

Board of Trustee Minutes of February 17, 2020

I. Chairman Dwane DeWeese called the Pratt Community College Board of Trustees meeting to order at 6:00 p.m.

II. Pledge of Allegiance was led by Vice Chair Mike Koler.

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

Trustee Absent: None

Administrative Representation: *Dr. Michael Calvert*, President, *Kent Adams*, VP of Finance and Operations; *Monette DePew*, Interim 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: None

Faculty Representation: *Stephanie Wiese*, PHEA President

Staff Representation: - *Martha Cortes*, President

Media Representation: *Gale Rose*

III. Introduction of Guest(s)

IV. Recognition of Awards of Excellence

Dr. Calvert recognized the following:

Trustee Kim DeClue received her certificate of graduation from the Institute for Organization Management.

VP Lisa Perez Miller was named the 2020 Phi Theta Kappa Distinguished College Administrator. She was nominated by PCC's Phi Theta Kappa Chapter and recognized for her outstanding support of student success. She will be recognized at the National Convention.

Men's Basketball - Coach Sean Flynn did the introductions

Jamel Horton – Men's Division Basketball Week 10 Player of the Week

Zool Kueth - Men's Division Basketball Week 13 Player of the Week

Indoor Track & Field – Coach Josh Campbell did the introductions

Warren Williams and Kadesha Prescott were named Indoor Track & Field Athletes of the Week.

V. Phi Theta Kappa Phi Zeta Chapter – *Dr. Trish Jackson*

Dr. Jackson introduced Makayla Michael, PTK President, Serena Blaske, PTK Vice President, and Mason Eck, VP of Membership. Ms. Michael stated for this semester there are 52 members enrolled on campus. The PTK Induction Ceremony and Kappa Beta Delta, Honor Society for the business students, will be on February 25th in the library. Ms. Michael's expressed being in PTK has given her motivation and drive to better herself. Ms. Blaske stated that one primary goal of PTK is to be involved in the community by doing service projects. They host the American Red Cross Blood Drive on campus with a group of 30 volunteers.

Achievements:

- The Chapter has received the *Reach Award* meaning the Chapter has over 15% of qualified members to join. This Chapter has a 32.1% rating which results in PTK stoles for graduation are paid for. To be a 4 Star Chapter they did *Honors in Action* project which is on display in the library. Nominated Lisa Perez-Miller for Distinguished College Administrator. She received the award and will be recognized at the National Convention.
- The PCC faculty selected two students to be our All-KS scholars, which Mr. Eck and Victoria Addington won and will be attending the PTK Luncheon in Topeka on March 12th to be recognized.
- Within the Chapter fundraisers are held to raise money to cover travel and conference costs. PTK made a formal request to Dr. Calvert for additional funding to attend these events, which was awarded.

Upcoming Meetings:

- a. KS-NE Regional Meeting in Lawrence, KS on March 6-8, 2020
- b. National PTK Meeting in Grapevine, TX, April 2-4, 2020. Will have 2 PTK Officers, Dr. Jackson, and Lisa Perez Miller attending.

Monette DePew recognized Dr. Jackson for putting her time and effort into PTK and has done a remarkable job of reviving the program with her leadership, increased leadership, and making it a 4 Star Status.

VI. Student Leadership Group – Lisa Perez Miller

The Student Leadership Group has a monthly luncheon with Cabinet to exchange information, communicate, and collaborate on exchange of information. Dr. Calvert also meets once a semester in the residence hall, *Pizza with the President*. Most of the students present were either on Student Leadership Council (STC), Phi Theta Kappa, Resident Assistant (RA) or a leader in a student organization. The students are involved in a variety of campus activities and in the Pratt community. Some of these students will be having lunch with HLC team.

