

## Board of Trustee Minutes of January 13, 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, Jeff Shumway.

**Trustee Absent:** None

**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

**Faculty Representation:** *Stephanie Wiese*, PHEA President

**Staff Representation:** - *Martha Cortes*, President

**Media Representation:** *Gale Rose*

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

No guests were introduced

**IV. Introduction of Awards of Excellence**

No awards were presented

**V. Board of Trustee Induction – *Donna Meier Pfeifer***

*Donna Meier Pfeifer*, Board Clerk, did the Oath of Officer for the incoming Trustee Ed Barrett.

**VI. Board of Trustee Retreat – *Dr. Calvert***

*Dr. Calvert* presented to the Board the date of February 22, 2020 for the Annual Board Retreat starting at 8:30 a.m. with a breakfast, lunch 11:30 a.m. and adjourn around 1:30 p.m. This date was agreeable to the Board. *Dr. Calvert* requested *Dr. Gene George* be present for a portion of pertaining to the upcoming HLC Site Visit on March 9 – 10, 2020. Board was agreeable to having *Dr. Gene George* present at 10:30 a.m.

**VII. eLearning Center and Signage (7920 W. Kellogg, Wichita) – *Dr. Calvert / Kent Adams***

- A change in focus of the recruiter's position and would reside in Pratt instead of Wichita  
- Exploring the need for the eLearning Center, leases signage, exploring other billboard and marketing opportunities.

Mr. Adams informed the Board the following information:

- All leases are currently month-to-month  
- Operating Expenses:

- a. 1550 square foot office space is \$2,013/month; \$24,156/year
- b. 4'x12' LED Sign - \$973.00/month; \$11,676.00/ year

- If PCC would cancel the office space, the landlord would continue the sign lease at current rate.
- If PCC would cancel the office space, the landlord would continue to let PCC rent a space for the college's computer back-up system at \$100/month; \$1,200.00 per year. PCC is looking at other options.

The Board requested other options be explored and to bring before the Board their recommendations for consideration at the February 17, 2020 Board meeting.

#### **VIII. Communication to the Board – Donna Meier Pfeifer**

- Donna read the thank you cards from:
  - Darrell and Irene Shumway
  - Sue DeWeese

#### **IX. Calendar of Events**

- KACCT PTK Ceremony, March 12, 2020 – Donna requested response from the Board by January 16, 2020 if they will be attending. Mason Eck and Victoria Addington are the college's PTK Honorees.

#### **X. Consent Agenda**

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

- Mr. Barrett requested the Analysis of Budget Over Runs 10% Over Year-to-Date be pulled for discussion.
- Chairman DeWeese requested weekly enrollment be pulled for discussion.

Chairman DeWeese asked for a motion to pull the following items from the consent agenda:

- a. Analysis of Budget Over Runs 10% Over Year-to-Date
- b. Weekly Enrollment Report

Motion was made by Mr. Barrett to pull Analysis of Budget Over Runs 10% Over Year To Date and Weekly Enrollment Report from the consent agenda. Motion was seconded by Ms. Hamm. With no further discussion motion carried unanimously.

Weekly Enrollment Report – Ms. Miller distributed prior to the Board meeting and at the meeting a January 13, 2020 Enrollment Update & Addendum to the Board Report. Ms. Miller explained the past two years, Spring enrollment/registration days and the first week of classes occurred a week earlier than in 2020. The January 6, 2020 enrollment report compared calendar-date to calendar-date, which reflected a significant decline in credit hour production because of the differences in 2020 and 2019 enrollment/registration dates. To allow for the most appropriate comparison in data, Data Services will compare “point-in-semester time, not calendar date-to-calendar date” through the 20<sup>th</sup> day of classes.

Analysis of Budget Over Runs 10% Over Year to Date – Mr. Barrett expressed the overage total is \$50,500 and asked if this was an excessive amount? Mr. Adams explained compared to the general fund budget this was not excessive and not that unusual for these areas to be over budget. Mr. Barrett asked if these overages happen every year, can they be budgeted in the first time? Mr. Adams explained coaches and programs raise auxiliary dollars and use some of these dollars to cover these items.

