

## Board of Trustee Minutes of June 15, 2020 Meeting

**I.** Chairman Dwane DeWeese called the Pratt Community College Board of Trustees meeting to order at 6:12 p.m.

**II.** Pledge of Allegiance was led by Ed Barrett.

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

**Trustee(s) Absent:** Michele Hamm

**Administrative Present:** *Dr. Michael Calvert*, President, *Kent Adams*, VP of Finance and Operations; *Monette DePew*, VP of Instruction, *Lisa Perez Miller*, VP of Students/Enrollment and 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:** Diana Mitzner

**Media Representation:** *Gale Rose*

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

No Guests were present

**IV. Recognition of Awards of Excellence – *Dr. Calvert***

Theresa Gee, made 650 face masks and distributes them at no cost. Donations she receives she donates it back to the Medicine Lodge community.

**V. Return to Campus Update – *Dr. Calvert***

Cabinet has been meeting for the past two months working through the original COVID-19 and needed input from other sources and formed the Return to Campus Task Force. The Task Force consists of faculty and staff to solicit feedback from their parameters. Monette DePew, Lisa Perez Miller, and Tim Swartzendruber are the liaisons for Cabinet with the intent to fully open the campus on July 6, 2020, phase staff back in and find out what challenges may occur before students arrive in August.

Ms. Perez Miller distributed a handout and explained the Purpose and Focus Areas of the Task Force. Departments represented with 3-4 members for each department: Instruction, Finance & Operations, Student Enrollment Mgt., Athletics, President's Office, Staff Senate and Administration.

Purpose of the Task Force is to provide input and feedback from College stakeholders to President's Cabinet regarding return to work strategies appropriate for campus operations and business continuity. Key objectives will be:

1. Utilize the Centers for Disease Control (CDC), Kansas Department of Health & Environment, Governors Executive Order, and Pratt County COVID-19 Guidelines.
2. Ensuring the health and safety of the campus community and citizens of Pratt County are the highest priority.
3. Providing delivery of high-quality instruction and service in all modalities, including online, video conferencing, hybrid, and face-to-face learning.
4. Considering and identifying the needs, risks, liabilities, and expectations associated with campus operations and business continuity.

## Focus Areas

- Safety, prevention practices, and compliance
- Healthy habits and valuing people
- Education, training, communication, and timeframes/deadlines
- Campus facilities and spaces
- Campus activities, events and programs
- Enhanced cleaning and sanitizing
- Technology needs
- Response Team (for reporting symptoms, facilitating care in isolation)
- Unique Areas of Focus:
  - Residence Halls
  - Athletics
  - Locker Rooms
  - Training Room
  - Labs
  - Cafeteria and Snack Bar
  - Fleet and Travel

Dr. Calvert and Kent have met with the Pratt Regional Medical Center (PRMC) staff, have been in contact with the Pratt County Health Dept., they 400 tests in their position. Based on June 15, 2020 PCC is looking at starting August 19<sup>th</sup> and over Thanksgiving Holiday students will not return until Spring semester. Every class having online or zoom component the number of students in the class can be controlled.

Chairman DeWeese expressed the Board's appreciation to the Task Force and Dr. Calvert for their work on getting the campus ready to open and be a safe environment.

## **VI. Budget Update – Kent Adams**

Mr. Adams distributed the Budget Planning 2020/21 Budget Estimate. The budget is using a 10% decrease in enrollment. Valuation went up \$700,000 dollars, oil and gas went down 2.8%, real property went up 1.1million, and state assessed went up 1.8 million. The Neighborhood Revitalization property went down \$800,000 making our valuation up \$700,000. Leaving the mill levy at 39.011 would have us at \$29,000 ahead in revenue. If mill levy is increased to 39.4546 generate \$78,000.

Anticipating the state to decrease 10%. Salary and benefits increase \$205,450, second year of the PHEA Agreement will add 2.2%, looking at 1.5% for staff, and projected increase in health insurance. No figures were available at the time of the meeting. \$205,000 estimating a 25% increase, cost savings of \$380,000, \$50,000 automotive instructor/recruiter for Kingman with a current enrollment of 12 students. \$123,331 would need to come out of the cash reserve.

FY20 budget had a projected deficit of \$47K; Revenue is projected at \$22K over budget; projected expenses \$150K under budget. Result is \$125,000 positive cash flow. College has cash reserve for 17 months. Weekly enrollment information will be sent out to the Board to keep them up-to-date on enrollment.

Special Board meeting is scheduled for July 6, 2020 at 6:00 p.m. in the Riney Student Center, Room 312. Room will be setup for people to call in (620-450-2292).

