

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

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

Trustee Present via Zoom: Russell Karn

Call to Order: Chairperson Thomas Smith called the meeting to order at 5:38 p.m. in the Conference Room of the David Reist Administration Building on the Highland Campus.

Executive Session: It was motioned by Mr. Taylor, seconded by Mr. Huss, that the Board go into Executive Session at 5:38 p.m. for no more than 30 minutes to discuss Non-Elected Personnel and asked that President Deborah Fox, legal counsel (via conference phone) and Mr. Karn (via conference phone) remain in the session. Motion passed.

The Board reconvened to Regular Session at 6:08 p.m.

Executive Session: It was motioned by Mr. Taylor, seconded by Mr. Tharman, that the Board go into Executive Session at 6:09 p.m. for no more than 30 minutes to discuss Non-Elected Personnel and asked that President Fox, Mr. Karn (via conference phone), Eileen Gronniger, Director of Human Resources, and BJ Smith, Head Women's Basketball Coach, remain in the session. Motion passed.

The Board reconvened to Regular Session at 6:39 p.m.

Executive Session: It was motioned by Mr. Coy, seconded by Mr. Karn, that the Board go into Executive Session at 6:40 p.m. for no more than 50 minutes to discuss Non-Elected Personnel and asked that President Fox, Mr. Karn (via conference phone), Eileen Gronniger, Director of Human Resources, and Brad Zinn, Assistant Head Women's Basketball Coach (via conference phone), remain in the session. Motion passed.

The Board reconvened to Regular Session at 7:30 p.m.

A recess was held from 7:30 p.m. – 7:35 p.m.

Trustee Karn rejoined the meeting via Zoom.

Approval of the Agenda: Chairperson Smith requested that an Executive Session to discuss non-elected personnel will be added to the agenda following Discussion Item VI.A. There will also be an addition of Action Item VI.E, Approval of Academic Calendar, following Discussion Item VI.D. It was moved by Mr. Karn, seconded by Mr. Huss, that the agenda be approved as amended. Motion passed.

Approval of the Minutes: Mr. Taylor requested that it be stated on the Special Meeting Minutes from April 14, 2020, that Mr. Karn participated via zoom. It was moved by Mr. Tharman, seconded by Mr. Coy, that it be added on the Special Meeting Minutes from April 14, 2020, that Mr. Karn participated via zoom be approved as amended. Motion passed.

Approval of the Warrants: It was moved by Mr. Coy, seconded by Mr. Taylor, that warrants numbered 465914 through 466016 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Library Remodel: President Deborah Fox shared with the Board that the Foundation was interested in fundraising for a possible remodel of the Highland Community College Library. Keith Jaloma, Executive Director of the HCC Foundation, has researched other institutions and spoke with them about their experience with the remodels and they were very pleased with the outcome. At this time the Foundation would like to get a floor plan drawn up and cost estimates before beginning the fundraising process. The Board members discussed the other projects the College is committed to at the moment that have not been completed yet. It was agreed on that if the Foundation moves forward with the project, it will have to be strictly funded by their fundraising efforts as the College does not have the resources to contribute at this time. President Fox confirmed that she will share the Trustees' feedback with the Foundation.

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 15 minutes to discuss Non-Elected Personnel and asked that President Fox and Mr. Karn (via conference phone) remain in the session. Motion passed.

The Board reconvened to Regular Session at 8:16 p.m.

Trustee Karn rejoined the meeting via Zoom.

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

Diesel Tech Building: President Fox discussed the final bid proposals from Strickland Construction and L & L Construction for the Diesel Tech Building project. Both bidders provided additional information and were available to answer questions during the April 4, 2020 Special Board Meeting. After review and consideration the Administration recommended Strickland Construction for bid approval. President Fox may speak with the USD 409 School Board about a piece of land that is possibly for sale. Discussion. It was moved by Mr. Coy, seconded by Mr. Huss, that the College award Strickland Construction with the Diesel Tech Building project. Motion passed.

President 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 May 15 and results will be discussed at the May 27th Board Meeting.

2020-2021 Academic Calendar Approval: Recommended changes to the 2020-2021 Academic Calendar were incorporated and discussed by President Fox. It was moved by Mr. Taylor, seconded by Mr. Coy, that the 2020-2021 Academic Calendar be approved as presented. Motion passed.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, provided the trustees with a written report.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided the trustees with a written report.

Academic Affairs: Dr. Erin Shaw, Vice President for Academic Affairs, provided the trustees with a written report but was in attendance via Zoom to answer any questions and give updates. She was thrilled to report that the College's Higher Learning Commission Monitoring Report was approved and had great feedback. The next report will take place in July 2022. Dr. Shaw gave an update on COVID-19 and how it has effected due dates, exams, and grades for the end of semester.

Trustees' Report: Chairperson Tom Smith gave feedback on the Foundation Board Meeting he attended on April 27th.

President's Report: President Fox confirmed that the College has received stimulus funds from the Government and explained that half will go towards student relief for those who meet specific criteria, and the rest will assist with housing refunds, technology needs and food service fees. She stated that employees will be asked to return to work on Monday, May 3rd subject to approval by the County Health Department. Employees will continue to practice social distancing into the summer months and will work in shifts throughout the day to ensure there are as few people in the building as possible. The Highland campus will continue to be closed to the public until further notice.

President Fox stated that the Administration will continue to meet and discuss a plan for students going into the fall semester and continue to comply with social distancing guidelines to ensure the safety of all students and staff. They will also discuss and plan on how to prepare for a second wave of the COVID-19 outbreak if it were to happen while students were on campus. Several students have reached out and expressed their concern about not having the resources needed to finish their classes online and the College is doing their best to try and accommodate those students to the fullest ability. President Fox confirmed that it has not yet been determined if and when fall athletics will be allowed to begin their season.

Mr. Karn expressed his gratitude to all employees who have continued to work hard during this difficult time.

Executive Session: It was moved by Mr. Coy, seconded by Mr. Tharman, that the Board go into Executive Session at 8:56 p.m. for no more than 10 minutes to discuss Acquisition of Real Property and asked that President Fox and Mr. Karn (via conference phone) remain in the session. Motion passed.

The Board reconvened to Regular Session at 9:06 p.m.

It was motioned by Mr. Coy, seconded by Mr. Huss, that the Executive Session be extended for no more than 15 minutes. Motion Passed.

The Board reconvened to Regular Session at 9:21 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 9:21 p.m.

Thomas Smith
Chairperson

Date

Carl Tharman
Secretary/Treasurer