PRATT
Community College

348 NE SR 61 Pratt, KS 67124   (620) 672-5641   www.prattcc.edu

BOARD OF TRUSTEE MEETING

Riney Student Center

Monday, August 22, 2022

Dinner – Art Gallery at 5:30 p.m.
Trustee Meeting
Room 312 at 6:00 p.m.

Zoom Meeting ID: 92722945961

*The mission of Pratt Community College
is maximum student learning,
individual and workforce development,
high quality instruction and service,
and community enrichment.*

Pratt Community College

Mission

The mission of Pratt Community College is maximum student learning, individual and workforce development, high quality instruction and service, and community enrichment.

Vision

Pratt Community College will be recognized as a center of excellence for higher education.

Institutional Aims

Student Success

To foster a community of well-prepared learners who can successfully meet the demands of advanced academic study or entry-level employment.

Enrollment Stability

Enrollment stability is fundamental to Pratt Community College remaining a dynamic, student-centered institution.

Financial Viability

To maintain financial responsibility with all resources entrusted to Pratt Community College.

Agenda

I.   **Call to Order** – *Trustee Mike Koler, Chair*

II.   **Pledge of Allegiance** – *Trustee Mike Koler, Chair*

III.   **Introduction of Guests** – *Dr. Calvert*

IV.   **Introduction of Awards of Excellence** – *Dr. Calvert*

V.   **Discussion:**

    A. MIS Report - *Dr. Calvert*

      None to report

    B. COVID-19 – *Dr. Calvert*

    C. Higher Learning Commission (HLC) Update – *Lisa Perez Miller and Monette DePew*

A Higher Learning Commission Standard Pathway Comprehensive Evaluation is scheduled for November 13 & 14, 2023. The Comprehensive Evaluation requires the submission of comprehensive evaluation materials also known as the Assurance Argument. An HLC peer review team will also visit campus. An action plan and timeline are included in this report, which has been developed to prepare for the accreditation visit. The HLC Leadership Team selected to prepare the Assurance Argument and provide support throughout the process includes: Elizabeth Britton, Stephanie Wiese, Caitlin Miller, Carmen Forest, Frank Stahl, Misty Beck, Cathy Blasi, Jason Ghumm, Brad Luthe, and Sarah Jackson. Lisa Perez-Miller and Monette DePew will co-chair the team. A brief update will be shared at the meeting.

Higher Learning Commission Multi-Location Visit, Assurance Argument and Comprehensive Evaluation Visit Preparation Plan

1. **Criterion 1: Mission**

   - The institution's mission is clear and articulated publicly; it guides the institution's operations.

2. **Criterion 2: Integrity: Ethical and Responsible Conduct**

   - The institution acts with integrity; its conduct is ethical and responsible

3. **Criterion 3: Teaching and Learning: Quality, Resources, and Support**

   - The institution provides quality education, wherever and however its offerings are delivered.

4. **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.

5. **Criterion 5: Institutional Effectiveness, Resources, and Planning**

   - 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.

Timeline

August 2022
- **All-employee briefing - Comprehensive Evaluation and Multi-Location Visit purpose and timeline (In-Service)**

- HLC Leadership Team Meeting (In-Service)

  - Criteria Team assignments and timeline

  - Review HLC evidence reference document

  - Process for identifying members for each criterion teams

- Multi-Location Team (Sub-Team working with HLC Leadership Team?)

- o **Multi-Location Visit Prep (TBA – September 2022 to July 2023)**
- Special Focus Team or Point Person(s)
    - o Dual Credit
    - o Qualified Faculty
    - o Distance Education
    - o Civic Engagement in a Diverse, Multicultural Society (1.C)
    - o Assessment of Student Learning (4.B)
    - o Resource Base (5.B)
    - o Systematic and Integrated Planning and Improvement (5.C)

September
- **Monitoring Reports – Cabinet review *draft report*s (September 6 Cabinet Meeting)**

October
- Multi-Location Team
    - o **Review Multi-Location *draft report* and supporting evidence with Cabinet (October 4 Cabinet Meeting)**
- HLC Leadership Team Meeting
    - o Criteria teams meet to review criteria
    - o Identify and review supporting evidence
- **All-employee briefing – refresh and progress update (October 10 Fall Break)**
- **Board of Trustees briefing (October 17)**

November
- **Monitoring Reports – Cabinet review *final draft* report (November 1 Cabinet Meeting)**

