

Board of Trustee Minutes of July 22, 2019

I. Jeff Shumway, Chairman, called the Pratt Community College Board of Trustees meeting to order at 6:02 p.m.

II. Pledge of Allegiance was led by Stan Reimer

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

Trustee(s) Absent: Mike Koler

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:

Faculty Representation: *Monette DePew (Absent)*

Staff Representation: *Martha Cortes*

Media Representation: *Gale Rose*

III. Awards of Excellence Recognition: *Dr. Calvert*

Kansas Department of Education (KSDE) Impact Institute was held on the PCC campus July 17 & 18, 2019. The following were recognized for their efforts, PCC staff; Nathan Buchmueller, Donny Davies, Janie Whitman, Tim Renner, Al Wiese, Dan Petz, and Donna Meier Pfeifer. Kim DeClue, Pratt Area Chamber of Commerce for donating Chamber bags for the participants.

Lisa Perez Miller was recognized for her position as president of the Pratt Rotary Club for 2018-2019.

IV. Introduction of Guests(s): *Dr. Calvert*

Diana Mitzner, Director of Nursing, and Ed Barrett were introduced

V. Adjourn Sine Die 2018-2019 Session of the Board of Trustees

Chairman Jeff Shumway asked for a motion to Adjourn Sine Die 2018-2019 Session of the Board of Trustees. Ms. Hamm made the motion to Adjourn Sine Die 2018-2019 Session of the Board of Trustees. Motion was seconded by Mr. Darrell Shumway. With no discussion, the motion passed unanimously.

VI. Call to Order 2019-2020 Session of the Board of Trustees

Chairman Jeff Shumway called the meeting to order at 6:07 p.m.

VII. Election of 2019-2020 Board Officers

Chairman Jeff Shumway asked for nominations to elect the chair and vice chair for the 2019-2020 term. Mr. Darrell Shumway made the nomination to elect Dwane DeWeese as Chair and Mike Koler as Vice Chair. Motion to cease nominations was seconded by Ms. Hamm. With no

discussion the motion to cease nominations passed unanimously. Chairman DeWeese took office.

VIII. Special Action for Board Approval: Appointments and Designations

Chairman DeWeese asked for a motion to accept the listed appointments and designations: Treasurer – Kent Adams, Clerk – Donna Meier Pfeifer, Attorney – Tom Black, Auditor – Allen, Gibbs, Houlik, and Designated Depositories – all banks and savings and loans with offices in Pratt County.

Motion was made by Ms. DeClue to accept the appointments and designations as listed, motion seconded by Mr. Darrell Shumway. With no discussion, motion passed unanimously.

XI. Other Appointments at the Discretion of the Board

Chairman DeWeese asked for a motion to name a KACCT Delegate. Motion was made by Mr. Darrell Shumway to have Ms. Hamm retain her position. Motion was seconded by Ms. Hamm. With no discussion, motion passed unanimously.

Chairman DeWeese asked for a motion to accept Stan Reimer as the PCC Foundation Board Representative. Motion was made by Mr. Darrell Shumway to have Stan Reimer serve as the PCC Foundation Representative, motion seconded by Ms. Hamm. With no discussion the motion passed unanimously.

X. Discussion Items

Track and Field Update – Dr. Calvert

This week: Duracon completed the roof framing on the restroom and concessions with the shingles following the next day. The MEP trades started the above ceiling rough-ins and are near completion. Cornejo worked on correcting issues in the curb which a result of the curb machine was malfunctioning. Began forming up the slot drain system and started putting down the 4” layer of rock along the west straight away.

Next Week: All the rough-in will be finished and Adams Electric will be putting the breakers in the panels to have power to certain parts of the building. Cornejo will place the slot drain system and finish installing the steeple chase and rock goes around the track. A section of the D-Zone concrete will be placed or possibly all.

County Tax Breakdown and FY 2019-2020 Budget Process – Kent Adams

Mr. Adams presented to the Board the 2019/2020 Budget. PCC received \$64,145 additional funding from the FY17 cut of 4% which was partially restored in FY19. In FY19 the remainder of the FY17 4% cut was restored resulting in \$32,800 of funding. Additional FY19 state funding of \$14,129 was received due to an increase in state funding. The \$46,929 of increased state funding is being treated as new money so 80% will go to property tax relief.

Revenue: Fiscal year 2020 revenue is anticipated to increase \$938,956 compared to the prior budget year bringing the total revenue for FY20 to \$12,079,017. This is an increase of 8.4% over the prior year revenue. The increase includes grants in the amount of \$600,000 for the track and field complex. The budget is largely impacted by enrollment since the budget is built on 2% enrollment growth. The State revenue projections will be followed closely. No cuts in state aid are anticipated.

