

## Board of Trustee Minutes of August 12, 2019

**I.** Dwane DeWeese, Chairman, called the Pratt Community College Board of Trustees meeting to order at 6:01 p.m.

**II.** Pledge of Allegiance was led by Jeff Shumway

**Trustees in Attendance:** Dwane DeWeese, Chair, Mike Koler, Vice Chair, Michele Hamm, Stan Reimer, Darrell Shumway, Jeff Shumway, and Kim DeClue.

**Trustee(s) Absent:**

**Administrative Representation:** *Dr. Michael Calvert*, President, *Kent Adams*, VP of Finance and Operations; *Dr. Michael Fitzpatrick*, VP of Instruction, *Lisa Perez Miller*, VP 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:** Barry Fisher

**Faculty Representation:** *Monette DePew*

**Staff Representation:** *Martha Cortes*

**Media Representation:** *Gale Rose*

**III. Introduction of Guest(s)**

Miss Kansas Annika Wooton and Heather Morgan, KACCT Executive Director

**IV. PCC Public Budget Hearing FY 2019-2020 – Kent Adams**

Mr. Adams distributed a handout, page A-12, to be inserted into the Board's 2019-2020 Budget book. Auxiliary revenue and expenses were increased slightly. The mill levy decreased by .481mills down to 39.0 mills. This is one of the lowest mill levy's since 2011. PCC does not need to do a public CPI.

Chairman DeWeese asked for a motion to approve the 2019-20 Budget as presented. Mr. Darrell Shumway made the motion to approve the 2019-20 Budget as presented. Mr. Reimer second the motion. With no further discussion motion passed unanimously.

(Copy of the 2019/20 Presented Budget document filed with Official Minutes)

**V. Introduction of Awards of Excellence**

None presented

**VI. Miss Kansas Annika Wooton**

Miss Kansas thanked the Board of Trustees and Pratt Community College for hosting the Miss Kansas Pageant and also the numerous events held on campus pertaining to the Miss Kansas Pageant. She expressed the pageant's appreciation for the PCC in-kind scholarships for both Miss Kansas and the Miss Outstanding Teen. Miss Kansas will be advocating for the Arts, both on a Kansas state level and on a national level. Miss America Pageant will be in Connecticut on December 19, 2019 on NBC.

## **VII. Heather Morgan, KACCT Executive Director**

Ms. Morgan presented to the board information on an overview of the Pratt Community College Service Territory Workforce and Economic Trend Profiles and on the Board of Regents Retreat she had attended. Senate Bill 155 (SB155) is currently 20% underfunded for FY 2020. In the Community College System Budget Request there will be a pilot project to fund Comp 1 at \$110 per credit hour state wide. Vocational Education Capital Outlay funding has not been increased since the mid-1970. Technical colleges are requesting \$7 million dollars in this category. Colleges will be tied to the regent's budget request. At the October meeting colleges will know what the regent's will allow them to ask for.

Economic Development and the role of community colleges is very important. A strong workforce is needed to attract new businesses or keep existing businesses thriving. In the PCC's service territory, in 2018 the population was 31,089, total regional employment 15,183, and average earning per job \$42.3K, which is good for the state of Kansas. Regional average earnings per job are \$23.4K below the national average earnings of \$65.7K per job. From 2013 to 2018, jobs declined by 8.3% from 16,559 to 15,183. Largest industry in the sector is government because of Wildlife Parks and Tourism are headquartered in Pratt County. 70% of the Pratt's economy is from agriculture. Top growing industries in random other things, transportation and warehousing, professional and technical services, and education. There is a major shortage of CDL truck drivers across the state. Top industry earnings is utilities. PCC EPT program is very important to support the state of Kansas. Office and administrative support is the highest in largest occupations. Top occupation earnings is architecture and engineering. Top growing occupations is farming, fishing and forestry followed by personal care and service which is due to the aging population. Top posted occupations is transportation and material moving (trucking) and followed by healthcare professionals and technical.

Ms. Morgan expressed what PCC and the Pratt community is doing is being noticed across the state of Kansas. With three new members on the KBOR board, it is vital that community colleges keep in front of them and educate them on how important community colleges are to the state of Kansas. KBOR will be looking at how many in-state and out-of-state students are attending community colleges.

(Copy of the Heather Morgan's presentation filed with Official Minutes)

## **VIII. Communication to the Board – Donna Meier Pfeifer**

- ✓ Kansas Department of Education (KSDE) sent a letter of appreciation for partnering with PCC to hold their annual conference on campus.
- ✓ Thank you cards from 4-H participants for PCC's involvement with the Pratt County Fair.

