

Board of Trustee Minutes of November 18, 2019

I. Chairman Dwane DeWeese called the Pratt Community College Board of Trustees meeting to order at 6:01 p.m.

II. Pledge of Allegiance was led by Ms. Michele Hamm

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

Trustee(s) Absent: Darrell Shumway and Kim DeClue

Administrative Representation: *Dr. Michael Calvert*, President, *Kent Adams*, VP of Finance and Operations; VP of Instruction *Interim Monette DePew*, *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: *Stephanie Wiese*, PHEA President

Staff Representation: - *Martha Cortes*, President (Absent)

Media Representation: *None present*

III. Introduction of Guest(s)

No guests were present

IV. Introduction of Awards of Excellence

Dr. Calvert recognized the Women's Cross Country Team and Coach Eric Larson for placing first in the Jayhawk West Division and third in the Region VI at the Allen County Meet on October 26, 2019. Team: Patricia Koma, Meadow Valeriano, Jamie DeLaTorre, Shantierra Jackson, Serena Blaske, Nikera Durr, and Kalen Aguero.

V. Student Loan Cohort Default Rate – Kent Adams

Mr. Adams distributed a handout with the comparisons of the Three Year Cohort Default Rates – Kansas Community Colleges FY2016. Prior to year 2009 the official default rate was based on two-years not three-years. Because of this the default rates almost doubled. If default rate increases to 15% you can no longer disburse loans in a single installment for the semester and delay first disbursement for 30 days for the first time, first year undergraduate students. If you are below you can disburse student aid one time early in the semester. At 25% they suspend your ability to offer financial aid.

Pratt is at 14.30% with the goal to get back to 10% by:

- Financial Aid will call and email those borrows in default to get them caught up, approximately 65 on the list
- PCC holds will be placed on accounts
- Additional counseling will be required for those with more than \$25,000 of loans
- Working to utilize a financial literacy program with various banks and lenders
- Analyze data to see if there is a trend of who is most likely to default

- Investigate third party resources to assist with default reduction
- Continue with entrance and exit counseling as required by Department of Education (DOE) regulations.

Mr. Adams informed the Board the valuation dropped by \$48,000 and we are now at 39.011 mills.

VI. Communication to the Board – Donna Meier Pfeifer

- Donna had nothing to report.
- Dr. Calvert distributed a copy from KBOR the *Notice of Comment Period and Public Hearings* in regards to the reauthorization of the Perkins Act which has been going through a revision at the state level and tied into regional economy. November 22nd in Hutch there will be a meeting for stakeholders to come and see the details of the collected information. A second meeting will be at PCC on December 11th at 9:00 a.m. Invitation have been sent out to the USDs and business and industry stakeholders.

VII. Calendar of Events

- Board was reminded of the work session with Cabinet on Monday, November 25th in Room 312 with dinner at 5:30 p.m. followed by the meeting at 6:00 p.m.
- Mock Site Visit concludes on Tuesday, November 19th, with a 1:00 p.m. open session for anyone to attend in Carpenter Auditorium.
- Legislative Luncheon on December 9th, Noon to 2:00 p.m. in Room 312 with the taxing entities.

VIII. Consent Agenda

Chairman DeWeese asked the Board if there was/were any item(s) to be pulled and discussed from the consent agenda. Ms. Hamm requested two items in the Status of Projects be discussed.

Chairman DeWeese asked for a motion to accept the consent agenda as presented. Mr. Jeff Shumway made a motion to accept the consent agenda as presented, motion was seconded by Ms. Hamm.

Status of Projects:

Potential for a Spanish speaking Rep. – Ms. Hamm mentioned Pratt High has a couple of students that are working on a bilingual seal of literacy for their transcript and asked if there was a pathway or lead to a partnership? Lisa Perez Miller stated PCC partners informally with USD’s when we need a Spanish speaking translator or resource as part of our civil audit and on site PCC has a bilingual staff in financial aid.

AQIP going to Pathways and was wondering how this will effect students who want to change majors? Ms. Hamm expressed internships/job shadowing programs in middle school and high school is beneficial to students and is a valuable experience to the student.

With no further discussion the motion passed unanimously.

Minutes were recorded by Donna Meier Pfeifer, Board Clerk

Minutes - Minutes of the October 21, 2019
No Discussion

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

Verbal Addition: Chad Shade, eLearning Manager and Admissions Recruiter in Wichita, turned in his resignation, last day will be December 17, 2019.

