

Board of Trustee Minutes of October 16, 2023, Meeting

Pratt Community College

The mission of Pratt Community College is maximum student learning, individual and workforce development, high quality instruction and service, and community enrichment.

I. **Call to Order:** 6:00 p.m. Mike Koler, Chair called the meeting to order.

II. **Pledge of Allegiance** – Pledge of Allegiance was led by the Trustees.

Trustees Present: Mike Koler Chair, Michele Hamm Vice Chair (VC), Ed Barrett, Dean Fitzsimmons, Eric Scott Killough

Trustee(s) Absent: Stan Reimer

Administrative Present: Dr. Michael Calvert, President, Kent Adams, VP of Finance and Operations, Lisa Perez Miller, VP of Student Services, Dr. Kwanna King, VP of Enrollment Management, Monette DePew, VP of Instruction, Eric Rodewald, Interim Director of Athletics, Jerry Sanko, Chief Information Officer, Barry Fisher, Executive Foundation Director, Institutional Advancement, Alumni Relations and Donna Meier Pfeifer, President's Assistant and Clerk of the Board of Trustees.

Administrative(s) Absent:

Media Representation: No representation

III. **Comment(s) from the Public:**
No public comment(s) brought before the Board.

IV. **Introduction(s):** – *Dr. Michael Calvert, President*
Eric Rodewald was introduced to the Trustees as the interim athletic director and coach for the women's basketball. Tim Swartzendruber took the athletic director position at Bethel College.
Barry Fisher is the interim athletic director assistant.

V. **Introduction of Awards of Excellence** – *Dr. Michael Calvert, President*
No awards were presented.

VI. **Board of Trustee Candidate Discussion** – *Mike Koler, Chair*
Suzan Patton submitted her resume and consideration for the vacant board position. Ms. Patton was unable to attend the meeting to present in person to the Board. Chair Koler had spoken to Ms. Patton, and she had no objection in waiting until the November meeting if the Board so chose.
Trustee Killough expressed he felt the candidate should be present to respond to questions.
VC Hamm agrees with Trustee Killough's statement. VC Hamm stated she has known the candidate for several years. With the option of appointing a seat and with the write-ins VC Hamm entertained to approve Ms. Patton's application and have the write-ins on the election ballot.

Trustee Barrett expressed to proceed to a vote based on qualification.

Trustee Barrett moves to have the Board proceed to a vote on the application from Suzan Patton to join the PCC Board of Trustees. VC Hamm seconded the motion.

Chair Koler asked for a motion to go into executive session for discussion and vote for no longer than 10 minutes starting at 6:15 pm. Trustee Fitzsimmons made the motion to go into executive session for no longer than 10 minutes, starting at 6:15 pm. The motion was seconded by Trustee Barrett. With no further discussion the motion passed unanimously.

Executive Session – Mike Koler, Chair

6:15 pm Chair Koler called the executive session into order.

6:24 pm VC Hamm made the motion to end the executive session. Trustee Barred seconded the motion.

6:26 pm Chair Koler reopened the general session of the meeting. Chair Koler announced the vote was 4 Ayes and zero Nays in favor of Suzan Patton appointed to the vacant position on the PCC Board of Trustees. If Ms. Patton accepts, she will be sworn in at the November 20, 2023 meeting.

VII. Discussion:

A. MIS Report(s) (Management Information System) – Lisa Kolm, Data Coordinator

- Report Card of PCC Student Success

- Key Performance Indicator (KIP)

- Institutional Aim: Enrollment Stability

- Institutional Aim: Student Success

- Institutional Aim: Financial Viability

- Residence Hall Occupancy Rate – 96.2% (Fall 2023)

- Career Preparation:

Part A: Perkins Core Indicators

Part B: Employer Satisfaction – Follow-up Data for 2021-2022 Vocational Program

Completers. 13 Employers Satisfied with Completers' Overall Preparation – 100%

PCC 3-Year Average (2020, 2021, 2022) – 98%

B. KBOR Enrollment Report – Dr. Michael Calvert, President

The six state universities, there was an increase of 1,467 students (1.7), and Washburn University grew by 243 students.

