

Board of Trustee Minutes of October 21, 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 Mr. Jeff Shumway

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

Trustee(s) Absent:

Administrative Representation: *Dr. Michael Calvert*, President, *Kent Adams*, VP of Finance and Operations; *Dr. Michael Fitzpatrick*, VP of Instruction, *Lisa Perez Miller*, VP Students/Enrollment. Management, *Tim Swartzendruber*, Athletic Director, *Diana Mitzner*, Director of Nursing, *Barry Fisher*, Executive Foundation Director, Institutional Advancement, and *Donna Meier Pfeifer*, Clerk of the Board.

Administration Absent: *Lisa Perez Miller and Diana Mitzner*

Faculty Representation: *Stephanie Wiese, PHEA President*

Staff Representation: *Martha Cortes, President*

Media Representation: *Gale Rose*

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

Caitlin Miller, Director of Admissions & HS/CTE College Start
Stephanie Wiese is the new PHEA President
Dr. Gene George by phone.

IV. **Introduction of Awards of Excellence**

- ✓ Dr. Calvert recognized Sue and Dwane DeWeese for receiving the 2019 Kansas Farm Bureau Family of the Year Award. At the State Annual Meeting on December 1st, Sue and Dwane will be recognized.
- ✓ Dr. Calvert displayed the WalletHub plaque for 2019's Best Community Colleges. PCC is in the Top 5% in the nation, second in the state of Kansas.

V. **HLC Visit Update – Dr. Gene George**

Prior to Dr. George's call the Board received handouts pertaining to the PCC's Quality Highlights Report (QHR) which was prepared by Dr. George.

Dr. George explained the 5 Criteria that the institution is graded on.

Criterion 1. Mission – The institution's mission is clear and articulated publicly; it guides the institution's operations.

Criterion 2. Integrity: Ethical and Responsible Conduct – The institution acts with integrity; its conduct is ethical and responsible.

Criterion 3. Teaching and Learning: Quality, Resources, and Support – The institution provides high quality education, wherever and however its offerings are delivered.

Criterion 4. Teaching and Learning: Evaluation and Improvement – The institution demonstrates responsibility for the quality of its educational programs, learning environments,

and support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

Criterion 5. Resources, Planning, and Institutional Effectiveness – The institution’s resources structures and processes are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities. The institution plans for the future.

Quality Highlights Report (QHR) – Dr. George distributed an outline for the QHR:

1. Brief overview of the institution and summary of the progress since the Systems Appraisal.
2. Address issues raised in the Systems Appraisal:
 - a. Strategic Challenges
 - b. Category Challenges
3. Response to Feedback on Evidence Pratt meets Criteria for Accreditation
4. Short summary of institutional work advanced since the Systems Appraisal

The QHR will document what action has taken place and is currently taking place since the submission of the Systems Portfolio to further develop, implement, evaluate and improve processes defined in the Systems Portfolio. Dr. George expressed the “mission guides everything we do”. Clarity in documenting how things are tied to the mission is very important.

November 18 & 19, 2019 there will be a “Mock Team Site Visit” on campus to assist in preparing the college for the HLC site visit on March 9 – 11, 2020.

The On Site Visit consists of 1.5 days and is focused and based on a fine timeline. There will be open forums for anyone to attend. The team will meet with the Board about their role in the institution and what is the Board’s contribution to the institution.

(Quality Highlights Report (QHR) filed with Official Minutes)

VI Track and Field Update – Dr. Calvert

Ribbon Cutting Ceremony is scheduled for October 22nd at the Track and Field Facility at 5:00 p.m. Misty Beck will have the Pep Band performing, Cheer Squad will be engaging the crowd, and kids from the Pratt Recreation Department will be scrimmaging. Great Western Dining Pavilion will be the name of the concession stand and will be serving hotdogs, chips, cookies, and beverage.