## **XI. Calendar of Events**

- ✓ Dr. Calvert reminded the Board the upcoming joint meeting with USD 438 Board on September 9, 2019, dinner at 5:30 p.m. with meeting following at 6:00 p.m.
- ✓ Chairman DeWeese reminded the group of the upcoming KACCT meeting Sept. 13 & 14, 2019 at Neosho County Community College.

## **X. Consent Agenda**

Chairman DeWeese asked the Board if there was any item(s) to be pulled and discussed from the consent agenda. No requests were made.

Chairman DeWeese asked for a motion to accept the consent agenda as presented. Mr. Jeff Shumway made a motion to accept the consent agenda as presented. Motion was seconded by Ms. Hamm. With no further discussion motion passed unanimously.

Minutes were recorded by Donna Meier Pfeifer, Board Clerk

**Minutes** - Minutes of the July 22, 2019.  
No Discussion

**Personnel Actions:** *Information provided by Rita Pinkall, Director of Personnel*  
No Discussion

**Financial Report** - *Kent Adams, VP of Finance and Operations*  
No Discussion

**Finance Committee Minutes** – *Kent Adams, VP of Finance and Operations*  
No Discussion

**Budget over Runs 10% over Year-to-Date** - *Kent Adams, VP of Finance and Operations*  
No Discussion

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

Ms. Miller provided to the Trustees prior to the meeting, and also distributed a handout at the meeting.

### **Enrollment Update & Addendum to the Board Report – August 12, 2019**

#### **Enrollment Update & Addendum to the Board Report – August 12, 2019**

1. **2019-2020 Academic Year** comparison, as of August 12, include a total of 13,344 credit hours, a -3.2% decrease from 2018-2019 figures reported on August 13, 2018. **Note:** *Summer 2019 semester enrollment as of August 12 was 2,013 credit hours, which is 12% greater than the same period in 2018.*
2. **Fall 2019 Semester Early-Enrollment** - As of August 12
  - Fall Semester credit hour production is 11,331 and -6% lower than the same period in 2018.
  - Student headcount is 927 and -5% compared to the same period in 2018.
  - EduKan credit hour production is 1,655 which is equal to the same period in 2018.
  - College Start/High School enrollment is 1,051 credit hours, a -1% decrease over the same period last year. **Note:** *This represents a difference of only nine credit hours.*
  - The percentage of possible returners (non-grads) enrolled in Fall Semester classes is 53% compared to 59% for this same period in 2018.
  - The percentage of student-athletes (non-grads) enrolled in Fall Semester classes is 54% compared to 63% for this same period in 2018.
  - EduKan Fall Session start dates:
    - Session 1 & Session 2: August 12
    - Session 3: September 9
    - Session 4: October 7
    - Session 5: December 2
3. **Fall 2019 Residence Hall Occupancy** – As of August 12
  - Residence hall contract status for Fall is 94% or 319 contracts compared to 87% or 291.5 contracts in 2018 for the same period.

4. **Upcoming Key Dates for Admissions, Enrollment, Special Events:**
- August 18 All College Residence Hall Check-In, 9 am to 5 pm
  - August 19-20 Registration and Enrollment
  - August 20 New Student Information Session, 1 pm
  - September 18 Certification Date for Full-Semester Classes

(Weekly Enrollment Reports filed with Official Minutes)

**Status of Projects Report**

No further discussion

**Usage Report for PCC Learning Resource Center (LRC):**

No Discussion

**XI. Action Items:**

**Ratify Waiver of Board Policy No. 3-07 – Kent Adams, VP Finance & Operations**

Chairman DeWeese asked for a motion to accept the administration's request for sole-source purchased for the following in the total amount of \$16,393.39:

- 1) Graphic Edge total of \$4,693.39 - Volleyball practice gear \$1,094.11 and home jerseys for men's basketball for \$3,599.28.
- 2) T & D Power - \$11,700.00 for the annual software licensing agreement for online EPT training program.

Motion was made by Ms. DeClue on Policy No. 3-07 to accept the administration's request for sole-source purchases listed above in the total amount of \$16,393.39. Motion was seconded by Mr. Koler.

Mr. Adams went over the administration's request for each item.

With no further discussion, motion passed unanimously.

**MOU Electric Power Technology Program – Dr. Calvert**

Chairman DeWeese asked for a motion to approve the Memorandum of Understanding for The Electric Power Technology Program between Dodge City Community College (DCCC) and Pratt Community College.

Motion was made by Mr. Jeff Shumway to accept the Memorandum of Understanding for The Electric Power Technology Program between Dodge City Community College and Pratt Community College. Motion was seconded by Ms. Hamm.