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

Enrollment Update & Addendum to the Board Report – November 18, 2019

1. **2019-2020 Academic Year** - As of November 18, credit hour production for the academic year is 22,792.5 and -2.5% below the 2018-2019 figure reported on November 19, 2018.
2. **Fall 2019 Semester Enrollment** - As of November 18
 - Fall Semester credit hour production is 12,735.5 and -2% lower than the same period in 2018.
 - Student headcount is 1,181 and -3% compared to the same period in 2018.
 - EduKan credit hour production is 1,664 and 7% higher than the same period in 2018.
 - College Start/High School enrollment is 1,861 credit hours, a -2% decrease from the same period last year.
 - EduKan Fall Session start dates:
 - Session 1 & Session 2: August 12 (**Enrollment complete**)
 - Session 3: September 9 (**Enrollment complete**)
 - Session 4: October 7 (**Enrollment is complete**)
 - Session 5: December 2 (Enrollment in progress)
3. **Fall 2019 Residence Hall Occupancy** – As of November 18
 - Residence hall contract status for Fall is 94% or 327.5 contracts compared to 90% or 314 contracts in 2018 for the same period.
4. **Early Enrollment for Spring Semester 2020** – Early enrollment for Spring Semester began October 15 and advising/enrollment processing continues. As of November 18:
 - 64% of expected returners are enrolled compared to 72% the same period last year
 - 69% of student-athletes are enrolled compared to 79% the same period last year
5. **Technical Program Education Day** – Technical Program Education Day was held November 13 with 88 prospective students attending from the following high schools: Chaparral, Macksville, Fairfield, Dodge City, Skyline, Pratt, Great Bend, Hays, Attica, Mission Valley, Flint Hills, Bucklin, Fredonia, Norwich, Garden City, Hodgeman County, Cunningham, Medicine Lodge & Sterling. Students attended different rotations throughout the morning to learn about Pratt CC's technical programs. Students were provided a demonstration and/or introductory presentation about the program's learning objectives and career opportunities. Students also learned about college support services and key information about the admissions process. Faculty, staff and current students engaged with prospective students during a special luncheon hosted in the Lesh Sports Arena.
6. **Upcoming Key Dates for Admissions, Enrollment, Retention, Special Events:**
 - January 13 Residence Halls Open
 - January 14 Classes Begin
 - February 24, 2020 Academic Olympics(Weekly Enrollment Reports filed with Official Minutes)

Status of Projects Report

No further discussion

Usage Report for PCC Learning Resource Center (LRC):

No Discussion

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 administration’s request for sole-source purchases for the following in the total amount of \$16,673.00:

Turnitin LLC – \$5,190.00 - licensing for Turnitin software. Plagiarism software selected by Instruction.

Pioneer Electric - \$8,000.00 - 2009 Ford bucket truck. This is the amount Pioneer Electric would receive on trade-in. This will be paid for out of the Vocational Capital Outlay

Graphic Edge - \$1,665.00 – storm jackets for Women’s Basketball

\$1,818.00 – back packs for Baseball. Agreement with Graphic Edge. This will be paid for out of the Baseball Auxiliary Account.

Motion was made by Mr. Reimer to accept the administration’s request for the sole-source purchases from Turnitin LLC, Pioneer Electric, and Graphic Edge in the total amount of \$16,673.00. Motion was seconded by Ms. Hamm.

Mr. Adams went over the administration’s request for the ratification of Policy 3-07.

With no further discussion, motion passed unanimously.

Alcohol Policy Exemption- Tim Swartzendruber and Dr. Calvert

Mr. Swartzendruber contacted the 19 community colleges in Kansas regarding their policies on alcohol on their campuses. A brief summary of the feedback received from 8 of the 19 community colleges:

PRO

- ✓ Each school allows alcohol in some capacity. Each one mentioned special events and that their Trustee’s must approve it. Also mentioned was the fine arts buildings/rooms allowing alcohol.
- ✓ Highland Community College has a winery as part of their academic program so allows alcohol in other venues and events promoting their product.

CON

- ✓ It was communicated that schools have had discussions on allowing alcohol in similar scenarios to what I have proposed, i.e. hospitality room for basketball games. Discussions have been had with their administration and Trustees. Currently no alcohol is allowed at basketball games from the colleges that responded.