Cash reserves are strong at current levels with the budget designed to decrease the cash reserve by \$46,799. PCC needs a cash reserve of approximately \$15 million to have strong operating reserves, which the college currently is close to that amount.

FY20 revenue is anticipated to increase by \$938,956 compared to the prior budgeted year. Bringing total revenue for FY20 \$12,079.017. This is an increase of 8.4% over the prior year revenue. This increase included grants in the amount of \$600,000 for the track and field complex.

Tuition will increase \$96,125 over the prior year due to a projected 2.0% enrollment increase and a tuition increase of \$1 per credit hour. The in-state tuition will increase by \$1, to \$63 per credit hour in order to remain competitive with other Kansas community colleges. Motor vehicle taxes are projected to increase by \$17,639. Total tuition and fees for in-state students will increase to \$112 per credit hour. This puts PCC in the top 25% of the nineteen community colleges. In addition to per credit hour tuition as \$50 per semester tuition charge for in-state students who reside outside of Pratt County will continue.

Expenditures: Overall budgeted expenditures have increased \$1,094,544 over FY19 budget level. \$600,000 is for the grant expenditure for the track and field complex. \$161,602 of the addition is the first year rental payments for the track and field complex. Salary and benefits are up 5.1% due to additional faculty and staff positions. Salary and benefits account for 70% of total budgeted expenditures.

Non-labor operating expense have increased \$111,240 from the prior year budgeted expenditures. Expenditure reserves for budget compliance are equal to the revenue reserves. These reserves are not budgeted and are not available for expenditure.

A roll call vote was taken for each of the Board members will support the budget as published:

Dwane DeWeese – Yes	Darrell Shumway - Yes
Michele Hamm – Yes	Kim DeClue - Yes
Stan Reimer – Yes	Jeff Shumway – Yes
	Mike Koler was absent

(2019-2020 Budget Book filed with Official Minutes)

EMSI Impact Study– Dr. Calvert

The Economic Value of Pratt Community College – This study measures the economic impacts for fiscal year (FY) 2016-17 created by PCC on the business community and the benefits the college generates in return for the investments made by its key stakeholder groups-students, taxpayers, and society. The PCC Service Area as is Barber, Comanche, Harper, Kingman, Kiowa, Pratt, and Stafford Counties.

PCC added \$57.1 million impact in income to the PCC service area. The \$57.1 million impact was equal to approximately 3.1% of the total Gross Regional Product (GRP). This impact supported 1,221 regional jobs. One out of every 21 jobs supported by the activities of PCC and its students. Among non-education industry sectors, PCC supported the most jobs in the Health Care & Social Assistance industry sector – supporting 330 jobs. PCC benefits society as a whole in Kansas by creating a more prosperous economy and generating a variety of savings through the improved lifestyles of students.

XI. Communication to the Board – Donna Meier Pfeifer

Nothing to Report

XII. Calendar of Events:

Dr. Calvert brought to the Board’s attention the change in meeting date for August. Meeting is August 12, 2019. There will be no dinner served.

XIII. Consent Agenda Motion

Chairman DeWeese asked for a motion to add Dell EMC Unity Storage to the agenda.

Motion was made by Mr. Darrell Shumway to add Dell EMC Unity Storage to the consent agenda. Motion was seconded by Mr. Jeff Shumway. With no discussion, motion passed unanimously.

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. Ms. DeClue made the motion to accept the consent agenda as presented. Motion was seconded by Mr. Darrell Shumway. With no discussion, motion carried unanimously.

Minutes were recorded by Donna Meier Pfeifer, Board Clerk

Minutes - Minutes of the June 17, 2019.
No Discussion

Personnel Actions: *Information provided by Rita Pinkall, Director of Personnel*
Verbal additions by Dr. Calvert:

Lucas Cordeiro – Asst. Director of Financial Aid
Arnoldo Morales – Asst. Track Coach, Field Events/Custodian
Russell Laverentz – Admin Asst. to AD/Asst. AD
Amy Giefer – Nursing Instructor (PN) – Pratt Campus

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 – July 22, 2019

1. **2019-2020 Academic Year** comparison, as of July 22, include a total of 11,659 credit hours, a -3.3% decrease from 2018-2019 figures reported on July 23, 2018.

2. **Summer 2019 Semester Early-Enrollment** - As of July 22

- Summer Semester credit hour production is 2,012 and 11% greater than the same period in 2018.
- Student headcount is 390 and 10% greater than the same period in 2018.
- EduKan credit hour enrollment is 1,481 and a 25% increase over July 23, 2018.

