

## Board of Trustee Minutes of September 16, 2019

**I.** Mike Koler, Vice Chair, called the Pratt Community College Board of Trustees meeting to order at 6:00 p.m.

**II.** Pledge of Allegiance was led by Mr. Darrell Shumway

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

**Trustee(s) Absent:** Dwane DeWeese, Chair,

**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:**

**Faculty Representation:** *Monette DePew*

**Staff Representation:** *Martha Cortes - Absent*

**Media Representation:** *Gale Rose*

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

Amy Jackson, Director of Student Success Center, Justin Schwab, Daytime Security Officer, Ed Barrett

### **IV. Introduction of Awards of Excellence**

- ✓ Caitlin Miller – Served as Admissions Advocate-at-Large for the 2018-2019 Kansas Association of Collegiate Registrars and Admissions Officers (KACRAO)
- ✓ Rocky Patterson – Professional Rodeo Cowboys Association (PRCA) National Steer Roping Division for the 5<sup>th</sup> time.
- ✓ Wrestling Team – Coach Ken Kepley accepted the certificate on behalf of the team for being awarded the 2019 NJCAA Academic Team of the Year for the 7<sup>th</sup> consecutive year.

### **V. Emergency Operation Plan – Kent Adams and Justin Schwab**

Mr. Adams announced William (Bill) Boyle has been hired for the evening security person. Mr. Adams introduced Justin Schwab, daytime security. Mr. Schwab has been assisting in updating the Emergency Operations Plan (EOP) for approval next week and it will be posted on the webpage, on LiveSafe, and printed copies. LiveSafe is a new mobile phone app that is managed by PCC Administrators and the Campus Security Dept. It is free download mobile users can use to initiate contact with emergency responders and campus security. It can submit anonymous tips to security. Mr. Schwab expressed being on campus during the day allows him to attend meetings which evening security cannot.

He attends the Residence Life meetings, discusses issues going on in the dorms, what issues the RAs have, and communicates this information to evening security. Mr. Schwab attended the ALICE Active Shooter training and will be doing training with students and in individual classrooms. He plans to get routine drills back on a consistent schedule. He went

around with the Fire Marshall and have corrected the hazards that were identified. Mr. Schwab has meetings set up with the law enforcement, Emergency Management, and EMT to go over scenarios and different processes. Mr. Schwab is a fireman with the Pratt City Fire Department.

**VI. Crandell Property Update – Dr. Calvert and Kent Adams**

Mr. Adams updated the Board on the progress that has been done. Brush and trees have been cleared, need to get something done with grating and the drainage on the north side of the indoor arena and outdoor arena. The welding is going to be a big project. Northwest Technical College in Goodland, Kansas has a large welding program and has expressed an interest in partnering. Preliminary stages on working on how this could be configured as occupational work experience. The house has been repaired and now livable.

**VII. Bookstore Update – Kent Adams**

Mr. Adams distributed a report from Follett to the Board and have been partnering 30 years. The book industry has changed dramatically. In PCC's bookstore 90% - 97% of sales deal with textbooks. Book rental sales about a 40% discount versus buying the book and then selling them. Digital text books is down due to the online book sellers. Anticipating the digital sales to grow. Follett owns Advance Technology [PRATTCCBEAVERGEAR.COM](http://PRATTCCBEAVERGEAR.COM). Advance-Online is totally automated and you can order specialty items in any number and PCC receives a percentage of the sales.

PCC's system and their system interact so students schedules interact and in 2019 eCommerce Transformation. A student can shop with their student ID, the system will look at their schedule, they select all the text books the student would need and give them options. The company provides scholarships support in the amount of \$30,000. Revenue generated by sales is put back into scholarships.

**VIII. Track and Field Update – Dr. Calvert and Darrell Shumway**

Construction on the new soccer field and track complex is going as anticipated and still on schedule for a completion date of October 16, 2019. The track surface has been installed and the artificial surface on the soccer field is set for installation the week of September 23<sup>rd</sup>. ATG is installing the turf. Ribbon Cutting Ceremony is scheduled for October 22<sup>nd</sup> at 5:00 p.m. with the ribbon cutting at 5:30 p.m. October 29<sup>th</sup> will be the alternate date if needed.

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

- ✓ Thank you cards from 4-H Pratt County Fair participants were displayed
- ✓ USD 438 letter thanking PCC for hosting a joint board meeting dinner

**X. Calendar of Events**

Vice Chair Koler requested October 22, 2019 be added pertaining to the Ribbon Cutting event and October 23<sup>rd</sup> for "Coffee with the Coaches" at the Chamber Office, 7:30 – 8:30 a.m.

**XI. Consent Agenda**

Vice Chair Koler asked the Board if there was/were any item(s) to be pulled and discussed from the consent agenda. No requests were made.