Community Colleges experienced an increase of 643 students (1.1 percent), with Technical Colleges saw an increase of 871 students (8.6 percent).

VIII. Communication to the Board – Donna Meier Pfeifer, Clerk of the Board

No communication(s) to report before the Board.

IX. Calendar of Events – Dr. Michael Calvert, President

No additions or changes were made.

X. Consent Agenda – Mike Koler, Chair

Chair Koler asked for a motion to approve the consent agenda as presented. Motion was made by Trustee Barrett to approve the consent agenda as presented. Motion was seconded by Trustee Fitzsimmons.

Chair Koler asked if there were any discussion topic(s) to be pulled. No discussion topic(s) were requested. With no further discussion the motion was carried unanimously.

Departments included in the consent agenda:

- **Minutes:** *Donna Meier Pfeifer, Clerk of the Board of Trustees*
Complete minutes are listed on <http://prattcc.edu/departement/board-trustees>
- **Human Resources** – *Dr. Michael Calvert, President*

OCTOBER 2023

APPOINTMENTS

CHANGE IN STATUS

RESIGNATIONS/TERMINATIONS

Tim Swartzendruber

Director of Athletics

FALL 2023 CONTRACTS

Brandon Cummins	ENG238 Creative Writing Course Development
Amber Graves	ENG238 Creative Writing Course Development
Jason Ratcliffe	HST176 American History to 1865 Course Development
Stephanie Wiese	ENG176-O-2E English Comp I

FALL 2023 ADJUNCT CONTRACT

SEARCHING

Adjunct Clinical Instructors, Allied Health
Admissions Rep./Recruiter
Bus Drivers (Part Time)
Case Manager
Custodian/Maintenance
Director of Athletics
Electrical Power Technology Instructor - Coffeyville
North Campus Farmhand (part time with possibility of being full time)
Shooting Sports Assistant (part time with possibility of being full time)
Welding Instructor

POSITIONS ON HOLD

Computer Specialist (Network Ops) (on hold)
Coord. of Institutional Research & Effectiveness (on hold)
Data Services Assistant (on hold)
Director of Marketing Communications & College Relations (on hold)
Social Media & Website Manager (on hold)
Office Assistant – Student Services (on hold)

➤ **Financial Report – Kent Adams, VP of Finance and Operations**
Combined General and Vocational Funds

Revenue through September is running \$102K favorable. This compares to \$147K favorable in August. Tuition is under budget \$84K through September due to budget time-phasing. Miscellaneous income is favorable by \$156K due mostly to the EDUKAN for FY23.

Expenditures are \$186K under budget through September. This compares to \$51K favorable in August. It is still too early in the budget year to indicate a trend on expenditures.

ANALYSIS OF BUDGET OVER RUNS FOR 10% OVER YEAR TO DATE

There is no budget over runs more than 10% of the annual budget for the month of September 30, 2023.

FINANCE COMMITTEE MINUTES

The Finance Committee comprised of Board members Ed Barrett and Stan Reimer met with the Vice President of Finance and Operations, Thursday, October 5, 2023. The committee reviewed the cash disbursements for the month of September 2023.

Recommendation:

The committee recommends the cash disbursements for the month of September 2023 to be approved. No major trends were identified.

The presidential and board travel expenses were reviewed.

Recommendation: No problems or exceptions noted.

Other Items: items were discussed.

➤ **Enrollment Update & Board Report - Dr. Kwanna King, VP of Enrollment Management** (updates as of 10/16/2023)

Fall 2023 Semester Enrollment

- Fall Semester credit hour production is 13,240 or a 1 percent increase for the same period last year. (13,296 or 1 percent increase compared to the same period last year)
- Student headcount is 1,179, or a 5 percent decrease for the same period last year. (1,178 or 5 percent decrease compared to the same period last year)
- EDUKAN credit hour production is 1,659 or a 11 percent increase for the same period in 2022. (1,696 or 9 percent increase compared to the same period last year)
- Pratt Online credit hour production is 1,523 or a 6 percent increase for the same period in 2022. (1,536 or 6 percent increase compared to the same period last year)

