

Board of Trustee Minutes of March 16, 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 Chairman DeWeese.

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

Trustee Absent: Kim DeClue

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

Media Representation: *Gale Rose*

- III. **Introduction of Guest(s)**
None present

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

Coach Josh Campbell Region VI Indoor Track & Field NJCAA All-American.

In order to be All- American Athlete must finish in top 6 in finals.

Kadesha Prescott – Women’s 60m Dash
Che Lara – Men’s 60m Dash
Michael Hudson – Men’s 60m Dash
Warren Williams – 60m Hurdle
C. J. Hill – Long Jump 7.26m

Coach Ken Kepley - NJCAA National Wrestling

Michael Spangler – 125lbs
Jake Beeson – 149lbs

Coach Shae Napier - Region VI Cheering Championship – “All-Girl Team” and “Gameday”

Maria Lopez	Joshua Diehl
Lexie Marshall	Gina Olivas
Sami DeFord	Steele Ward
Natalie Denaro	Alex Markus

Chairman DeWeese complimented Coach Napier for her dedication in getting the team to this status.

CIRCLES – 30 Faculty and Staff prepared and served 3 meals for the month of February meetings.

Megan Mayhew	Susan Mayberry	Misty Beck	Leigh Ann Hall	Amy Jackson
Christy Wright	Carmen Forest	Barry Fisher	Lorraine Prosser	Jessica Hacker
Elyse Birdsong	Carol McKenna	Martha Cortes	Robin Lemon	Lisa Perez Miller
Sarah Jackson	Eric Larson	Brad Luthe	Caitlin Miller	Amy Jackson

Cindy Lambert Carol Ricke Dr. Calvert Charles Keefer Donna Meier Pfeifer
Tim Swartzendruber Brenda Sterneker Rhonda Westerhaus Pam Launchbaugh
Lelanne Zimmerman

V. FORESIGHT 2020 – Dr. Calvert

In 2009 the Kansas Board of Regents (KBOR) started assessing trends in higher education and gathered data to develop a strategic vision for higher education over a ten year period. It sets long-term achievement goals that are measurable, reportable and to ensure the state’s public higher education system meets Kansans’ expectations. Their goal was to get 60% of Kansans’ with some form of post-secondary credentials. From a certificate to a doctoral degree. KBOR is working on the next plan.

Goal 1: Increase Higher Education Attainment

Number of certificates and degrees awarded by universities, community and technical colleges from academic year (AY) 2010 to (AY) 2019 number of credential’s awarded statewide increased 20%.

Number of Attainment goal was to have 53,000 Kansans, unfortunately this goal was not achieved. In 2019 the goal was 50,802, achieved 41,965. The cumulative gap between production to date and the attainment goal is approximately 12,000 awards. PCC’s established goal was set at 588 and achieved 331. KBOR factored in three years of numbers and the large numbers of the PCC nursing program were factored into this goals. KBOR did not reduce the number to coincide with the reduced number of nursing students.

Goal 2: State Initiative: Excel in Career Technical Education (CTE)

In AY 2012, The Kansas Legislature enacted this program to enhance career technical education by providing state financed college tuition for high school students in postsecondary technical education courses. The program has exceeded expectations with participation increasing by 350% during these seven years.

20019 Participating Headcount -	13,675
Credit Hours Generated -	105,084
Credentials Earned -	1,803

Goal 3: Ensure State University Excellence – Focused on the six state universities

VI. Communication to the Board – Donna Meier Pfeifer

Nothing to Report

VII. Calendar of Events

- April 13, 2020 - The April 20th Board of Trustee meeting was moved to April 13th due to the Higher Leadership Commission (HLC) conference in Chicago and Ms. Perez Miller, Ms. DePew, and Dr. Calvert would be attending. Due to the COVID-19 Pandemic the conference has been cancelled. It was the consensus of the Trustees to keep April 13, 2020 date as previously planned. Announcement of the meeting date change will be published in The Pratt Tribune.
- May 1, 2020 Auction – Other options are being considered.
- May 15, 2020 Commencement Ceremony – being eight weeks out nothing has been decided.