December
- **HLC Leadership Team – Meet with Cabinet for progress report (December 6 Cabinet Meeting)**
- HLC Leadership Team Meeting - Check-in with teams and progress with *draft report* and evidence collection

January 2023 (In Service)
- **All-employee meeting – progress update, timeline, collect feedback for first *draft report* if needed**

- **Monitoring Reports – Review _final report_ with employees**
- HLC Leadership Team - Progress updates, Q & A

February (Afternoon of Academic Olympics day)
- HLC Leadership Team - Review _first draft report_ and evidence from each criterion team
- **HLC Leadership Team – Meet with Cabinet for progress report (February 7 Cabinet Meeting)**

March
- HLC Leadership Team Review _second draft report_ and evidence collection for each criterion
- **Institutional Update submitted to HLC by ALO (estimated date)**

April (April 10 Easter Break Monday)
- **HLC Leadership Team – Meet with Cabinet for progress report (April 4 Cabinet Meeting)**
- **All-employee meeting - review _final draft report_, timeline update, Q & A**
- **Mock visit run through with employees**

May – July
- HLC Leadership Team Co-Chairs finalize reports and evidence collection, incorporating 2022-2023 updates, data, etc.

August (In-Service)
- **HLC Leadership Team – Meet with Cabinet for progress report (August 1 Cabinet Meeting)**
- **All-employee meeting – progress update, Q & A**
- HLC Leadership Team meeting
  - Review _final report_ with summer updates
  - Review final evidence with summer updates
- **Board of Trustees briefing and review of _final report_**

September
- **HLC Leadership Team – Meet with Cabinet for progress report (September 5 Cabinet Meeting)**
- Assurance Argument (report) is finished and evidence gathering complete, pending 20th day updates

- **Distribute _final report_ to employees and Board of Trustees**

October (October 13 Fall Break)
- **HLC Leadership Team – Meet with Cabinet for progress report (October 3 Cabinet Meeting)**

- **Assurance Argument due and loaded to Assurance System (30 days prior to visit)**

November
- **HLC Leadership Team – Meet with Cabinet for progress report (November 7 Cabinet Meeting)**

- **HLC Comprehensive Evaluation Team visit November 13-14**

December
- Fact Check of team report by Institution

- Institutional Response (of final team report)

Approved by Cabinet July 26, 2022

D. Security IT – *Jerry Sanko*

1. **Have we mapped our sensitive data**? Our data mapping, at this time, is in the form of role based security. Who as access and type of access to data based on security roles. We are in the middle of a remapping security rights based on tasks instead of job positions in our student information system to allow for more granularity of the assignment of rights to student data.

2. **Do we have a data purge and resting data policy?** Record Retention and Destruction policy 200-02 describes record retention time limits and record destruction.

3. **Do we know what regulations and laws apply?** The main regulations and laws that apply to higher education that require strict adherence to data security are:

- Family Educational Rights and Privacy Act of 1974 (FERPA)
- Health Insurance Portability and Accountability Act of 1996 (HIPAA)
- Gramm Leach Bliley Act (GLBA)
- Fair and Accurate Credit Transaction Act of 2003 (FACTA or "Red Flags Rule")
- Federal Information Security Management Act of 2002 (FISMA)
- General Data Protection Regulation (GDPR) EU Compliancy
  There are several other regulations and laws for higher education which I can provide
   upon request.

4. **Do we have an incident response plan?** Yes, for security incidents, policy 600-10 outlines the process. This policy is in the process of being updated to adjust for position changes and defining the roles and responsibilities in greater detail.

5. **Are our laptops, phones, and tablets encrypted?** Yes, the number of mobile devices has increased significantly since the pandemic making individual device encryption unmanageable. We have moved to a comprehensive solution IBM MaaS that allows a single platform to manage mobile devices for encryptions, remote locking and remote wiping.

6. **Are our computers and devices scanned for vulnerabilities?** Yes, we have our antivirus software scanning workstations and an update server managing all workstation patching. Our on premise servers are constantly being scanned. We are in the process of switching to a new endpoint protection platform SentinelOne. This platform will allow for better management of the endpoints antivirus software and provides better reporting methods of any malicious activity on workstations and servers. All the event logs from the servers and activity logs from the firewall are being scanned by our OculusIT service and notification of any issues are being sent to us for investigation or remediation. Our firewall has an Intrusion detections (IDS)/Intrusion Prevention (IPS) system and the logs are sent to OculusIT. A vulnerability report and a web conference occur on a weekly basis. We receive a monthly report of the current security posture.

