

## **Board of Trustee Minutes of April 13, 2020**

### **Zoom Meeting**

- I. Chairman Dwane DeWeese called the Pratt Community College Board of Trustees meeting to order at 6:05 p.m.
- II. Pledge of Allegiance was led by Chairman DeWeese.

**Trustees Present:** Dwane DeWeese, Chair, Mike Koler, Vice Chair, Ed Barrett, Kim DeClue, Michele Hamm, Stan Reimer, and Jeff Shumway.

**Trustee(s) Absent:** None

**Administrative Present:** *Dr. Michael Calvert*, President, *Kent Adams*, VP of Finance and Operations; *Monette DePew*, Interim VP of Instruction, *Lisa Perez Miller*, VP of Students/Enrollment. Management, *Tim Swartzendruber*, Athletic Director, *Diana Mitzner*, Director of Nursing, *Barry Fisher*, Executive Foundation Director, Institutional Advancement, and *Donna Meier Pfeifer*, Clerk of the Board.

**Administration Absent:** None

**Media Representation:** *Gale Rose*

- III. **Introduction of Guest(s)**  
Esther Lahargoue, EDUKAN, CEO
- IV. **Recognition of Awards of Excellence – *Dr. Calvert***  
No awards were presented.
- V. **EDUKAN Annual Report – *Esther Lahargoue***

Western Kansas Community College Virtual Education Consortium Financial Statements with Independent Auditor's Report for June 30, 2019 and 2018 there were no findings. Pratt enrollment for EDUKAN is up almost 4% for the past year, out-of-state is currently up 16%, and in-state is down 11%. Working on changing the marketing strategies to address the issue for the whole consortium. Barton and Pratt were the top two colleges that increased credit hour production.

With the approval of the Board's Presidents, EDUKAN has reached out to the high school level over its entire service area. Contacted 56 superintendents across the community service area, offered the services of EDUKAN at no cost to any high school, any high school student, and high school teacher, who might need assistance in bringing their learning journey online for their students during the transition into a virtual environment.

Summer Session – Ms. Lahargoue is monitoring reports on a day-to-day basis. May 11, 2020 will be the next start and currently off 53 students in terms of enrollment compared to the same day in 2019. The last Summer Session will start June 22<sup>nd</sup> and is already up compared to the same day in 2019. She feels comfortable at this time with the consortium partner with the summer and fall enrollment. Working closely with the CAO Council trying to assist colleges in taking as many of EDUKAN courses online. It will be the most expedient amount of time and working closely with the CAO and faculty.

**VI. Potential Financial Scenarios – Kent Adams / Dr. Calvert**

Mr. Adams presented three different potential financial scenarios:

**Most Likely Case Valuation FY 21**

FY20 Final Valuation	\$ 173,598,963
Expected Decrease Due to Oil/Gas Revaluation	(\$3,000,000)
Expected Change In Valuation Real Property/Neighborhood Revitalization	\$1,000,000
State Assessed (Really a Guess)	0
FY21 Valuation (Most Likely Case)	<u>\$ 171,598,963</u>

FY20 Final Mill Levy	39.011
Revenue Impact of \$2,000,000 Reduction in Valuation	(\$78,022)
Increase in Mill Levy to Offset Loss of Valuation	0.662

**Most Likely Case Credit Hour Production**

FY20 Budget Built on 2% Increase Over FY19	27,287
FY20 Current Credit Hour Production	26,137
FY21 Credit Hour Loss at 5% Reduction	(1,307)

Revenue Impact of 5% Enrollment Decrease	(\$92,143)
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**Overall Revenue Impact of Most Likely Case Valuation and Credit Hours** (\$170,165)

**Worst Case Valuation FY21,**

FY20 Final Valuation	\$ 173,598,963
Expected Decrease Due to Oil/Gas Revaluation	(\$3,000,000)
Expected Change In Valuation Real Property/Neighborhood Revitalization	(\$1,000,000)
State Assessed (Really a Guess)	0
FY21 Valuation (Most Likely Case)	<u>\$ 169,598,963</u>