Students present:

<u>Name</u>	<u>Representation</u>	<u>Major</u>	<u>Location</u>
Jaden Smith	Ag, STC,	Ag Ed	Almena
Mitchell Becker	Ag Power, STC	Ag Power, Diesel	Conway Springs
Serena Blaske	PTK, RA, STC	Elementary Ed	Sylvia
Makayla Michael	PTK, STC	Biology, Pre-Med	Hutchinson
Colin Bell	RA, STC	INT	Goddard
Mason Eck	PTK, Performing Arts	Psychology	Pratt
Camryn Youngers	Collegiate Farm Bureau, Block and Bridle	Animal Science	Dodge City
Isabella Battaglia	RA	Psychology	Australia
Enayy Kurbanova	PTK, STC	Graphic Design, Art	Turkmenistan, Central Asia

VII. Communication to the Board – Donna Meier Pfeifer

Nothing to Report

VIII. Calendar of Events

- March 9 & 10 – HLC Site Visit
- March 10 at 7:30 a.m. Trustees breakfast with the HLC team

IX. Consent Agenda

Chairman DeWeese asked the Board if there was/were any item(s) to be pulled and discussed from the consent agenda.

Mr. Barrett requested under Enrollment Report, Outreach. In Attica, what level of enrollment would it take for the automotive program to support facility, instruction cost, what is currently being done now to get PCC established? Mr. Adams responded for the automotive it was built on a minimum of 10 students. There were 12 enrolled in the Fall semester and all enrolled for 12 credit hours for the entire academic year and 11 enrolled in the Spring semester. USD contributing \$15,000 towards the instructor's salary. Instructor is doing a total of 24 credit hours, and recruiting the other 6 hours in area high schools. Facility is in Attica but students are coming from Chaparral, Medicine Lodge.

College is looking at a welding program in the same community. PCC has some welding courses, but not a certified welding program. Daryl Lucas, Auto/Diesel Coordinator/Instructor, will be bringing this before the Trustees at the March 16th meeting. Kent has met with the superintendents regarding finances and numbers. This will also permit the Pratt campus to offer a Certified Welding Program. This is made possible by Career Technical Education (CTE) funding through Senate Bill 155 reimbursement rate or the partnership. Everyone has a financial obligation and the power is in collaboration.

Chairman DeWeese asked for a motion to accept the consent agenda with the response to the question raised. Mr. Barrett made a motion to accept the consent agenda with the response and was seconded by Ms. Hamm. With no further discussion the motion passed unanimously.

Minutes were recorded by Donna Meier Pfeifer, Board Clerk

Minutes - Minutes of the January 13, 2020
No Discussion

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

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 further discussion

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

Enrollment Updates & Addendum to the Board Report – February 17, 2020

1. **2019-2020 Academic Year** – As of February 17, credit hour production for the academic year is 26,276 and -2.3% below the 2018-2019 figure reported on February 18, 2019.
2. **Spring 2020 Semester Enrollment**
 - Spring Semester credit hour production is 11,543 and -5% less than the Spring 2019 credit hour production reported on February 18, 2019.
 - Student headcount is 1,051 and -5% less than Spring 2019 headcount on February 18, 2019.
 - EduKan credit hour production is 1,925 and -4% less than the production during the same period in 2019.

- College Start/High School enrollment is 1,488 credit hours, a -3% decrease in production compared to the same period in 2019.
 - EduKan Spring Session start dates:
 - Session 1 & Session 2 Last Date to Enroll: January 10 (complete)
 - Session 3 Last Date to Enroll: January 31 (complete)
 - Session 4 Last Date to Enroll: February 22
 - Session 5 Last Date to Enroll: February 28
3. **Spring 2020 Residence Hall Occupancy**
- Residence hall occupancy as of February 17 is 85% or 289.5 students. This compares to a Spring 2019 final occupancy figure of 83% or 285 students.
4. **Upcoming Key Dates for Admissions, Enrollment, Retention, Special Events:**
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|---------------|---|
| • February 24 | Academic Olympics |
| • March 23 | Early Enrollment for Summer & Fall Begins |
| • April 1 | College Prep Day |
| • April 8 | First Beaver Building Day |
| • April 22 | Beaver Building Day |
| • May 1 | EPT Beaver Building Day |
| • May 20 | Beaver Building Day |

Status of Projects Report

No discussion

Usage Report for PCC Learning Resource Center (LRC):

No Discussion

X. Action Items:

- **Ratify Waiver of Board Policy No. 3-07** – *Kent Adams, VP Finance & Operations*
 Chairman DeWeese asked for a motion to Ratify Waiver of Board Policy No. 3-07 for the sole-source purchases from ATI Testing and Graphic Edge in the total amount of \$10,603.44:
ATI Testing - \$5,400.00 – Nursing selected this testing for students. The cost of the testing is paid from nursing fees.
Graphic Edge - \$5,203.44 – Pants and bats for baseball (\$3,020.00); quarter zip jackets for wrestling (\$1,109.60); and 6-shirts for volleyball (\$1,073.84). Agreement with Graphic Edge.

