

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES' MEETING MINUTES  
April 28, 2021

Trustees Present: Vernie Coy, Thomas Smith, Jason Taylor, Carl Tharman, Kenneth Huss, 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. Karn, seconded by Mr. Coy, 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 March 24, 2021 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 467866 through 468062 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Executive Session: It was motioned by Mr. Huss, seconded by Mr. Coy, that the Board go into Executive Session at 6:42 p.m. for no more than 20 minutes to discuss Non-Elected Personnel. Motion passed.

The Board reconvened to Regular Session at 7:02 p.m.

It was moved by Mr. Karn, seconded by Mr. Coy, that the Executive Session be extended for no more than 10 minutes. Motion passed.

The Board reconvened to Regular Session at 7:08 p.m.

It was moved by Mr. Karn, seconded by Mr. Coy, that the Executive Session be extended for no more than 20 minutes and asked that President Deborah Fox join the session. Motion passed.

The Board reconvened to Regular Session at 7:28 p.m.

Purchase of Battery Replacements for Information Technology-Stimulus Funds: Neel Patel, Co-Director of IT, was present via Zoom to discuss with the Board, information concerning the battery units in the campus server room that are in need of being replaced. He provided the Trustees with a quote from CDW-G. Discussion. The Board agreed to purchase the batteries at the presented cost, but would like the Administration to research other bid options first. It was moved by Mr. Taylor, seconded by Mr. Karn, that the batteries be purchased from CDW-G at the presented cost provided the Administration cannot find better pricing. Motion passed.

Purchase of Staff Computers- Stimulus Funds: Marc Jean, Co-Director of IT, was present via Zoom to discuss the purchase of new computers for staff members. He explained that most of the laptops currently being used by staff are very outdated and the College would like to purchase 70 new units with COVID relief funds. He explained that it would be more costly to repair the units than to replace them in bulk and presented them with a bid from CDW-G. President Fox stated that the laptops that were purchased for faculty with previous COVID relief funds are still on back order, so she expressed the urgency to get the staff laptops ordered as soon as possible due to turn around time. It was moved by Mr. Huss, seconded by Mr. Coy, that the College purchase the 70 laptops from CDW-G with COVID relief funds. Motion passed.

Second Reading of Proposed Staff Bereavement Policy: President Fox presented the Trustees with a second reading of the Staff Bereavement Policy. It was moved by Mr. Huss, seconded by Mr. Coy, that the Staff Bereavement Policy be approved as presented. Motion passed.

First Reading of Satisfactory Academic Progress: Dr. Eric Ingmire, Vice President for Student Services, presented the Board with a first reading of the Satisfactory Academic Progress Policy. The policy was created to keep students accountable for their academic standing. It addressed the basis of academic probation and suspension for those who don't meet certain academic standards. It also gives encouraging options to those who want to improve their study habits and get back to good academic standings.

Approval of Administrative Contracts: The Trustees were presented with a list of Administrative Employees for 2021-2022 contract renewals. Salary is to be discussed at a later date. President Fox requested the correction be made that Mr. Keith Jaloma, Executive Director of HCC Foundation be changed to 60% Foundation funding rather than 50% that is stated on the handout. It was moved by Mr. Tharman, seconded by Mr. Huss, that the Administrative Employee Contracts be approved as corrected. Motion Passed.

President's Contract: 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. Huss, that President Fox's contract be extended through June 30, 2023. Motion passed.

Approval of Carl Perkins Grant Purchases/Capital Outlay: President Fox, presented the Trustees with bids for two items to be purchased with Capital Outlay and Carl Perkins Grant funds. The Highland Community College Technical Center is requesting the purchase of 16 Microsoft Surface Pro laptops to be used in various ways, as well as a set of 4 Portable Lift Systems to be used to lift heavy equipment/vehicles. The Administration recommends accepting the bid from CDW-G for the Microsoft Surface Pro laptops and the bid from Gray Manufacturing for the set of 4 Portable Lift Systems. It was moved by Mr. Tharman, seconded by Mr. Coy, that the College use Capital Outlay and Carl Perkins Grant funds to purchase 16 Microsoft Surface Pro laptops from CDW-G. Motion passed. It was moved by Mr. Tharman, seconded by Mr. Coy, that the College use Capital Outlay and Carl Perkins Grant funds to purchase the set of 4 Portable Lift Systems from Gray Manufacturing. Motion passed.

Academic Affairs: Dr. Erin Shaw, Vice President for Academic Affairs, confirmed that the annual Institutional Update report was submitted to HLC on April 1<sup>st</sup>. She also stated that the HLC multi-location visit will take place at the Perry Center and the HCC Electrical Building in Atchison on May 10<sup>th</sup> and 11<sup>th</sup>. Dr. Shaw was happy to report that Jenny Gay, Perry Center Director, applied for the Cox Communication Technology Grant and was approved to receive the funds.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, stated that the Housing Director position is currently vacant but he and Josh Clary, Director of Student Life, have taken over responsibilities until the position is filled. He confirmed that 28 students have applied for the RA positions for next year with 10 to be chosen. Dr. Ingmire provided the Trustees with an enrollment report and discussed enrollment numbers which included all locations as well as online and concurrent. He reported all housing and drug/alcohol offenses. Hiawatha Signing Day was on April 21<sup>st</sup> and 13 students from Hiawatha High School have signed for academic scholarships and plan to attend HCC this fall. Dr. Ingmire discussed details about the TRIO Grant. He confirmed that the etiquette dinner for SSS students took place at the Highland Community Building with a great turn out. He reviewed fall student applicant numbers.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through March 2021 and discussed income and expense reports. He discussed funds provided by the Foundation to be put towards the Diesel Building. Mr. Willy stated that contractors are reviewing dorm and laundry remodels for summer. He confirmed that the Title III Grant is almost complete and will be submitted soon.

Trustees' Report: Chairperson Thomas Smith gave a brief report of the April 26<sup>th</sup> Foundation Board Meeting he attended.

President's Report: President Fox confirmed that the nursing pinning ceremony will take place on May 13<sup>th</sup> in Atchison followed by the Technical Center commencement ceremony. The Baileyville commencement will be held on May 14<sup>th</sup> and the Highland campus commencement will be held on May 21<sup>st</sup>. She discussed the social distancing guidelines to be followed at each commencement gathering. President Fox gave details on the Kansas Promise Act which is a State funded grant to assist technical students with financial aid. She confirmed that Auto Technician and Collision Repair courses are not covered under the grant.

President Fox stated that the June Board Meeting will be held in Atchison. She met with Doane University to review their agriculture courses and see if we could possibly collaborate with them in the future. President Fox discussed athletic updates as well as legislative updates and funding.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Huss, that the Board go into Executive Session at 8:55 p.m. for no more than 30 minutes to discuss Non-elected Personnel and asked that President Fox remain in the session. Motion passed.

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

Adjournment: Chairperson Smith declared the meeting adjourned at 9:25 p.m.

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Thomas Smith  
Chairperson

Date

Carl Tharman  
Secretary/Treasurer