VII. Discussion Item(s)

Roof Repairs – Kent Adams

The adjusters have been out to evaluate the roof damage. Mr. Adams do not have an estimate of the cost at the time of this meeting. All of the shingled roofs on campus, including dugouts, need to be replaced. Board Chair approved to have the roofs in Beck and Porter repaired these. The other roofs will be coated, including the Benson Education Center. The flat roofs on the Benson Education Center were not damaged. The Greenhouse was damaged. College has a \$30,000 deductible. Company increased the deductible for hail and wind to \$300,000, college purchased a policy to cover the first \$270,000. AR Roofing is doing the shingle work on Beck and Porter and have agreed to do it for whatever the insurance pay. AR Roofing would do the entire project and work with the insurance company to accept whatever the insurance figures is for all the roofs. The Greenhouse will need to be done by another company. 13 automobiles were damaged and insured under the Midwest Higher Education Consortium. Estimate damage on campus property is \$500,000.

Chairman DeWeese asked for a motion to add Bids for Roof Repair on the agenda as an Action Item. Mr. Darrell Shumway made the motion to add Bids for Roof Repair to the agenda’s Action

Item. Motion was seconded by Ms. Hamm. With no further discussion, motion passed unanimously.

Proposal on Alcohol Exemption Policy 3-01 – Tim Swartzendruber, Athletic Director

Mr. Swartzendruber brought before the Board for their approval a proposal to allow alcohol in the Athletic Hall of Fame room as a hospitality room during certain events. This would give the athletic department an opportunity to show appreciation to current donors and cultivate potential monetary donors. Question was asked of why not have it the Delmar Riney Student Center where alcohol is approved? Dr. Calvert explained games are played in the Dennis Lesh Arena, it would be more appropriate and convenient having the hospitality room in the Hall of Fame. Only individuals or sponsors who have paid for that level would be allowed in.

The Board requested Mr. Swartzendruber to research other colleges and present his findings at the November meeting.

VIII. Communication to the Board – Donna Meier Pfeifer

Dr. Calvert read a thank you card from Michele and Kevin Hamm and Family

IX. Calendar of Events

- ✓ November 18 & 19th Mock Site Visit, no schedule was available at the time of this meeting.
- ✓ KACCT Quarterly meeting at Johnson County Community College. Board is to let Donna know by November 4, 2019 if they will or will not be attending.

X. Consent Agenda

Chairman DeWeese asked the Board if there was/were any item(s) to be pulled and discussed from the consent agenda. Requests from Chairman DeWeese were: Financial Report and Student Enrollment.

Chairman DeWeese asked for a motion to accept the consent agenda as presented. Mr. Reimer made a motion to accept the consent agenda as presented, motion was seconded by Mr. Koler. With no further discussion motion passed unanimously.

Minutes were recorded by Donna Meier Pfeifer, Board Clerk

Minutes - Minutes of the September 16, 2019.

No Discussion

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

No Discussion

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

Mr. Adams went over the Combined General and Vocational Funds. Revenue through September is running \$65K unfavorable. Miscellaneous income is running \$22k favorable due to payment plan fees. Expenditures are running \$172 favorable through September.

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

In Ms. Perez Miller's absence, Ms. Caitlin Miller provided to the Trustees prior to the meeting and also distributed a handout at the meeting. Ms. Caitlin Miller was present to answer questions.

Enrollment Update & Addendum to the Board Report – October 21, 2019

1. **2019-2020 Academic Year** - As of October 18, credit hour production for the academic year is 16,163 and 0.5% above 2018-2019 figures reported on October 22, 2018.

2. **Fall 2019 Semester Enrollment** - As of October 18

- Fall Semester credit hour production is 12,747 and -2% lower than the same period in 2018.
- Student headcount is 1,177 and -4% compared to the same period in 2018.
- EduKan credit hour production is 1,617 and 3% greater than the same period in 2018.
- College Start/High School enrollment is 1,891 credit hours, a -1% 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 October 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.

5. **High School Administrators' Meeting** – The Fall High School Administrators' Meeting will be held Friday, October 25 in room 312, from 9:30 am to 1:00 pm. Superintendents, Principals and Counselors from service-area high schools are invited to attend. The agenda will engage participants in roundtable discussion topics and sharing of campus news, events and updates.