7. **Do we ensure that data is transmitted securely?** Yes, the best we can. In addition to what is described below, we send documentation to employees on email encryption when sending or attaching documents that contain sensitive information.

Files in transit between users. These files can include Office documents or SharePoint list items shared between users.	TLS for files in transit
Email in transit between recipients. This email includes email hosted by Exchange Online.	Office 365 Message Encryption with Azure Rights Management, S/MIME, and TLS for email in transit
Chats, messages, and files in transit between recipients using Microsoft Teams.	Teams uses TLS and MTLS to encrypt instant messages. Media traffic is encrypted using Secure RTP (SRTP). Teams uses FIPS (Federal Information Processing Standard) compliant algorithms for encryption key exchanges.
People are communicating via email (Exchange Online)	Using Office 365 message encryption (OME) with Azure Rights Management (Azure RMS) to enable people to send encrypted messages inside or outside the organization.
Files are accessed from team sites or document libraries (OneDrive for Business or SharePoint Online)	When people are working with files saved to OneDrive for Business or SharePoint Online, TLS connections are used. This is built into Office 365 automatically.
Files are shared in online meetings and IM conversations (Microsoft Teams)	When people are working with files using Microsoft Teams, TLS is used for the connection. This is built into Office 365 automatically. Microsoft Teams does not currently support inline rendering of encrypted email. To prevent encrypted email from landing in Microsoft Teams as encrypted.

Terms of reference:

Transport Layer Security (TLS), the successor of the now-deprecated Secure Sockets Layer (SSL), is **a cryptographic protocol designed to provide communications security over a computer network**

Mutual Transport Layer Security (mTLS) is a process that establishes an encrypted TLS connection in which both parties use X.509 digital certificates to authenticate each other.

Real-Time Transport Protocol (RTP) internet protocol standard that specifies the way programs manager the real-time transmission of multimedia data.

Secure Real-Time Transport Protocol (SRTP) is an extension to RTP that incorporates enhances security features focused mainly on Voice over IP (VoIP) communication.

Federal Information Processing Standards (FIPS) are the standards and guidelines for federal computer systems that are developed by National Institution of Standards and

Technology (NIST) in accordance with the Federal Information Security Management Act (FISMA) and approved by the Secretary of Commerce.

Secure/Multipurpose Internet Mail Extensions (S/MIME) is a standard for public key encryption and signing of Multipurpose Internet Mail Extensions (MIME) data.

Office 365 Message Encryption (OME) capabilities allow organizations to share protected email with anyone on any device.

Azure Rights management (Azure RMS) is the cloud-based protection technology used by Azure Information Protection. Azure RMS helps to protect files and emails across multiple devices, including phones, tablets, and PCs using encryption, identity, and authorization policies.

8. **Is multi-factor authentication in place?** Yes, for employees. Desktop and online applications.

9. **Are our user's password-savvy?** Our password policy forces users to have some complexity to their passwords through the use of minimum length, mixed case, numeric, and special characters.

10. **Are our users educated on social engineering?** 600-10 policy details the annual computer awareness training requirement for employees, "New employees in positions that require access to covered information, prior to being granted access to covered information, will receive training on the importance of confidentiality of student records, financial information, health information, and other types of covered information as well as the risks of not providing appropriate protection. All college employees are to receive annual training in the accessing and handling of general information security. Training will include controls and procedures to restrict employee from disclosure of confidential information to an unauthorized individual through social engineering or improper disposal of document that contain covered information. All training will be documented, reviewed and updated as needed annually."

In our new employee on-boarding process, the new employees take that training during the IT orientation portion. The new employee/annual employee training modules:

Micro-module - Introduction to Ransomware
Ransomware Micro-module with Quiz
Micro-module - Email Spoofing
Micro-module - Social Engineering
Phishing Attacks on Companies with Quiz
FERPA (Education)

We also conduct on a weekly bias, Phishing Security Test Campaigns. These simulation helps us assess the risk level of a user.

11. **How are we defending against the insider?** User training, security profiles, and proper handling of soft or hard copy documents.

