

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES' MEETING MINUTES  
March 24, 2021

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

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: It was moved by Mr. Coy, seconded by Mr. Karn, that the Agenda be approved as presented. Motion passed.

Approval of the Minutes: Mr. Taylor noted that he was not present at the February 24<sup>th</sup> Special Meeting as it stated in the minutes. Chairperson Smith requested the date of the KACCT Meeting he was to attend be changed from March 27<sup>th</sup> to March 6<sup>th</sup>. It was moved by Mr. Karn, seconded by Mr. Taylor, that the minutes of the February 24, 2021 Regular Meeting and Special Meeting, be approved as corrected. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Huss, that warrants numbered 467700 through 467865 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Presentation: Introduction of New Coaches- President Deborah Fox welcomed & introduced Head Football Coach, Jeff Hancock. Mr. Hancock gave a brief background of himself and what changes the coaches have brought to the Football program. He had assistant coaches Bradley Oh, Enoch Smith, Gilbert White and Eric Caler introduce themselves and share their backgrounds as well. Assistant Coaches Jake Landoll and Chris Watkins were not able to attend the meeting. President Fox introduced Head Track/Cross Country Coach Sandy Moran who recently transitioned from Assistant Coach to fill the full-time Head Coach position. Ms. Moran gave a brief background of herself and invited her Assistant Coach, EJ Daffin, to do the same.

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

Bereavement Policy for Staff: President Fox reviewed the current Bereavement Policy, which states the amount of Sick Leave an employee is allowed to use if the death of an immediate family member occurs. Currently, professional employees (faculty) have a policy that allows five sick days to be used and administrative and hourly employees are allowed three. The Administration would like to recommend changing the administrative and hourly employee policy to reflect the allowance of five sick days as well. This was a first reading and will be brought back at the next Board Meeting.

President's Evaluation: The Trustees received a presidential evaluation form that President Fox asked them to review and fill out. Trustees are to turn in their evaluations to Eileen Gronniger, Director of Human Resources, by April 21<sup>st</sup>.

Stimulus Funds: President Fox received confirmation that the College has been approved for Stimulus 2 funds and a certain amount must be used towards student reimbursements. Students will be required to explain why they feel they are eligible for a stimulus reimbursement and provide proper documentation. The remainder of the funds will be used towards other COVID related expenses as well as revenue losses. She stated that the College will receive Stimulus 3 funds eventually as well and discussed how those must be used.

Discussion.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through February 2021 and discussed income and expense reports. Mr. Willy confirmed that LED light replacements throughout campus buildings are underway. He gave a brief update on all new, ongoing and possible future projects.

Academic Affairs: Dr. Erin Shaw, Vice President for Academic Affairs, provided the Trustees with a copy of her Board report from a year ago when the COVID-19 pandemic began. She reflected on the past year and discussed how hard the faculty and staff have worked since then to adapt to the new health and safety regulations put into place. Dr. Shaw discussed projects that have kept the Academic Affairs department busy for the past 30 days. She gave an update on all vacant faculty positions and those being advertised.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, gave a brief review on Sophomore Day that took place March 4<sup>th</sup>. Doniphan West Schools were in attendance and toured the campus in their individual school groups. Dr. Ingmire discussed current events and projects the Admissions department is working on, as well as Student Life activities. He discussed financial aid numbers. Open enrollment for Summer and Fall courses will begin March 29<sup>th</sup>. Dr. Ingmire reviewed the 2021 Spring semester enrollment numbers as well as the 2021 Fall semester applicants.

Trustees' Report: Chairperson Thomas Smith gave a brief report of the March 6<sup>th</sup> Kansas Association of Community College Trustees (KACCT) meeting he attended via Zoom.

President's Report: President Fox gave an update on Foundation contributions and stated that she will be having a meeting with the Foundation Board on March 29<sup>th</sup> to discuss student housing and how the Foundation might be able to help towards future updates. Trustees were invited to join the meeting via Zoom. President Fox confirmed that the College has been accepted into a four-year Assessment Academy program by the Higher Learning Commission. Sharon Kibbe, Director of Instructional Services, will take lead on the program and will work closely with a team consisting of faculty and staff members. She will meet with a mentor from the HLC in June to discuss the process.

President Fox gave a brief update on COVID-19. She stated that employees were given the opportunity to receive a COVID vaccine. The College has received 240 rapid COVID tests to be used as needed for immediate test results. She reported that there are currently no positive COVID cases on campus. President Fox will be attending the HLC Conference on April 6<sup>th</sup>-8<sup>th</sup> via Zoom.

A recess was held from 8:08 p.m. – 8:13 p.m.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Huss, that the Board go into Executive Session at 8:13 p.m. for no more than 30 minutes to discuss Non-Elected personnel and asked that President Fox remain in the session. Motion passed.

The Board reconvened to Regular Session at 8:43 p.m.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Huss, that the Board go into Executive Session at 8:43 p.m. for no more than 15 minutes to discuss Acquisition of Real Property and asked that President Fox remain in the session. Motion passed.

The Board reconvened to Regular Session at 8:58 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 8:58 p.m.

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Thomas Smith  
Chairperson

Date

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Carl Tharman  
Secretary/Treasurer