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

Minutes were recorded by Donna Meier Pfeifer, Board Clerk

**Minutes** - Minutes of the December 16, 2019  
No Discussion

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

**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 further discussion

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

**Enrollment Update & Addendum to the Board Report – January 13, 2020**

*Please note: The past two years, Spring enrollment/registration day and the first week of classes occurred a week earlier than this year. In 2019, Spring enrollment/registration day was on January 7. In order to appropriately compare activity, the data provided is comparing this year's Registration Day to the (actual) 2019 and 2018 Registration Days, even though the calendar time-frames are different. To allow for the most appropriate comparisons in data, Data Services will continue this comparison through the 20th day of classes. It should also be noted last week's (January 6, 2020) enrollment report compared calendar-date to calendar-date, which reflected a significant decline in credit hour production because of the differences in 2020 and 2019 enrollment/registration dates explained above.*

1. **2019-2020 Academic Year** – As of January 13, credit hour production for the academic year is 26,119 and -0.4% below the 2018-2019 figure reported on January 7, 2019.
2. **Spring 2020 Semester Enrollment**
  - Spring Semester credit hour production is 11,383 and is equal to the production on the 2019 enrollment/registration day.
  - Student headcount is 989 and equal to the headcount on the 2019 enrollment/registration day.
  - EduKan credit hour production is 1,853 and 10% greater than the production on the 2019 enrollment/registration day.
  - College Start/High School enrollment is 1,453 credit hours, a 5% greater than the production on the 2019 enrollment/registration day.
  - EduKan Fall Session start dates:
    - Session 1 & Session 2 Last Date to Enroll: January 10 (**complete**)
    - Session 3 Last Date to Enroll: January 31
    - Session 4 Last Date to Enroll: February 22
    - Session 5 Last Date to Enroll: February 28

3. **Spring 2020 Residence Hall Occupancy**
  - Residence halls open Monday, January 13. Preliminary occupancy as of January 6, 2020 was 276.5 residents. Fall semester occupancy on December 16, 2019 (final) was 314.5 students.
4. **Upcoming Key Dates for Admissions, Enrollment, Retention, Special Events:**
  - January 13                Residence Halls Open
  - January 14                Classes Begin
  - February 24, 2020    Academic Olympics
  - April 1                     College Prep Day

(Weekly Enrollment Reports filed with Official Minutes)

**Status of Projects Report**

No 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**

There was no sole-source purchases presented

**Policy Review(s):**

There were no policies to review

**Call Series 2020 Refunding Certificate of Participation Sale – Kent Adams**

The resolution presented is for approval from the Board to authorize the offering for sale, request proposals, and request a special board meeting on February 13, 2020 in the Benson Education Center at noon, in room 49 to review and accept the proposals. Refund the 2006 and 2009 Certificates of Participation refunding issues. PCC's debit service in 2020 would be \$148,000. \$54,000 of that would be used to pay for doing the refunding, with a savings for the current year of \$94,000. The issues are not being extended so the savings is real.

Chairman DeWeese asked for a motion to pass Resolution No. 2019.01 to offer Certificate of Participation to various underwriters. Mr. Barrett made the motion to pass Resolution No. 2019.01 proceed to offer Certificate of Participation to various underwriters. Motion was seconded by Jeff Shumway. With no further discussion, motion carried unanimously.

**XII. Oral Reports**

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

NCLEX – RN 4<sup>th</sup> quarter pass rate is 70.83%

NCLEX – PN 4<sup>th</sup> quarter pass rate is 90%

KSBN – In March 2020 Board will review the results of all the programs in the state. At this time the site visit for Pratt is still scheduled for October of 2020.

Winfield instructor has been hired. Orientation and classes will start on Tuesday, January 14<sup>th</sup> for the PN and ADN students.

ADN's will start with their Dose Calculation check off and skills

PN's students will start their clinical

- **Faculty Report – Stephanie Wiese, PHEA President**  
Automotive Department - Cars for Charities – Daryl Lucas and Greg Bacon will be at the Century II Convention Center January 17-19, 2020 with one of Daryl's trucks and a PCC alumni's hot rod in their booth. 500 outstanding show cars will be on display. Daryl and Greg will be presenting to over 200 high school students Friday morning, and are expecting around 4000 attendees over the weekend. Daryl and Greg invited the board and administration to visit the PCC booth at one of the Auto Department's largest recruiting events of the year.

PTK – Dr. Trisha Jackson's PTK group completed the Honors in Action project. There is a poster in the Linda Hunt Memorial Library that shows the results. This poster will be entered in the post competition at the PTK Regional Conference in March. Because of this achievement, PTK is on track to become a Five-Star Chapter! The PTK Induction ceremony is scheduled for February 25, 2020 at 7:00 p.m. in the Linda Hunt Memorial Library.