Vice Chair Koler asked for a motion to accept the consent agenda as presented. Ms. DeClue made a motion to accept the consent agenda as presented. Motion was seconded by Mr. Darrell Shumway. With no further discussion motion passed unanimously.

Minutes were recorded by Donna Meier Pfeifer, Board Clerk

**Minutes** - Minutes of the August 12, 2019.  
No Discussion

**Personnel Actions:** *Information provided by Rita Pinkall, Director of Personnel*  
No Discussion

**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*

Ms. Miller provided to the Trustees prior to the meeting, and also distributed a handout at the meeting.

### **Enrollment Update & Addendum to the Board Report – September 16, 2019**

1. **2019-2020 Academic Year** comparison, as of September 16, include a total of 15,158 credit hours, and a comparison of -0.2% from 2018-2019 figures reported on September 17, 2018.
2. **Fall 2019 Semester Early-Enrollment** - As of September 16
  - Fall Semester credit hour production is 13,136 and -2% lower than the same period in 2018.
  - Student headcount is 1,205 and -3% compared to the same period in 2018.
  - EduKan credit hour production is 1,876 and -3% lower than the same period in 2018.
  - College Start/High School enrollment is 1,911 credit hours, a 5% increase over the same period last year. Last Tuesday was the last day for the Skyline High School enrollment window and it wrapped up service area school fall enrollment.
  - EduKan Fall Session start dates:
    - ✓ Session 1 & Session 2: August 12 (**Enrollment complete**)
    - ✓ Session 3: September 9 (**Enrollment complete**)
    - ✓ Session 4: October 7 (Enrollment in progress)
    - ✓ Session 5: December 2 (Enrollment in progress)
3. **Fall 2019 Residence Hall Occupancy** – As of September 16  
Residence hall contract status for Fall is 95% or 329 contracts compared to 90% or 314 contracts in 2018 for the same period.
4. **Senior Day** - Senior Day was held September 11th on the Pratt campus with approximately 40 high school seniors attending from throughout the state. Prospective students were hosted to a campus tour and a “campus programs and activity fair” which was held in Dennis Lesh Arena. During the “fair”, college faculty and staff (8 technical, 10 academic, 2 activities) showcased their programs and interacted as students moved from table to table. The event was very successful because of the great collaboration between faculty and staff, which led to a very productive event for prospective students. Information about financial aid, scholarships, and admissions was also shared.
5. **Skyland Grain Program Partnership** - Members of the admissions team worked in the Skyland Grain outdoor tent/space at the State Fair last Wednesday and Thursday. This was an opportunity for the admissions staff to support and assist the Skyland Grain team with fair duty coverage and also with

promoting the program partnership to prospective students.

Marketing communications and admissions staff is conducting quarterly meetings with Skyland Grain officials to ensure optimum communication and coordination of recruiting, enrollment, and marketing initiatives occur throughout the year. This quarter's meeting will be held Thursday, September 19, 9:30 am in room 311. Elyse Birdsong, Associate Director of Special Admissions Programs is the college's point-of-contact for the partnership.

**6. Student Success Advisory Committee** – Last week the Student Success Advisory Committee began their weekly meetings to monitor student attendance, academic progress, and other issues impacting the student's ability to be successful. This is a significant initiative, which aids in the retention of students. One-on-one staff intervention occurs with at-risk students as needed. Amy Jackson, Director of Student Success Center, leads the committee.

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

- September 18 Certification Date for Full-Semester Classes
- 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

**XII. Action Items:**

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

Vice Chair Koler asked for a motion to accept the administration's request for sole-source purchased for the following in the total amount of \$18,610.56:

Graphic Edge: \$17,210.56 - \$7,255.46 (Baseball shorts, shirts and hats)  
\$6,956.00 (Softball batting helmets)  
\$2,999.10 (Wrestling compression leggings)

Dell Computers: \$1,400.00 – computer for the EPT department in Dodge City Community College

Motion was made by Mr. Jeff Shumway on Waiver Policy No. 3-07 to accept the administration's request for sole-source purchases listed above in the total amount of \$18,610.56. Motion was seconded by Mr. Koler.

Mr. Adams went over the administration's request for each item.

With no further discussion, motion passed unanimously.

**Act on Grievance Hearing from September 9, 2019 – Dr. Calvert**

Vice Chair Koler asked for a motion to approve the decision on the Grievance Hearing presented at the meeting on September, 9, 2019.

Motion was made by Ms. Hamm who approved the recommendation from the administration to deny the grievance with the appeal that occurred on September 9, 2019. Motion was seconded by Mr. Darrell Shumway.

Dr. Calvert requested the Board uphold the administrations recommendation to deny the grievance with the appeal that occurred on September 9, 2019.