Proposal to Allow Alcoholic Beverages in the PCC Hall of Fame Room

- ✓ Purpose: *Encourage interaction between boosters and athletic department. Provide opportunity to build relationships and continue partnerships. Cultivate new relationships and potential partners.*
- ✓ The President must approve the designated event(s)
- ✓ Athletic Director would schedule two dates for the hospitality room and submit the Approval to Serve form to the President 6 weeks prior to the event.

- ✓ The hospitality room will have a sponsor who will provide the alcohol. That sponsor will assist with serving the alcoholic beverages.
- ✓ Only people with a given ticket or invitation will be allowed in.
- ✓ The Athletic Director or designated person will monitor who enters the hospitality room.
- ✓ Alcohol must stay in the hospitality room at all times!
- ✓ Only beer and wine will be served. Food and non-alcoholic beverages will also be provided.
 - Hospitality room would be open:
 - 15 minutes - half-time of women's basketball game
 - 20 minutes - between games
 - 15 minutes - half-time of men's basketball game
 - 15 minutes – after the game
 - Room would be closed during live play

Dr. Calvert stated some people will have concerns pertaining to the purpose of the Hall of Fame being misused. The Riney Student Center rooms have been approved (*Board Policy 3-10*) to serve alcohol as well in the Dennis Lesh Arena for the Foundation auction. The proposal is reasonable and the mission is to cultivate, build and promote strong relationships. It will be chaperoned and professionally supervised to prevent any misuse. The President has to approve the dates of the events and Trustees will be informed.

Administration asked that this request be granted for 2 events in this basketball season. The data will be collected, assessed, and brought back to the Board and a decision determined at that time. Dr. Calvert made a personal commitment this will be handled properly.

Discussion: Mr. Jeff Shumway and Mr. Koler expressed with the additional information and trying it for 2 basketball events this year they were for it. Chairman DeWeese expressed his approval.

Question was asked why it needed to be held in the Hall of Fame instead of the Riney Student Center where the rooms have been approved for alcohol. Mr. Swartzendruber explained because of the proximity to the Dennis Lesh Arena and the Hall of Fame room is an athletic room.

Chairman DeWeese asked for a motion for Mr Swartzendruber to use the Hall of Fame for a hospitality room which would serve alcohol for 2 basketball events this Spring semester and to report back to the Board in March or April 2020. Mr. Koler made the motion to approve the 2 events in the Hall of Fame to serve alcohol and having Mr. Swartzendruber report to the Board in March or April of 2020. Mr. Jeff Shumway seconded the motion.

Chairman DeWeese asked for all in favor to say "I". Mr. Shumway, Mr. Koler, Mr. Reimer responded.

With no further discussion the motion passed with three votes.

Tuition and Fees 2020-2021 – Kent Adams

Mr. Adams requested the Board to approve the administration request for the following increases in tuition and fees for academic year 2020-2021. The increase in fees is to create more scholarships.

- In State: Tuition - \$1 Fees - \$2

\$115 - Total tuition and fees In State plus \$50 per semester if not in Pratt County.

- Out of State: Tuition - \$2 Fees - \$2
\$128 – Total tuition and fees Out of State plus \$100 per semester
- International: Tuition - \$4 Fees - \$2
\$146 – Total tuition and fees International plus \$150 per semester
- Total Net Dollars Generated – Tuition \$24,648 plus Fees \$39,437

Dormitory Charges will have a 2% increase which will generate \$47,512 on a 19 meal plan. PCC offers 3 different meal plans: 10, 14, and 19. Athletics have to be on a 14 or 19 meal plan. The 14 meal plan is the most popular amongst the students.

Chairman DeWeese asked for a motion to approve the administration request to increase the Tuition and Fees for 2020-2021 as presented. Motion was made by Mr. Jeff Shumway to approve the administration request to increase Tuition and Fees for 2020-2021, motion seconded by Ms. Hamm. With No further discussion motion passed unanimously.

Hardship and Eligibility Amendments to PCC 403(b) – Kent Adams

Mr. Adams informed the Board on January 1, 2020 the IRS is changing some of the rules on the 403(b) Plan dealing with employees working 20 hours per week, approximately 1000 hours per year. Once an employee becomes eligible to have Elective Deferrals made on his or her behalf, the employee cannot be excluded from eligibility to have Elective Deferrals made on his or her behalf in any later year under this standard. This gives institutions the Safe Harbor where it no longer will need to be tracked.

