

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
June 24, 2020

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

Trustee Present via Zoom: Russell Karn, Thomas Smith

Call to Order: Vice-Chairperson Jason Taylor 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 Chairperson Smith, seconded by Mr. Karn, that the minutes of the May 27, 2020, Regular Meeting, be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Chairperson Smith, seconded by Mr. Coy, that warrants numbered 466180 through 466307 be approved as presented. Discussion. Motion passed.

Public Comment: None.

COVID-19 Response Dining and Housing Presentation: Dr. Eric Ingmire, Vice President for Student Services, gave a presentation on how the College is preparing for the return of students and the safety guidelines being implemented to maintain social distancing. While housing students, the College will increase the option of single room occupancy and will group athletic teams and student activity groups together when assigning dorms/roommates. There will be specific rooms reserved for students that need to quarantine. The College will be following the list of states that are high risk and requiring students who have traveled from there to quarantine. Students are required to complete a questionnaire before arriving to campus. Several protocols will also be taken with student dining such as plastic sneeze guards being installed along the serving line, disposable utensils and plates, temperature checks and mask requirements for employees, reducing the number of seating, replacing the salad bar buffet with premade salads and allowing to-go containers.

Budget Presentation: Mr. Randy Willy, Vice President for Finance and Operations, discussed the preliminary operating budget for 2020-2021. He suggested putting a hold on some previously proposed construction projects and evaluating vacant job positions before filling them to assist in preserving funds. Discussion.

Executive Session: It was moved by Mr. Tharman, seconded by Mr. Coy, that the Board go into Executive Session at 7:43 p.m. for no more than 15 minutes to discuss Non-Elected Personnel and asked that President Fox, Chairperson Smith (via conference phone) and Mr. Karn (via conference phone) remain in the session. Motion passed.

The Board reconvened to Regular Session at 7:58 p.m.

It was moved by Mr. Tharman, seconded by Mr. Coy, that the Executive Session be extended for no more than 10 minutes. President Fox, Chairperson Smith (via conference phone) and Mr. Karn (via conference phone) remain in the session. Motion passed.

The Board reconvened to Regular Session at 8:07 p.m.

A recess was held from 8:07 p.m. – 8:12 p.m.

Trustee Karn and Chairperson Smith rejoined the meeting via Zoom.

Administrative Contract Approvals, Retirements, Resignations and Non-Renewals: The Trustees were presented with a list of Administrative employees for 2020-2021 contract renewals as well as retirements, resignations and non-renewals. It was moved by Mr. Tharman, seconded by Mr. Huss, that the lists be approved as presented. Motion passed.

Workplace Policies: President Fox presented the Board with four new workplace policies for a first reading. She discussed the importance of each policy and stated that legal counsel has approved each policy. The Board will review the list and bring it back to the July meeting for approval.

Track Complex: President Fox stated that the College has reached out to Creal, Clark & Seifert for estimates on bleachers and a press box for the track complex. The cost of constructing restroom facilities is also being researched. The Foundation has suggested the possibility of fundraising to assist with costs by giving potential donors a facility naming option. The Administration will have a recommendation on bids at a future meeting.

Student Refund Account: Mr. Randy Willy, Vice President for Finance and Operations, shared concerns with the Board about repeated attempts by unknown persons who have attempted to cash fraudulent checks against the College's refund bank account. The Administration would like to add positive pay protection to the College's bank account but the Highland Bank doesn't currently offer that option. The Administration would be interested in opening a refund account with Morrill & Janes Bank to add the protection option. Discussion. The Board agreed to approve the process but would like to explore the option of going with a local bank that can provide the account protection. It was moved by Mr. Coy, seconded by Mr. Tharman, that opening a positive pay account be approved, with the exception that the Administration continue to seek a bank locally to open the account with. Motion passed.

Bid for Atchison House: The College held an open house for bidders to view the most recent house that was built by the Construction Technology students in Atchison, KS. The house was not fully completed and advertised to bidders "As Is" with no further modifications. President Fox presented the Board with two bids for review and approval. It was moved by Mr. Karn, seconded by Chairperson Smith, that the College accept the cash offer bid for \$151,000 for the Construction Technology trade house. Motion passed.