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

- October 25 Fall High School Administrators' Meeting with Service-Area Schools
- November 13 Technical Program Education Day

(Weekly Enrollment Reports filed with Official Minutes)

Status of Projects Report

No further discussion

Usage Report for PCC Learning Resource Center (LRC):

No Discussion

XI. 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 purchased for the following in the total amount of \$15, 244.49:

1. InfoBase – \$2,278.97 - annual licensing for Library database and was selected by the Library.

2. AeroHive – \$4,295.52 - annual support for campus Wi-Fi, AP's support is only offered through AeroHive.
3. Diamond Sports - \$1,365.00 – game baseballs, PCC has an agreement that the NJCAA has with Diamond Sports.
4. PCC Bookstore - \$7,305.00 – ADN Nursing student scrubs, PCC Bookstore is the only provider that will package the scrubs as needed for the Nursing program. Students pay fees to cover this expense.

Motion was made by Mr. Darrell Shumway to accept the administration's request for the sole-source purchases of InfoBase, AeroHive, Diamond Sports, and PCC Bookstore in the total amount of \$15,244.49. Motion was seconded by Mr. Jeff Shumway.

Mr. Adams went over the administration's request for the financial report.

With no further discussion, motion passed unanimously.

Master Agreement – Kent Adams

Mr. Adams explained to the Board the layout of the Master Agreement. Putting \$46,000 in year one, \$52,000 in year two, and \$58,000 in year three. Benefit allowance will increase \$30.00 per month or \$360.00 per year for each of the three years. There is a \$600.00 step that is included in the base of the contract. This year the college is doing a Base Differential. The faculty who have been with the college for less than 5 years, will receive an increase of \$40.00, in addition to the \$600.00, for the three years. Faculty with 6 years or more will receive \$540.00 in year one; \$802.00 in year 2; and \$1140.00 in year three. Added wording to clarify the recruiting responsibilities of the faculty. \$5.00 will be added into the overload each year for three years per credit hour. Faculty has approved this three year agreement.

Chairman DeWeese asked for a motion to accept the Master Agreement as presented. Motion was made by Ms. DeClue to accept the Master Agreement as presented and seconded by Ms. Hamm.

With no further discussion motion passed unanimously.

(Master Agreement filed with Official Minutes)

Ratification of Board Chair Purchas Approval for Roof Replacement Beck and Porter Hall

Chairman DeWeese asked for a motion to approve the Ratification of Board Chair Purchase Approval for Roof Replacement on Beck and Porter Hall. Motion was made by Ms. Hamm to approve the Ratification of Board Chair Purchas Approval for Roof Replacement for Beck and Porter Hall, motion seconded by Mr. Reimer.

Roofs on Beck and Porter Hall were severely damaged by the recent hail storm. Concern to prevent leakage inside the buildings the Chairman of the Board of Trustees was contacted by President Dr. Calvert to allow PCC to contract with AR Roofing, located in Pratt, to replace the roofs on both buildings. AR Roofing agreed to accept the insurance claim amounts. AR Roofing was estimating the damage between \$70,000 and \$72,000 and this is consistent with the insurance adjusters.

With no further discussion, motion passed unanimously.

Bids – Kent Adams

Chairman DeWeese asked for a motion to allow PCC to so do a sole-source for the roof within the confines of the insurance settlement with AR Roofing. Motion was made by Mr. Darrell

Shumway to allow PCC to do a sole-source and not to exceed the insurance settlement. Motion was seconded by Mr. Koler.

The adjusters have been on campus and spent a full day going over the damage and submitted a report and Mr. Adams was in agreement. AR Roofing has agreed to accept the insurance's dollar amount on all the roofs.

With no further discussion the motion passed unanimously.