FY20 Final Mill Levy	39.011
Revenue Impact of \$4,000,000 Reduction in Valuation	(\$156,044)
Increase in Mill Levy to Offset Loss of Valuation	0.9

**Worst Case Credit Hour Production**

FY20 Budget Built on 2% Increase Over FY19	27,287
FY20 Current Credit Hour Production	26,137
FY21 Credit Hour Loss at 10% Reduction	2,614

Revenue Impact of 10% Enrollment Decrease	(\$184,287)
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**Overall Revenue Impact of Worst Case and Credit Hours** (\$340,331)

**Best Case Valuations FY21**

FY20 Final Valuation	\$ 173,598,963
Expected Decrease Due to Oil/Gas Revaluation	(\$3,000,000)
Expected Change In Valuation Real Property/Neighborhood Revitalization	\$3,000,000
State Assessed (Really a Guess)	0
FY21 Valuation (Most Likely Case)	<u>\$ 173,598,963</u>

FY20 Final Mill Levy 39.011

Revenue Impact of No Reduction in Valuation \$0

Increase in Mill Levy to Offset Loss of Valuation 0

**Best Case Credit Hour Production**

FY20 Budget Built on 2% Increase Over FY19 27,287

FY20 Current Credit Hour Production 26,137

FY21 Credit Hours at 2% Increase 522

Revenue Impact of 2% Enrollment Growth \$36,853

**Overall Revenue Impact of Best Case Valuation and Credit Hours** \$36,853

**Matrix of Financial Impact of Various Combinations of Valuation and Enrollment**

<b>Revenue Impact to Valuation and Enrollment</b>	<b>\$2M Loss Valuation</b>	<b>\$4M Loss Valuation</b>	<b>\$0 Loss Valuation</b>
5% Enrollment Decrease	-\$170,165	-\$248,187	-\$92,143
10% Enrollment Decrease	-\$262,309	-\$340,331	-\$184,287
2% Enrollment Increase		-\$119,191	\$36,853

Still uncertain of the impact of state funding for fiscal year FY21. Anticipating for FY 2022 the valuation could be down and state funding down also. Discussion on PCC's cash reserve has started. This would entail combinations of budget cuts, but need to be cautious and deplete in two years and take nine years to replenish.

The CARES Act is out but some areas are still unclear. PCC is online to receive \$259,000 to directly benefit students which is the first phase. Working on identifying students and their dollar needs. Second phase is an additional \$259,000 to the institution and would be factored into the scenario if allowed. \$365,000 has been refunded for room and board charges for Spring semester. Mr. Adams informed the Board, PCC is in its second year in the contract with Pratt Higher Education Association so there will be salary increases.

Mr. Barrett remarked he thought the Worst Case Scenario was the most likely. Mr. Adams responded, that at this time there really is no good, solid estimate of what enrollment and what the valuation might look like for FY21. The impact of oil and gas valuation will be three million

dollars. This has an impact of \$117,033 on ad valorem tax revenue. Currently, credit hours for Summer and Fall of 2020 is reflecting a decline in enrollment of approximately 40%. We continue to monitor enrollment, valuation and state funding to narrow down the funding impact of PCC. The U.S. Department of Education will be providing funds of \$518,364 for COVID-19 related expenses. One-half of the funds or \$259,182 is earmarked for students and one-half is earmarked for the institution.

