

Board of Trustee Minutes of May 11, 2020 Zoom Meeting

- 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(s) Absent: None

Administrative Present: *Dr. Michael Calvert*, President, *Kent Adams*, VP of Finance and Operations; *Monette DePew*, Interim VP of Instruction, *Lisa Perez Miller*, VP of 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)**
No Guests were present

- IV. **Recognition of Awards of Excellence – Dr. Calvert**
No awards were presented

- V. **COVID-19 Update – Dr. Calvert**

The goal is to bring the students back on campus in August. President's Cabinet has been meeting daily discussing alternative plans, i.e. 1) starting late, 2) starting online and bringing students on campus later, 3) starting 2 or 3 months later, 4) totally online.

Cabinet continues to work on the budget, May 19th Staff Administration Budget Planning Session (by Zoom) and May 23rd Board of Administration Budget Planning Session.

A small group of automotive and lineman students were on campus to finish up their final exams.

Mr. Adams is working on the Federal CARES Act to have access to \$258,000 for students followed with the \$258,000 for the institution portion. Planning to use the funds to cover the loss of having to refund students their Room and Board. Title III estimated to be \$26,000 from the Federal government. Room and Board refunds were in the \$360,000 to \$380,000 range.

Senator Jerry Moran had a telephone conversation with Dr. Calvert to make sure PCC received the funds and wanted assurance the funds would go to the students and then PCC would get its portion.

Cabinet:

- Ms. DePew expressed people continue to be concerned and know it is just a matter of time until decisions are made. Summer classes will be done online.
- Mr. Adams shared the college is ordering supplies in anticipation of opening in the Fall. There will be hand sanitizers in the classroom, at entrances, protective gear, masks, and equipment to spray down classrooms on a daily basis or as needed.
- Ms. Perez Miller shared Teams are planning accordingly on either face-to-face or a variation of methods for new student orientation, early enrollment, etc.
- Mr. Swartzendruber had nothing to add.

Employee Years of Service and Recognition Awards 2020 and Town Hall Meeting

This will be done by Zoom on Friday, May 15, 2020 which would have been the day of commencement. All 2020 Graduates will receive an invitation to return to the PCC campus and be recognized at the 2021 Commencement Ceremony.

VI. Communication to the Board – Donna Meier Pfeifer
Nothing to report

- VII. Calendar of Events: Dr. Calvert**
- June 6 - KACCT Quarterly meeting will be a one hour Zoom call on June 6 at 8:15 a.m. The meeting was scheduled to be at the Garden City Community College.
 - August 30-31 – KACCT Quarterly meeting is scheduled for Pratt Community College as of now.

VIII. Action Items:

- **Minutes – Donna Meier Pfeifer - Recorder**
Chairman DeWeese asked for a motion to accept the minutes of the Board of Trustee meeting on April 13, 2020 as presented. Mr. Barrett made the motion to accept the minutes of the April 13, 2020 meeting as presented. Ms. Hamm seconded the motion.
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. Shumway made the motion to accept the Personnel Report as presented. Mr. Reimer seconded the motion.
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. Shumway made the motion to accept the Financial Report as presented. Mr. Barrett seconded the motion.

Revenue through April is running \$76K favorable compared to \$63K favorable in March.
Expenditures through April is \$389K favorable compared to \$264K favorable through March.
Expenditures are under budget due to no students on campus and travel restrictions.
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. Reimer seconded the motion.

Enrollment Update – May 2020 Board Report (Updates as of May 11 are noted in red)

1. **2019-2020 Academic Year** – As of May 4, credit hour production for the academic year is 26,006 **(25,995)** and -3.1% **(-3.2%)** compared to the 2018-2019 figure reported on May 6, 2019.

2. **Spring 2020 Semester Enrollment**

- Spring Semester credit hour production is 11,273 **(11,262)** and -6% **(-7%)** compared to the 2019 credit hour production for the same period.
- Student headcount is 1,019 **(1,017)** and -8% compared to the 2019 headcount for the same period.
- EduKan credit hour production is 1,751 and -9% less than production for the same period in 2019.
- Pratt Online credit hour production is 614 and -19% less than production for the same period in 2019.
- College Start/High School enrollment is 1,410 **(1,404)** credit hours, a -10% 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 (complete)
 - Session 5 Last Date to Enroll: February 28 (complete)

3. **Spring 2020 Residence Hall Occupancy**

- Residence hall occupancy is 85% or 289.5 students. This compares to a Spring 2019 final occupancy figure of 83% or 285 students. *Note: Due to COVID-19 and the closure of the residence halls, the final date for Spring tracking is March 13.*

4. **2020-2021 Academic Year** – As of May 4, credit hour production for the academic year is 5,125 **(6,852)** and -30.7% **(-16.2%)** below the figure reported on May 6, 2019.

5. **Summer 2020 Semester Enrollment**

- Summer Semester credit hour production is 1,357 **(1,699)** and -22% **(-24%)** compared to the same period last year.
- Student headcount is 259 **(315)** and -17% **(-21%)** compared to the same period last year.