Hardship Distributions the IRS is changing is giving institutions the Safe Harbor as long as:

1. Participant has meet necessary distribution is not in excess of required to satisfy the financial need they have the financial need,
2. Participant has obtained all other currently available distributions, other than hardship distributions,
3. Participant has represented (in writing or by an electronic medium) that he or she has insufficient cash or other liquid assets to satisfy the financial need.

Chairman DeWeese asked for a motion to add this Hardship and Eligibility Amendment to PCC's 403(b) Plan. Mr. Reimer made the motion to approve to add this Hardship and Eligibility Amendment to PCC's 403(b) Plan, seconded by Mr. Jeff Shumway. With no further discussion, motion carried unanimously.

First Reading: Policy 4-08 Role and Responsibility for Student Success – Dr. Calvert

The administration had no recommended changes and emphasized to the Board that student success is the primary goal of the institution.

Chairman DeWeese asked for the motion to approve Policy 4-08 Role and Responsibility for Student Success as recommended by administration. Ms. Hamm made the motion to accept the administration's Policy 4-08 Role and Responsivity for Student Success as presented and to waive the second reading. Motion was seconded by Mr. Koler. With no further discussion, motion carried unanimously.

X. Oral Reports

- **Nursing Report** – *Diana Mitzner, Director of Nursing*
 - ✓ The Quarterly NCLEX-RN Pass Rates for December 2019 ADN 70.83%, PN 90%.
 - ✓ ADN is down 4 students due to failing the course; Winfield 2 and Online 2.

- ✓ Both programs are in clinical facilities in Pratt, Winfield, and Ark City. Ms. Mitzner is covering the clinical in Winfield and Ark City.
- ✓ Nursing and Allied Health held a local senior students for Tech Day. There were 16 students who attended.
- ✓ Fall Advisory Board Meetings: Pratt November 15 in the Riney Students Conference Room. Winfield December 3 on the Winfield campus.
- ✓ Due to the efforts of Kim Hansen and Dr. Fitzpatrick, KBOR award to the nursing department a \$29,117 in a Kansas Nursing Initiative Grant FY20. PCC will receive 80% (\$23,293.60) of the funds from KBOR, 20% (\$5,823.40) of the balance will be available after the program submits all required reports at the end of the grant year. All funds must be used prior to June 30, 2020.
- ✓
- **Faculty Report – Stephanie Wiese**
 - ✓ eSports beat Tulsa to move to a 5-0 record. Saturday they play against OSU.
 - ✓ Performing Arts – Recruiting activities with faculty and alumni, attending 10 high school productions throughout the area.
 - ✓ November 22nd they host the entertainment portion of *Christmas in the Park* for the Chamber of Commerce.
 - ✓ November 23rd performance for the main stage show at the Twilight Theatre in Greensburg at 7:30 p.m.
 - ✓ *Hometown Christmas Show* will be on Dec. 6th & 7th at 7:30 p.m., and Sunday, Dec. 8th at 2:30 p.m. in the Carpenter Auditorium. It will also feature hometown artwork of Darren Parker.
 - ✓ Several Christmas performances scheduled in the community including their annual visits to the Care Homes. Auditions for *Into the Woods* are December 10th at 7:00 p.m.
 - ✓ The Pep Band will be playing at conference basketball games starting December 11th.
 - ✓ 15 members from the Performing Arts department will be going to Chicago to see “Hamilton” December 13-15, 2019.
- **Staff Report – Martha Cortes (Donna Meier Pfeifer in Martha’s absence)**
 - ✓ A survey has been sent out to the staff to gauge morale across campus. Purpose is to explore if there are opportunities for the group to engage our co-workers in meaningful dialogue regarding workplace satisfaction. The survey leaves room for open-ended answers to gain more depth to the information supplied. Survey runs until December 6, 2019.
- **Foundation Report – Barry Fisher**
 - ✓ Mr. Fisher reported Gregg Lesh identified over 10 individuals as prospects to match his gift to the Foundation. The Foundation has received one new gift through his challenge.
 - ✓ Marvin Proctor, Foundation Board and an Outstanding Alumnus, has issued a challenge to the Outstanding Alumni to match his gift of \$25,000 to create an Alumni Endowed Scholarship.
 - ✓ November 1938 MEMO is dedicated entirely to Agriculture and Rodeo. This would include Ag Power programs. The purpose is to emphasize their strengths, create projects for the property north of town, and create fundraising opportunities.
 - ✓ Scholarship Annual Year-End Appeal has started. An appeal letter will be included in both the November and December 1938 MEMO mailings, along with a return envelope. The emphasis is on how their gifts impact the students. Added levels of \$1,008 and \$2,016 which represents one half of a semester and one full semester tuition based on 16 credit hours to relate to actual tuition costs.