- Outreach credit hour production is 1,634 or a 15 percent decrease compared to the same period last year. **(1,634 or 15 percent decrease compared to the same period last year).**
- College Start/High School enrollment is 2,043 credit hours or a 6 percent decrease for the same period in 2022. **(2,038 or 6 percent decrease compared to the same period last year)**
- Credit hour production for the “Nine Core County Region” (Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford) is 6,133 credit hours, which is a 11 percent increase for the same period in 2022. **(5,502 credit hours or a 0 percent increase/decrease compared to the same period last year)**
- Total 23-24 AY credit hours is 15, 522 or a 3 percent increase for the same period last year.

Spring 2024 Semester Enrollment

- **Spring 2024 semester credit hour production is 3,305 or 107 percent increase compared to the same period last year.**

Fall 2023 Residence Hall Contracts To-Date

- The number of residence hall contracts processed to date is 96.7 percent or 332.5 students compared to 97.4 percent or 335 students on 10/10/2022.
- Note: Maximum possible occupancy is 356. Spots currently available for a residence hall contract is 344. **(resident hall occupancy is 96.1% or 330.5 students compared to the same period last year)**

Upcoming All-Campus Recruiting & Enrollment Event Dates

Tech Day 11/16

XI. Action Items

- **Ratify Waiver Board Policy No. 3-07 – Kent Adams, VP Finance & Operations**
Chair Koler asked for a motion to Ratify Waiver Board Policy No. 3-07 for the following sole-source purchases in the total amount of \$21,263.50 for the following vendors:
Rebel Athletics - \$2,550.28 - filler uniforms – original uniforms purchased from Rebel Athletics.
Varsity Spirit Fashion - \$3,078.30 – filler uniforms – original uniforms were purchased from Varsity Spirit Fashion.
Graphic Edge - \$9,784.92 – gear for track and field – contract with Graphic Edge.
Jake Ritz - \$2,670.00 – lease roping practice calves – difficult to find other vendors.
Graphic Edge - \$3,180.00 – wrestling gear – contract with Graphic Edge.

The motion was made by VC Hamm to Ratify Waiver Board Policy No. 3-07 in the total amount of \$21,263.50 for the afore-listed vendors for the sole-source purchases. Motion was seconded by Trustee Barrett. With no further discussion the motion was carried unanimously.

➤ **Approve Baseball Projecting Pricing – Kent Adams, VP Finance & Operations**

Chair Koler asked for a motion to accept the administration’s recommendation for the baseball projecting pricing bids in the total amount of \$1,150,799.32 with pledge amount of (\$1,224.077).

Total Equipment - \$1,076,109

Sprint Turf - \$982,565 - Sprint Turf - infield & out field

American Fence Co. – \$93,544 - Fencing Baseball Field

Total Real Property - \$74,690.32

Clark Building Co. LLC - \$52,925.32 – baseball storage building (metal building)

Arensdorf Construction, LLC - \$21,765.00 – baseball storage and field concrete work bids (Mr. Arensdorf has reduced the cost as a donation)

Total Property Cost - \$1,150,799.32

Pledge

2023 Pledge	\$ 416,667
2024 Pledge	\$ 416,667
2025 Pledge	<u>\$ 390,743</u>
	\$1,224,077

Financing from PCC \$ 783,730
(zero % interest)

The motion was made by Trustee Fitzsimmons to accept the administrations recommendation pricing bids in the total amount of \$1,150,799.32. Motion was seconded by VC Hamm. With no further action the motion was carried out unanimously.

➤ **Resolution No., 23-005 - Pass Resolution Approving Financing of Baseball Project Through PCC Foundation - Kent Adams, VP Finance & Operations**

Chair Koler asked for a motion to pass Resolution No. 23-005 authorization to acquire, construct and installation of improvements at an estimated cost of \$783,370 and authorization to enter into Lease Purchase Agreement with Pratt Community College Foundation as lessor, to provide financing for the acquisition, construction and installation of the improvements, lease shall be in the approximate amount of \$783,370 payable over a period ending December 31,2025.