Dr. Calvert went over the Scope of the Agreement with the Board. The initial term of the MOU is for a three year period beginning July 1, 2019 and ending June 30, 2022. The MOU may be renewed for subsequent three year periods, upon mutual agreement of the parties. Parties may terminate this agreement by mutual agreement or for cause. DCCC cannot provide EPT training for a period of two years after this contract is terminated.

This agreement shall be construed and interpreted in accordance with the laws of the State of Kansas.

With no further discussion the motion passed unanimously.

### **Policy for Review – 4-02 Affirmative Action - Dr. Calvert**

Chairman DeWeese asked for a motion to approve the recommendation of the administration of policy 4-02 Affirmative Action.

Motion was made by Mr. Darrell Shumway to approve the recommendation of the Policy 4-02 Affirmative Action and to waive the second reading. Motion was seconded by Ms. Hamm.

Dr. Calvert had no recommended changes to the policy.

With no further discussion, motion passed unanimously.

## **XII. Oral Reports**

### ➤ **Nursing Report – Diana Mitzner**

- ✓ Current pass rate is 77%. There are 2 students left to test and Ms. Mitzner has reached out to them but has had no response back.
- ✓ The 4 students who failed, Ms. Mitzner has made contact with 3 responding with their plans /dates to retaking the exam. Ms. Mitzner has offered her assistance to all the grads in preparation of the exam.
- ✓ TEAS Test: Elyse Birdsong, Associate Director of Special Program Admissions, alerted Ms. Mitzner PCC was charging \$60 for the exam, but the college was being charged \$65. The fee has now been increased to \$70 to the students and the change is on the webpage. Brochures, booklets and admission packs will be changed also.
- ✓ Faculty Applications/Interview:
  - August 1<sup>st</sup> interviewed for the nursing secretary position and the position is now filled.
  - August 8<sup>th</sup> have a PN adjunct clinical instructor of Winfield to interview
  - A 2016 PCC alumni applying online for an adjunct ADN clinical instructor for Pratt.
- ✓ Director News: Scheduling appointments with all clinical facility directors, CNO's, meeting with them face-to-face, visiting all clinical sites, and becoming familiar with locations of where students will do clinical rotations.
- ✓ Ms. Mitzner remains positive the nursing program will either meet or surpass the minimum NCLEX rate goal which is 75%. Looking forward in meeting the new students and working with the staff.
- ✓ KSBN onsite visit is tentatively scheduled for October 13 & 14, 2020 for their follow-up visit.
- ✓ Enrollment capacity is 37 students:
  - PN: 13 Pratt, 4 Winfield
  - ADN: 3 Pratt, 5 Winfield, and 12 Online
- ✓ Susan Page, PRMC CE, expressed their appreciation of the PCC loaning the pediatric SIM equipment to educate their staff.

### ➤ **Faculty Report – Monette DePew**

The Performing Arts Department continues to be quite active over the summer. The Kids' Music Theatre Camp was very successful and production of *Alice in Wonderland, Jr.* was enjoyed by participants and attendees. Twenty-seven alumni met together in both Plains and Hartner to sing for the funeral services of an alumni. Then began preparations for the Encore Camp and it was again a success camp. Several alumni helped with the camp throughout the week. So far thirteen students are in Encore and the schedule for the year will be released soon.

Faculty are preparing for classes, assisting with students already on campus, and anything else that needs to be done.

The Area 9 faculty appreciates the office renovations that occurred over the summer. Having space to work with students is greatly appreciated.

➤ **Staff Report – Martha Cortes**

Staff Senate's goal is to keep focused on the issues that are presented that are pertinent to staff and to the President's Cabinet. Working on gaining the confidence and trust from staff that their concerns are important and heard.

➤ **Athletic Report – Tim Swartzendruber**

Mr. Swartzendruber distributed to the Board a handout which listed the team roster number of Volleyball, Women's and Men's Soccer and Cross Country. This handout also listed the upcoming schedule for Volleyball, Women's and Men's soccer along with Cross Country

Golf Tournament: August 24<sup>th</sup> at Park Hills, still soliciting hold sponsors and teams. Currently they had 20 hold sponsors and anticipating more. 5 teams have signed up.

Social Media:

- ✓ Gobeaversports.com – website (Nick Cicere is keeping these sites updated)
- ✓ Twitter: @PrattBeavers
- ✓ Facebook: Pratt Community College Athletics

Pratt Regional Medical Center physicians will be coming out to PCC to do student athletic physicals at no cost.

Kansas City Chiefs Tickets: If you purchased Kansas City Chiefs tickets through PCC Athletic Department, \$10 goes towards PCC Athletic Department. This was done last year and Rusty Laverentz, Athletic Director Assistant, will be contacting the Chief's ticket office.

