

HIGHLAND COMMUNITY COLLEGE  
BOARD OF TRUSTEES' MEETING MINUTES  
September 23, 2020

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

Trustee Present via Zoom: Russell Karn

Trustee Present via Conference Phone: Carl Tharman

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: Chairperson Smith requested that Discussion Item VIII.E, Academic Calendar: First Reading, and Action Item VIII.F, Fiber Connection at Diesel Building, be added to the agenda following Action Item VIII.D. It was moved by Mr. Taylor, seconded by Mr. Coy, that the agenda be approved as amended. Motion passed.

Approval of the Minutes: It was moved by Mr. Karn, seconded by Mr. Taylor, that the minutes of the August 19, 2020, 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 466620 through 466813 be approved as presented. Discussion. Motion passed.

Public Comment: None.

Presentation- Crystal Leming: Crystal Leming is a doctoral student at Baker University in the Leadership in Higher Education program. She is conducting a field placement survey and chose Highland Community College to research the effects that COVID-19 had on students. Students who were enrolled at HCC during spring 2020 were given a survey and 175 completed it. Ms. Leming provided a PowerPoint presentation via zoom, to discuss the results of the student surveys.

Presentation- Keith Jaloma: Keith Jaloma, Executive Director of HCC Foundation, presented the Board with an update on current fundraising efforts as well as gifts, pledges and cash received by donors. Mr. Jaloma discussed the Foundation's contributions to all ongoing and future projects. He expressed his gratitude for the Board's support and approval of purchasing the new computer program to manage and organize Foundation and Alumni related data. He stated that the addition of the program and approval to hire an assistant for Foundation and Alumni support, has made a tremendous impact on their success.

A recess was held from 7:15 p.m. – 7:20 p.m.

HCC Peaceful Assembly & Protest, Second Reading: President Fox presented the Board with a second reading of the HCC Peaceful Assembly and Protest Policy that was first reviewed at the August Board Meeting. The Administration revised the policy to state that Peucker Plaza be the only available facility for gatherings. Discussion. The Trustees requested that the policy be reviewed by legal counsel and brought back for action at a later date.

Addendum to USD 111 Track Agreement Request: President Fox presented the Board with a copy of the Facility Usage Agreement that the College has with USD 111. She stated that the USD 111 Board of Education has requested an addendum to the agreement. They are requesting that years 11 and 12 be added to the agreement with annual usage fees waived. The request was brought to the Board due to track construction taking longer than expected, resulting in limited usage of the track facility as well as the Wellness Center during the agreement period. Discussion. The Trustees requested that USD 111 Board of Education submit a revised agreement for the Board to review at a later date.

HCC Strategic Planning Document: The Trustees were presented with a proposed Strategic Plan for 2020-2023 at the August Meeting and President Fox discussed potential additions and changes. At that time she reviewed criteria 1 and 2 of the plan and this month she went over criteria 3, 4, and 5. She asked that the Board review the goals and initiatives in the plan for 2020-2023. It was moved by Mr. Huss, seconded by Mr. Karn, that the HCC Strategic Plan be approved as presented. Motion passed.

Approval of CDW-G Purchases: Due to the addition of 200 laptop computers, the use of Zoom in every classroom and students streaming Netflix/Hulu rather than cable, the College's firewall has exceeded its usage capabilities. In addition, the polycom camera licenses for IDL are outdated. The Administration would like to recommend using Coronavirus Aid, Relief, and Economic Security Act (CARES) funds to update the firewall and renew licenses. President Fox stated that CDW-G is able to provide the College with the service needed for the updates. It was moved by Mr. Coy, seconded by Mr. Taylor, that the College use the available CARES funds to upgrade the College's firewall and renew the polycom camera licenses with CDW-G. Motion passed.

Academic Calendar, First Reading: Dr. Erin Shaw, Vice President for Academic Affairs, shared a proposed 2020-2022 Academic calendar with the Board for a first reading. She explained that when the calendar was made, there was optimism the academic schedule would go back to normal by spring 2021. Dr. Shaw proposed revisions made to the calendar such as dividing spring break into several individual days off rather than one long break. She also proposed using Art Day as a staff training day since it won't be taking place this year.

Fiber Connection at Diesel Building: President Fox stated that once the new Diesel Building is completed, the IT department would like to run a fiber connection. She stressed that many technology companies are extremely busy due to the high demand of technology needs by other businesses also using stimulus funds. The College received a bid from ProServ of St. Joseph, MO and the Administration is requesting to move forward with their services. It was moved by Mr. Taylor, seconded by Mr. Huss, that the Administration's request to use CARES funds for Fiber Connection at the Diesel Building through ProServ be approved. Motion passed.

Finance and Operations: Mr. Randy Willy, Vice President for Finance and Operations, provided cash balance reports through August 2020 and discussed income and expense reports. Mr. Willy stated that he's been working on finalizing the operating budget and that audit fieldwork is now complete. He confirmed that the Colony Point remodel is going well and hopeful it will be completed by the end of fall semester. Mr. Willy discussed all new, ongoing and completed projects.

Academic Affairs: Dr. Erin Shaw, Vice President for Academic Affairs, reviewed the Fall Faculty Inservice and New Faculty Orientation that took place in August, and announced the new faculty members. She has been working closely with Scottie Health to make sure class schedules and updates are being communicated to students who are self-isolating due to COVID-19. She confirmed classes have been running smoothly with the new social distancing protocols in place. There will be a training on the Turnitin program on September 21<sup>st</sup> for new instructors interested in learning the program, as well as those already using it, to educate them on updated features.

Student Services Report: Dr. Eric Ingmire, Vice President for Student Services, was not present but the Board was presented with a written report.

Trustees' Report: Chairperson Thomas Smith gave a brief review of the September KACCT Meeting he attended via zoom.

President's Report: President Fox confirmed that the first positive COVID-19 test on campus for the fall semester was a student. The student was being quarantined and receiving meals to their room prior to being tested. Roommates of the student are also being tested and a close contact of the positive student is currently in quarantine as well. Scottie Health has been monitoring students with symptoms daily. President Fox stated that she applied for an Ag Grant with the United States Department of Agriculture and is hopeful it will be accepted.

Executive Session: It was moved by Mr. Taylor, seconded by Mr. Coy, that the Board go into Executive Session at 9:20 p.m. for no more than 30 minutes to discuss Non-Elected Personnel and asked that President Fox, Mr. Karn (via Zoom) and Mr. Tharman (via conference phone) remain in the session. Motion passed.

The Board reconvened to Regular Session at 9:50 p.m.

Adjournment: Chairperson Smith declared the meeting adjourned at 9:50 p.m.

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Thomas Smith  
Chairperson

Date

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Carl Tharman  
Secretary/Treasurer