- **Athletic Report** – *Tim Swartzendruber, Athletic Director*
 - ✓ Mr. Swartzendruber distributed a handout with upcoming winter sports schedules, a list of social media addresses: Website - Gobeaversports.com; Twitter - @PrattBeavers; Facebook – Pratt Community College Athletics; Instagram - @PrattBeavers.
 - ✓ Kansas Pratt Army National Guard presented colors at Southwestern game – “Military Appreciation Night”.
 - ✓ Pep Band will make their debut on December 11th and will play at all conference games following the Christmas break. Chairman DeWeese will be giving each pep band member a ticket for a bag of popcorn and a small drink at each game they perform.
 - ✓ Service Area Schools Recognition Nights –Working with area schools to be recognized at selected games. A ticket will be given to every student and parent who attends the game, along with faculty and staff of that school. To get students and parents on campus. On Skyline night the school’s pep band will be performing with the PCC’s pep band.
 - ✓ Advertising - Continues to work on advertising opportunities, as of this meeting \$14, 500 received and \$3,250 in in-kind donations.
 - ✓ Open Wrestling Tournament - December 14, 2019 PCC will be hosting its first Open Wrestling Tournament in the Blyth Fitness Center. Teams will not be competing as a team. Wrestlers compete individually in different weight classes. Anticipating 300 wrestlers across the Midwest to participate.

- **KACCT** (Kansas Association of Community College Trustees) – *Michele Hamm*
 - ✓ Ms. Hamm reported Heather Morgan, Executive Director, has transitioned to a full-time status which she technically was already giving KACCT “full-time” attention already.
 - ✓ KACCT quarterly meeting on December 6 & 7, 2019 will be on the Johnson County Community College campus with a full agenda. Ms. Morgan has scheduled some very good speakers and topics.
 - ✓ High Wage / High Demand issue is still a hot topic for Ms. Morgan and KACCT.

- **ACCT / NLS** (Association of Community College Trustees; National Legislative Summit) – NLS dates are February 9 – 12, 2020.

- **AACC** (American Association of Community Colleges) – *Dr. Calvert*
Dr. Calvert will be attending – March 27-31, 2020 in DC

- **Other** –

XI. Wrap Up

Comments from the Public:

Comments from the President: *Dr. Michael Calvert*

- ✓ Open House for the *South Central Career Pathways Center*, Automotive Program in Attica to serve Attica, Medicine Lodge, Harper, and Chaparral school district. 14 students have enrolled through SB155, with joint sharing cost between PCC and the 3 high schools. There were 45 potential students on site that day. Monette DePew, Kent Adams, and Dr. Calvert were there, along with Daryl Lucas and Greg Bacon.
- ✓ PCC is looking at the possibility of a Welding Program being offered in a similar type of partnership.
- ✓ Joint meeting with Superintendents, Councilors and Principals of the service area schools each semester. Had good discussion on partnering with other schools.
- ✓ Ribbon Cutting Ceremony at the Track and Soccer Field went well. Good responses from the people who attended who expressed their appreciation as well as the need for something like this in the Pratt Community. Fundraising continues.

- ✓ *Late Night at the Lesh* showcasing the men's and women's basketball.
- ✓ Dr. Calvert presented a PCC update at the Technical Education Authority (TEA) meeting. Rita Johnson, from TEA Board who has been assigned the liaison to PCC spent time on campus and viewed the tech programs.
- ✓ Attended the Rotary Social on November 7, 2019 at the Historical Museum.
- ✓ Mock Site Visit scheduled for November 18 and 19, 2019. There will be an open forum on the 19th for anyone who can make. Encouraged Board members to attend.
- ✓ Official letter received from Sherry Kruse, County Clerk/Election Officer stating Michele Hamm, Kim DeClue, Stan Reimer, and Ed Barrett were elected to the Pratt Community College Board of Trustees for a term of four (4) years.

Comments from the Board Chair: *Dwane DeWeese*

- Chairman DeWeese reminded the Board of the upcoming Pratt Community Thanksgiving Dinner held at the Municipal Building.

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

XIII. Motion to Adjourn

Chairman DeWeese entertained a motion to adjourn the meeting at 8:36 p.m. Motion was made by Mr. Jeff Shumway to adjourn, seconded by Ms. Hamm. Motion passed unanimously.