Performing Arts is hitting the ground running with Encore's intensive rehearsals in the afternoon, Pep Band playing at basketball games, and rehearsals already underway for *Into the Woods*. The Valentine's Dinner and Show on Sunday, February 16<sup>th</sup> at 6:30 p.m. at The Front Porch, tickets are \$15 per person. To reserve seats, email Misty at Mbeck@prattcc.edu.

- **Staff Report – Martha Cortes, President (Donna Meier Pfeifer in Martha's absence)**  
 The Committee is currently reviewing and summarizing the survey responses.
  - **Athletic Report – Tim Swartzendruber, Athletic Director**
    - Women's Basketball currently 3<sup>rd</sup> in the Jayhawk West
    - Men's Basketball currently 4<sup>th</sup> in the Jayhawk West
    - Wrestling first home dual of the season will be Wednesday, January 15<sup>th</sup> vs Neosho County. Their next home dual will be January 29<sup>th</sup>. PCC's Michael Spangler and Jake Beeson are both high level wrestlers.
    - Service School Day – January 4<sup>th</sup> was the first for Macksville, Stafford, and Kiowa County USDs. Around 20 people were present from these communities and the feedback was good. January 22<sup>nd</sup> is Skyline Day. Skyline Pep Band will join PCC's Pep Band that evening.
    - Hospitality Room with adult beverages will be open for the January 18<sup>th</sup> basketball game vs Hutchinson, and on February 8<sup>th</sup> vs Seward County. People with tickets will be allowed in. The outcome of these two events will be presented at the April 20<sup>th</sup> Board meeting for evaluation.
    - Mbalula (Ritchy) Hitoto – Athletic Trainer will start on Wednesday, January 15, 2020.
  - **Foundation Report – Barry Fisher, Director**  
Year End Appeal – The total raised from the appeal is \$25,003.00. \$20,000 was a Qualified Charitable Distribution from a donor's retirement account. The option of making charitable gifts from retirement accounts was explained in the 1938 MEMO. The 2019 year-end appeal is the most successful so far.
- Auction – Date is May 1, 2020 in the Dennis Lesh Sports Arena. Looking into a software package which is an online system that requires only a workstation with internet access. It gives the option of accessing the system with a smartphone. Includes a dedicated website that can be updated continuously. This would allow us to promote the event and give more recognition to the donors and sponsors. It would make the checking out process more efficient and accurate. Also looking into the cost of renting a sound system for this event.
- **KACCT (Kansas Association of Community College Trustees) Michele Hamm**  
 Nothing to Report
  - **ACCT / NLS (Association of Community College Trustees; National Legislative Summit)**  
 – Kim DeClue consented to be the college's representative

- **AACC (American Association of Community Colleges) – *Dr. Calvert***  
Dr. Calvert will be attending – March 28-31, 2020 in DC. Dr. Calvert currently serves on the Commission for Student Success. This is his last term serving.
- **Other – Nothing to Report**

### **XIII. Wrap Up**

#### **Comments from the Public:**

Mrs. Carol Jones spoke to the Board on an issue regarding Club 62 that she and her late husband Paul had. Chairman DeWeese thanked Mrs. Jones for coming forth with her explanation of the matter and for expressing her concerns. The Board will take this information under advisement, and Chairman DeWeese would be contacting her.

Gale Rose – expressed PCC to continue to do their good work for the students and the community.

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

- March 9 – 10, 2020 HLC Onsite visit
- KBOR meeting
- Participated in a National Junior College Athletic Association President’s Advisory Council meeting
- All Employee Meeting
- Campaign Leadership meeting
- Taxing Entity meeting
- KBOR for meetings
- Legislative Session have started

#### **Comments from the Board Chair: *Dwane DeWeese***

- Chairman thanked people for the food, cards, flowers, and prayers for Dwane and Sue’s Recovery.

### **XIV. Executive Session for Non-Elected Personnel Matters (if needed)**

7:17 p.m. Chairman DeWeese asked for a motion to go into a 10 minutes executive session with a 5 minute break. Motion was made by Ms. Hamm to go into executive session at 7:23 p.m. p.m. for no longer than 10 minutes. Motion was seconded by Mr. Barrett. With no further discussion motion passed unanimously.

7: 22 p.m. Executive session convened.

Chairman DeWeese asked for a motion to come out of Executive Session at 7:30 p.m. Motion was made by Ms. DeClue to come out of Executive Session, motion seconded by Ms. Hamm. Motion passed unanimously.

### **XV. Motion to Adjourn**

Chairman DeWeese entertained a motion to adjourn the meeting at 7:30 p.m. Motion was made by Mr. Shumway to adjourn, seconded by Ms. DeClue. Motion passed unanimously.