This was a personnel action so there would be no discussion. Motion passed unanimously.

**Policy for Review –**

**3-10 Alcohol Exemption - Dr. Calvert**

Vice Chair Koler asked for a motion to approve the recommendation of the administration of policy 3-10 Alcohol Exemption.

Motion was made by Mr. Darrell Shumway to approve the administration recommendation of Policy 3-10 Alcohol Exemption and to waive the second reading. Motion was seconded by Mr. Jeff Shumway.

Dr. Calvert had no recommended changes to the policy.

With no further discussion, motion passed unanimously.

**4-02 Affirmative Action – Dr. Calvert**

Vice Chair Koler asked for a motion to approve the recommendation from the administration of policy 4-02 Affirmative Action.

Motion was made by Ms. Hamm to approve the recommendation of policy 4-02 Affirmative Action and to waive the second reading. Motion was seconded by Mr. Reimer.

Dr. Calvert had no recommended changes to the policy.

With no further discussion, motion passed unanimously

**XIII. Oral Reports**

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

- ✓ The RN pass rate is still at 77%, with 2 left to take the exam. Ms. Mitzner has reached out to them but has had no response back. They have up to three years to take the exam. After that they would have to remediate the whole program.
- ✓ LPN had 4 students who failed, 1 has retaken the exam and again failed, and the one that was scheduled for September 7, 2019 did pass. Ms. Mitzner has had no response from the remaining 2.
- ✓ The PN is at 90% for the third quarter. No word from the PN who failed.
- ✓ 37 students are still enrolled in the program:  
PN: Pratt 13; Winfield 4 ADN: Pratt 3; Winfield 5; Online 12
- ✓ Students all passed dosage calculations checkoffs, clinicals are going good
- ✓ Working with the CNO in scheduling a meeting with Dr. Fitzpatrick, CNO, and Ms. Mitzner to start doing clinicals in the spring and discussion on having a “shared position”, i.e. PCC Nursing Instructor/Winfield hospital Registered Nurse.

➤ **Faculty Report – Monette DePew**

John Patton's Marketing Class is creating a marketing plan for the Vernon Filley Art Museum this semester. Carmen Forest shared her Olympic presentation in Medicine Lodge to 85 students and 8 teachers.

Performing Arts:

Encore has its Showcase concert on Sunday, September 22, at 2:30 p.m. in the Carpenter Auditorium. Solos and duets, and Encore will perform as a group. Encore will be presenting at The Big Rig Truck Show and at area nursing homes. Community Choir is practicing for the Concert of Choirs on October 28<sup>th</sup> at 7:30 p.m. which they will be joined by The Sweet Adeline's and the Joyful Noise Gospel Men's Choir from Medicine Lodge. The Broadway Review show rehearsals are going well and includes community members. Performance will be October 18-20 in the Carpenter Auditorium. Pep Band has nearly 30 members and very busy practicing under the leadership of Misty Beck. The Pep Band has been working closely with Shae Napier, Cheer Coach, to make sure the efforts are coordinated. The Chicago trip in December includes three days of show with the main focus on seeing *Hamilton the Musical*. Currently have 15 people planning to go.

➤ **Staff Report (Donna A. Meier Pfeifer in her absence)**

Staff Senate met in September and is working on the Senate's mission statement as well as the direction the group wants to take in the coming year. The *Lunch and Learn* meetings with departments is an area of focus because many people do not know what certain departments do or how it fits in with the mission of the College. This platform will identify the experts on issues we face in our jobs. Discussion on bringing in local speakers to engage with the staff on topics pertinent to higher education and to Pratt Community College specifically. Looking at a higher level of engagement from staff with the Senate. Our direction is to be build our group to be one of action, determination and resolve.

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

Mr. Swartzendruber distributed a hand out listing the Fall Sports Update, which can be found on Gobeaversports.com website. The *Beaver Backers Golf Tournament* was enjoyed by 13 teams, had 25 Hole Sponsors, and the auction produced a revenue of \$6,629. All of the prize money was donated back to the college.

The social media sites for information of upcoming events, or following the Beavers are:

- ✓ Gobeaversports.com – website
- ✓ Twitter: @PrattBeavers (951 followers as of September 16<sup>th</sup>, goal is 1500 by Christmas)
- ✓ Facebook: Pratt Community College Athletics

On October 23<sup>rd</sup> at the Pratt Chamber office the public is invited to a “*Coffee with the Coaches*” from 7:30 a.m. – 8:30 a.m. The purpose is for coaches to be available downtown to meet people, to share their programs and promote college activities. That evening there is a home volleyball game against Seward Community College followed by “*Late Night in the Lesh*” with the basketball teams, wrestling team and introduce the other teams.