The motion was made by Trustee Barrett and seconded by VC Hamm. With no further discussion the resolution was approved unanimously.

➤ **Approve EPT Building - Kent Adams, VP Finance & Operations**

Chair Koler asked for a motion to approve the EPT Building estimate bid of \$2,255,904. The motion was made by Trustee Fitzsimmons, seconded by Trustee Barrett.

VP Adams shared with the Board the location The Law Company, Inc suggested by the main entrance and to the north. With no further discussion the motion was carried unanimously.

➤ **Approve Resolution 23-006 on Intent to Issue COP's EPT Building – Kent Adams,**

VP Finance & Operations

Chair Koler asked for a motion to approve Resolution 23-006 on intent to issue COP's to finance the EPT building. Trustee Barrett made the motion to approve Resolution 23-006 to finance the EPT building. The motion was seconded by VC Hamm.

VP Adams presented the Certificate of Participation Series 2024 – Draft Timetable of Events.


- Authorization Documents forwarded to College	09-Oct-23
- Board Meeting – Pass Resolution of Intent	16-Oct-23
- Initiate Sale Documents	18-Oct-23
- First Publication of Notice of Intent	19-Oct-23
- Second Publication of Notice of Intent	26-Oct-23
- Draft Preliminary Official Statement (POS)	01-Nov-23
- Comments due on POS	08-Nov-23
- POS sent to S&P	13-Nov-23
- Board Meeting calling for Sale of COP's	20-Nov-23
- End of Protest Period	25-Nov-23
- Conference Call	27-Nov-23
- Distribute Bid Documents	27-Nov-23
- Board Meeting to Sign Lease Purchase Agreement (Special)	11-Dec-23
- Closing	09-Jan-24

With no further discussion motion was carried unanimously,

➤ **Fairness in Women's Sports Act HB 2238 Effective July 1, 2023 – Dr. Michael Calvert, President**

Chair Koler asked for a motion to accept the administration recommendation for Board Policy 4-07 *Fairness in Women's Sports Act 2023 -HB 2238 Effective July 1, 2023.*

The motion was made by VC Hamm to accept the administration's recommendation of accepting Policy 4-07 as presented. Motion was seconded by Trustee Fitzsimmons. (See policy on page 8)

 BOARD POLICY	Number	4-07
	Policy Type	General
	Adoption	10-16-2023
	Deletion	
	Revision	
	Review Date	

Fairness in Women’s Sports Act 2023 - HB 2238 Effective July 1, 2023

Section 1. The provisions of sections 1 through 6, and amendments thereto, shall be known and may be cited as the fairness in the women’s sports act.

Section (2)
 The state board of regents and the governing body for each municipal university, community college and technical college shall adopt rules and regulations for the postsecondary educational institutions governed by each such entity, respectively, to implement the provisions of this section.

Sec. 3. (a)
 Interscholastic, intercollegiate, intramural or club athletic teams or sports that are sponsored by Pratt Community College shall be expressly designated as one of the following based on biological sex:

- (1) Males, men or boys;
- (2) females, women or girls; or
- (3) coed or mixed.

Athletic teams or sports designated for females, women or girls shall not be open to students of the male sex.

Colleges shall use information collected when individuals elect to participate on a team or in a sport to determine which gender team is appropriate for respective students. Should a dispute arise, colleges shall refer to the original birth or adoption certificate completed at or near the time of birth. If the original birth or adoption certificate is not available, documentation provided by a licensed physician indicating biological sex at birth may be utilized. If biological sex at birth is unable to be determined by the above means, the student shall be eligible to participate in male, men’s, boys, coed, or mixed athletic activities only.

After discussion the vote was 4 Ayes and 1 Nay by Trustee Barrett. The majority ruled and carried.

- **Policy Review(s): First Reading**
No policy was brought before the Board for review.

