

HIGHLAND COMMUNITY COLLEGE
BOARD OF TRUSTEES' MEETING MINUTES
July 22, 2020

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

Trustees 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.

Election of 2020-2021 Board Officers: Vice-Chairperson Jason Taylor yielded the floor to College President Deborah Fox to conduct the annual election of Board officers. It was moved by Mr. Karn, seconded by Mr. Coy, to continue with the current slate of officers. Motion passed.

President Fox yielded the floor to Vice-Chairperson Jason Taylor.

Approval of the Agenda: President Fox requested that Action Item X.E, Policy on Public Health Disclosures, be added to the agenda following Discussion Item X.D. It was moved by Mr. Coy, seconded by Mr. Tharman, that the agenda be approved as amended. Motion passed.

Approval of the Minutes: It was moved by Mr. Tharman, seconded by Mr. Coy, that the minutes of the June 24, 2020, Regular Meeting, be approved as presented. Motion passed.

Approval of the Warrants: It was moved by Chairperson Smith, seconded by Mr. Huss, that warrants numbered 466308 through 466476 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Presentation by Harry Moeller, PTK Chapter Advisor: Harry Moeller, Phi Theta Kappa Chapter Advisor, gave a brief update on recent individual student achievements as well as group awards that were received. Mr. Moeller gave the Trustees the opportunity to look at several awards received by the group. He was pleased to announce that the chapter reached its 40 year anniversary in April with intentions of celebrating the milestone with PTK Alumni and past advisors in October. Due to COVID-19 this event has been postponed and they are hopeful to plan a gathering after the fall semester.

Presentation by Dr. Bryan Dorrel - COVID-19 Response and 2020-2021 NJCAA Sports Season Update: Dr. Bryan Dorrel, Athletic Director, provided detailed handouts of what the 2020-2021 athletic season will look like going into the fall semester. He explained that all fall sports, with the exception of cross country, will be moved to the spring semester. There will be a 60 day window in which practices will be allowed and the Jayhawk Conference will decide on September 1st if scrimmages will be an option during the fall season. Dr. Dorrel gave details on how the athletic department was taking extra precautions to keep both athletes and coaches safe during this time. Coaches and athletic trainers have been wearing masks and providing sanitation supplies throughout work spaces and offices. The weight room, locker rooms and

Wellness Center will remain closed until there is a specific plan in place to keep them safe and clean for those utilizing it. President Fox confirmed that there were nine active COVID-19 cases amongst students on campus. She believes the spread originated from an off-campus pick up basketball game and confirmed it was not a practice organized by the college or athletic department. She stated that all students that have been confirmed positive are being isolated and staff members have been checking on them, delivering meals, and helping provide a comfortable environment.

Consent Agenda, Annual Meeting Action Items: It was moved by Chairperson Smith, seconded by Mr. Karn, that the Consent Agenda be approved as presented. Motion passed.

Approval of Workplace Policies, Second Reading: Four workplace policies were presented for approval: Children in the Workplace Policy; Pornography in the Workplace Policy; Social Media Policy; HCC Network Use Policy. These policies had been presented last month for a first reading. Several changes were recommended by the Board. There was discussion of a Confidentiality Agreement to be signed by the IT department and that the President's authority must be given in order to access specific personal files and emails. It was moved by Mr. Tharman, seconded by Mr. Coy, that the four workplace policies be approved as amended. Motion passed.

Budget Hearing Date: It was moved by Chairperson Smith, seconded by Mr. Karn, that the Budget Hearing be held on August 12, 2020, at 6:00 p.m. in the David Reist Administration Building Conference Room. Motion passed.

Determination of Published Budget: The Trustees were presented with a budget for publication that reflected the current mil levy of 12.994. Randy Willy, Vice President for Finance & Operations, gave explanation on the budget and answered questions. It was moved by Mr. Tharman, seconded by Mr. Huss, that the budget be published as presented. Motion passed.

Agriculture Building and Precision Ag Program Status: President Fox explained that, with the recent resignation of the Precision Ag instructor, the program at the Highland campus will be put on hold due to low enrollment numbers, available funds, short time available to hire a new instructor, and lack of previous applicants for the position. It will be revisited for next year. The Precision Ag program will still be available at the Baileyville location for the current year. Trustees were provided a summary of the program with enrollment information as well as costs. President Fox stated that there has been a Zoom room added to the Agriculture Building and could possibly be used for other classes as well. She also expressed the possibility of using the building for temporary storage as well as allowing the Cheer/Dance team to hold practices in the shop area when needed.

Policy on Public Health Disclosures: President Fox presented a draft policy on public health disclosures. This would specify what details could be released to the public in the event of possible exposure from an individual due to an illness. Students would be allowed to opt out of disclosing their information if they choose. Discussion. It was moved by Mr. Karn, seconded by Mr. Coy, that the College adopt the policy on Public Health Disclosures as presented. Motion passed.

A recess was held from 8:38 p.m. - 8:45 p.m.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, stated that activities originally planned for students have been postponed due to COVID-19 in order to limit contact. He confirmed that Summer Blitz move-ins are complete and there are 70 students living on campus. Admissions continues working hard towards assisting students with getting enrolled for fall semester and reaching out to those who have been awarded scholarships but not yet enrolled in classes. Safety and health measures are still being taken for all visitors on campus. Dr. Ingmire reviewed enrollment numbers for the upcoming fall semester.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through June 2020 and discussed income and expense reports. He reported that summer maintenance crews have been working hard at painting, cleaning and giving campus a fresh look for fall semester. Mr. Willy confirmed that the college audit is scheduled to begin August 10th.

Academic Affairs: Dr. Erin Shaw, Vice President for Academic Affairs, gave a brief update on how classroom seating has been adjusted to maintain social distancing amongst students while attending class. Summer Blitz began July 9th and with a few cases of sick students, those specific classes went remote for the time being and as of July 20th all classes went remote due to the number of students being quarantined. She stated that students have been adjusting well to the online teaching and are using either their phones or computers to access Zoom. Sharon Kibbe, Director of Instructional Services, will be providing training for staff members utilizing Canvas at each campus location. Fall In-service for faculty will be completely virtual this year.

Trustees' Report: None.

President's Report: President Fox reported that the Highland Community College softball team achieved the Academic All American Award for having an overall team GPA of 3.42. The baseball team earned the Academic All American Award for having an overall team GPA of 3.0. She was also pleased to confirm that GPA scores throughout all athletic teams went up overall. The Foundation Board meeting will be held on July 27th. An Administrative Retreat will take place at the Klinefelter Barn on August 4th. Pinning for the Nursing Program will be held in the Ben Allen Field House on the Highland campus August 14th. Each Nursing student will be allowed to invite a maximum of four people to help maintain social distancing.

Jason Taylor, Vice- Chairperson, expressed his gratitude to the Administration for all the hard work put in over the past several months while going through the COVID-19 pandemic.

Executive Session: It was moved by Mr. Coy, seconded by Mr. Karn, that the Board go into Executive Session at 9:17 p.m. for no more than 30 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 9:47 p.m.

Adjournment: It was moved by Mr. Coy, seconded by Mr. Karn, that the meeting adjourn. Motion passed. Meeting adjourned at 9:47 p.m.

Thomas Smith
Chairperson

Date

Carl Tharman
Secretary/Treasurer