6. **Fall 2020 Semester Enrollment**

- Fall Semester credit hour production is 3,768 **(5,153)** and -33% **(-13%)** less than the same period last year.
- Student headcount is 254 **(371)** and -41% **(-18%)** less than Fall headcount for the same period last year.

With no further discussion motion passed unanimously.

➤ **MIS Report: Dr. Calvert**

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

Completion / Transfer Rates (based on IPEDs" Graduation Rate Survey) this data focuses on first time full time degree seeking students which is about 25% of PCC student body.

- Completed in 3 years PCC's 3- year average IPEDS Grad Rate is 37% compared to 31% of its peers.
- PCC Completed or Transferred within 3 years is 62% compared to 58% of its peers.

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 Ratify Waiver Board Policy 3-07 in the total amount of \$9,632.30 for the following:

- American Pistol Association - \$3,300.00 Range Safety Officer Certification for WOO students. Students pay for this.
- Altec Industries - \$1,582.30 Synthetic Rope Assembly since the tech equipment is made by Altec
- Presto Sports - \$4,750.00 Vendor for the annual licensing agreement for the athletic website" Gobeaversports.com". Jayhawk Conference uses this website.

Ms. Hamm made the motion to accept Ratify Waiver Board Policy 3-07 in the total amount of \$9,632.30 for American Pistol Association, Altec Industries, and Presto Sports. Motion was seconded by Mr. Koler. With no further discussion motion passed unanimously.

➤ **Adjusted Tuition & Fees – Pratt Online 2020-2021**– *Kent Adams*

Chairman DeWeese asked for a motion to accept the administration's recommendation to accept the Adjusted Tuition & Fees – Pratt Online 2020-2021 as presented. Motion was made by Ms. Hamm to accept the administration's recommendation to accept the Adjusted Tuition & Fees - Pratt Online 2020-2021 as presented. Motion was seconded by Mr. Koler.

Mr. Adams presented the Proposed Pratt Online Cost:

- In-State Tuition - \$64; General Fees - \$51 – Total \$115
(Total In State Plus (\$50 per semester outside of Pratt County if 12 or more hours)
- Out of State Tuition - \$77; General Fees - \$51; Total \$128
(Total Out of State Plus (\$100 per semester if 12 or more hours)
- International Tuition - \$95; General Fees - \$51; Total \$146
(Total International Plus (150 per semester if 12 or more hours)
- Kansas High School Student or 2020 Kansas High School Graduate
 - Concurrent Tuition - \$62; Concurrent Fees - \$ 27; Total Concurrent - \$89
 - Summer rate for service area high schools will be \$75 per credit hour
- Other Colleges Charge:
 - Barton CC - \$150 – Barton announced a summer sale of \$114 for Kansas High School Students and Graduates
 - Butler CC - \$121 per credit hour + \$53 per Course = \$138.67 per credit hour
 - Colby CC - \$130.50 Thomas County, \$135.50 In-State; \$155.50 Regional
 - Hutchinson CC - \$131 in State; \$162 Out of State
 - Fort Hays State University (FHSU) - \$219
 - Sterling - \$135
 - Wichita State University Tech (WSU Tech) - \$116/ credit hour, Summer rate for high school \$75/ credit hour

With no further discussion motion passed unanimously.

➤ **Resolution to Approve Kansas Homeland Security Region E Hazard Mitigation Plan – Kent Adams**

Chairman DeWeese asked for a motion to accept administration's recommendation for the approval of Resolution to Approve Kansas Homeland Security Region E Hazard Mitigation Plan. Ms. Hamm made the motion to accept administration's recommendation to approve Resolution Kansas Homeland Security Region E Hazard Mitigation Plan. Motion was seconded by Mr. Barrett.

The resolution is required so PCC will remain part of the Kansas Homeland Security Region E Hazard Mitigation Plan. This allows PCC to participate in the hazard mitigation plan and various grants related to hazard mitigation. PCC will be applying for a FEMA Grant to assist in covering the cost for the supplies and equipment ordered.

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 Policy 2-04 *Institutional Core Values* and Policy 6-01 *Vision* which are both annual reviews. Motion was made by Ms. Hamm to accept the administration recommendation of no change to Policies 2-04 *Institutional Core Values* and 6-01 *Vision* and to waive the second reading. Motion was seconded by Mr. Reimer.

Dr. Calvert stated both policies require an annual review. The administration had no recommended changes for either policy.

With no further discussion motion passed unanimously.

XI. Oral Reports

➤ **Nursing Report – Diana Mitzner, Director of Nursing**

- ✓ There were two retested; a 2014 graduate who tested in Maryland and failed, and a 2019 graduate in Kansas and failed.
- ✓ Both programs are doing virtual clinical to complete their hours for the clinical portion of the classes.
- ✓ May 12-14 both programs will be starting their Live NCLEX Reviews, which will be done virtually. Currently doing prep tests and finishing their regular class work.
- ✓ Grades are in and all 30 students passed: ADN 17 and PN 13.
- ✓ KSBN – All testing sites are open for students to take their exam. One change is they have up to six months to take the exam.
- ✓ Sarah Malec, secretary in the Pratt office, has given her resignation, last day will be May 29. The position is posted.
- ✓ ADN adjunct instructor will be leaving after Spring semester.