Mr. Adams updated the Board on the \$29,000 spent on cleaning supplies, hand sanitizers, equipment, signage etc. Looking into equipment that puts the negative ions into the ventilation system. The negative ion attaches to the virus, it cannot replicate and is caught also in the filters. The company has tested it against the COVID-19 virus. Residence Halls would be the first priority. Al Wiese could install the equipment in the dorms and on campus. Cost of this would run \$100,000. Smaller units for the residence halls are in stock at the company's warehouse in

Kansas City. FEMA has a grant which may cover supplies, not equipment. State money of \$26.8M spread around K-12 and higher education will not go far. CARES Act funds will not cover this.

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

Nothing to report

**VIII. Calendar of Events: Dr. Calvert**

July 6, 2020 – Budget Update Meeting, 6:00 p.m. Riney Student Center, Room 312

August 30 & 31, 2020 - KACCT Quarterly Meeting hosted by PCC

**IX. Action Items:**

➤ **Minutes:**

Chairman DeWeese asked for a motion to approve the minutes of the May 11, 2020 Board meeting. Motion was made by Mr. Barrett to approve the minutes of the May 11, 2020 Board meeting. Motion seconded by Mr. Reimer.  
With no further discussion, motion passed unanimously.

- **Personnel Report:** *Information provided by Rita Pinkall, Director of Personnel*  
Chairman DeWeese asked for a motion to accept the Personnel Report as presented. Mr. Barrett made the motion to accept the Personnel Report as presented. Ms. DeClue seconded the motion.

A verbal addition to the report: Brian Koller, Asst. Women's Basketball Coach/Residential Supervisor has submitted his resignation.

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. Mr. Reimer made the motion to accept the Financial Report as presented. Mr. Shumway seconded the motion.

Revenue through May is \$76K favorable compared to \$76K favorable in April. Tuition is \$5K unfavorable in May. Ad valorem taxes are \$39K under budget and motor vehicles motor taxes are \$62K favorable through May. Delinquent taxes are \$37K favorable through May. Miscellaneous income is running \$24K favorable due to payment plan fees. Career Technical Ed (CTE) funding is \$3K under budget.

Expenditures are running \$472K favorable through May. This compares to \$389K favorable through April. The underrun to the budget is improving. Expenditures are under budget due to no students on campus and travel restrictions.

Mr. Adams informed the Board the final tax distribution for the year was received. Property tax is \$50,000 less than anticipated and the delinquent taxes are higher than anticipated. The accrual faculty salaries for July and August that will come in June. Waiting for the \$600,000 grant from the City of Pratt and possibly not receive it in this fiscal year.

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. Mr. Barrett made the motion to accept the Weekly Enrollment Report as presented. Mr. Koler seconded the motion.

## Enrollment Update – June 2020 Board Report (Updates as of June 15 are noted in red)

1. **2020-2021 Academic Year** – Credit hour production for the academic year is 8,890 (9,030) and -8.2% (-4.7%) below the figure reported on June 8, 2019.

### 2. Summer 2020 Semester Enrollment

- Summer Semester credit hour production is 2,546 (2,291) and 3% (9%) greater than the same period last year.
- Student headcount is 485 (450) and 9% (12%) greater than the same period last year.
- EduKan credit hour production is 1,767 (1,508) and -9% (-4%) less than the same period in 2019.
- College Start/High School enrollment is 217 (208) credit hours, an 87% (89%) increase over the same period in 2019.

### 3. Fall 2020 Semester Enrollment

- Fall Semester credit hour production is 6,344 (6,739) and -12% (-8%) less than the same period last year.
- Student headcount is 463 (488) and -18% (-15%) less than Fall headcount for the same period last year.
- EduKan credit hour production is 365 (370) and -32% (-33%) less than production for the same period in 2019.
- College Start/High School enrollment is 504 credit hours, a -39% decrease in production compared to the same period in 2019.
- Credit hour production for the “Nine Core County Region” (Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford) is 2,432 (2,590) credit hours, a comparison with the 2019 Fall Semester total of 5,595 for the Nine Core County Region.  
*Note: The Fall 2019 figure has not been submitted to KSPSD, so the number is not an “official final” figure until it is submitted by Data Services.*
- EduKan Fall Term start dates:
  - Fall Term 1 & Fall Term 2 Last Date to Enroll: August 14
  - Fall Term 3 Last Date to Enroll: September 25
  - Fall Term 4: Last Date to Enroll: October 9
  - Fall Term 5: Last Date to Enroll: November 20

### 4. Fall 2020 Residence Hall Occupancy

- Residence hall occupancy is 53% (61%) or 174 (201) students compared to the same period in 2019 of 61% or 211 students. *Note: In 2019 the total occupancy was 346 and in 2020 it is 330, thus the reason 61% represents a different number of students.*

#### Summary:

- EduKan summer credit hour production is 4% less than the same period in 2019. Fall semester -33% less than prior period.
- Returning students in the area General Academic major.
- Wojciechowski Hall will have three apartments for isolation/quarantine rooms
- Nursing and EPT have a set date for enrollment. Nursing is scheduled for June 30<sup>th</sup> or July 1<sup>st</sup>. ADN – 30 (20 ADN online); PN – 19

With no further discussion motion passed unanimously.