Josh Campbell has been hired as the track coach and will be starting next Monday. The coaches were invited to Skyline to have “Breakfast with a Buddy” on Monday, September 16<sup>th</sup>. Each coach took 2-3 athletes with them and had breakfast with K-6 students.

➤ **Foundation Report – Barry Fisher**

Mr. Fisher informed the Board the grant application from the Dane G. Hanson Foundation was denied. No response from the application submitted to Willard and Pat Walker Foundation located in Arkansas.

Several asks continue to be on the table for the Track and Soccer Project. Working on a prospect for a very large ask and in the process of getting a meeting arranged. Working on

initiatives with specific donors relating to the scholarship endowment objective of the campaign.

May 1, 2020 is the date of the 32<sup>nd</sup> Annual Scholarship Auction. Thank you was extended to Sue and Dwane DeWeese for their donation to be a Silver Sponsor. The auction will not have a theme but focusing on making the event more refined and elegant, but keeping the focus on the purpose which is raising scholarship funds.

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

Ms. Hamm gave a recap of the KACCT Quarterly meeting held at Neosho County Community College (NCCC). David Baine from AACC presented, thanks through the efforts of Dr. Calvert. Mr. Baine mentioned the Democratic campaign and the ideas about free college and how this may take away local control. Some feel the money is better spent on PELL grants.

Two representatives from the Census Bureau were present and encouraged local level of involvement in documentation for the census. Information especially from minorities due to the mistrust towards the government among the minority population. Recording student information is also vital. Kansas collects approximately \$6 billion per year from this information and there is approximately \$2,000 lost per year per person that information is not collected from your community.

Reviewed and approved the updated bylaws and fiscal policies. Will be receiving the audit information within a few days. Ms. Heather Morgan, KACCT Executive Director, continues to focus the majority of her time and efforts with KBOR.

Brian Inbody, President of NCCC, gave a presentation on phone usage by athletes which can track their attendance and time, track when they leave a class, return to the class, or not return, etc. The college and the athletes do a Senior Citizen meal once a month.

The subject of Zoom these meetings was brought up for discussion. Ms. Hamm feels the personal interaction and being on the community college's campus is not just important but also enjoyable. These meetings continue to develop relationships between the community colleges trustees and presidents, and you hear what is happening on their campuses.

Ms. Morgan has made some PTK changes to reduce cost and increase student focus.

Elections will be held at the December quarterly meeting at Johnson Community College. If someone is interested they are to contact Ms. Hamm.

➤ **ACCT / NLS** (Association of Community College Trustees; National Legislative Summit) – Dr. Calvert and Darrell Shumway will be attending the ACCT Leadership Congress October 16-19, 2019 in San Francisco, CA.

➤ **AACC** (American Association of Community Colleges) – *Dr. Calvert*  
AACC Commission, Committee and Board Meetings, November 13 – 14, 2019  
Arlington, Virginia. This is Dr. Calvert's last year of serving on the Commission for Student Success.

➤ **Other** –

#### **XIV. Wrap Up**

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

Bill Studer met with Dr. Calvert prior regarding ideas for a formal naming of the Crandell property. He enjoyed the new view of the college campus.

Gale Rose: Complemented the College for their endeavors, current and past, and how the College is such a vital asset to the community.

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

Since the last meeting Dr. Calvert has attended the following:

- ✓ Pratt CC Foundation Board meeting
- ✓ Assisted in moving kids into the dorms on *Move In Day*, August 18th
- ✓ Student Orientation on August 20<sup>th</sup>
- ✓ Pratt Health Coalition
- ✓ EDUKAN Board meeting
- ✓ TEA Strategic Planning
- ✓ Tax Entity meeting
- ✓ PCC and USD 438 Joint Board meeting
- ✓ KACCT – Neosho County Community College – Dr. Calvert expressed his appreciation to the Trustees who attended.
- ✓ HLC Feedback Meeting – Each of the Trustees received a binder which contained the Systems Appraisal and the Systems Portfolio for their review prior to the Mock Visit in November. The actual onsite visit is March 9 & 10, 2020.
- ✓ There is a Quality Highlight report that is due in February, 2020. Currently working on getting a draft done by December 2019. This information will be added to the Trustees binders when it is completed. The Board will be part of the mock site run in November 18 and 19, 2019.

##### **Comments from the Board Vice Chair: *Mike Koler***

Vice Chair Koler had no comments to bring before the Board

#### **XV. Executive Session for non-elected personnel matters (if needed)**

#### **XVI. Motion to Adjourn**

Vice Chair Koler entertained a motion to adjourn the meeting at 7:35 p.m. Motion was made by Ms. DeClue to adjourn, seconded by Ms. Hamm. Motion passed unanimously.