VIII. Action Items:

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

Chairman DeWeese asked for a motion to accept Special Board of Trustee meeting on February 13, 2020 the Board of Trustee meeting on February 17, 2020 minutes as presented. Mr. Barrett made the motion to accept the minutes of meetings February 13th and 17th as presented. Ms. Hamm seconded the motion. With no further discussion motion passed unanimously.

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

Chairman DeWeese asked for a motion to accept the Personnel Actions as presented. Mr. Reimer made the motion to accept the Personnel Actions as presented. Mr. Koler seconded the motion. With no further discussion motion passed unanimously.

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

Revenue through February is \$62K favorable, compared to \$20K favorable in January. Expenditures are \$291K favorable through February compared to \$208K favorable through January. Net revenue is \$353,000 favorable.

On a preliminary note anticipating to prorate the room and board charges probably around \$350,000. A reduction in the amount of scholarships that were for Room and Board does not include tuition and fees, which will offset some of the \$350,000 to the dormitory housing system. Looking at \$300,000 - \$350,000 down in revenue. Department is tracking all expenses to hopefully be reimbursed by the Kansas State of Emergency.

Chairman DeWeese asked for a motion to accept the Financial Report as presented. Ms. Hamm made the motion to accept the Financial Report as presented. Mr. Barrett seconded the motion. With no further discussion motion passed unanimously.

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

Enrollment Updates - Board Report – March 20, 2020 (Updates as of March 6, 2020)

1. **2019-2020 Academic Year** – As of March 2, credit hour production for the academic year is 26,354 (26,137) and -2.0% (-2.7%) below the 2018-2019 figure reported on March 4, 2019.
2. **Spring 2020 Semester Enrollment**
 - Spring Semester credit hour production is 11,621 (11,404) and -4% (-5%) less than the Spring 2019 credit hour production for the same period.
 - Student headcount is 1,063 (1,039) and -4% (-5%) less than Spring 2019 headcount for the same period.
 - EduKan credit hour production is 1,990 (1,763) and -1% (-9%) less than the production for the same period in 2019.
 - College Start/High School enrollment is 1,500 (1,494) credit hours, a -2% (-4%) decrease in production compared to the same period in 2019.

Chairman DeWeese asked for a motion to accept the Weekly Enrollment Report with the updates as presented. Ms. Hamm made the motion to accept the Weekly Enrollment Report with the changes as presented. Mr. Shumway seconded the motion. With no discussion motion passed unanimously.

➤ **MIS Report:** *Dr. Calvert*

Developmental Course Section Retention & Success Rates

Math - PCC 3-Year Average is at 49% with a benchmark of NCCBP Peer 3-year average is 62%. The course structure has remained the same. It could also depend on the strength of the students each year. This is developmental math and the Math Department is looking into this. PCC's Peer Group in NCCBP include: Barton, Cowley, Fort Scott, Garden City, Highland, Independence, Neosho and Seward.

Chairman DeWeese asked for a motion to accept the MIS Report as presented. Mr. Barrett made the motion to accept the MIS Report as presented. Mr. Reimer seconded the motion. With no further discussion motion passed unanimously.

IX. Action Items:

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

Chairman DeWeese asked for a motion to accept the following sole-source purchases in the total amount of \$5,271.24 for the following:

Barracuda Licensing Renewal - \$1,101.24 for email security and archiving

Pratt Gun Club - \$1,170.00 for targets for shooting classes. The classes are held at the Gun Club and use their targets. This is a reimbursement to the Gun Club.

Wildlife Outfitting & Operations (WOO) - \$3,000.00 for students to participate in a pheasant hunt from Old School Outfitters which is a nearby vendor. The cost is covered by student fees.