Ms. Hamm made a motion to Ratify Waiver of Board Policy No. 3-07 for the sole-source purchases from ATI Testing and Graphic Edge in the total amount of \$10,603.44. Motion was seconded by Mr. Barrett. With no further discussion motion passed unanimously.

- **eLearning Center Facility - Signage** – *Dr. Calvert*
 Administration recommends to reduce the size of the leased eLearning Center in Wichita from 1614 square feet down to roughly 10 x 10 square feet to house the secondary back-ups to PCC servers off-site. The cost will be reduced from \$2,100 per month to \$150 per month starting April 2020.

Chairman DeWeese asked for a motion to accept the administration recommendation to reduce the space at the eLearning Center facility in Wichita. Motion was made by Ms. Hamm to reduce the space at the eLearning Center facility as recommended by administration. Motion seconded by Mr. Barrett. With no further discussion motion passed unanimously.

Administration recommends to no longer support the signage at the eLearning Center in Wichita and to reallocate the \$973.36 per month cost into the existing PCC Marketing budget to

support the college-wide marketing plan. This could include digital billboards in the Wichita area.

Chairman DeWeese asked for a motion to accept the administration recommendation to no longer support the signage at the eLearning Center in Wichita and to reallocate the funds into the PCC Marketing budget to support college-wide marketing plan. Motion was made by Mr. Reimer to accept the administration recommendation to no longer support the signage at the eLearning Center in Wichita and to reallocate the funds into the PCC Marketing budget. Motion was seconded by Ms. Hamm. With no further discussion motion passed unanimously.

- **Request to Move April 20, 2020 Board of Trustee Meeting to April 13, 2020 – Dr. Calvert**
Request was made by Dr. Calvert to move the April 20, 2020 Board of Trustee meeting to April 13, 2020 due to the HLC conference in Chicago, which Lisa Perez Miller, Monette DePew, Stephanie Wiese, and Dr. Calvert will be attending.

Chairman DeWeese asked for a motion to move the April 20, 2020 Board of Trustee meeting to April 13, 2020 due to HLC conference in Chicago. Motion was made by Mr. Barrett to accept the request to move the April 20, 2020 Board of Trustee meeting to April 13, 2020. Motion was seconded by Mr. Shumway. With no further discussion motion passed unanimously.

Policy Review(s):

- **Scholarship Policy for Pratt County High School Senior Grant No. 7-01 – Dr. Calvert**
The community hours for Pratt County students need to be performed in Pratt County. The administration has no recommended changes at this point.

Chairman DeWeese asked for a motion to accept the administration recommendation of no change. Motion was made by Ms. Hamm to accept the administration recommendation and to waive the second reading. Motion was seconded by Mr. Barrett. With no further discussion motion passed unanimously.

XI. Oral Reports

- **Nursing Report – Diana Mitzner, Director of Nursing**
 - Pass rates have not changed for the 4th quarter, ADN is at 78.3%, PN is 90.0%
 - Student numbers for Spring is 31
 - ADN instructor in Winfield is doing well
 - PN instructor position for Winfield is still open
 - Winfield Clerical position – has application and starting the interview process
 - Dr. Calvert, Monette DePew and Diana had a meeting at PRMC met with the CEO to continue the partnership.
 - Meeting scheduled at William Newton Hospital in Winfield with nurse leaders to establish a partnership to do clinical starting in the Fall semester.
 - Clinical have started with both PN and ADN programs
 - KSBN – In March will present strategies of the PCC ADN nursing program to improve NCLEX pass rate.
 - ATI is a good resource for the students but it is not being utilized to its full potential. Ms. Mitzner feels the remediation is not being as it should be used and is not beneficial to the student. Students are not using advisor and nursing students need advisors. Amy Jackson and Cindy Lambert will work with the faculty to train them how to advise students. Instructors will advise these students and will follow them up to graduation and post-graduation until they take boards. Students will be held accountable to this remediation.
 - PCC has capacity of 40 which includes all locations; Pratt, Winfield, and Online.
 - NCLEX exams will change in 2022 and will be harder.

