

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
January 27, 2021

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

Trustee Present via Zoom: Russell Karn

Call to Order: Chairperson Thomas Smith called the meeting to order at 6:32 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. Huss, that the Agenda be approved as presented. Motion passed.

Approval of the Minutes: It was moved by Mr. Taylor, seconded by Mr. Tharman, that the minutes of the December 9, 2020 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 467368 through 467542 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Presentation by Sharon Kibbe, Director of Instructional Services- Transition to Canvas: Sharon Kibbe, Director of Instructional Services, gave a presentation regarding the transition from the Moodle learning platform to Canvas. Ms. Kibbe gave a brief description of her teaching background at Highland Community College as well as her previous Higher Education experience. She provided a Power Point presentation for the Trustees to explain what Canvas was, how the learning platform works, and the process of training faculty to navigate it properly.

Presentation by Stacy Simmer, Director of Marketing- Campus Map Update: Stacy Simmer, Director of Marketing, provided the Trustees with a demonstration of how the new virtual campus map looks and works on the HCC website. The virtual map is more user friendly than the previous graphic. Viewers are able to click different locations on the map and get a virtual 360 degree tour of each facility. This is a great option for potential students to view the campus and dorm rooms virtually if they are unable to visit in person. Ms. Simmer confirmed that they are hopeful to make this feature live on the website next week.

Approval of Academic Programs: Dr. Erin Shaw, Vice President for Academic Affairs, presented to the Board with changes that are being made to the Electrical and Auto Collision technical programs. She stated that reactivation of the Associate of Applied Science (AAS) degree in Auto Collision Repair and the activation of the AAS and Cert C degree in Electrical Technology need to be approved by the Board. It was moved by Mr. Huss, seconded by Mr. Taylor, that the reactivation of the AAS degree in Auto Collision Repair, and activation of the AAS and Cert C degree in Electrical Technology, be approved as presented. Motion passed.

Approval of Weapons Policy: President Fox discussed proposed changes to the Weapons Policy. She confirmed approval from legal counsel and clarified any questions that were asked. It was moved by Mr. Huss, seconded by Mr. Karn, that the Weapons Policy be approved as presented. Motion passed.

Employee Assistance Program Policies: President Fox presented the Trustees with a proposed policy for the Employee Assistance Program that the College will be providing to all employees. This service will be provided by New Directions Behavioral Health, LLC to employees and immediate family members. The program is confidential and voluntary to any who choose to use it. This service can provide, but not limited to, counseling services for marital difficulties, stress, financial difficulties, alcohol/drug abuse or legal advice and assistance. President Fox stated that the program covers the cost for a certain amount of visits and then if the employee is given the recommendation of further sessions, it will be at their cost from that point forward. Discussion. The proposed policy for employee utilization of the service was reviewed and will be brought back to the Board for formal consideration at next month's meeting.

Academic Affairs: Dr. Erin Shaw, Vice President for Academic Affairs, was proud to announce that Adrian Bata, HCC Business Technology student, attended that Microsoft Office Specialist US National Championships in fall 2020 and finished 3rd place in PowerPoint 2019/365 for the state of Kansas. She gave details on the Technical Center Spring Professional Day held on January 13th via Zoom, and the Highland/Regional Faculty Spring Professional Day on January 20th via Zoom. She provided the schedule and discussed the speakers that presented at each event. Dr. Shaw announced that she has turned in her official letter of resignation. She stated she is grateful for the opportunities she was presented while employed at the College and discussed her future plans. Chairperson Smith followed with well wishes for her future endeavors and thanked her for her years of service.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, discussed enrollment numbers for the spring semester. He reviewed housing numbers and confirmed that there were 281 students living in the dorms at the moment. Some sports teams moved in earlier so they could attend practices. He stated that move in day went smoothly on January 20th. Dr. Ingmire confirmed that the College received a grant from Doniphan County to help purchase food and hygiene supplies for the student food pantry. He stated that the pantry was open to students two days a week and they are allowed to receive products from it once per week.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through December 2020 and discussed income and expense reports. He confirmed that the Foundation donated money towards the Diesel building remodel. The Colony Point remodel is complete and the new freezer for food services has been installed. Mr. Willy stated that washers and dryers have been distributed to various locations around the Highland campus for student use.

Trustees' Report: Chairperson Thomas Smith gave highlights on the Foundation Board Meeting he attended via Zoom on January 25th.

President's Report: President Fox confirmed that she has officially reached her 18 month milestone as President of Highland Community College. She gave a brief review on everything that has happened during 2020 and the accomplishments the College has achieved in the past year. She stated that KACCT and Cowley College will be doing a presentation on negotiation processes on February 24th from 4-5pm and encouraged the Board members to attend at least one session. President Fox gave an update on the January 25th Foundation Board Meeting she attended via Zoom.

President Fox confirmed that there have been more employees confirmed positive for COVID-19 than students. The College has received funds from the State to purchase COVID test kits and the Doniphan County Health Department has donated kits that are to be used by the end of January. She stated that athletes are being tested and monitored since they have arrived on campus and at this time fans are not allowed to attend sporting events. The Alumni Association is holding watch parties at Kirkwood & Co. in Highland on game nights so fans can still watch and support the teams together.

A recess was held from 8:55 p.m. – 9:00 p.m.

Executive Session: It was moved by Mr. Tharman, seconded by Mr. Coy, that the Board go into Executive Session at 9:00 p.m. for no more than 30 minutes to discuss Property Acquisition and asked that President Fox remain in the session. Motion passed. Mr. Karn exited Zoom and joined the Executive Session via speakerphone.

The Board reconvened to Regular Session at 9:30 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 9:30 p.m.

Thomas Smith
Chairperson

Date

Carl Tharman
Secretary/Treasurer