12. **Are we following standard higher education security policies?** We continue to strive to provide confidentiality, integrity, and availability of data to our stakeholders in our ever changing digital landscape. The security policies are always changing and we do our best to keep up with the changes. We are a member of EDUCAUSE which is a nonprofit organization whose charge is to progress higher education by advancing the intellectual use of information technology. Being a member allows us to have access to best practices, toolkits, and community dialogue focused on information technology in higher education. There are many articles, presentations, posts that focus on security policies what I refer to all the time. While we have a basic "following" in terms of mechanisms in place for security, we are in the process of updating documentation, enhancing and developing policies, increasing the availability for security training to all employees, and establishing a better risk assessment for the entire college not just the Information Technology Department.

New security items that have been done or we are in the process of implementing.

- OculusIT Security Operations Center provides threat detection, threat response, root cause analysis, security refinement and improvement, compliance management, alert management, continuous proactive monitoring, log collection and management, preventive maintenance and asset inventory.
- Gramm-Leach-Bliley Act and General Data Protection Regulation compliancy audit
- OculusIT VCISO (200 hours) will assist with documenting our security plan, addressing compliancy requirements, assist with the cybersecurity road map with strategic guidance, and work as a security liaison to auditors, assessors, and third parties as requested.
- Microsoft Defender for O365 (provides prevention, detection, investigation and hunting, response and remediation, awareness and training, and increase security posture.
- Multi-Factor Authentication implementation
- IBM MaaS 360 is an enterprise mobility management platform that provides visibility and control of smartphones, laptops, and tablets. It supports multiple devices with location, trusted application rollout, encryption and the ability to lock or wipe the device.
- SentinelOne Endpoint solution provides a level of one click remediation and recovery, incident forensics and reporting. Supports multiple operating systems.

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

Thank you cards from 4-H participants who showed their animals at the Pratt County Fair.

VII.   Calendar of Events – *Dr. Calvert*

August 2022
August 14 – Residence Hall Check-In – 9:00 a.m. – 1 p.m. 1:00 p.m. – 5 p.m.
August 17 – Fall Semester Classes Begin
August 20 – 4th Annual Beaver Backer Golf Tournament – Park Hills Country Club
August 22 – Board Meeting – Dinner 5:30 p.m., Meeting 6:00 p.m.
            Zoom Meeting ID: 92722945961
August 26 -27 – KACCT – Fort Scott Community College

September 2022
September 05 – Labor Day – (No Classes – Office Closed)
September 19 – Board Meeting – Dinner 5:30 p.m. – Meeting 6:00 p.m.
            Zoom Meeting ID: 92722945961

October 2022
October 17 – Board Meeting – Dinner 5:30 p.m. Meeting 6:00 p.m.
            Zoom Meeting ID: 92722945961

November 2022
November 21 - Board Meeting – Dinner 5:30 p.m. – Meeting 6:00 p.m.
            Zoom Meeting ID: 92722945961
November 24-25 – Thanksgiving Break (No Classes – Offices Closed)

December 2022
December 2 -3 – KACCT - Tentatively Neosho Community College
December 19 - Board Meeting – Dinner 5:30 p.m. – Meeting 6:00 p.m.
            Zoom Meeting ID: 92722945961
December 23 – January 2, 2023 – Christmas Break

CONFERENCES/LEADERSHIP INSTITUTE/TRAINING

Year 2022		
ACCT Leadership Congress	Oct. 26-29	New York, NY

Year 2023		
ACCT National Legislative Summit	Feb. 5-8	Washington, DC
AACC Annual 2023 Conference	April 1-4	Denver, CO

VIII.   Consent Agenda

> **Minutes**
> ### Board of Trustee Minutes of July 18, 2022 Meeting

I.   Chair, Mike Koler called the July 18, 2022 meeting to order at 6:00 p.m.

II.   Pledge of Allegiance was led by the Trustees

Trustees Present: Mike Koler, Chair, Ed Barrett, Vice Chair (VC), Michele Hamm, Eric Scott Killough, and Stan Reimer

Trustee(s) Absent: Kim DeClue and Dwane DeWeese

Administrative Present: Dr. Michael Calvert, President, Kent Adams, VP of Finance and Operations, Lisa Perez Miller, VP of Students and Enrollment Management, Monette DePew, VP of Instruction, Jerry Sanko, Chief Information Officer, Tim Swartzendruber, Athletic Director, Barry Fisher, Executive Foundation Director, Institutional Advancement, Alumni Relations, and Donna Meier Pfeifer, Board Clerk

Administrative(s) Absent:

Media Representation: No representation

III.   **Introduction of Guest(s) –** *Dr. Calvert, PCC President*
Brandon Steinert, Chief Communication Officer, Barton Community College is in the Doctoral program through Baker University. He will be attending the August 22, 2022 Board meeting.