#### ➤ **MIS Report: Dr. Calvert**

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

Mr. Barrett questioned, if PCCs GPAs has gone down is the quality of PCC instruction gone down? Ms. Monette has it on the agenda to discuss with the faculty at their meeting.

Assuming PCC is getting the same quality students other community colleges are getting it was suggested to research what they are doing that PCC is not doing.

With no further discussion motion passed unanimously.

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

Chairman DeWeese asked for a motion to accept waiver Policy 3-07 for the sole-source purchase of the following in the total amount of \$5,178.96:

Graphic Edge - \$1,706.25 – baseball hats, agreement with Graphic Edge

Dell - \$1,842.39 – Dell desktop computer, Dell is the PCC computer standard.

Bell Technologies - \$1,630.32 – upgrade to the annual Microsoft licensing agreement and PCC has its Microsoft licensing through this vendor.

Mr. Koler made the motion to accept Ratify Waiver Board Policy 3-07 in the total amount of \$5,178.96 from Graphic Edge, Dell, and Bell Technologies as requested from administration. Motion was seconded by Mr. Shumway.

With no further discussion motion passed unanimously.

➤ **Replace Computer Lab Computers** – *Kent Adams*

Chairman DeWeese asked for a motion to approve administration's approval of the sole-source purchase of 60 computers to replace lab machines. Mr. Shumway made the motion to approve the purchase of 60 Dell computers. Motion was seconded by Mr. Barrett.

Mr. Adams explained the 60 computers purchased will replace the lab machines at \$1,200 per machine for a total of \$72,000. This will be funded through the Vocational Capital Outlay Grant with a 50% institutional match. Dell computer is the sole-source vendor in order to continue with all Dell computers on campus.

With no further discussion, motion passed unanimously.

➤ **Policy Review(s):**

Chairman DeWeese asked for a motion to accept the administration recommendation of no change to the following policies:

- ✓ Policy 1-08 *Position Description for Board of Trustees*
- ✓ Policy 3-04 *Compensation and Benefits*
- ✓ Policy 3-05 *Financial Condition*

Motion was made by Mr. Barrett to accept the administration recommendation of no change to Policies 1-08 *Position Description for Board Trustees*, 3-04 *Compensation and Benefits*, 3-05 *Financial Condition* and to waive the first reading. Motion was seconded by Mr. Koler.

With no further discussion motion passed unanimously.

## **XI. Oral Reports**

➤ **Nursing Report** – *Diana Mitzner, Director of Nursing - Report given by VP Monette DePew*

- ✓ All students have graduated and now are waiting to take their tests
- ✓ KSBN March call was cancelled due to the COVID-19 pandemic and has been put on the June agenda and will explain the strategy plan and how these methods are being used. Team scores are good.
- ✓ ADN – 30 with 20 being online students and PN – 19 students.

➤ **Faculty Report** – *Stephanie Wiese, PHEA President – Report given by VP Monette DePew*

Performing Arts – Misty Beck, Encore and Chaperones, total of 18, received permission from Dr. Calvert to take their annual trip to Pigeon Forge, TN July 5 – 13<sup>th</sup>. Sites they will be going to are: Dollyworld, Smokey Mt. National Park, Aquarium, and will be performing at The Island and

Country Tonite. They are taking precautions by avoiding metro areas, will check for “hot spots”, taking a Care Kit, have masks, and will take temperatures daily. Camp volunteers made up packets for the young kids and their parents and distributed them to families since they could not have their summer theater event. Response was very good.

Faculty - Continue to enroll students, reaching out to students, get the scholarships awarded.

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

Staff Senate has not met since people working remotely and felt time is better spent meeting the needs of the students, their families and our colleagues. A request has been made to staff pertaining to their thoughts or concerns regarding their returning to work to share them with the Return to Campus Task Force. We made it through another semester and looking forward to summer.

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

- ✓ Fall athletes will start reporting July 24 with Cheer and Dance. PCC hosting Cheer/Dance camp August 1-2
- ✓ Practices for Fall sports can begin August 1<sup>st</sup>
- ✓ NJCAA allows face-to-face recruiting, coaches
- ✓ August 22 – Beaver Backers Golf Tournament

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

Auction - Mr. Fisher updated the Board on the results of the 32<sup>nd</sup> Annual Scholarship Online Auction. The online auction was a success with only \$4,094 under the previous year’s amount. Sponsorships were up \$5,000 and auction item sales were down \$12,828.00. But our expenses were down. 170 Registered bidders, 43 different communities, 5 different states. Provided the opportunity to reengage with a prior donor prospect.