XII. Oral Reports

- **Nursing Report** – *Diana Mitzner, Director of Nursing (due to Diana's absence Monette DePew presented the report)*
 - ✓ NCLEX - New update from KSBN as of October 10th, showed 7 fails out of 24 graduates, leaving 3rd quarter pass rate at 70.83%, not the 77% stated in last month's report.
 - ✓ KSBN Update – Due to the change in test results, site visit may change to an earlier date than October 2020 depending on the Boards decision at the March meeting.
 - ✓ Received certificate for extension of Conditional Approval of the ADN program through December 2020 based on this 2018-2019 academic year's annual report, submitted in June.
 - ✓ Winfield Campus – searching for a clinical instructor and Ms. Mitzner is taking students to clinicals in Ark City. Classes will continue to use ZOOM technology for the remainder of the semester, unless an instructor has been hired.
 - ✓ Search for an adjunct and or full time ADN and PN instructors.
 - ✓ Director News – An online instructor for the ADN courses has been hired
 - Skills labs are will be completed on both campuses week of October 21st -15th.
 - PN students will be starting their clinicals November 1st, ADN on October 22nd 2
 - 2 PN students have failed due to falling below the 78%.
 - 9 ADN students are on academic alert for getting below 78% of first exam and doing remediation before next the next exam
 - Amy, Anna, and Diana attended a 3 day conference in Chicago to learn about the ACEN Reaccreditation process.

- **Faculty Report** – *Stephanie Wiese*
 - ✓ FALC committee members and Monette DePew attended two Higher Learning Commission-sponsored assessment workshops held in Detroit. One workshop focused on the basic ideas behind assessment; the second focused on general education assessment. Information from the meetings will be shared as PCC moves forward in updating its assessment planning. Ms. Wiese expressed the committee's appreciation to be given the opportunity to attend this workshop.
 - ✓ Automotive - Daryl Lucas, Greg Bacon, and Daniel Meng are hosting a recruiting on Tuesday, October 22 at the South-Central Career Pathway Center in Attica. 14 students have signed up. Dr. Calvert and Ms. DePew are planning on attending.
 - ✓ Performing Arts completed "A Night on Broadway" was a success. Encore and friends are working on the USO Show with performance on Sunday, November 10 at 2:30 p.m. Encore is working on fall tour dates. Band is continues to rehearse and will be performing at the Ribbon Cutting Ceremony for the new Track and Soccer Complex and also at the Late Night in the Lesh. Choir concert on October 28 which will feature the Community and College Choir, Encore, Pratt's Sweet Adeline's, and The Barber County

Joyful Noise Choir. Performing Arts is starting a new recruiting initiative in which alumni will be recruiting across the state at theatre productions and concerts.

- ✓ Valarie Dellrocco attended a recruiting event for the Art Department in St. John, working with students from five high schools in judging their “Trash to Trend” formal gowns. She was accompanied by two art majors who assisted in the judging. Scholarships were awarded to the creators of the winning gown.
- ✓ Ms. Dellrocco attended the Part 1 of an Adobe workshop in Overland Park and will be going to Part 2. She has taken the photography class to the Wildlife and Parks museum and Stutzman’s to take photos.

➤ **Staff Report – Martha Cortes**

- ✓ Kickoff for the 2019-20 *Lunch and Learn* with the first one focused on Self-Care and Counseling Services available to students. Other planned sessions are FERPA, Title IX, and issues important to staff. The information gained during these meetings will better equip staff to service the students.
- ✓ Another survey for staff is in the works with the questions focused in identifying pathways in improving morale. And giving staff the opportunity to offer solution-based answers.

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

- ✓ Athletic Director Swartzendruber distributed an *Athletics Update*.
- ✓ Fall Cross Country women ranked in the top 20. Region VI meet is in Iola, KS.
- ✓ Men’s Basketball Jamboree had 10 schools participate,
- ✓ NJCAA – Hashtag JCAAday – Promoting Community Service
Upcoming Events: Ribbon Cutting on October 22nd, Coffee with the Coaches On October 23rd, Late Night in the Lesh, Wednesday, October 23 following the home Volleyball game. Pep band will be performing.
- ✓ Business of Small College Athletics (BOSCA) conference Director Swartzendruber attend in Oklahoma City, October 14-15. Focused on ideas for fundraising, building partnerships, fan engagement, and fan support.
- ✓ Making contact with business and individuals either by calling or meeting with them promoting the PCC Athletic Department. He distributed a list of businesses and stated he has contacted 90% on this list.
- ✓ Social Media addresses:
 - Gobeaversports.com – website
 - Twitter: @PrattBeavers (980 followers as of 10-21-2019)
 - Facebook: Pratt Community College Athletics
 - Instagram: @prattBeavers (launched Friday)