➤ **Foundation Report – Barry Fisher - given by Dr. Calvert**

The main focus is on fundraising for the Track and Soccer facility. There is over \$1 million of asks on the table. Continuing to develop several prospects and large proposals that include naming opportunities.

PCC was not selected to receive the Kansas Community Service Tax Credits to support the Rodeo and Ag Education projects. If we are going to continue to submit in 2020, it needs to be a health project related if PCC hopes to be selected.

Capital Campaign: \$5.2 million is left to raise to achieve the \$8 million dollar campaign goal.

➤ **KACCT (Kansas Association of Community College Trustees) – Michele Hamm**

Ms. Hamm complimented Ms. Morgan for her presentation and representing KACCT. Ms. Morgan has also opened up a social media for KACCT.

➤ **ACCT / NLS (Association of Community College Trustees; National Legislative Summit) –**  
Dr. Calvert and Darrell Shumway will be attending the ACCT Leadership Congress October 16-19, 2019 in San Francisco, CA.

J. Noah Brown, President and CEO, has renewed his contract for another two years.

- **AACC** (American Association of Community Colleges) – *Dr. Calvert*  
Nothing to report.

- **Other –**

Ms. DeClue - On August 14th at 3:30 p.m. in the Hunt Library the Chamber and the Pratt banks will sponsor a “Welcome Back” Ice Cream Social for staff and faculty thanking them for what they do for the Pratt Community.

ACT – She attended an ACT Work Ready Community Conference, PCC was represented by 2 staff people. The State of Kansas will now pay for every High School Junior in the state of Kansas to take the ACT test. They will be scored in at least 3 categories and will be ranked Platinum through Bronze. Companies will rank their jobs and then match the students that qualify.

### **XIII. Wrap Up**

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

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

- ✓ Dr. Calvert and Tim Swartzendruber attended the fall Jayhawk conference annual meeting
- ✓ Conference call with 9 presidents discussing emerging issues
- ✓ Dr. Calvert and Sarah Massey were recorded by KSN Channel 3 to do a message for Good Morning Kansas on August 20<sup>th</sup>
- ✓ Attended an Incident Command System (ICS) training in Kingman, KS
- ✓ Faculty is back on campus, all employee meeting, and standard college address, with focus on the strategic plan and SPuR 2.0.
- ✓ Reaffirmation is ongoing, waiting on feedback from HLC on the System’s Portfolio that was sent in. Expect to get feedback in a month. College will have the opportunity to clarify items and then respond. This will be shared with the Board once it is received.
- ✓ A consulting firm has been procured for a “Mock Site Visit” replicating the site visit in March. This is scheduled for November 18<sup>th</sup> and 19<sup>th</sup>, 2019. Trustees will be engaged with this process.
- ✓ Legislative Luncheon is scheduled for December 9, 2019 including the Pratt County taxing entities as it was last year. Legislatures expressed appreciation for the joint format.
- ✓ Advisory Council will be meeting August 13<sup>th</sup>.

Track and Field Update: Darrell Shumway gave an update on the track and field. All the asphalt for the track has been laid. Started putting the underdrain system in the field. Tonight they are commissioning the lights. Dirt contractors moving out today. Smiley concrete started the storage building. Concession stand and restrooms are sheet rocked and painted. Pad for the bleachers has been laid, hammer cage is set. Anticipating middle of October for a completion date. Parking for 220 and also bus parking.

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

Chairman DeWeese complimented Dr. Calvert for his presentation at the All Employee session and for stating what PCC has accomplished.

KFRM Radio – Mr. DeWeese was interviewed during the 2019 wheat harvest. He was also interviewed during the week of the Pratt County Fair and the interview was done in 4 segments: 1) His accomplishments starting out at a “one room school house” to where he is now the Chair of PCC Board of Trustees, 2) Pratt County Fair, 3) Pratt Community College, and 4) Involvement of the Pratt Community. His interview can be heard on KFRM Podcast on August 24, 2019.

**XIV. Executive Session for non-elected personnel matters (if needed)**

Ms. DeClue made a motion to go into executive session for 15 minutes starting at 8:00 p.m. not to exceed 8:15 p.m. for non-elected personnel. Ms. Hamm seconded the motion. Motion pass unanimously.

Mr. Jeff Shumway made a motion to come out of executive session at 8:08 p.m. Ms. Hamm seconded the motion. Motion passed unanimously.

**XV. Motion to Adjourn**

Chairman DeWeese entertained a motion to adjourn the meeting at 8:09 p.m. Motion was made by Ms. DeClue to adjourn, seconded by Ms. Hamm. Motion passed unanimously.