Capital Campaign – Kansas Community Service Tax Credits was submitted on May 29, 2020 along with 15 letters of support. Anticipating a notification by the end of July. If accepted looking at raising approximately \$230,000.00 for the track and Soccer project.

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

The Executive Committee tasked Heather to reduce costs for KACCT and she has let the lease go at Jayhawk Tower, sold furniture and has reduced the number of contracts. We continue to be in constant communication with her and are participating in Presidents' calls when possible.

KACCT held their first-ever Zoom quarterly meeting, instead of meeting in Garden City. Roughly 40 were in attendance as Heather and President, Nancy Ingram from Johnson County CC led the group through review of the minutes, financials/budget, and contracts. David Marshall from Hutch CC reviewed the financials and flat budget information. Heather gave a legislative update: 7.5 million additional dollars have been included for SB155 courses, the budget has been approved and Heather directed colleges to plan on at least a 10% reduction as the state shortfall will most likely result in allotments. Heather felt like our "voice" was lost during the Zoom meetings hosted by KBOR and others during COVID precautions, especially with testimony. KBOR has formed a new committee with somewhat unclear motive and Nancy Ingram will represent CC's along with 7 legislators, another CC rep, 1 Tech rep, and 1 from the Governor's office. No CC's have opted for distance learning in the fall, but there are a few considering a variety of options at the end of the first semester and remainder of the year. KACCT Facebook advertising about enrollment has reached 250,000 people and Heather encouraged sharing of these ads for continued promotion. KACCT issued a statement regarding the killing of George Floyd and the racial tension. The statement is as follows:

**June 6, 2020**

The Kansas Association of Community College Trustees and each Kansas Community College is deeply saddened by the senseless death of George Floyd and similar insensible acts of violence

and discrimination that occur in America. Racism, prejudice, and bigotry have no place in our country. We must choose to move forward by taking those feelings and using them to ensure our colleges are places where everyone, regardless of the color of their skin, or their beliefs, are able to thrive. We encourage campus leadership, students, faculty and staff to participate in discussions aimed at finding solutions for change. We strongly denounce rioting and acts of violence. To take action, we are committed to developing plans in conjunction with our students to ensure Kanas Community Colleges set the example for equity and inclusion and lead the way in changing systemic inequities that have existed far too long.

The board approved to have this statement put on the PCC website.

- **ACCT / NLS** (Association of Community College Trustees; National Legislative Summit) Nothing to report.
- **AACC** (American Association of Community Colleges) – *Dr. Calvert* Participated in a Commission on Student Success Zoom meeting.
- **Other**  
Stan Reimer announced the 6 year anniversary for the Vernon Filley Art Museum.

## **X. Wrap Up**

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

Encourages everyone to stay vigilant and stay positive.

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

The following are the events Dr. Calvert attended:

- Continued to meet weekly with Taxing Entities to discuss COVID – 19 situation.
- Participated in CLC meeting.
- Met via Zoom with EDUKAN Board and CEO.
- Met via Zoom with Student Leadership Council.
- Meet weekly with other presidents with Heather Morgan.
- Held Employee Years of Service and Retirement Recognition via Zoom.
- Held Collaboration and Planning Council meeting to discuss 2021 budget.
- Met with Board of Trustees via Zoom to discuss 2021 budget.
- Participated in monthly KBOR meeting via Zoom.
- Participated in monthly TEA meeting via Zoom.
- Formed Return to Campus Task Force and had first meeting via Zoom.
- Participated in Rotary Club panel on PCC response to COVID – 19 via Zoom.
- Participated in NJCAA President’s Advisory Council meetings via Zoom.
- Participated in KACCT meeting via Zoom.
- Meet several times/week with Cabinet to discuss budget, enrollment, COVID – 19 responses.

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

- Chairman DeWeese shared the comment made by a resident who was thankful administration is allowing Misty Beck to do their annual trip to Tennessee.
- Wheat harvest is happening and Chairman DeWeese extended an invitation to the Board members and cabinet to come out to DeWeese Farms and be a part of it.

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

7: 52 p.m. Mr. Barrett made a motion to go into executive session not to exceed 15 minutes to discuss non-elected personnel. Mr. Shumway seconded the motion. Motion carried unanimously. Executive Session started at 8:00 p.m.

8:02 p.m. Chairman DeWeese asked for a motion to adjourn the executive session. Mr. Shumway made the motion to come out of executive session. Motion was seconded by Mr. Barrett. With no further discussion motion carried unanimously.

**XII. Motion to Adjourn**

Chairman DeWeese entertained a motion to adjourn the general session at 8:08 p.m. Motion was made by Mr. Barrett to adjourn the general session, seconded by Mr. Shumway. With no discussion motion passed unanimously.