Foundation Report – Barry Fisher

Mr. Fisher has not had a response pertaining to the Walker Foundation application submitted for the Track and Soccer Project. Several asks are still on the table. Members of the CLC are working on scheduling meetings with potential prospects. The Ribbon Cutting Ceremony is on October 22, 2019 at 5:00 p.m. at the Track and Soccer facility. Mr. Fisher expressed this ceremony does not mean raising funds is complete.

Working on the Scholarship Endowment objective of the campaign with a challenge by Gregg Lesh, Foundation Board President. Mr. Lesh made a pledge and identified 10 individuals to match his gift to establish an endowed scholarship. Mr. Marvin Proctor has made a gift to fund an endowed scholarship. Mr. Proctor is a former Outstanding Alumnus and a PCC instructor, and has pledged an additional \$25K to be added to his scholarship in the form of a “challenge grant” to establish a PCC Outstanding Alumnus Scholarship as well as their own endowed scholarship. Correspondence has been sent to the former Outstanding Alumni awarded winners.

Working on the annual year-end appeal, *Students First Community Always Appeal*. This year the appeal will be done in two parts. Part 1 is going out with our November 1938 Memo, and Part 2 will follow up with the actual mailing in early December.

KACCT (Kansas Association of Community College Trustees) – *Michele Hamm*
Ms. Hamm had nothing to report.

ACCT / NLS (Association of Community College Trustees; National Legislative Summit) –
Dr. Calvert and Darrell Shumway attended the ACCT Leadership Congress October 16-19, 2019 in San Francisco, CA. Mr. Shumway attended a meeting about the Reauthorization of the Higher Education Act. There are two bills and one is currently at the House of Representatives. House has come up with the Federal government would fund \$3 (3/4) toward free tuition with the state paying \$1 dollar (1/4).

- **AACC** (American Association of Community Colleges) – *Dr. Calvert*
 - AACC Commission for Student Success November 12 -15, WA, DC
 - AACC will be having their 100th Anniversary in March 2020 in WA, DC. Dr. Calvert will be attending.
- **Other** –

XIII. Wrap Up

Comments from the Public: *Gale Rose*

- PCC students help Southwest Elementary Fun Night did a great job!

Comments from the President: *Dr. Michael Calvert*

- All Employee meeting on October 14, 2019 – focus SPuR and HLC
- Attended the Kansas Board of Regents meeting - Topeka
- Technical Education Authority meeting – Topeka
- Attended Pratt Taxing Entity Meeting
- President Advisory Council
- Campaign Leadership Meeting
- Student Leadership Luncheon – President & Cabinet
- Attended the ACCT conference – San Francisco, CA
- Will be attending the Ribbon Cutting Ceremony – Track and Soccer Complex

Comments from the Board Chair: *Dwane DeWeese*

- Recognized Stephanie Wiese for her new position as PHEA President
- Thanked Caitlin Miller for representing Student Enrollment in Lisa Perez Miller's absence

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

Chairman DeWeese asked for a motion to adjourn to go into a 15 minute executive session. Motion was made by Mr. Jeff Shumway at 8:40 p.m. to go into executive session for 15 minutes, motion was seconded by Mr. Darrell Shumway. Motion passed unanimously.

Motion was made by Ms. DeClue to adjourn from the executive session at 8:55 p.m., seconded by Ms. Hamm. Motion passed unanimously.

XV. Motion to Adjourn

Chairman DeWeese entertained a motion to adjourn the meeting at 8:56 p.m. Motion was made by Ms. DeClue to adjourn, seconded by Ms. Hamm. Motion passed unanimously.