IV.   **Recognition of Awards of Excellence –** *Dr. Calvert, PCC President*
None were presented.

V.   **Adjourn Sine die 2021-2022 Session of the Board of Trustee**
Chair Koler asked for a motion to adjourn sine die 2021-2022 session of the Board of Trustee. Motion was made by Trustee Hamm and seconded by VC Barrett. With no further discussion motion carried unanimously.

VI.   **Call to Order 2022-2023 Session of the Board of Trustees**
6:05 p.m. Chair Koler called to order the 2022-2023 session of the Board of Trustees.

VII.   **Election of 2022-2023 Board Officers**
Chair Koler asked for a motion for election of officers for 2022-2023. Trustee Hamm made the motion to elect Trustee Mike Koler as Chair and Trustee Ed Barrett as Vice Chair. Motion was seconded by Trustee Killough. With no further discussion motion carried unanimously.

VIII.   **Special Action for Board Approval: Appointments and Designations**
Chair Koler asked for a motion for Board approval for the following appointments and designations:
a. Treasurer – Kent Adams
b. Board Clerk – Donna Meier Pfeifer

c. Attorney – Tom Black
d. Auditor – Allen, Gibbs, Houlik
e. Designate Depositories – All banks and Savings and Loans with office in Pratt County. Motion was made by VC Barrett to approve the afore-referenced appointments and designations as presented. Motion was seconded by Trustee Hamm. With no further discussion motion carried unanimously.

IX.   **Other Appointments at the Discretion of the Board**
a. <u>KACCT Delegate and Alternate</u> –
　　　Delegate - Trustee Eric Killough
　　　Alternate – Trustee Michele Hamm

b. <u>Representative of PCC Foundation Board</u>
Motion was made by VC Barrett to appoint Trustee Eric Killough as KACCT delegate and Trustee Michele Hamm as the alternate and Trustee Stan Reimer for the PCC Foundation Board Ex. Officio. Motion was seconded by Trustee Hamm. With no further discussion motion carried unanimously.

X.   **Discussion:**
A. MIS Report(s) – *Lisa Kolm*
　　　No report submitted

B. **Review 2022/;23 Budget and Reach Consensus to Support Published Budget –**
Kent Adams, VP of Finance and Operations

Mr. Adams went over the PCC Budget Book for 2022-2023
Areas covered were:
- Planning Facts & Assumptions   - Institutional Aims & Goals   - Grants
- Funding History   - Revenue Projection   - Expenditures
- HLC Composite Financial Index - AD Valorem Tax   - Capital Budget

The Board's consensus was to approve the PCC 2022-2023 Budget as presented.

XI.   **Communication to the Board –** *Donna Meier Pfeifer, Board Clerk*
Nothing additional to add

VII.   **Calendar of Events –** *Dr. Calvert, President*
August 4, 2022 - 9:00 – 10:30 a.m. – ADN Signing Ceremony Partnership program with Barton Community College in Chandler Hall. Board is to let Dr. Calvert know if they will be   attending.

VIII.   **Consent Agenda –** *Mike Koler, Chair*
Chair Koler asked for a motion to approve the consent agenda as presented. VP Barrett made the motion to approve the consent agenda as presented. Motion was seconded by Trustee Hamm.

Chair Koler asked if there was an item or items that would like pulled from the agenda
for   further discussion. Dr. Calvert had two additional verbal additions for personnel to be added: Stewart (Toby) Tobias – Part-time Custodian and Rusty Laverentz, Athletic Director Assistant submitted his resignation, final day will be July 29, 2022.

With no further discussion motion carried unanimously.

Minutes:

Minutes of the Board Trustee Meeting of the June 20, 2022 were presented.
(Complete minutes are listed on **http://prattcc.edu/department/board-trustees**)

IX.   **Action Items**

Chair Koler asked for a motion to add to the agenda's Action Items wrestling mats. Trustee Hamm made the motion to add the wrestling mats to the agenda's Action Items. Motion was seconded by Trustee Killough. With no further discussion motion carried unanimously.