**VII. Budget Calendar 2020/2021 – Kent Adams**

May 19, 2020	Staff Administration Budget Planning Session
May 23, 2020	Board Administration Budget Planning Session
June 01, 2020	Budgets to Vice President of Finance
June 30, 2020	Tentative Budget Ready
July 13, 2020	Budget Document Completed
July 20, 2020 (Regular Board Meeting)	Office of the President/Athletic/Personnel/Planning & Institutional Effectiveness, Development, & Student/Enrollment Mgt., Instructional Division, Finance & Operations & Budget wrap-up; agreement to public budget
July 29, 2020	Advertise Budget (Notice of Hearing)
August 10, 2020 (Move Board Meeting)	Regular Board meeting plus hearing of final legal budget, Vote to adopt budget

**VIII. HLC Update – Dr. Calvert**

Received the Feedback from the HLC Site Visit, March 9 & 10, 2020. One week was allowed to make any factual corrections on the report, which is a tentative report listing their findings, recommendations, and institution was allowed to check for incorrect information in their report. This report has been returned to HLC. The Compliance Report is being sent back.

Overall the report was good. The institution was not cited for any sanctions. Did receive some monitory reports; 1) SPuR to continue, 2) Assessment of Student Learning, PCC has joined the Assessment Academy, 3) Continue to make efforts to restore the Accreditation of the Nursing Program. Dr. Calvert was not definite of the timeline, but he thought these reports will be due in May 2024. Positive comments on the engagement of the Board, community, faculty, and staff. They recommend the institution move to the Standard Pathway which is an eight year cycle.

**IX. Communication to the Board – Donna Meier Pfeifer**

Thank you card was received from the Oakley Family for the memorial of Sandra Oakley. Ms. Oakley was the sister to Barry Fisher.

**X. Calendar of Events:**

The following PCC events have been canceled:

- May 01 – 32<sup>nd</sup> Annual Scholarship Auction, going to an “online auction” event
- May 15 – Commencement and Nursing Pining Ceremony
- May 18 – All Employee Meeting/Recognition Years of Service
- June 17 – Beaver Building Day
- June 24 – Nursing Beaver Building Day

Miss Kansas Pageant – Looking at alternative dates

June 5-6 - ??? KACCT, Garden City Community College – could be virtual

August 30-31 - ??? KACCT, Pratt Community College – could be virtual

## **XI. Action Items:**

- Chairman DeWeese asked for a motion to approve the addition to the Action Items to include Replace Tile on Gym Circle and Entrances. Motion was made by Ms. Hamm to approve the addition of action item, Replace Tile on Gym Circle and Entrances. Motion was seconded by Mr. Barrett. With no further discussion passed unanimously.

- **Minutes** – *Donna Meier Pfeifer - Recorder*

Chairman DeWeese asked for a motion to accept the minutes of Board of Trustee meeting on March 16, 2020 minutes as presented. Mr. Reimer made the motion to accept the minutes of the March 16, 2020 meeting as presented. Mr. Koler seconded the motion. With no further discussion motion passed unanimously.

- **Personnel Actions:** *Information provided by Rita Pinkall, Director of Personnel*

Verbal Addition: *Dr. Calvert*

Kenneth Gawith, part-time Custodian/Maintenance, Retirement on April 24, 2020.

Chairman DeWeese asked for a motion to accept the Personnel Actions as presented with the verbal addition. Mr. Barrett made the motion to accept the Personnel Actions as presented with the verbal addition. Ms. Hamm seconded the motion. With no further discussion motion passed unanimously.

- **Financial Report** - *Kent Adams, VP of Finance and Operations*

Chairman DeWeese asked for a motion to accept the Financial Report as presented. Ms. DeClue made the motion to accept the Financial Report as presented. Mr. Barrett seconded the motion.

Net Revenue - \$327,249 Favorable

Revenue through March is running \$63K favorable compared to \$62K favorable in February.

Expenditures through March is \$264K favorable

With no further discussion motion passed unanimously.

- **Weekly Enrollment Report** – *Lisa Perez Miller, VP Students/Enrollment Management*

Chairman DeWeese asked for a motion to accept the Weekly Enrollment Report as presented. Ms. Hamm made the motion to accept the Weekly Enrollment Report as presented. Mr. Shumway seconded the motion.

As of March 30 enrollment is down 3.2% compared to the 2018-2019 figure reported on April 1, 2019.

With no further discussion motion passed unanimously.