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

- ✓ Recruiting efforts continue and have increased the social media presence. Now have Twitter and Instagram in addition to the Department Facebook page.
- ✓ Hosting the *Stay At Home Concert Series* on Facebook resulting in an increase in traffic. Some videos now have 2500-3300 hits
- ✓ Encore – continues to fundraise for the annual trip by selling raffle tickets in their home towns, Depending on the situation in the country, they are hoping to take their trip in July.
- ✓ Summer Camp is in limbo until further notice.

Rhonda

- ✓ In support of both the PCC Scholarship Auction and local supporting businesses to the mission of Club International, PCC's Club International is donating a gift card from Legends Pub and Grill.

Stephanie

- ✓ Faculty continue to use different methods to reach students, provide instruction, and interact to facilitate learning. Since many students who enroll in traditional, on-ground classes do not learn nor function well in the online environment, student participation and ability to use technology are generally not on par with those of regular online students. In addition to continuing to build and develop online content in each of our disciplines, faculty is reaching out to encourage students, clarify material, and help them learn to use Canvas and other technologies so they can participate fully in classes.

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

- ✓ Staff Senate meetings have been suspended in light of the staff availability. Plan is to resume meetings following social distancing guidelines.

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

- ✓ Jason Jordan, Head Softball Coach started on April 27. Jason was the Assistant at Fort Hays State. He has been having Zoom meetings with the team and conducting individual meetings.
- ✓ Joel Pearson, Head Cross Country Coach, started on May 4th. Has numerous commits for the program.
- ✓ Beaver Backer Golf Tournament is August 22nd, Park Hills Country Club
- ✓ Track equipment arrived on April 23rd and has been moved to the storage facility at the track. Track has been re-striped and roofs fixed. Hydro mulch is down.
- ✓ KJCCC and Region VI meetings April 27-28 were done virtually
- ✓ Men's Basketball – 3 players have signed Letters of Intent to NCAA Division I Schools: Jamel Horton, CJ Kelly with State University of New York at Albany. Zool Kuthe with Northern Illinois University.
- ✓ Women's Basketball – 2 players have signed Letters of Intent to NCAA Division I Schools: Janell Douvier with Southern Illinois and Rylee Alexander with University of Idaho.

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

Scholarship Auction website is open prattcc.edu/auction with details about the auction on how for the event. Recruiting people to assist in spreading the word about the auction through their email contacts and social media accounts, and to get people registered.

Marvin and Nancy Schmidtberger \$100,000 Scholarship Auction Challenge. Mr. and Mrs. Schmidtberger are challenging auction participants to raise at least \$100,000 to equal their gift. This is a challenge to bidders, sponsors, and anyone wanting to make a straightforward donation.

Capital Campaign – Working on the Kansas Community Service Tax Credit application. The filing deadline is May 31st. Waiting on support letters.

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

Heather Morgan, Executive Director, informed the Executive Board the enrollment is up for certain colleges in the State. Facebook marketing continues.

➤ **ACCT / NLS (Association of Community College Trustees; National Legislative Summit)**

Nothing to report.

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

Nothing to report.

➤ **Other**

North Campus

- Al and Stephanie Wiese have officially moved into the house on the property.
- \$300,000 to upgrade the rodeo grounds at the current arena location
- Darrell Kruse will cut fencing on the outdoor arena, will start on the welding, looking at hiring a part-time person to assist Darrell
- Simpson will prepare the drainage

Mr. Shumway asked if an assessment had been done of the old rodeo grounds to bring it back into a state of usage. Dr. Calvert informed the Board the cost to upgrade the existing campus rodeo grounds would run approximately \$300,000. The cost would be over \$1M which would include classrooms. Concern expressed by Mr. Shumway, by doing all this would the property be more difficult to sell. The concept was to make this area hands on agriculture and Wildlife Operations and Outfitting (WOO) to be able to utilize the property.

X. Wrap Up

Comments from the Public: *Gale Rose*

Encourages everyone to stay positive.

Comments from the President: *Dr. Michael Calvert*

No additional comments from the President pertaining to the following. All meetings were held by Zoom.

- Meets weekly with the taxing entities
- Met with President's Advisory Council
- KBOR
- Daily President's Cabinet: key issues have been building the budget, alternative class schedules for Fall semester and preliminary conversations regarding protocol when campus is fully open.
- Met with NJCAA President's Advisory Council twice a month
- KJCCC Spring Meeting
- TEA meeting
- SPuR meeting
- Conducted Board Work Session with trustees and cabinet members
- Nursing Program Advisory Board meetings
- MDSM Advisory Board Meeting

Comments from the Board Chair: *Dwane DeWeese*

Chairman DeWeese had no comments

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

XII. Motion to Adjourn

Chairman DeWeese entertained a motion to adjourn the general session at 8:12 p.m. Motion was made by Ms. DeClue to adjourn the general session, seconded by Ms. Hamm.

With no discussion motion passed unanimously.