Chairman DeWeese asked for a motion to Ratify Waiver Board Policy 3-07 for the sole-source purchases to Barracuda Licensing, Pratt Gun Club, and WOO in the total amount of \$5,271.24. Mr. Barret made the motion to accept the administration sole-source requests in the total amount of \$5,271.24. Motion was seconded by Mr. Shumway. With no further discussion motion passed unanimously.

➤ **Hospitality Room Adult Beverage** – *Tim Swartzendruber / Dr. Calvert*

The two events where adult beverages were served the feedback was very positive, well accepted, and good support to the athletic department. Administration is requesting for the academic year 2020-21 approval up to 6 events. The dates yet to be determined. Partnering with the United School Districts (USD) schools in the service area went over very well and planning to do it again. Skyland Grain and Club D'est both stated they would like to get more involved in athletics.

Chairman DeWeese asked for a motion to approve the administration request to approve up to 6 events hosting a hospitality room, which will be sponsored, and be permitted to serve adult beverages. Motion was made by Mr. Shumway to approve the administration request to host a hospitality room up to 6 events in the 2020-21 academic year to serve adult beverages. Motion was seconded by Mr. Barrett.

Discussion: Chairman DeWeese suggested the following events: 1 for Volleyball, 1 for wrestling, and 2 for basketball. The motion on the table was to authorize up to 6 events, negotiations for numbers can come later.

With no further discussion motion passed unanimously.

➤ **Welding Technology Program Approval** – *Monette DePew / Dr. Calvert*

Chairman DeWeese asked for a motion to approve the Welding Technology Associate of Applied Science Degree (AAS), Level I Certificate, and Level II Certificate. Motion was made by Ms. Hamm to approve the Welding Technology Associate of Applied Science Degree (AAS), Level I Certificate, and Level II Certificate. Motion was seconded by Mr. Barrett.

Discussion: Daryl Lucas, Auto/Diesel Coordinator/Instructor, made all the necessary contacts to utilize this program. Funds from the Perkins and Capital Outlay will be used to purchase the needed equipment. Looking extending the welding shop 30' or 40' to accommodate the program. Personal protection equipment will be paid through student fees. For CTE we are expecting the high schools to provide the personal equipment and hand tools. This allows us to do a complete program through American Welding Society (AWS) and is an industry approved credentials. With the Trustees approval, now goes to Tech Ed Authority, to Department of Education, and HLC process. To teach the fully approved program probably will not be until the Fall semester 2021 in terms of offering full Federal Financial Aid. High school needs can be met now because they cannot do Federal Financial Aid. Daryl is very lucrative in this industry and the institution is fortunate to have a highly qualified instructor in this field. No instructor has been hired at the time of this meeting.

With no further discussion the motion passed unanimously.

- **Policy Review(s):**
Disclosure of Substantial, Interests by Trustees Policy 1-07
Administration had no recommended changes to Policy 1-07.

Chairman DeWeese asked for a motion to accept the administration recommendation of no change on Policy 1-07. Motion was made by Mr. Barrett to waive the second reading and to approve *Disclosure of Substantial, Interests by Trustees Policy 1-07*. Motion was seconded by Ms. Hamm. With no further discussion motion passed unanimously.

XI. Oral Reports

- **Nursing Report** –*Submitted by 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 remain at 31
 - ADN Winfield instructor's performance is good
 - PN instructor position for Winfield is still open
 - Winfield Clerical position – applicant fell through. Back to looking to filling position

Dr. Calvert, Monette DePew and Diana had a meeting with PRMC and met with the CEO to continue the partnership. Discussed how we would like to have a PRMC staff member possibly teach occasionally as agreed upon in the Memorandum of Agreement that was established in 2017.

William Newton Hospital in Winfield - Met with nurse leaders to establish a partnership to do clinical starting in the Fall semester. Will be working on contracts to be sent and we have already discussed clinical days for students. Will be having further discussions regarding areas of placement for students in the PN and ADN programs, for this upcoming Fall semester. They were very welcoming and excited to have our students.