- **MIS Report:** *Dr. Calvert / Lisa Kolm*

Chairman DeWeese asked for a motion to accept the MIS Reports as presented. Ms. Hamm made the motion to accept the MIS Reports as presented. Mr. Reimer seconded the motion.

PASS (Program for Academic Success for Student-athlete) - This program has been quite successful as it relates to GPA with student athletes.

With no further discussion motion passed unanimously.

- **IPEDS Report:**

Chairman DeWeese asked for a motion to accept the IPEDS report. Mr. Barrett made the motion to accept the IPEDS. Motion was seconded by Mr. Shumway.

IPEDS (Integrated Postsecondary Education Data System) – is a system of survey components that collects data from 6,400 institutions that provide postsecondary education across the United States. The data is used at the federal and state level for policy analysis and development; at the institutional level for benchmarking and peer analysis; and by students and parents, through the College Navigator (<https://ncess.ed.gov/collegenavigator/>). Some figures will have data from 2017-18 data. Figures in this report provides a selection of indicators for an institution to compare with a group of 18 similar institutions. Topic Areas: 1) Admissions (only for no-open-admissions schools), 2) Student Enrollment, 3) Awards, 4) Charges and Net Price, 5) Student Financial Aid, 6) Military Benefits, 7) Retention and Graduation Rates, 8) Finance, 9) Staff, 10) Libraries.

With no further discussion motion passed unanimously.

(IPEDS is filed with the Official Minutes)

- **Ratify Waiver of Board Policy No. 3-07 – Kent Adams, VP Finance**  
No sole-source purchase was presented.

- **Replace Tile on Gym Circle and Entrances**  
Chairman DeWeese asked for a motion to accept the administration recommendation of the sole-source proposal to replace the tile on the gym circle and entrances in the amount of \$47,732.44. Motion was made by Mr. Reimer to accept the administration recommendation of approval of the sole-source proposal to replace the tile on the gym circle and entrances in the amount of \$47,732.44. Motion was seconded by Ms. Hamm.

Mr. Adams encumbered in FY18 Capital Improvement projects for \$50,000. Received no responses for bids. Neufeldt's Flooring in Buhler did the upper commons tile flooring in 1968. Due to the early campus shut-down, Mr. Adams made contact and they sent in a bid in the amount of \$47,732.44 for the project.

With no further discussion motion passed unanimously.

- **AR Roofing – Approve additional Flat Roof Repair**  
Chairman DeWeese asked for a motion to accept the administration recommendation to accept the AR Roofing to complete the flat roof replacement around the gym circle at a cost of \$42,398. Motion was made by Mr. Shumway to accept the administration recommendation to accept the AR Roofing to complete the flat roof replacement around the gym circle at a cost of \$42,398. Motion was seconded by Ms. Hamm.

This project would be done while AR Roofing is on campus doing the roof repairs covered under the insurance.

With no further discussion motion passed unanimously.

- **Approval to Move May 18, 2020 Board Meeting to May 11, 2020 – Dr. Calvert**  
Chairman DeWeese asked for a motion to accept the administration request to move the May 18, 2020 meeting to May 11, 2020. Mr. Barrett made the motion to move the May 18, 2020 meeting to May 11, 2020. Motion was seconded by Mr. Koler.

If there would be a need to do a reduction in force for program and service the faculty would need to be notified by May 15<sup>th</sup>. The regular scheduled Board meeting is May 18, 2020. Dr. Calvert may request to have a Special Board meeting prior to May 15<sup>th</sup> so the Board would be fully aware of any items being presented for recommendation for their approval at the May 15<sup>th</sup> meeting.

With no further discussion passed unanimously.

➤ **Policy Review(s):**

Chairman DeWeese asked for a motion to accept the administration recommendation of no change on Policy 2-01 *Mission Statement and Statement of Institutional Purpose* and Policy 2-02 *State of Philosophy*. Motion was made by Mr. Barrett to waive the first reading and to approve Policy 2-01 *Mission Statement and Statement of Institutional Purpose* and Policy 2-02 *Statement of Philosophy*. Motion was seconded by Mr. Reimer.