➢ **Wrestling Matts –** *Tim Swartzendruber, Athletic Director*
Chair Koler asked for a motion to accept the administrations recommendation. VC Barrett made the motion to accept the administrations recommendation to accept the bid from Resilite. Motion was seconded by Trustee Reimer.

Quotes received:
*Resilite $47,934.60
Dollamur $31,899.58
EZ Flex $27,965.49

Mr. Swartzendruber explained the Resilite mats are a better quality mat, comes with a 3 year guarantee, and the company installs the mats.

With no further discussion motion carried unanimously.

➢ **Ratify Waiver of Board Policy No. 3-07 –** *Kent Adams, VP of Finance and Operations*
Chair Koler asked for a motion to accept the administration recommendation for the purchase of the Lincoln Electric VRTEX Welding Simulator in the amount of $79,107.11. Motion was made by VC Barrett to approve the administration recommendation of the Lincoln Electric VRTEX Welding Simulator in the amount of $79,107.11. Motion was seconded by Trustee Hamm.

Mr. Adams explained this will replace the welding simulator at Pratt that was transferred to Attica. PCC is approved for SENSE certification and is required to purchase equipment through Lincoln Electric.

With no further discussion the motioned carried unanimously.

➢ **Approve 2022-23 Annual PO's –** *Kent Adams, VP of Finance and Operations*
Chair Koler asked for a motion to approve the 2022-23 Annual PO's. Motion was made by Trustee Killough to approve the 2022-23 Annual PO's. Motion was seconded by Trustee Reimer. With no further discussion carried unanimously.

➢ **Computer Purchase** - *Kent Adams, VP of Finance and Operations*
Chair Koler asked for a motion to accept the administration recommendation for sole-source purchase of 48 Dell Computers at a cost of $1,179 per unit for a total cost of $56,592. Motion was made by Trustee Killough and seconded by Trustee Hamm. With no further discussion motion carried unanimously.

➢ **Athletic Insurance** - *Kent Adams, VP of Finance and Operations*
  Chair Koler asked for a motion to accept the administration recommendation of
  the $1,000 deductible excess/secondary coverage and the catastrophic coverage
  from Dissenger Reed due to availability of primary coverage policy for uninsured
  student/athletes. Motion was made by Trustee Hamm and seconded by VC Barrett.

  Bids were requested for athletic insurance from August 1, 2022 through July 31,
  2023. With no further discussion motion carried unanimously.

➢ **Policy Reading(s) -** *Dr. Calvert, President*
  3-10 Code of Ethics for Trustees - VC Barrett made the motion to waive the second
  reading and to accept the Administration's recommendation of no change to
  policicy1-03 *Code of Ethics For Trustees*, Motion was seconded by Trustee Killough.

  VC Barrett requested the policy be reviewed and meets the ACCT best practices.
  With no further discussion motioned carried unanimously.

  4-10 *Gift Policies and Procedures* – VC Barrett recommended administration return
  with a board policy and governance that would state a professional gift policy that is
  ethical and adopt a new policy. Policy as written would pertain to the Foundation.

  VC Barrett made the motion that the Board request the administration to formulate a
  draft policy on *Gift Policies and Procedures* within a reasonable amount of time to
  present to the Board. Motion was seconded by Trustee Killough.

  Dr. Calvert expressed a governing board policy should acknowledge the fact there is a
  Foundation and be involved in conversation, aware of limitation and relations to the
  Foundation. Contain a statement expressing "ethical and best practices". Having a
  Memorandum of Understanding (MOU) discuss with Foundation Board.

  With no further discussion motion carried unanimously.

X.   **Oral Reports**
  Faculty Report – *Dave (Kip) Chambers, PHEA President*
  Misty Beck – Summer Camp had over 150 kids participated in this production
  Online Summer Sessions will be completed in two weeks and going well.

  Staff Senate Report – *Charles Keefer, Senate President*
  Nothing additional to add

  Athletic Report – *Tim Swartzendruber, Athletic Director*
  Nothing additional to add.

  Chief Information Officer – *Jerry Sanko*
  Nothing additional to add

  Foundation Report – *Barry Fisher, Executive Director*
  Nothing additional to add

  KACCT – *Michele Hamm, KACCT Past President*
  Nothing additional to add

ACCT/NLS – *Dr. Calvert, President*
Trustees Ed Barrett and Eric Killough and Dr. Calvert will be attending the ACCT
Leadership Congress in New York City, October 26 – 29, 2022.