Clinical - These past few weeks have been mental health rotations so all students have completed their clinical at Larned State Hospital.

KSBN (Kansas State Board of Nursing) – In March Ms. Mitzner will present strategies of the PCC ADN nursing program to improve NCLEX pass rate. PCC Nursing is on the Education meeting agenda to present. Tentative date will be the 24th.

Remediation - Meeting with our ATI representative on Friday March 6th to discuss remediation use and policies. Amy Jackson, Director of Student Success Center, and Cindy Lambert, Student Success Specialist, will talk to instructors on how to advise students.

Student Applications - Currently have 19 total. PN Program: 6-Pratt campus, 3-Winfield campus. ADN Program: 5- Pratt campus, 1-Winfield campus, 4-Online. Acceptance for applications will close on March 15th. I have started scheduling interviews.

Spring break week is coming on the 16th and students are ready. Once they come back, they will begin to wrap up their clinical, prepare for their finals, and graduation.

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

Mark Freeman has talked and demonstrated ceramics at Ellinwood High School and Central Plains High School in Claflin during the last month. Both schools are now planning a campus visit. Ellinwood will be bringing 12 students to visit the art department, and Central Plains plans to bring 7.

Valarie Dellrocco and Mark plan to attend the Haysville Creativity Expo at Haysville High School on March 27th. They will have a table at the event.

Valarie Dellrocco judged the graphic design competition for high school and post-secondary students at the Business Professionals of America State Conference that was held in Wichita on February 27 & 28. She spoke to students and invited them to come and tour the PCC campus.

Sarah Jackson is teaching the 8 week Tech Math class this semester and will end with a little trigonometry. Students' used the knowledge of trigonometry to determine the height of the flag pole in front of the Benson Education Center measuring it three different ways. Students determined the height of the flag pole to be between 55 and 60 feet tall. The number was not the same each time, but they were close enough; they understood what was going on with the math.

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

As previously stated, the Staff Senate requested a voluntary survey be completed by PCC employees. We wanted to use the information therein to provide the Senators with direction on how to improve morale, how “employee value” can be conveyed and finally, feedback that can be shared with Cabinet Members.

The Senate appreciates the answers that were given. We know that we have quite a bit of room for improvement in the areas of value and morale. It is the easy option to suggest pay and benefits are the solution to these problems. However, we are looking to create an employee culture that staff can “buy” into. We want to know what will make people excited to come to work and collaborate with other departments rather than vie against each other for rank.

Staff Senate understands that as employees, our power is limited and therefore we can only offer suggestions to Administration. Still, as our group has become more focused and dedicated to providing insight and solutions, there can be improvement. Sustainable and quantifiable improvement for the employee experience at PCC.

We also want to identify strategies for employees to feel comfortable voicing what may seem to be “negative” opinions or serious concerns. For some reason there seems to be a widespread fear of repercussions for pointing to things that may need improvement or issues in their departments. While there seems to be no evidence that this is a big problem, it does hamper the ability of staff to engage meaningfully in making PCC a great place to work. Senate feels that morale can be improved where freedom of speech is encouraged and responded to in thoughtful ways

Finally, we want to know what makes long-term and retiring staff feel celebrated. We know that many years of devotion have been given to the institution and that needs to be merited. Staff want Administration to value what they have given in tangible ways. Staff Senate wants to be the catalysts for change in this area.

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

Winter Sports

- Women's Basketball concluded season in Region VI tourney losing to Neosho County. Final Record: 17-14, 11-10 in Jayhawk West-4th place.
- Men's Basketball concluded season in Region VI tourney losing to Neosho County. Final Record: 19-12, 13-8 in Jayhawk West-3rd place.
- Wrestling: Six qualified for National Wrestling Tournament in Council Bluffs, IA.
- Indoor Track: 17 qualified for National Indoor Track Meet in Lynchburg, VA.