Athletic Insurance Renewal: Mr. Randy Willy provided the Board with athletic insurance bid information provided by Dissinger Reed, the College's athletic insurance broker. Dissinger Reed assisted the College in searching the marketplace for the best possible renewal rates. Their recommendation was for the College to stay with its current athletic insurance carrier A-G Administrators for 2020-2021 due to the lower rates and established working relationship. Discussion. It was moved by Mr. Tharman, seconded by Mr. Coy, that the quote from Dissinger Reed for A-G Administrators be approved. Motion passed.

IMA Insurance Renewal for Property, Liability, and Worker's Compensation: Mr. Randy Willy reviewed the Premium Summary and Comparison worksheet for the College's renewal with IMA for Property, Liability, Worker's Comp and Automobile insurance coverage. He explained that there would be a rise in premiums this year due to severe weather that has caused property damage. Discussion. It was moved by Mr. Karn, seconded by Mr. Huss, that the quote from IMA for insurance coverage be approved as presented. Motion passed.

Academic Affairs: Dr. Erin Shaw, Vice President for Academic Affairs, gave a brief update on regional location summer sessions. Nearly all classes have been converted to Zoom classes due to complications students were facing to attend class and to minimize exposure to COVID-19. Dr. Shaw discussed the Accessibility Conference she attended via Zoom on June 18th and 19th. Sharon Kibbe, Director of Instructional Services, gave a presentation during the conference. Dr. Shaw gave a brief update on the Kansas Board of Regents meeting she attended via Zoom on June 17th and 18th.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, verified that Higher Education Emergency Relief Funds have been distributed to 323 students in need. All student belongings have been removed from student housing and those that were not picked up have been shipped to their home or are being stored in vacant dorms. Cleaning of the dorms is underway for preparation of new incoming students. Dr. Ingmire reviewed all 2020 Summer Blitz and fall student contracts and deposits. The admissions team has been working towards a recruitment plan for fall 2021 students. He confirmed that all face-to-face visitors are being asked to complete a COVID-19 questionnaire form and sign in sheet to assist in logging visitors. Virtual visits will still be offered into the fall semester. Dr. Ingmire gave updates on admissions and enrollment.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through May 2020 and discussed income and expense reports. He confirmed that equipment needed for Zoom Rooms in LSU-D have been shipped and all laptops for students have been received. The Administration is working on a laptop loaner policy. Mr. Willy also confirmed that security cameras have been purchased for the track complex.

Trustees' Report: Chairperson Smith gave feedback on the KACCT meeting he attended via Zoom on June 5th and 6th.

President's Report: President Fox stated that County Commissioners in KS are receiving government funds to be shared with taxing entities that were affected by COVID-19. They are to share the funds with taxing entities and President Fox has requested a share for the College. She presented her proposal letter to the Trustees for review and to address any questions or concerns they might have.

The Kansas Jayhawk Community College Conference Council of Presidents met and have decided to cut 10% of games this year due to the threat of COVID-19. At this time, fans are still allowed to attend athletic events but that could change at any time. The state of Kansas has formed a committee to discuss recommendations of possibly merging several Kansas community colleges together in the future to assist in preserving state funds that are normally given out to the college individually. President Fox stated that no scholarships will be awarded during Summer Blitz this year.

Executive Session: It was moved by Chairperson Smith seconded by Mr. Coy, that the Board go into Executive Session at 9:38 p.m. for no more than 15 minutes to discuss Acquisition of Real Property and asked that President Fox, Chairperson Smith (via conference phone) and Mr. Karn (via conference phone) remain in the session. Motion passed.

The Board reconvened to Regular Session at 9:53 p.m.

Adjournment: It was moved by Chairperson Smith, seconded by Mr. Coy, that the meeting adjourn. Motion passed. Meeting adjourned at 9:53 p.m.

Thomas Smith
Chairperson

Date

Carl Tharman
Secretary/Treasurer