

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES' MEETING MINUTES  
May 26, 2021

Trustees Present: Vernie Coy, Jason Taylor, Kenneth Huss, Russell Karn, Thomas Smith (via conference phone)

Trustee Absent: Carl Tharman

Call to Order: Chairperson Thomas Smith, who was participating by phone, directed Vice-Chairperson Jason Taylor to chair the meeting. Mr. Taylor called the meeting to order at 6:30 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: It was moved by Mr. Smith, seconded by Mr. Huss, that the minutes of the March 24, 2021 Regular Meeting be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Huss, seconded by Mr. Coy, that warrants numbered 468063 through 468255 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Administrative Personnel Policy- Vacation: President Fox stated that the current Administrative Personnel Policy-Vacation states that two days of vacation are given each month excluding the months of May and June which equals 20 days per year. However, the College's payroll system Paycom processes vacation time as 13.33 hours per month which equals 159.96 hours or 19.995 days per year. The Administration would like the policy to be re-worded to correctly match what Paycom is processing monthly for given vacation time. It was moved by Mr. Coy, seconded by Mr. Huss, that the Administrative Personnel Policy-Vacation verbiage be changed from "two days per month excluding the months of May and June" to "13.33 hours per month". Motion passed.

Satisfactory Academic Progress-Second Reading: The Academic Standing Policy was brought back to the Board for a second reading. The policy was created to keep students accountable for their academic standing. It discussed academic probation and suspension for those who don't meet certain academic standards as well as giving students options to improve their study habits. Discussion. In the Continuing Academic Probation section, the Trustees would like to remove the word "residence". It was moved by Mr. Karn, seconded by Mr. Smith, that the word "residence" be removed from the Continuing Academic Probation section and the policy be approved as amended. Motion passed.

Atchison Technical Center parking Lots: President Fox presented the Trustees with asphalt bids for the two parking lots and driveway at the Atchison Technical Center. Lucas Hunziger, Director of Technical Education, was present via Zoom and discussed the options. He mentioned that he also requested bids for concrete since that's what the current parking lots and driveway are made of. He explained that asphalt patching was much cheaper than

replacing the current concrete. The Administration recommended the Board accept the bid from Approved Paving, LLC. It was moved by Mr. Karn, seconded by Mr. Coy, that the asphalt repairs on the Atchison Technical Center parking lots and driveway be awarded to Approved Paving, LLC. Motion passed.

Purchase of Maintenance Vehicle- Atchison Technical Center: Lucas Hunziger expressed to the Trustees the need for an updated maintenance vehicle at the technical center. The current vehicle being used for snow removal and to load and haul supplies is in poor shape. Mr. Hunziger provided the Trustees with a few vehicle options that he found and requested permission to purchase a vehicle once a suitable option was chosen. It was moved by Mr. Karn, seconded by Mr. Coy, that the College purchase a replacement maintenance vehicle for the Atchison technical center with a maximum of 38,000 – 42,000 miles on it. Motion passed.

Mr. Huss stepped out of the meeting to take a personal phone call 6:56 p.m.

Purchase of Technology for Atchison Technical Center, Capital Outlay: President Fox presented the Board with price quotes to purchase interactive flat panel education bundles for the Nursing, Computer Support and Business Technology programs at the Atchison Technical Center. The Technical Center would like to purchase these items with Capital Outlay funds. It was moved by Mr. Coy, seconded by Mr. Karn, that the College use Capital Outlay funds to purchase the flat panel education bundles for the Nursing, Computer Support and Business Technology programs. Motion passed.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, confirmed that all students are now moved out of housing for summer. He stated that 181 students were served a late-night meal for the traditional “Finals Breakfast” by staff, faculty and coaches who donated their time and efforts to make it a successful event. There have been 11 new resident assistants hired for the Fall semester. Student health and welfare checks were made at each dorm before students moved out. Dr. Ingmire confirmed that students left dorms clean and in good shape. He discussed drug and alcohol violations as well as enrollment and scholarship numbers.

Mr. Huss rejoined the meeting at 7:08 p.m.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through April 2021 and discussed income and expense reports. He confirmed that the College has sold a few older vehicles and the cooler that was previously being used by food services. Mr. Willy stated that bids have been requested for the dorm and laundry room remodels and is hopeful to receive them by next week.

Academic Affairs: Dr. Erin Shaw, Vice President for Academic Affairs, stated that the HLC conducted their multi-location site visit at the Perry Center and the HCC Electrical Building on May 11<sup>th</sup>. She was pleasantly surprised to receive the report sooner than expected and provided it for the Trustees to review. The visit went great as the report stated. Dr. Shaw confirmed that regional and online Summer classes will begin on June 2<sup>nd</sup>. She provided Kansas Board of Regents (KBOR) updates. She gave gratitude to Eric Ketchum, HCC Criminal Justice/Psychology Instructor, for serving and completing his term as a Co-Chair for KBOR. Cindy Davis, Director of the Library, has applied for a grant through the American Library

Association to assist with library needs and should know by the end of the month on the status of the application.

Trustees' Report: Chairperson Thomas Smith plans to attend the June 5<sup>th</sup> KACCT Meeting via Zoom.

President's Report: President Fox attended the City Council Meeting in Highland and gave a brief update on the conversation concerning well #3 and the possibilities of using the well to water the practice football field. She confirmed that all three HCC commencement ceremonies went well and were attended well. She thanked everyone that assisted in making it possible. The commencement at the Highland campus was broadcasted on the jumbotron on the football field so families and friends were able to watch the ceremony.

This week President Fox held an employee appreciation ceremony via Zoom and gave recognition to employees reaching their years of service milestones and acknowledged all staff members for their hard work and dedication during the COVID-19 pandemic. President Fox will be at Garden City next week for a series of meetings. The June Board Meeting will be held at the Atchison Campus. She would like to give the Trustees a tour of the HCC Construction Technology house, Technical Center Campus and the Diesel Building. The Board Meeting and dinner will still take place at its original time.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Huss, that the Board go into Executive Session at 7:40 p.m. for no more than 15 minutes to discuss Non-elected Personnel and asked that President Fox and Chairperson Smith (via conference phone) remain in the session. Motion passed.

The Board reconvened to Regular Session at 8:55 p.m.

Executive Session: It was moved by Mr. Karn, seconded by Mr. Huss, that the Board go into Executive Session at 8:55 p.m. for no more than 15 minutes to discuss Acquisition of Real Property and asked that President Fox and Chairperson Smith (via conference phone) remain in the session.

The Board reconvened to Regular Session at 9:10 p.m.

Adjournment: Vice-Chairperson Jason Taylor declared the meeting adjourned at 9:10 p.m.

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Thomas Smith  
Chairperson

Date

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Carl Tharman  
Secretary/Treasurer