Dr. Calvert stated the Mission Statement and Statement of Philosophy require an annual review. The administration had no recommended changes for either policy.

With no further discussion motion passed unanimously.

## **XI. Oral Reports**

➤ **Nursing Report** – *Diana Mitzner, Director of Nursing*

- No changes on the NCLEX pass rates for RN (70.83%) and PN (90.00%).

- PN enrollment for the Pratt campus is 8, making the total 2019-2020 Enrollment 30.

- PN Program there are 18 students selected and 3 provisional who are completing TEAS and prerequisite classes. Possibly 21 PN students to start the Fall semester.

- ADN Program Selection there are 26 students selected who have completed the admissions requirements. 3 provisional students who are completing Spring classes. At completion we will have 29 ADN students for the Fall semester.

- Virtual Clinical is going well. Making all the same decisions as if they were in a hospital setting and they are being graded by computer. The transition to virtual has been a smooth process.

➤ **Faculty Report** – *Presented by Monette DePew for Stephanie Wiese*

Arrangements are being made for alternatives for two events that had to be canceled but plans aren't finalized. Faculty are still looking at "creative ways" to get content delivered and are working with students.

Responses Monette received from faculty when she made inquiry about classes.

➤ From Greg Bacon, Automotive

...Thank you for your contact. Everyone is going through the same thing with the same challenges. At first, I was going to send them all videos, but there's no way I can prove they watched them without tests on every single video. So instead, I'm making them look up their own videos (3 per chapter assignment) and send me those video links for me to verify along with their chapter questions and a picture of what they're currently working on at their job. We're helping our guys get jobs as best we can. So far, the response has been very positive. I'm not sure how yet, but I plan on sharing the pictures they submit with the rest of the class just to maintain a sense of community and comradery. So far I've enrolled 3 of my freshmen for next year with a Friday due date for enrollment. I'll also forward you some communications I've had with some of my students.

➤ From Lori Montgomery, Agriculture

...All is good –

I have been in contact with every class through our Remind app and every course platform has been updated on Canvas. Each class has a current assignment to be working on that is due on March 31. That gives me enough lead time to get the next topic/ assignment going. ...

I enrolled all returning Ag students today and worked case management on them. ...

➤ From Jerry Thompson, Sociology

...I have a good plan for finishing up my Intro. to Sociology section and it is in place on Canvas. I'm working on a way for Multicultural students to incorporate their PPTs for everyone to see and discuss. I

think I'll have it nailed down tomorrow and ready to go. I'm planning a Discussion Thread whereby each student can share experience and challenges with the current crisis. I have students from Macedonia, Jamaica, Slovenia, NYC, Canada, Atlanta, Dallas, Germany and other locations. ...

➤ From Ralph Williams, Ag. Power

Thanks for checking. I am in a crowd all by myself, working on projects. Megan took a short video for the website to encourage students to check into Ag Power. I am hoping to set up zoom meetings with FFA groups, but will explore that more after schools get their own struggles for on-line classes put to rest. The guys should be enrolling for their sophomore classes online within the next few days. There are two or three that are planning on coming back in to work on projects with permission from employers. ...

➤ From Misty Beck, Communications and Performing Arts

...I have enrolled one and will enroll two more this evening. That is working well now. We had a couple of glitches, but Amy and I figured it out. I emailed all my students to assess their technology situations and have had pretty good response back. Will be following up with them through the evening and tomorrow. Recorded a recruiting video for Megan to use in the virtual tour that the admissions office is creating and Zach and I are brainstorming creative ways to continue to recruit. Right now we stand better in our recruiting than we have in probably three years. Just converting all of those to enroll is the next challenge with everything that is going on. We are working on that though!

I've been doing a considerable amount of research on virtual choirs and how to put videos together through zoom and garage band and give the Encore kids a way to continue to sing together. They are starting to really struggle so I think that will help. ...

