

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
May 27, 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 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. Tharman, that the agenda be approved as presented. Motion passed.

Approval of the Minutes: It was moved by Mr. Karn, seconded by Mr. Tharman, that the minutes of the April 28, 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 466017 through 466179 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Approval of Spring Hill Apartment Purchase Agreement: President Deborah Fox expressed the interest that the College had in purchasing the Spring Hill Apartments located in Highland, KS from the Highland Community College Foundation. The property purchase includes six, two bedroom units. The Foundation received a contribution that will be applied to the total cost of the purchase. The Trustees would like to propose a restructure of the loan for a longer payoff term. Discussion. It was moved by Mr. Taylor, seconded by Mr. Tharman, that the College purchase the Spring Hill Apartments from the HCC Foundation. Motion passed.

Administrative Contract Approvals, Retirements, Resignations and Non-Renewals: It was moved by Mr. Tharman, seconded by Mr. Huss, that Item VII.B be tabled to a later meeting. Motion passed.

A recess was held from 8:00 p.m. – 8:05 p.m.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board go into Executive Session at 8:05 p.m. for no more than 20 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 8:25 p.m.

It was moved by Mr. Taylor, seconded by Mr. Coy, that the Executive Session be extended for no more than 20 minutes. President Fox and Mr. Karn (via conference phone) were asked to remain in the session. Motion passed.

The Board reconvened to Regular Session at 8:45 p.m.

It was moved by Mr. Taylor, seconded by Mr. Tharman, that the Executive Session be extended for no more than 20 minutes. President Fox was asked to leave the session and Mr. Karn (via conference phone) was asked to remain in the session. Motion passed.

The Board reconvened to Regular Session at 9:05 p.m.

It was moved by Mr. Taylor, seconded by Mr. Tharman, that the Executive Session be extended for no more than 20 minutes. Mr. Karn (via conference phone) was asked to remain in the session. Motion passed.

The Board reconvened to Regular Session at 9:25 p.m.

It was moved by Mr. Taylor, seconded by Mr. Tharman, that the Executive Session be extended for another 10 minutes. President Fox was asked to rejoin the session and Mr. Karn (via conference phone) remained in the session. Motion passed.

The Board reconvened to Regular Session at 9:35 p.m.

Trustee Karn rejoined the meeting via Zoom.

President's Contract Renewal 2021-2022: President Fox has a two-year rolling contract and is currently under contract until June 30, 2021. It was moved by Mr. Karn, seconded by Mr. Coy, that President Fox's contract be extended through June 30, 2022. Motion passed.

Higher Education Emergency Relief Fund (HEERF): President Fox discussed the distribution process of the stimulus funds the College received to help with relief from the COVID-19 pandemic. Half of the funds are to be given to students that were eligible to receive it. Each student that needed assistance was required to apply and must have been directly affected by COVID-19 as well as meet specific criteria. The College has one year to distribute the received funds.

Stimulus Funds Technology Purchase: The other half of the received stimulus funds are to be used for housing refunds and technology expenses. President Fox explained that the Administration would like to recommend purchasing laptops to rent to students to help assist with the upcoming fall semester and meeting the demands for those who are without a computer or Wi-Fi. Providing hybrid courses (partial online and partial in person) has been proposed for fall and the College would need to purchase technology to transform two classrooms into IDL/Zoom rooms to provide online instruction. President Fox confirmed that the Administration was working quickly to shop for the mentioned technology as the demand for them nationwide has increased. It was moved by Mr. Tharman, seconded by Mr. Taylor, that the College use the received stimulus funds to purchase equipment for two IDL/Zoom rooms on the Highland campus and the purchase of student technology. Motion passed.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through April 2020 and discussed income and expense reports. He confirmed that the College received three bids for the Colony Point dorm remodel but at this time that project is on hold due to COVID-19. Mr. Willy discussed stimulus funds and that the Administration was looking into price quotes for technology needs going into the fall semester.

Academic Affairs: Dr. Erin Shaw, Vice President for Academic Affairs, gave a brief update on COVID-19 and that the technical programs met in small groups for the remainder of the semester. Summer classes at regional locations and online will begin June 3rd. Appropriate spacing in the classrooms and other precautionary procedures will be put into place to keep students and staff safe. Dr. Shaw attended the Athletic Department In-Service on May 19th and reported on academic policies and updates via Zoom. She gave a brief update on the Kansas Board of Regents meeting she attended via Zoom on May 20th.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, gave details on Higher Education Emergency Relief Funds and the requirements a student must meet to be eligible for aid. He confirmed that the College has received 258 applications from students for assistance and 208 of those students have been awarded funds to assist with COVID-19 related issues. Dr. Ingmire reported that the Admissions department has been working very hard to continue to be available and reach out to prospective students and their parents. Since the campus has been closed, virtual campus visits and tours have been provided via Zoom. The College will return to providing in person tours starting June 1st with a limited amount of people allowed to attend at one time. Virtual tours will still be available for those who prefer that method. Dr. Ingmire discussed dorm safety precautions for students returning in the fall. There might be a possibility to offer single occupancy dorm rooms in order to continue practicing social distancing amongst the students and their living quarters.

Trustees' Report: None.

President's Report: President Fox stated that the Garden City KACCT meeting was supposed to be held on June 5th but was cancelled due to COVID-19. She confirmed that she has been communicating closely with other college Presidents and holding weekly meetings via Zoom. The search for a Head Women's Basketball Coach has begun and the Administration has been reviewing applications. President Fox confirmed that job positions will be evaluated as people leave to determine if the position needs to be filled or if it is no longer needed.

There has been discussion of possibly allowing people at some point to access the Wellness Center by appointment only but President Fox expressed the concern of mixing the students with community members and causing a higher risk of contracting or spreading COVID-19. The extensive amount of sanitizing that would need to be done is also another concern that could be costly as well as time consuming. At this time the Wellness Center will remain closed until further notice. President Fox confirmed that all events that were to take place at the Klinefelter Barn will be canceled for the remainder of the year and will not be open to the public until further notice.

Executive Session: It was moved by Mr. Coy, seconded by Mr. Tharman, that the Board go into Executive Session at 10:20 p.m. for no more than 15 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 10:35 p.m.

Adjournment: It was moved by Mr. Tharman, seconded by Mr. Huss, that the meeting adjourn. Motion passed. Meeting adjourned at 10:35 p.m.

Thomas Smith
Chairperson

Date

Carl Tharman
Secretary/Treasurer