Spring Sports

- Baseball 4-10. Conference play began March 12 vs Garden City.
- Softball 1-14. Conference play began March 4 vs Garden City.
- Outdoor Track will begin at Texas Relays March 26

Social Media

- Gobeaversports.com – website
- Twitter: @PrattBeavers (1097 followers as of today! 1084 at last meeting)
- Facebook: Pratt Community College Athletics
- Instagram: @PrattBeavers (64 followers as of today-61 at last meeting)

Fan Engagement/Promotional

- Hosted Class 1A Sub-State March 5-7
- Coffee with the Coaches: March 25 in Hall of Fame Room 7-8:30 a.m.
- Kansas All-Star Basketball Game April 18
- Beaver Backer Golf Tournament August 22

NJCAA National Office has announced:

- All Spring sports will be canceled
- National Basketball Tournament has been canceled
- Recruiting on campus and off campus has been suspended until April 15, 2020. No face-to-face recruiting.
- Telephone, Zoom, Skype, Texting recruiting is allowed.
- Signings can continue

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

Auction – Ongoing process of contacting sponsors for monetary donations, vendor and individuals for live and silent auction items and promoting the “Reserved Table” concept. Encouraging people to invite people to their table that are not familiar with PCC giving them the opportunity to hear the successes of the institution. Putting emphasis on the décor of the event, with hanging lights, table arrangements, and good food. The menu will be: Beef Wellington and Chicken Piccata, Scalloped potatoes, Caramelized Baby Carrots, Cream Green Beans, and Parfaits for dessert. Kevin Hamm has built a Chiefs Corn Hole and PCC Beaver Corn Hole games and will be donating these to the auction.

- **KACCT** (Kansas Association of Community College Trustees) *Michele Hamm*
The Executive Committee has participated in a number of calls and communication with Heather and the presidents regarding the changes and decisions they are being tasked on behalf of our students. Very heavy responsibility for all of them.

Ms. Hamm attended the PTK ceremony in Topeka on March 12th. Despite the current situation, she felt it was well-attended. The three student speakers gave great speeches, focusing on the benefit of attending a community college in their lives. Later, KACCT heard from Blake Flanders, Heather Morgan, and a representative from Husch Blackwell (H-B).

H-B offers free, monthly webinars. An overview of legal issues currently impacting community colleges was presented including: Title IX, Remote Learning vs Distance Learning, and the rising trend regarding Service vs Support Pets. She urged community colleges to take a look at online learning and website access to those with disabilities.

The Executive Committee met briefly and discussed Heather's upcoming evaluation. The current form will be used, with some streamlining to be done by president, Nancy Ingram. We will look into using Survey Monkey to make the process more efficient in the evaluation and collection process done by the Executive Committee and Nancy Ingram. Also discussed was evaluating the Kansas Community College Leadership Institute (KCCLI) and encouraged members to take part in Friday calls.

KBOR - Blake Flanders, President and CEO and Shane Bangerter, Chair of KBOR would like to be invited to Board meetings. Mr. Bangerter is the driving force for Program Articulation. Have about 100 courses approved to transfer to articulation. It would be beneficial if things were programed appropriately. The Board was in consensus of Mr. Flanders and Mr. Bangerter attend a meeting. Dr. Calvert will extend the invitation.

- **ACCT / NLS** (Association of Community College Trustees; National Legislative Summit)
- **AACC** (American Association of Community Colleges) – *Dr. Calvert*
AACC conference and the NJCAA National meeting has been canceled due to COVID-19.
- **Other**
 - Ms. Hamm - Coach Sean Flynn and his players, Zool Kueth and Carlos Montiel spoke at the recent LMS Uncommon Greenback Assembly. They addressed grades 5-8 about grit and team and took questions from the students. Their message was well-received.
 - 5th Grade student wrote a skit about germs with a cast of 5th and 7th grade students and performed before the Uncommon Greenback Assembly about using handwashing technics, etc.
 - Chairman DeWeese recognized Ralph Williams, Ag Power Instructor, for his time and efforts in improving the Ag program in quality and in enrollment 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.