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

Other:
Nothing was presented

XI.   **Wrap Up**
         Comments from the Public – No representation from the public

         Comments from the President – *Dr. Calvert, President*
         COVID – PCC is continuing to track cases new variance.
         Active Shooter Table Top – Dr. Calvert will be contacting Tim Branscom, Pratt County
         Emergency Manager
         Comments from the Board Vice Chair – *Mike Koler, Chair*
         Chair Koler expressed appreciation to everyone who worked on the budget book.

XII.   **Executive Session for Non-Elected Personnel Matters**

XIII.   **Meeting Adjourned** – *Mike Koler, Chair*
          7:06 p.m. Chair Koler asked for a motion to adjourn. Motion was made by VC Barrett
         and seconded by Trustee Hamm. With no further discussion motion carried
         unanimously.

         Minutes Recorded by:
         Donna Meier Pfeifer, Board Clerk

> **Personnel –** *Rita Pinkall, Director (report given by Dr. Calvert)*

August 2022

APPOINTMENTS

Henry Dickman	Assistant Men's Basketball Coach/Residential Supervisor
Diego Esparza	Director of Student Success Center
Timothy Kuemin	Groundskeeper/Custodian
Jaci Turner	Snack Bar Operator (Temp pt)/Volunteer Volleyball
Kenneth Wright	Evening Security (part-time)
Francisco Ceniceros	Computer Specialist (Support)
Kyle Herring	Assistant Women's Basketball Coach/Residential Supervisor
William McReynolds	Head Custodian
Austin Parent	Asst. Baseball Coach (.50 FTE)
Tanner McFarland	EPT Lab/Training Asst. (temporary)
Kendall Beitz	North Campus Farm Hand (temporary)
Kendall Beitz	Asst. Shooting Sports Coach (temporary)

CHANGE IN STATUS

Tim Renner, **from** Head Custodian **to** Maintenance/ Bus Driver

Darrell Kruse, **from** Groundskeeper/Custodian **to** Custodian/Maintenance

Daulton Horton, **from** Asst. Baseball Coach (.50 FRE) **to** Asst. Baseball Coach/Instructor (1.0 FTE)

Charles Keefer, **from** Sports Information Director/Residential Supervisor **to** SID/eSports Coach

Anders Lindanger, **from** Document Management Spec. **to** Coord. of Institutional Research & Effectiveness

RESIGNATIONS/TERMINATIONS

Brian Hlavachick   Custodian/Maintenance

FALL 2022 CONTRACTS

Amanda Wade   PSY176-O-3E General Psychology

SEARCHING

Adjunct Clinical Instructors, Allied Health

Admin. Asst. to AD, Asst. Athletic Director

Asst. Athletic Trainer

Custodian/Maintenance

Document Management Specialist

Marketing Comm. & College Relations Spec.

Women's Flag Football Coach/Residential
  Supervisor

Data Services Assistant (on hold)

Director of IT (on hold)

eSports Coach (.25 FTE) *(new position)* –
  (on hold)

Custodian (full time / on hold)

Evening Security Officer (full time on hold)

Office Assistant – Student Services (on hold)

➢ **Financial Report** – *Kent Adams, VP of Finance and Operations*

Combined General and Vocational Funds

	YTD BUDGET	YTD ACTUAL	DIFFERENCE	
REVENUES:				
GENERAL FUND	$360,378	$449,667	$89,289	Favorable
VOCATIONAL FUND	$184,345	$266,595	$82,250	Favorable
TOTAL COMBINED	$544,723	$716,262	$171,539	Favorable
EXPENDITURES:				
GENERAL FUND	$1,051,067	$1,032,881	$18,186	Favorable
VOCATIONAL FUND	$157,822	$26,574	$131,247	Favorable
TOTAL COMBINED	$1,208,889	$1,059,456	$149,433	Favorable
NET REVENUE (LOSS)	-$664,166	-$343,194	$320,972	Favorable
Revenue through July is running $171K favorable. Tuition is $151K overbudget. Very early but this is a good start to the year enrollment wise. Revenue from state will come in August. Miscellaneous income is over budget $20K through July.				
Expenditures are $149K under budget. This is mostly due to reversing entries for accrued faculty salaries reversing in July.				