➤ From Ken Kepley, HPR and Wrestling Coach

Everything is going fine and thank you for asking! When there is a challenge you just have to find a way! I feel like I am a step ahead of everyone mainly because we have been using the Microsoft Teams App within the program and it is the best thing to ever happen with us communicating. Including scanning documents and such with pictures with the Notes App. Microsoft Office has so much to offer at this time and I find new apps all the time and am still learning it after using it all semester.

...I have talked with my team today because they all moved out at noon and we have decided to use our Microsoft Teams Video App to have study hall every night from 7-8 pm. So, from Sunday to Friday for the rest of the semester, we will be using the team's app for grade checks, study hall, and meetings. It helps to see their faces and the guys are excited about it because they get to see each other and discuss classwork with their classmates in the classes that they have together. I can also check on their progression for Financial Aid, Enrollment, and Scholarship information for the rest of the semester and the year....

➤ From Dr. Paul Primrose, with a nod to Kip Chambers, Science

...Kip's idea, the YouTube channel support, "Beaverscience". I use it to enrich the notes; short lectures over the notes or at least some summary of the notes. I will be using it this week to illustrate a lycopene extraction and incorporate this into a virtual lab experience for my CHM 176 class.

Second, when it comes to labs I am having students do two types of labs. One is more of a literature search, like you would do before mixing the chemicals. Hanna has helped me by placing a search engine for "Today's Science" in Canvas. Students will be using it this week as part of their online research of Lycopene extraction methods and the benefits of Lycopene and other natural antioxidants. In the second week of the lycopene lab I will of course have to mix the chemicals through video and they will interpret the results....

Below is the beaverscience youtube channel link

<https://www.youtube.com/channel/UCgJ4sb-5sMxpW5XCpaHEVwA>

➤ **Staff Report – Martha Cortes, President**

Nothing to report



➤ **Athletic Report** – *Tim Swartzendruber, Athletic Director*

***Athletics Update***

Spring Sports

- Baseball-final record 5-15. Conference 0-2.
- Softball-final record 3-22. Conference 2-4.
- Outdoor Track had not started meets.

Social Media

- Gobeaversports.com – website
- Twitter: @PrattBeavers (1126 followers as of April 1! 1097 last month)
- Facebook: Pratt Community College Athletics
- Instagram: @PrattBeavers (66 followers as of today-64 at last meeting)

Miscellaneous News

- Joel Pearson accepted position as Head Cross Country, Assistant Track, and Admissions Rep
- Softball interviews in process
- Article in Pratt Tribune and posted on our website about Ritchy Hitoto, Head Athletic Trainer
- Beaver Backer Golf Tournament August 22, 2020. Sending out “save the date cards”
- Signings, and other sports related news are all on social media outlets
- Track equipment still being fabricated; hope to have it here end of April

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

**Status of Scholarship Auction**

Due to the ongoing Coronavirus (COVID-19) and in consideration of recommendations from public health officials regarding large gatherings, the 32<sup>nd</sup> Annual Pratt Community College Scholarship Auction is being converted into an **ONLINE ONLY EVENT**.

**Bidding for the Online Auction will begin at 12:00 a.m. on Friday, May 15<sup>th</sup> and will run until 11:59 p.m. on Friday, May 22<sup>nd</sup>.** Online registration for the event will open as soon as the Online Auction website is up and running. After registering, bidders will be able to access the auction site by computer or through the mobile app.

Registered bidders will be able to view and bid on items using their smart phone or computer. We will be updating the webpage [prattcc.edu/auction](http://prattcc.edu/auction) and encourage our supporters to utilize it for the most up-to-date information about the 32<sup>nd</sup> Annual Scholarship Auction. Details about the online auction will be provided on the webpage along with instructions about registering for the event.

Working on setting up the auction website. It will include graphics recognizing all of sponsors. Uploading photos and descriptions for the auction items. Testing the site to include the integrated online payment system. Each item will have a minimum starting bid.