➤ **Faculty Report** – *Stephanie Wiese, PHEA President*

Automotive Department – Greg Bacon and Daryl Lucas attended the *Cars for Charity* car show at Century II in Wichita in January. 125 students came to see their presentation on Friday. 64 students signed onto the PCC Automotive Facebook page, and 2 have committed to tour our shop, 843 direct engagements, and 3,353 people reached on social media. Over 8,700 people attended this event. College Recruiters in Attendance: Butler, Cowley, Flint Hills Tech, PCC

Attendance by High School:

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|------------------------|------------------------------|
| 1. Wichita South | 6. Andover High School |
| 2. Wichita North | 7. Newton High School |
| 3. Campus | 8. Valley Center High School |
| 4. Kingman | 9. Pittsburg High School |
| 5. Goddard High School | |

Greg and Daryl have been doing area high school presentations for Vocational Week.

Club International has a fundraiser and the money raised will be used towards the MARDI GRAS All School Coffee and King's Cake. Club 62 will be joining and hope to have a special guest performance with some Dixieland music. Invitation was extended to the Board of Trustees.

Performing Arts – Pep band will be performing at two more games. Valentine's Day Encore sang at PRRC and an evening performance at Park Hills Country Club. Their Valentine's Dinner and Show was sold out.

Into the Woods is February 28 and 29 at 7:30 p.m. and March 1st at 2:30 p.m. Dinner Theatre on Saturday, February 29th.

Encore's Tour - March 29th there will be a concert previewing Encore's tour show at 2:30 p.m. and on May 3rd the Choir, and possibly band will be performing another concert on campus.

End of the Year Trip – Encore students and Misty are selling raffle tickets for their end of the year trip. If you are interested please contact them.

eSports – On February 15th, the eSports Team defeated the second Oklahoma State University team 2-0. On Sunday they played their final regular season match against the University of Oklahoma won 2-1. This gives them a season standing of 12-0, with a rank of 1 in the Central Division. The season will continue in playoffs, Chris Nelson, the instructor will update the campus community on details once the schedule is announced. CONGRATULATIONS eSPORTS TEAM!

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

Reviewing results of the latest survey and will be making a request soon to meet with Cabinet regarding the responses. Survey was comprised of questions that would allow for open ended answers. Working on re-formatting our *Lunch and Learn* based on the survey results. Focusing on what Staff Senate needs to do to better meet the needs of the people it represents.

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

AD Swartzendruber updated the Board on the winter sports. Men's basketball will finish 3rd and Women's basketball will finish 5th, wrestling finished 2nd. Indoor Track seven men and three women have qualified for Indoor Nationals at the time of this meeting. Springs sports are in progress. Recognition was extended to Chairman Dwane DeWeese, Susan Swartzendruber and Donna Meier Pfeifer for their help in the Hospitality Room. C.L. Meigs and Associates and Uptown and Club D'Est were sponsors. Discussion pertaining to the Hospitality Room with adult beverages will be on the agenda for the March 16th meeting.

- PCC will host Class 1A Sub-State March 5, 6, and 7, 2020. Region VI Basketball Play-Offs: February 26th first round will be in Pratt. February 29 – March 3rd in Dodge City.

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

To improve the efficiency of the checkout process, Mr. Fisher has purchased a software package which will record all auction sale results live. The bidder's information will be available at workstations at the checkout area. Tickets are \$40 each, please contact Donna Meier Pfeifer or Barry Fisher for tickets and to reserve a table. Mr. Fisher put in a request for the Board to consider donating items or ask someone to donate an item(s).