X. Wrap Up

Comments from the Public: *Gale Rose*

Kansas Governor Laura Kelly had come out with the recommendation gathering be limited to 10 people and use “social distance”. Pratt County Health Dept. will be issuing a statement on Tuesday morning procedures for people to follow. Announcement will be on the Pratt County website, click on the Health Department.

Comments from the President: *Dr. Michael Calvert*

1. Attended KBOR February meetings
2. Met with legislators and encouraged support for HB 2515 (Promise Act) which passed through the House.
3. Hosted Spring meeting of area High School Superintendents, Principals and Counselors on campus.
4. Attended funeral services for Representative Greg Lewis in Stafford.
5. Held annual retreat with trustees.
6. Welcomed over 650 high school students at the annual PCC Academic Olympics.
7. Served at Circles with several other PCC staff.
8. Provided Welcome at Phi Theta Kappa and Kappa Alpha Beta Induction ceremony.
9. Held Pizza with the President on two nights meeting students in residence halls.
10. Met with and made “asks” of two prospective donors.
11. Met with KSU Doctoral Program Reps to discuss curriculum and marketing opportunities.
12. Provided a PCC update to Chamber of Commerce, Young Professional group in meeting held on campus.
13. Led All-Employee meeting in final preparation for HLC site visit.
14. Met with representatives from Wichita’s “Gear Up Program” targeting first generation college students. Their group will tour PCC campus later this year.
15. Facilitated KJCCC Task Force on finalizing by-law proposal to ensure a certain level of Kansan’s on all athletic rosters. By law proposal is due later March for April KJCCC meeting.
16. Presented PCC update to KCCLI Class that was on campus.
17. Attended Lane Gourley’s Celebration of Life.
18. Participated in monthly Taxing Entities meeting.
19. HLC site team visitors on campus March 9-10
20. HLC Site Visit a Success was a success. Institution will get a Feedback Report with potential actions, which allow to make corrections.
21. PTK - Mason Eck and Victoria Addington
22. PCC Statement
23. Housing Update – Saturday 38 students, estimating 15 – 20 students on campus through the semester.
24. Prohibit travel without permission from the President
25. 30 days in advance for canceling/postponing events
26. Recommend closing the campus until further notice – prevention is the key to combat COVID-19. It was the Board consensus to close the campus as recommend by Dr. Calvert.

Comments from the Board Chair: *Dwane DeWeese*

- Shae Napier, Head Cheer Coach has done a super job with her students and represents PCC very well.

- PTK 2021 event would like to see more Trustee in attendance. Heather Morgan and Julie Halling made a well-designed book.

- Kids on the Farm has been cancelled

- Dr. Calvert was commended for attending the service for Lane Gourley.

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

Mr. Barrett asked to go into an executive session for non-elected personal.

7:19 p.m. Chairman DeWeese asked for a motion to go into executive session and not to exceed 60 minutes with a 7 minute break. Motion was made by Mr. Barrett to go into executive session for no longer than 60 minutes for non-elected personal. Motion was seconded by Ms. Hamm. With no further discussion motion passed unanimously.

7:25 p.m. Executive session convened.

Chairman DeWeese asked for a motion to come out of Executive Session at 8:10 p.m. Motion was made by Mr. Shumway to come out of Executive Session, motion seconded by Mr. Barrett. Motion passed unanimously.

XII. Motion to Adjourn

Chairman DeWeese entertained a motion to adjourn the general session at 8:12 p.m. Motion was made by Mr. Shumway to adjourn the general session, seconded by Mr. Barrett. Motion passed unanimously.