3. **Fall 2019 Semester Early-Enrollment** - As of July 22

- Fall Semester credit hour production is 9,647 and -6% lower than the same period in 2018.
- Student headcount is 774 and -3% compared to the same period in 2018.
- EduKan credit hour production is 962 which is -2% lower than the same period in 2018.
- College Start/High School enrollment is 962 credit hours, a 16% increase over the same period last year.
- The percentage of possible returners (non-grads) enrolled in Fall Semester classes is 51% compared to 55% for this same period in 2018.

☐ The percentage of student-athletes (non-grads) enrolled in Fall Semester classes is 55% 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

4. **Fall 2019 Residence Hall Occupancy** – As of July 22

☐ Residence hall contract status for Fall is 78% or 268.5 contracts compared to 78% or 261.5 contracts in 2018 for the same period.

5. **Upcoming Key Dates for Admissions, Enrollment, Special Events:**

☐ August 1 Early-Arriving Athletes Residence Hall Check-In

☐ 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

XIV. 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 the following sole-source purchases in the total amount of \$11,263.76:

a. Graphic Edge – volleyball gear \$2,709.40, agreement with Graphic Edge

b. Dell Computers – Server support \$3,660.91 and laptop for Attica instructor \$1,440.00. Only firm that will offer service support and all PCC computers are purchased from Dell

c. Photography Options – Virtual tour on the PCC website \$1,100.00. Company did the virtual tour that is being updated.

d. Mity Lite – 20 chairs for the Art Gallery meeting room \$2,353.45. These chairs match the Hall of Fame meeting room.

Motion was made by Ms. Hamm on Policy No. 3-07 to accept the administration's request for sole-source purchases listed above in the total amount of \$11,263.76. Motion was seconded by Mr. Stan Reimer.

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

With no further discussion, motion passed unanimously.

➤ **Bids** - *Kent Adams, VP Finance & Operations*

Athletic Insurance

Chairman DeWeese asked for a motion to accept the administration recommendation to accept the bid of the \$1,000 deductible excess/secondary coverage and the catastrophic coverage from

Dissinger Reed from August 1, 2019 – July 31, 2020. Motion was made by Mr. Darrell Shumway to accept the motion and seconded by Mr. Jeff Shumway.

Mr. Adams informed the Board this is a secondary insurance. A student athlete has to have a family insurance of some kind. When their insurance pays everything it will pay, the secondary insurance will start. Dissinger Reed Insurance Services was the only company that responded. The premium would be \$26,250. The catastrophic (\$25,000) deductible is \$15,041, an increase of \$1003.

With no further discussion, motion passed unanimously.

Dell EMC Unity Storage

Chairman DeWeese asked for a motion to accept the administration recommendation to accept from GovConnection in the amount of \$57,498.61. Motion was made by Mr. Jeff Shumway to accept the administration recommendation bid from GovConnection in the amount of \$57,498.61. Motion seconded by Ms. Hamm.

Mr. Adams informed Dell EMC Unity Storage bid included 34.5TB and a three year support and the results were:

GovConnection - \$57,498.61 Dell EMC - \$77,047.49 CDW-G – No Response
Emergent System Exchange – Could not make bid specs

With no further discussion, motion carried unanimously.

➤ **Approve Annual Purchase Orders – Kent Adams**

Chairman DeWeese asked for a motion to approve the Annual Purchase Orders as presented. Motion was made by Mr. Jeff Shumway to approve the annual purchase orders as presented. Motion was seconded by Ms. DeClue.

Mr. Adams asked if the Board had any questions on the listed vendors. Ms. DeClue mentioned First National Bank should be changed to LegAcy Bank. With no further discussion, motioned passed unanimously.

XV. Oral Reports

➤ **Nursing Report – Dr. Fitzpatrick**

- All the PN students but one have passed and have 4 remaining ADN students to test.
- Kelsey Brownlee submitted her letter of resignation and will be working at the KU Medical Center as their simulation lab technician.
- The Kansas State Board of Nursing (KSBN) National Council Licensure Examination (NCLEX) 2019 first time test taker pass rate for the second quarter is as follows:
 PN: 88.89% RN: 70.59%
- The KSBN report was printed July 5, 2019, one additional ADN student passed the boards which brings the ADN pass rate up to 73%
- Projected student numbers for 2019-2020:
 - PN: 17 total (Pratt 13, Winfield 4)
 - ADN: 22 total (Pratt 4, Winfield 5, Online 13)
- Amy Giefer a PN Nursing Instructor for the Pratt campus will be starting next week. She is a 2014 alumni.