- **KACCT** (Kansas Association of Community College Trustees) *Michele Hamm*
 - Agenda for the last Executive Committee conference call included the Promise Act, the name of our organization (KACCT), PTK, and KCCLI. There seems to be support of the Promise Act, overall but there are many questions regarding the funding.
 - Discussion about the initials KACCT, has taken place between Heather Morgan, Executive Director and most of the community colleges presidents and discussion with the Executive Committee. This probably will be a summer agenda item for all trustees and presidents. Discussion is on the "T" in the acronym. Some Legislators have confusion on who Ms. Morgan represents.
 - KBOR Blake Flanders, President and CEO, and KBOR Shane Bangerter, Chair, have been invited to PTK ceremony on March 12th. Trustees will assist this year with handing out certificates. Ms. Morgan is anticipating everything to be completed by 3:30 p.m.
 - Ms. Morgan and Julie Halling plan to meet with the Executive Committee to discuss success and possible changes for the upcoming KCCLI year.
- **ACCT / NLS** (Association of Community College Trustees; National Legislative Summit)
Dr. Calvert did not attend but he heard there was a lot of advocating on the Hill. Kansas did not have a Kansas Delegation Reception due to lack of legislators and cost.
- **AACC** (American Association of Community Colleges) – *Dr. Calvert*
Dr. Calvert will be attending – March 28-31, 2020 in DC. Dr. Calvert currently serves on the Commission for Student Success. This is his last term serving.
- **Other**
 - Chairman DeWeese recognized Ralph Williams, Ag Power Instructor, for his time and efforts in improving the Ag program in quality and in number size.
 - Optimist Club will be holding their annual pancake and sausage dinner at the PCC cafeteria.
 - Mr. Reimer will be updating the portraits in the lobby to bring them up-to-date.

XII. Wrap Up

Comments from the Public: *Gale Rose*

Mr. Rose will be covering the Region VI Basketball Play-offs in Dodge City

Comments from the President: *Dr. Michael Calvert*

- KBOR meeting in Topeka
- Economic Impact Report was presented to the City and County Commission
- Attended the Tech Ed Authority meeting. Dr. Calvert has been assigned to lead a small task force of Presidents, Athletic Directors, and Coaches. They have set a goal of changing the bylaws in the Jayhawk Conference which would ensure a certain level of Kansans on every athletic roster. Currently there are no limits. The group has put together a draft and has been sent out to all the other presidents, athletic directors and coaches. Will be submitting a bylaw proposal for mid-March or late April conference meeting. It takes two-thirds of the votes, fourteen votes to overturn the bylaws.
- Monette DePew, Lisa Perez Miller, and Dr. Calvert finalized the Quality Highlight Report
- Monette DePew, Kent Adams, and Dr. Calvert traveled to Coffeyville and met with Dean Senter, EPT Instructor, toured the college, met with the EPT program partners.
- Tax Entity meeting

- President's Advisory Council
- KBOR dinner with the regents

Comments from the Board Chair: *Dwane DeWeese*

- Shae Napier, Head Cheer Coach / Admission Representative, put together a performance with "The Little Cheer Squad" and it was very entertaining. Ms. Napier held a clinic for future Cheerleaders. She has been working diligently putting a Cheering Squad together.

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

Dr. Calvert asked to go into an executive session for non-elected personal.

7:55 p.m. Chairman DeWeese asked for a motion to go into a 15 minutes executive session with a 5 minute break. Motion was made by Ms. Hamm to go into executive session at 7:55 p.m. for no longer than 15 minutes. Motion was seconded by Mr. Barrett. With no further discussion motion passed unanimously.

8:00 p.m. Executive session convened.

Chairman DeWeese asked for a motion to come out of Executive Session at 8:16 p.m. Motion was made by Mr. Shumway to come out of Executive Session, motion seconded by Mr. Barrett Motion passed unanimously.

XIV. Motion to Adjourn

Chairman DeWeese entertained a motion to adjourn the meeting at 8:17 p.m. Motion was made by Ms. DeClue to adjourn, seconded by Ms. Hamm. Motion passed unanimously.