XII. Written Reports:

- **Faculty Report – Dave (Kip) Chambers, PHEA President**
Dave (Kip) Chambers – September 21, 2023, Mr. Chambers' Environmental Science class participated in a field trip to Lemon Park to evaluate ecological interiority of a short stretch on the South Fork Ninnescah River. Students were led through various activities by Mr. Chambers, and Ryan Waters. Ryan is a Kansas Department of Wildlife and Parks (KDWP) biologist that leads stream evaluations in Kansas watersheds throughout the state.

The project is part of an ecology unit in the Environmental Science curriculum that allows students to work with KDWP biologists that monitor surface water quality in Kansas. This is the 21st year that this project has been conducted with the help of KDWP. Thanks to Ryan Waters and KDWP for their continuing support of this project.

Angie Tatro

Business Department Angie Tatro, John Patton and Carol Ricke attended the ACBSP Region 5 conference at Friends University in Wichita. Angie Tatro is the Chair Elect for Region 5 and will be hosting this conference. The conference will have five of the Best Regions presenters presenting on the 2024 conference theme "Explore Emerging Partnerships for Student Success". Several area business leaders will be attending to discuss employer needs from business graduates. Team building activities and a presentation on teaching in Neurodiverse classrooms.

Misty Beck

Performing Arts Department is busy preparing for the Fall musical production "Matilda". The show is on October 27 and 28 at 7:30 pm and October 29 at 2:30 pm. There will be a dinner theatre on Saturday evening before the show. Reservations are needed for dinner by emailing Misty at mistyb@prattcc.edu.

Encore has begun their fall nursing home tours which will continue into November. They will sing at the Big Rig Truck show on October 7 and will have a booth at Pratt Jam23 on October 14!

Choir and Jazz Band along with the Kids' Choir will have their first Concert, November 19 at 2:30 pm.

Encore was recently given the opportunity to sing in concert with Grand Ole Opry legend Lorrie Morgan when she performs her Christmas concert at the Kingman Historic Theatre. Traditional Christmas Show on campus on December 1 and 2 at 7:30 pm.

- **Athletic Report – Eric Rodewald, Interim Director**
News
 - Volleyball 0-8 conference, 7-14 overall
 - Men's soccer 2-6 conference, 3-6-1 overall
 - Women's Soccer 1-5-2 conference 2-6-4 overall

- Cross Country next meet Region VI on October 27
- Tennis completed fall season at ITA Regional in Arkansas City
- Men's Basketball first game November 2 vs North Idaho
- Women's Basketball first game November 7 vs Western Oklahoma

Other

- Tim Swartzendruber extended a Thank You to the Trustees for their support for the past 4.5 years. *It's A Great Day to be a BEAVER!*

➤ **Chief Information Officer – Jerry Sanko, CIO**

Information Technology Project Update:

Rm 110, Rm 4, Automotive, Attica and Kingman computer August - December
(Computers Received and being imaged)

Rm 110, Rm 4, Automotive, Attica and Kingman computer replacements (68 machines)
Replace staff/faculty machines that are 6+years old and classroom instructor use machines (40 from 110/4).

Security Compliancy Program

Changing companies for Cybersecurity operations from OculusIT to Tandem Cyber Ops.
Creating the written information security program (WISP) (completed)

Active Directory audit (completed)

Firewall policy audit (scheduled)

Data Classification Policy (draft 1 complete)

New Password policy is in effect

Privacy policy (draft 1)

Third Party Vendor Access Non-Disclosure Agreement (draft 1 complete)

Incident Response Plan (draft 1 complete)

Vendor Management workflow map (draft 1 complete)

Chemistry Room upgrade (complete)

Using Viewsonic from Welding and installing it into the Chemistry Room.
Construction is underway waiting to install the Viewsonic.

Alertus (no change)

Installation complete on server.

Completed the first meeting with selected members of the Crises Intervention Team and Alertus to better understand the integration between the College Crises Plan and Alertus.