➤ **Faculty Report – Monette DePew**

In Ms. DePew's absence Donna Meier Pfeifer presented the Faculty Report. Faculty continued to assist with Beaver Building Days this month. In addition, while some faculty are finishing teaching summer school, others are completing attending summer school. Several

faculty have assisted with various projects throughout the summer such as preparing the new automotive location, updating curriculum, working on recruiting plans etc.

➤ **Staff Report – Martha Cortes**

- Cookout for the staff was well attended
- Currently reviewing the bylaws and mission statement to accurately define our goals and to get direction to the group.
- Lunch and Learn will continue and will be asking the staff for their input of what presentation they would recommend.
- Dr. Calvert accepted an open invitation to Staff Senate

➤ **Athletic Report – Tim Swartzendruber**

Academic Achievements:

Wrestling Team – NJCAA “Academic Team of the Year” – **7th straight year!** Coach and team will be recognized when the students are back on campus.

New Employees:

Nick Cicere, Sports Information Director and will also be a Resident Assistant
Kyle Dean, Assistant Athletic Trainer
Russell “Rusty” Laverentz, Assistant Athletic Director starting July 22, 2019
Arnaldo Morales, Assistant Track Coach. Also assists in maintenance department

Beaver Backers:

Golf Tournament is August 24, 2019 at Park Hills Country Club. New brochures are being printed with a kickoff August 1st.

➤ **Foundation Report – Barry Fisher**

Campaign:

In the month of July two applications for grants were submitted for the Track and Field project which is the campaigns main focus. There are several asks on the table and continue to add new contacts.

a. Dane G. Hanson Foundation based out of Logan, Kansas. Included in the application was information on the number of students attending PCC from the 25 counties this foundation normally contributes to. This foundation has recently increased their assets by over \$120 million.

b. Willard and Pat Walker Foundation is based out of Arkansas. They have a history of supporting athletic projects in Arkansas, Oklahoma, and Kansas.

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

- September 13 & 14, 2019 quarterly meeting will be Neosho County Community College. David Baime, AACC Sr. VP for Government Relations will be at the meeting.

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 in San Francisco, CA.

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

- Fall Commission meetings are November 12-15, in Washington, DC area. Dr. Calvert is in his 5th year of a 6 year commitment in serving on this commission.

Other:

Ms. DeClue attended a meeting of the Development Corporation in Dodge City on “Earn your Bachelors of Social Work”. The cohort program provides an opportunity for students to complete a Bachelor of Social Work degrees in Dodge City. Classes are completed over a three-year period, after the student have completed any required general education courses or earning their associates degree. Students take courses at FHSU and local professional social worker serving as adjuncts. A full-time cohort coordinator is hired to provide for student recruitment, advisement, and to coordinate the ongoing needs of an offsite location. Could this be done in Pratt?

Dr. Calvert, Dr. Fitzpatrick, and Patty Huffman, Director of Allied Health, attended a meeting held in Pratt. The focus in the Pratt area is trying to partner with variety of higher education entities in southwest Kansas focusing on the Allied Health and Health Science areas. This issue has been discussed at the monthly taxing entities meetings on what could be done for a Health Science Academy. Social work plays a key role in health care.

Ms. DeClue also informed the Board about the ACT Work Ready Communities. Economic Development will pay for Pratt County to go to this Boot Camp. A work force that fits the needs of the community. The school’s students will be accredited or ACT WorkKey certified. Businesses would be certified to receive those certification. It will be held August 6th & 7th in Manhattan, KS.

XVI. Wrap Up

Comments from the Public: Gale Rose

Mr. Rose was impressed with the new Track and Soccer Facility development and how this complex will be a major asset to the community.

Comments from the President: Dr. Michael Calvert

- Board of Regents meeting he completed his position as president of the Council of President’s
- Attended the reception for the 3 retiring KBOR’s members.
- Attended Tax Entity’s meeting
- Joint meeting with USD 382
- AmeriCare Open House, hosted by the Pratt Area Chamber of Commerce
- Health Academy Exploration meeting in Pratt
- KSDE Impact Institute on PCC campus
- Fall enrollment working on increasing the enrollment
- Great Western Dining Services, Inc. new chef at PCC is Diana Ratliff.

Comments from the Board Chair: Dwane DeWeese

- Met with County Commissioners regarding financial support for the USD 382, USD 438, and PCC.
- Faculty negotiations are close to reaching an agreement.
- Mr. DeWeese reminded the Board the Pratt County Fair is this week.

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

XVIII. Motion to Adjourn

Chairman DeWeese entertained a motion to adjourn the meeting at 8:47 p.m. Motion was made by Ms. DeClue to adjourn, seconded by Ms. Hamm. Motion passed unanimously.