

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES' MEETING MINUTES  
November 18, 2020

Trustees Present: Vernie Coy, Thomas Smith, Jason Taylor, Carl Tharman

Trustee Present via Zoom: Russell Karn

Trustees Absent: 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.G, Faculty Laptop Purchases; and Item IX.A., Executive Session to Discuss Acquisition of Property, be added to the agenda. It was moved by Mr. Tharman, seconded by Mr. Coy, that the Agenda be approved as amended. Motion passed.

Approval of the Minutes: It was moved by Mr. Karn, seconded by Mr. Taylor, that the minutes of the October 28, 2020, 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 467003 through 467175 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Track Restrooms, Storage, Concessions, and City Well: President Deborah Fox provided a number of different options on possible locations for the restrooms, storage and concessions for the track. A discussion was also held regarding the use of the old city well located west of the track for the restrooms and watering the field. Discussion. The Board directed President Fox to visit with the architect and bring back costs on their preferred options at a future meeting.

Dollar General: President Fox reported that a developer is looking at locations in Highland for a Dollar General Store. One possible location would be where Ellis Hall now stands. She noted that Ellis needs a significant and costly remodel. The other option is to tear it down. A group with Copeland Construction has viewed the location and, if an agreement is made, they would assume the cost to demolish. President Fox stated that the College would have enough space to move students to other housing and remarked that the addition of a Dollar General would be very important to the entire community. She will keep the Board updated.

Contract Renewals, Nonrenewals and Resignations: The Board was presented with a list of full-time football and volleyball coaches for consideration for contract renewal for 2020 along with a resignation from the Head Women's Soccer Coach. It was moved by Mr. Tharman, seconded by Mr. Taylor, that the contract renewals for 2020 be approved as presented. Motion passed.

First Reading Updated Weapons Policy: Suggested changes to the current policy were reviewed. President Fox noted that the policy will be reviewed by legal counsel prior to bringing it back next month for Board approval.

Contractual Engagement with Title III Grant Writer: President Fox informed the Trustees that the College is eligible to apply for a Title III grant from the U. S. Department of Education. The grant is due in April 2021. In the past, the College has used Ramona Munsell & Associates to write these grants for federal funds. Unfortunately, the firm is not taking on any new clients at the present time. Research led the College to Kay A. Floyd Consulting. While RMA took a percentage of successful grants, Kay A. Floyd Consulting charges a flat fee, regardless of the outcome. Discussion. It was moved by Mr. Tharman, seconded by Mr. Taylor, that Kay A. Floyd Consulting be retained to prepare the Title III grant. Motion passed.

Refrigerator/Freezer Bids: President Fox stated that the current refrigerator/freezer the College is using to store food, is in poor shape and has caused food loss that the College has been liable to pay for. She presented the Board with bids from four companies and recommended accepting the bid from Webstraurant.com. Great Western has agreed to pay a partial amount of the total cost. President Fox stated that concrete and electrical costs were incorporated into the total amount. It was moved by Mr. Coy, seconded by Mr. Karn, that the College accept the bid from Webstraurant.com for the purchase of the refrigerator/freezer. Motion passed.

Faculty Laptop Purchases: President Fox confirmed that all State and Federal stimulus funds received by the College must be used by the end of 2020. She stated that everything purchased with the funds must be received before the end of the year as well. The Administration would like to use the funds to purchase new laptops for Faculty members. President Fox provided the Trustees a handout with additional details and total cost of the new equipment. It was moved by Mr. Coy, seconded by Mr. Tharman, that the College use the remainder of the stimulus funds to purchase laptops for HCC Faculty members. Motion passed.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, stated that the Advising/Tutoring Department has moved their offices to the Library and he confirmed that it has successfully been a more convenient location for student access. He shared that Admissions is continuing to host in-person and virtual campus tours and working hard on reaching out to potential students. He discussed enrollment and credit hours for spring 2021. Dr. Ingmire confirmed that there were still around 200 students on campus but most should be returning home soon, as official move-out date is November 25<sup>th</sup>. He gave a brief report on Housing and Student Life activities.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through October 2020 and discussed income and expense reports. He was thrilled to announce that the online bookstore has launched and is being promoted on social media. He stated that the first week of sales went well, and has received positive feedback. Mr. Willy discussed all new, ongoing and possible future projects.

Academic Affairs: Dr. Erin Shaw, Vice President for Academic Affairs, shared with the Board that she led her first meeting as the Chair of the Kansas Council of Instructional Administrators (KCIA) for the Kansas Board of Regents. This was a recent promotion from the Vice Chair position she held prior. Dr. Shaw confirmed that the Higher Learning Commission has chosen the Perry Center and Atchison Electrical Building for their visit in 2021 and provided a copy of the report the College must file before the visits. All classes are now remote for the remainder of the semester and finals will be taken virtually through November 24<sup>th</sup>. Students who are still

on campus will continue to have access to the Library and other necessary resources. Dr. Shaw stated that Comprehensive Assessments for faculty will continue, as the Academic Standards Committee and Instructional Council finalize the content, that chosen faculty members will need to provide by the end of March 2021.

Trustees' Report: Chairperson Thomas Smith stated that the Kansas Association of Community College Trustees (KACCT) meeting will take place virtually on December 5<sup>th</sup>.

President's Report: President Fox discussed the reasons for going remote such as students getting sick while at home then returning to campus to quarantine, rising numbers of cases in the community and the decreasing number of available hospital beds. International students may need to leave sooner due to the possibility of borders closing. She confirmed that there are still several students on campus and that one student has been hospitalized due to having COVID-19. There are also some employees out due to testing positive. She gave a brief review on what other institutions are doing for the remainder of the semester.

President Fox will be attending a meeting via Zoom on November 30<sup>th</sup> with other Community College Presidents to discuss athletics and if there will be fans allowed at sporting events in the spring. She will also attend the Community College Presidents meeting on December 7<sup>th</sup> and the KACCT meeting on December 5<sup>th</sup>, both via Zoom. The Iowa and Sac & Fox Mission Community Meeting will take place on December 12<sup>th</sup>. President Fox confirmed that the Online Bookstore has launched. She stated that applicants can now apply for jobs online through the newly launched Paycom applicant tracking tool. New hires can also complete their onboarding paperwork through the Paycom feature.

A recess was held from 8:30 p.m. – 8:35 p.m.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Tharman, that the Board go into Executive Session at 8:35 p.m. for no more than 15 minutes to discuss Non-Elected Personnel and asked that President Fox and Mr. Karn (via phone) remain in the session. Motion passed.

The Board reconvened to Regular Session at 8:50 p.m.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Tharman, that the Board go into Executive Session at 8:50 p.m. for no more than 1 hour to discuss Acquisition of Real Property and asked that President Fox and Mr. Karn (via phone) remain in the session. Motion passed.

The Board reconvened to Regular Session at 9:50 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 9:50 p.m.

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Thomas Smith  
Chairperson

Date

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Carl Tharman  
Secretary/Treasurer