New SIS

Exploring different Student Information Systems (now – March 2024)

Research Different SIS platforms

Demos (moved from July/August to February 2024) Jenzabar Demo discovery (25 January 2024, Demo 7 – 8 February 2024)

Contracting (July 2024)

Implementation (July 2024 – July 2026)

Moving Security Office

Replacing 12 CCTV cameras (4 Pan, Tilt, Zoom cameras on poles) to IP cameras
(Equipment received)

Running network cabling to new cameras (four cameras are projected to be completed by the end of October)

Move computers, monitors and TVs into new office

Data Services Department Update:

The IPEDS Fall Collection has been submitted

Fall 2023 Census Day is currently being compiled and analyzed

Staff are compiling data for the National Community College Costs & Productivity Project

➤ **Foundation Report – *Barry Fisher, Foundation Director***

Rodeo Project:

The Laura Porter Trust made a \$50,000 gift in support of the Rodeo project and a \$10,000 gift in support of Men's Basketball. Invitations have been sent out for bids for the bucking chutes and for two competition roping chute add-ons sections. The approximate cost to be \$51,900.

Donor Wall – Track and Soccer Facility

The new laser has arrived. It will be installed in the Foundation office. Working with the PCC Welding program to design the stainless-steel framework for the Donor Wall. The Welding program will also be providing panels which will be embossed with each donor's name.

➤ **KACC – *Eric Scott Killough, Secretary***

The KACC meeting is December 1-2 at Seward Community College in Liberal, Kansas.

ACCT/NLS – *Dr. Michael Calvert, President*

Dr. Calvert will be attending;

ACCT National Legislative Summit, February 4-7, 2024, Washington, DC,

➤ **AACC (American Association of Community Colleges) – *Dr. Michael Calvert, President***

Dr. Calvert attended:

AACC Commission, Committee Board Mtg, Nov. 14-17, 2023, Washington, D.C.

➤ **Other:**

Nothing was presented.

XIII. Wrap Up

➤ **Comments from the President – *Dr. Michael Calvert, President***

1. Participated in weekly President's meetings.
2. Participated in Technical Education Authority meeting virtually.
3. Participated in NJCAA Board of Regents meeting virtually.
4. Attended NJCAA President's Advisory Commission meeting virtually.
5. Attended Kansas Board of Regents meeting in Topeka.
6. Participated/Facilitated several EDUKAN transition meetings.
7. Met Student Leadership Group along with Cabinet
8. Participated in Taxing Entities Meeting.
9. Met with President's Advisory Council.
10. Met with Athletic Department to explain transition and search process for new Director of Athletics.

11. Attended and presented at ACCT Leadership Congress in Las Vegas.

12. Met with several new employees as part of the orientation process.

13. Participated in new Web Site demonstrations.

- Eric Rodewald as Interim Athletic Director, Barry Fisher, assistant interim athletic director. The ad is out and in the process of a search committee.
- ACCT Dr. Calvert attended the ACCT Leadership Congress, October 9-12, 2023, Las Vegas, NV. PCC won an ACCT Free Retreat/Workshop, and it can be customized however the Board would like. Will be in 2024.
- HLC Site Visit on PCC campus November 13 – 14, 2023. The Assurance Argument has been locked in by Dr. Tina Doggett and sent in. Each of the Trustees received a binder containing the Assurance Argument.
- Student Satisfaction Survey – VP Monette – Students were very pleased with the college.
- November 9, 2023 there will be an All-Employee Meeting at 3:00 pm in the cafeteria.
- Dr. Calvert will put together a timeframe of different things that occurred during the year, i.e., bullet point sheet for the Trustees to have.

Comments from the Board Chair – *Mike Koler, Chair*

Chair Koler thanked the staff and faculty for their time and efforts in preparation for the November HLC Team visit.

XIV. Executive Session for Non-Elected Personnel Matters (If needed)

XV. Meeting Adjourned – *Mike Koler, Chair*

At 7:46 p.m. Chair Koler asked for a motion to adjourn the general session. Trustee Barrett made the motion to adjourn the general session. Motion was seconded by Trustee Fitzsimmons. With no further discussion the motion was carried unanimously.

General Session Minutes Recorded by:

Donna Meier Pfeifer

Clerk of the Board of Trustees