zoom: Russell Karn

Trustees Absent: Carl Tharman, Vernie Coy

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 Action Item VI.G., Dorm Furniture Bids, be added to the agenda following Action Item VI.F. 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. Karn, seconded by Mr. Huss, that the minutes of the September 23, 2020, 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 466814 through 467002 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Approval of Addendum of Track Agreement USD 111: President Deborah Fox provided the Board with a revised copy of the USD 111 Track Agreement from the USD 111 Board of Education. The changes favored the requests made by the Trustees and was reviewed by legal counsel. The addition of years 2028 and 2029 are to be added with no payment for use of facilities. It was moved by Mr. Taylor, seconded by Mr. Karn, that the revised Track Agreement with USD 111 be approved as presented. Motion passed.

Approval of Academic Calendar Spring 2021, 2021-2022 Academic Year Second Reading: The Board was presented with a second reading of the 2021-2022 Academic Calendar. President Fox and Dr. Erin Shaw, Vice President for Academic Affairs, explained that Spring Break was modified on the calendar to be broken up into individual days off rather than one long break. It was moved by Mr. Huss, seconded by Mr. Taylor, that the second reading of the 2021-2022 Academic Calendar be approved as presented. Motion passed.

Drug Testing Policy Recommendations: Dr. Bryan Dorrel provided the Trustees with proposed changes to the Highland Community College Drug Testing Policy. The Board was provided with a copy of the policy and Dr. Dorrel explained the importance of the proposed changes and was available for questions or concerns. Discussion. It was moved by Mr. Karn, seconded by Mr. Taylor that the proposed Drug Testing Policy be approved as presented. Motion passed.

Highland Community College Peaceful Protest and Assembly Policy: President Fox stated that after legal council had reviewed the HCC Peaceful Protest and Assembly Policy, they recommended making changes to certain verbiage in the policy and to specify more clearly what is and isn't allowed during a gathering. She provided the Trustees with a revised copy of the policy for approval. It was moved by Mr. Huss, seconded by Mr. Taylor, that the Highland Community College Peaceful Protest and Assembly Policy be approved as presented. Motion passed.

Acceptance of Perkins Grant Expenditures: The College has received Perkins Grant funds and the Administration would like to use those funds to purchase equipment for the Nursing Program in Atchison and Diesel Tech Program in Baileyville. They would like to purchase a SimServeRx Medication Dispensing System for the Nursing program and a Wireless Portable Lift System for the Diesel Tech program. President Fox presented the Trustees with three bids for the Wireless Portable Lift System and the Administration recommends accepting the bid from Gray Manufacturing. It was moved by Mr. Taylor, seconded by Mr. Huss, that the College use Perkins Grand funds to purchase the SimServeRx Medication Dispensing System for the Nursing Program, and a Wireless Portable Lift System from Gray Manufacturing for the Diesel Program. Motion passed.

Acceptance of Press Box/Bleacher Seating Bid: President Fox stated that the Administration is working towards getting new items installed at the Track Complex. Within the next six months, they would like to see Electricity installed, a concrete pad poured for the bleachers/press box and ADA parking, installation of bleachers/ press box and a light pole installed. She provided the Board with bids for the press box/bleachers and the Administration recommends using Heartland Seating for the installation. It was moved by Mr. Taylor, seconded by Mr. Karn, that the bid from Heartland Seating for installation of press box/bleachers be accepted. Motion passed.

Revisit Perkins Grant Expenditures: The Board revisited Action Item E., Acceptance of Perkins Grant Expenditures, and approved a second bid for the purchase of a Wireless Portable Lift System from Corkey's Equipment. It was moved by Mr. Taylor, seconded by Mr. Huss, that a second bid for purchase of a Wireless Portable Lift System from Corkey's Equipment be accepted. Motion passed.

Academic Affairs: Dr. Erin Shaw, Vice President for Academic Affairs, stated that the HCC Library has been awarded a National Endowment for the Humanities Grant. The Preservation Assistance Grant for Smaller Institutes will assist in purchasing an archival storage unit, supplies and proper training for staff members. The Library update is anticipated to be complete by November 2021. She discussed the Kansas Core Outcomes Group (KCOG) conference that was held on October 16, 2020. Dr. Shaw stated that the College has taken advantage of attending national conferences virtually this year as they are being offered for free. She stated that under normal circumstances the conferences are very costly to attend in person. Dr. Shaw confirmed that the Higher Learning Commission will be conducting on-site visits to two or three of our locations in the spring or summer of 2021 and is hopeful to receive information soon as to which locations will be selected.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, gave a brief report on residential life. There was a mandatory meeting held for students to discuss details about moving out of dorms for end of semester. Health and welfare checks have been conducted and out of 99 dorms inspected, 7 did not pass. The issues in those apartments have been addressed. Dr. Ingmire confirmed that the TRIO SSS Title IV Grant has been renewed for another 5 years. He stated that students have been doing well with complying to social distancing rules without complaints. He shared a report written by Esports Coach, Ben Counts, on updates regarding the HCC Esports team and how the program is doing. Dr. Ingmire discussed updates on the Esports program such as their new uniforms, competitions and team participation. He gave a brief update on enrollment.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through September 2020 and discussed income and expense reports. Mr. Willy stated that the Colony Point renovation has begun and hopeful to be completed by spring 2021 semester. He confirmed that the audit fieldwork has been completed and is now waiting on the Foundation Audit and Financial Aid Stimulus audit to be finalized. Mr. Willy discussed all new, ongoing and possible future projects.

Trustees' Report: Chairperson Thomas Smith gave a brief report on the October 26th Foundation Board Meeting that he attended and confirmed that the new software program purchased for the Foundation is being well executed. He stated that the grainery at the Klinefelter Barn is being renovated.

President's Report: President Fox confirmed that there is now a fourth incubator client at the HCC Winery in Wamego. The vacant position for a winemaker has not been filled but the search is still underway. President Fox met with a representative from the Iowa Tribe who expressed their interest in the College's support with the Iowa and Sac & Fox Mission east of Highland. The representative stated they would like to see the Mission be put to good use again and President Fox agreed to host a series of community meetings in efforts to assist.

President Fox confirmed that she has been working on submitting a second Agriculture Grant to assist with finances. Scrimmages for men and women's basketball, volleyball and football have begun. She expressed her gratitude to Dr. Erin Shaw for addressing Performance Agreement issues.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Huss, that the Board go into Executive Session at 8:45 p.m. for no more than 1 hour to discuss Acquisition of Real Property and asked that President Fox, Mr. Karn (via Zoom), Dr. Ingmire and Mr. Willy remain in the session. Motion passed.

The Board reconvened to Regular Session at 9:45 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 9:45 p.m.

Thomas Smith
Chairperson

Date

Carl Tharman
Secretary/Treasurer