

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES' MEETING MINUTES  
August 19, 2020

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

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: Chairperson Smith requested that Action Item VI.G, Purchase of Laptop and Zoom Room Equipment, and Discussion and Possible Action Item VI.H, Purchase of Kabota or Comparable Utility Vehicle, be added to the agenda following Action Item VI.F. It was moved by Mr. Taylor, 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. Tharman, that the minutes of the July 22, 2020, Regular Meeting, and the minutes of the August 12, 2020, Special Meeting and Budget Hearing, be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Tharman, seconded by Mr. Taylor, that warrants numbered 466477 through 466619 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Approval of the 2020-2021 Published Budget: The 2020-2021 budget was published at a mill levy rate of 12.994. It was moved by Mr. Huss, seconded by Mr. Coy, that the 2020-2021 budget be approved as published.

HCC Strategic Plan: President Deborah Fox gave feedback on the Administrative Retreat that was held at the Klinefelter Barn on August 4<sup>th</sup>. A select group of employees were asked to be in attendance. The Higher Learning Commission provided the College with an outline of what needs to be accomplished in order to remain an accredited institution. Employees were divided into groups to review the strategic plan and discuss additions or changes they felt needed to be incorporated. President Fox reviewed criteria 1 and 2 of the Strategic Plan with the Board and discussed potential changes. She will review criteria 3, 4, and 5 at a future meeting. Discussion.

First Reading College Policy on Peaceful Protest and Assembly: The Administration would like to recommend having a campus policy on peaceful assembly and protests put into place for employees and students. President Fox expressed the importance of having set guidelines and procedures in order for any future protests to remain peaceful, while allowing those who choose so, to express themselves. She provided the Trustees with a first reading of the Highland Community College Peaceful Assembly and Protest Policy to review. Discussion. This item will be brought back for action at a later date.

Approval of 2020-2023 Master Contract: President Fox notified the Board that the Faculty Association has accepted the Board's offer of a 0% salary increase for 2020-2021. The Administration would like to request approval from the Board for the 2020-2023 Master Contract. It was moved by Mr. Taylor, seconded by Mr. Coy, that the negotiated agreement of a 0% faculty salary increase for 2020-2021 and Master Contract for 2020-2023 be approved as presented. Motion passed.

Renovation of Colony Point Apartments: The Administration would like to move forward with renovations of the Colony Point Apartments beginning fall 2020 after the project was put on hold in March 2020 due to the COVID-19 pandemic. Contractor bids were due by August 13<sup>th</sup> and the Facilities Committee met on August 17<sup>th</sup> to review the submitted bids and chose a recommendation. Mr. Randy Willy, Vice President for Finance and Operations, discussed the options with the Board and stated that the Administration would like to recommend choosing Diversified Construction for the project. They felt confident with their work as the College has hired them for previous projects. It was moved by Mr. Huss, seconded by Mr. Coy, that the bid from Diversified Construction for the renovation of the Colony Point Apartments be accepted. Motion passed.

Blue Cross Blue Shield Renewal Rates: President Fox provided the Trustees with a summary of health insurance renewal rates with Blue Cross Blue Shield for review and approval. Mr. Randy Willy stated that rates have increased for the 2020-2021 year by 16%. It was moved by Mr. Huss, seconded by Mr. Karn, that the College renew health insurance coverage with Blue Cross Blue Shield for 2020-2021. Motion passed.

Purchase of Laptops and Zoom Room Equipment: The Administration would like to purchase an additional 100 laptops for students and two zoom rooms with the assistance of Coronavirus Aid, Relief, and Economic Security (CARES) funds. The laptops will be used at the Highland campus and the Baileyville and Wamego locations will each receive one Zoom Room. It was moved by Mr. Taylor, seconded by Mr. Karn, that the College use CARES funds to purchase 100 additional laptops and two Zoom Rooms. Motion passed.

Purchase of Kubota or Comparable Utility Vehicle: President Fox shared with the Board that the Administration would like to request the purchase of a Kubota or comparable utility vehicle to be used on campus by the maintenance crew. She explained that Mr. Barry Simmons, Groundskeeper/Assistant Building and Grounds Supervisor, has been using his personal 4-wheeler in the past to spray the campus grounds. Unfortunately, it was stolen in the spring and the grounds crew no longer had access to a utility vehicle. President Fox provided the Board with information on the Kubota and explained how it could be beneficial year round for snow removal, spraying and to pull other equipment. Rick Blevins, Director of Facilities, was present for questions. It was moved by Mr. Coy, seconded by Mr. Tharman, that the College purchase a Kubota or comparable utility vehicle. Motion passed.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, confirmed that move-in day for student athletes is Thursday, August 20<sup>th</sup> and move-in for all other students is Friday, August 21<sup>st</sup>. This semester there is a housing occupancy limit of 382 beds in order to allow students to be spaced out and to allow additional rooms to be available to accommodate those who need to be isolated/quarantined due to COVID-19. Dr. Ingmire also stated that the Brown House on campus will be used for student isolation purposes if needed. There are 10 Resident Assistants in housing this semester and all have completed a week long training on team building, conflict management and peer counseling to prepare for incoming students. He reviewed fall housing and enrollment numbers.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through July 2020 and discussed income and expense reports. He confirmed that the audit was underway and going smoothly. Mr. Willy provided the Board with photos and updates of dorm repairs and maintenance completed during the summer months. He also confirmed that the Colony Point Apartment remodel that was previously put on hold is now ready to move forward with construction in the fall.

Academic Affairs: Dr. Erin Shaw, Vice President for Academic Affairs, gave a brief update on COVID-19 procedures and expectations for when students return to campus. She stated that new faculty orientation will be held via Zoom on Thursday, August 20<sup>th</sup> and faculty inservice will be Friday, August 21<sup>st</sup> via Zoom. Inservice will give instructors the opportunity to receive training on the Canvas learning platform as well as address any changes being made in the classrooms. Graduation for the Nursing program was held on August 14<sup>th</sup> in Allen Field House. Dr. Shaw reviewed what high schools are planning to do in preparation of reopening.

Trustees' Report: Chairperson Thomas Smith stated that he was unable to attend the Foundation Board Meeting this month. Karen Linn from Berberich Trahan & Co., reached out to confirm that the Board was comfortable moving forward with the audit. He also confirmed that the KACCT meeting for September will be hosted by Pratt Community College via Zoom.

President's Report: President Fox stated that the marketing department has put together a health and safety document for students that contains information they need to know about COVID-19 and what to do if they have symptoms or feel they've been exposed. There has also been a Scottie Health email account set up for students to contact if they are experiencing symptoms or have any health concerns. This will make it easier for staff to keep track of students who have been exposed to COVID-19 and to also give students quick and easy access to report their health concerns.

President Fox provided the Trustees with a handout containing information on a \$500,000/Five Year Ag Grant that the Administration would like to apply for in hopes of growing the Precision Agriculture Training Program at the Atchison campus. The program would focus on redesigning the curriculum for the two-year AA degree by combining traditional Agriculture and Precision Agriculture classes as well as integrating components from Welding and Diesel Technology.

Chairperson Smith expressed his gratitude to all employees for their hard work and dedication over the past few months.

Executive Session: It was moved by Mr. Tharman, seconded by Mr. Taylor, that the Board go into Executive Session at 9:01 p.m. for no more than 15 minutes to discuss Non-Elected Personnel and asked that President Fox remain in the session. Motion passed.

The Board reconvened to Regular Session at 9:16 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 9:16 p.m.

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Thomas Smith  
Chairperson

Date

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Carl Tharman  
Secretary/Treasurer