

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
February 24, 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 6:30 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. Tharman, seconded by Mr. Coy, that the Agenda be approved as presented. Motion passed.

Approval of the Minutes: It was moved by Mr. Taylor, seconded by Mr. Huss, that the minutes of the January 27, 2021 Regular Meeting, be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Mr. Taylor, seconded by Mr. Coy, that warrants numbered 467543 through 467699 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Presentation: Introduction of New Coaches- Coaches were unavailable to attend the meeting.

Independent Audit for FY2020: Karen Linn, Managing Director of Berberich Trahan & Co. P.A., was in attendance via Zoom to present the 2019-2020 independent audit. She expressed her gratitude towards Randy Willy, Vice President of Finance, and his staff for their hard work and cooperation. She was available for questions after the presentation. It was moved by Mr. Taylor, seconded by Mr. Tharman, that the 2019-2020 independent audit be approved as presented. Motion passed.

Approval for Policies of Employee Assistance Program (EAP): President Deborah Fox presented the Trustees with a proposed policy for the Employee Assistance Program that is being offered to all employees. She confirmed that several employees have already begun using the program and have found it very helpful. The Administration proposed that the Board evaluate the program after one year of use and then discuss contract renewal. It was moved by Mr. Huss, seconded by Mr. Coy, that the policies for the Employee Assistance Program be approved as presented and the program be re-assessed after a year of usage. Motion passed.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, reviewed housing numbers and stated that there were currently 285 students in the dorms. He discussed the drug & alcohol offenses and protocols. Dr. Ingmire provided the Trustees with a copy of a parent/family newsletter which will be distributed directly to students' guardians to keep them updated on campus news and events. He discussed recent Student Life activities on campus, which included "Saloon Night" in the Clifford Hawk Agriculture Building where students could participate in western dancing and mechanical bull rides. Dr. Ingmire stated that the Administration has been tracking student library check-ins which informs them how many students are utilizing the library and for what reasons. He discussed fall 2021 applicant and scholarship numbers as well as spring 2021 enrollment.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through January 2021 and discussed income and expense reports. He stated that Zoom rooms have been added to regional centers and new cameras were installed at the Wamego campus. He mentioned the electrical work for the new freezer/cooler will be complete soon, weather permitting.

Academic Affairs: Dr. Erin Shaw, Vice President for Academic Affairs, gave a brief update on the Kansas Council for Instructional Administrators meeting she attended via Zoom on February 18th. Dr. Shaw stated that the group, consisting of Kansas community college Vice Presidents of Academic Affairs and Deans of Instruction, meet three times per year. She gave more updates on the Higher Learning Commission (HLC) multi-location visit to the Perry Center and the Atchison Electrical Building set to take place in May. Dr. Shaw provided the Trustees with a draft agenda of what the visit will consist of.

Trustees' Report: Chairperson Thomas Smith stated he will be attending the Kansas Association of Community College Trustees (KACCT) meeting via Zoom on March 27th.

President's Report: President Fox confirmed that the College will receive additional stimulus funds that are to be used towards student needs as well as online. If students have an outstanding balance owed to the College they are allowed to use their stimulus assistance towards that if they wish. The Administration will decide where to apply the remaining funds. President Fox visited Leavenworth High School with Lucas Hunziger, Director of Technical Education, to discuss with the Administration if the College will continue to provide the Auto Repair Program to high school students there, due to the decline in course enrollment.

President Fox confirmed that graduation will be on May 21st and will be held in the Allen Field House. Friends and family will not be able to attend the ceremony but they are welcome to wait outside and congratulate the graduates afterwards. The ceremony will be live streamed for those who would like to watch. She stated that faculty and Trustees are not required to attend, but are welcome to.

A recess was held from 7:53 p.m. – 7:58 p.m.

Executive Session: It was moved by Mr. Coy, seconded by Mr. Huss, that the Board go into Executive Session at 7:58 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 8:30 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 8:30 p.m.

Thomas Smith
Chairperson

Date

Carl Tharman
Secretary/Treasurer