The software allows for “proxy bidding”! A bidder enters the maximum amount they are willing to pay for the item. The system will automatically increase their bid as needed up to that maximum amount. Bidder will be notified when they have been outbid and/or have won the bid. This is similar to EBay or other online auction sites. The online system has the capability to accept straight monetary donations which is similar to the “Fund the Need” portion of our normal live auction event.

Actively recruiting individuals/supporters to help us spread the word about the online auction through their email contacts and social media accounts. This electronic communication will

allow our supporters to link their contacts directly to the auction site. Any volunteers for this activity will be appreciated.

Working on an aggressive strategy to increase the amount of cash donations in support of the scholarship auction. Working on a Challenge Matching Grant for a significant amount. Continue to seek sponsorships and cash donations from now until the event. Our goal is to exceed all previous auctions goals and make this the most successful one yet. These are challenging times, but we are committed to raise the much needed scholarship dollars for our students.

### **Capital Campaign**

Working on a new application for Kansas Community Service Tax Credits. Our focus will be in support of the Track and Soccer project rather than the Rodeo project. The deadline for the application is May 31<sup>st</sup>. The social distancing guidelines have made it difficult to engage in solicitations for major gifts.

- **KACCT** (Kansas Association of Community College Trustees) *Michele Hamm*
  - Listening to updates from Heather Morgan to the Presidents and executive committee members.
  - Executive Committee is looking to move Heather's evaluation to a Survey Monkey format.
- **ACCT / NLS** (Association of Community College Trustees; National Legislative Summit)  
Nothing to report.
- **AACC** (American Association of Community Colleges) – *Dr. Calvert*  
Nothing to report.
- **Other**

## **X. Wrap Up**

### **Comments from the Public:** *Gale Rose*

Mr. Rose expressed his appreciation for how the institution is handling the COVID-19 situation.

### **Comments from the President:** *Dr. Michael Calvert*

1. Attended KBOR March meeting via Zoom
2. Made "asks" of two prospective donors
3. Participated in monthly Taxing Entities meeting via Zoom
4. HLC site team visitors on campus March 9-10
5. HLC Site Visit a Success
6. Attended Phi Theta Kappa luncheon in Topeka
7. Participated in KACCT meeting in Topeka
8. PCC's Emergency Management Team, including Administration, has made the decision to extend Spring Break (regularly scheduled for March 16-20) through March 30, 2020 so that PCC faculty and staff have opportunities to prepare for transition to an online format. All PCC class transitioned to online delivery starting Monday, March 30, 2020 for the remainder of the semester.
9. Housing update
10. March 17 – Prohibit Travel without permission from president
11. Facilitated Virtual Town Hall for PCC faculty and staff on March 20
12. Recommend closing campus until further notice
13. Canceled commencement, and other events normally scheduled for April/May 2020
14. Engages students/customers via phone/webcam
15. Telecommute options for staff developed and implemented
16. Participated in call with local Pratt business and education leaders with staff from offices of Senators Moran and Roberts, and Representatives Estes and Marshall

17. PCC statement made regarding 2 employees testing positives to having COVID-19
18. Participating in weekly presidents meetings via Zoom
19. Participated in KYCCC Board of Regents meeting
20. Had several conference calls with Swanson House regarding capital campaign and upcoming auction
21. Developing options for Summer / Fall class schedules

- Financial Budget Process may require a work session prior to the next meeting.
- Nathan Buchmueller was recognized for his tech support to make sure the first virtual meeting went smoothly.
- Consensus of the Board was to leave the meeting time at 6:00 p.m.

**Comments from the Board Chair: *Dwane DeWeese***

Chairman expressed his appreciation to those who organized this virtual meeting.

**XI. Executive Session for Non-Elected Personnel Matters (if needed)**

**XII. Motion to Adjourn**

Chairman DeWeese entertained a motion to adjourn the general session at 8:12 p.m. Motion was made by Ms. DeClue to adjourn the general session, seconded by Ms. Hamm. With no discussion motion passed unanimously.