Budget Performance July YTD

- $3,000,000
- $2,500,000
- $2,000,000
- $1,500,000
- $1,000,000
- $500,000
- $0

Athletics
Office of the President
Student Services
Finance and Operations
Academic Instruction
Vocational Instruction
CIO
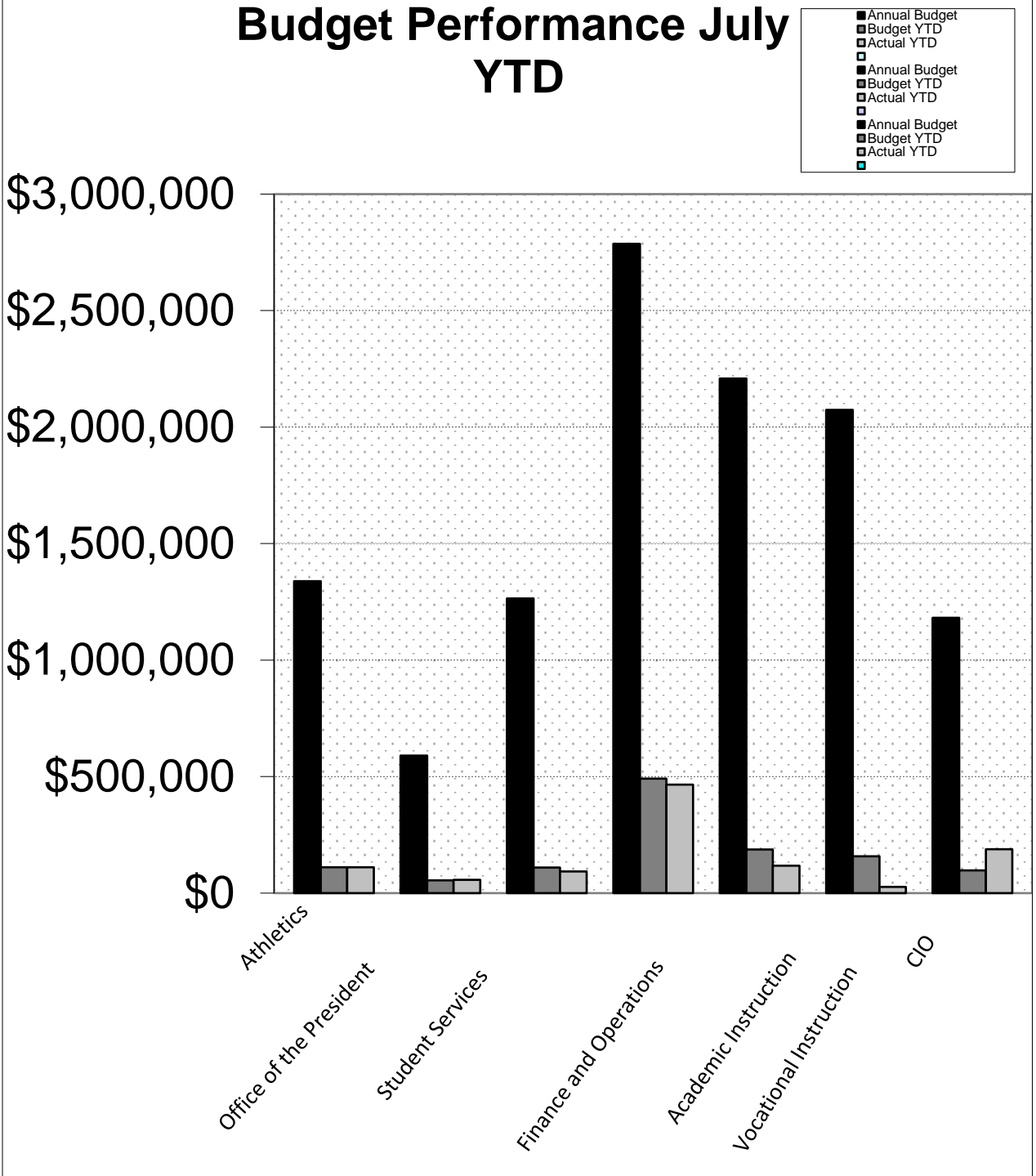
Net Revenue & Expenditures Budget/Actual

Legend:
- Budgeted cash flow
- Actual cash flow
- Prior Year Cash Flow
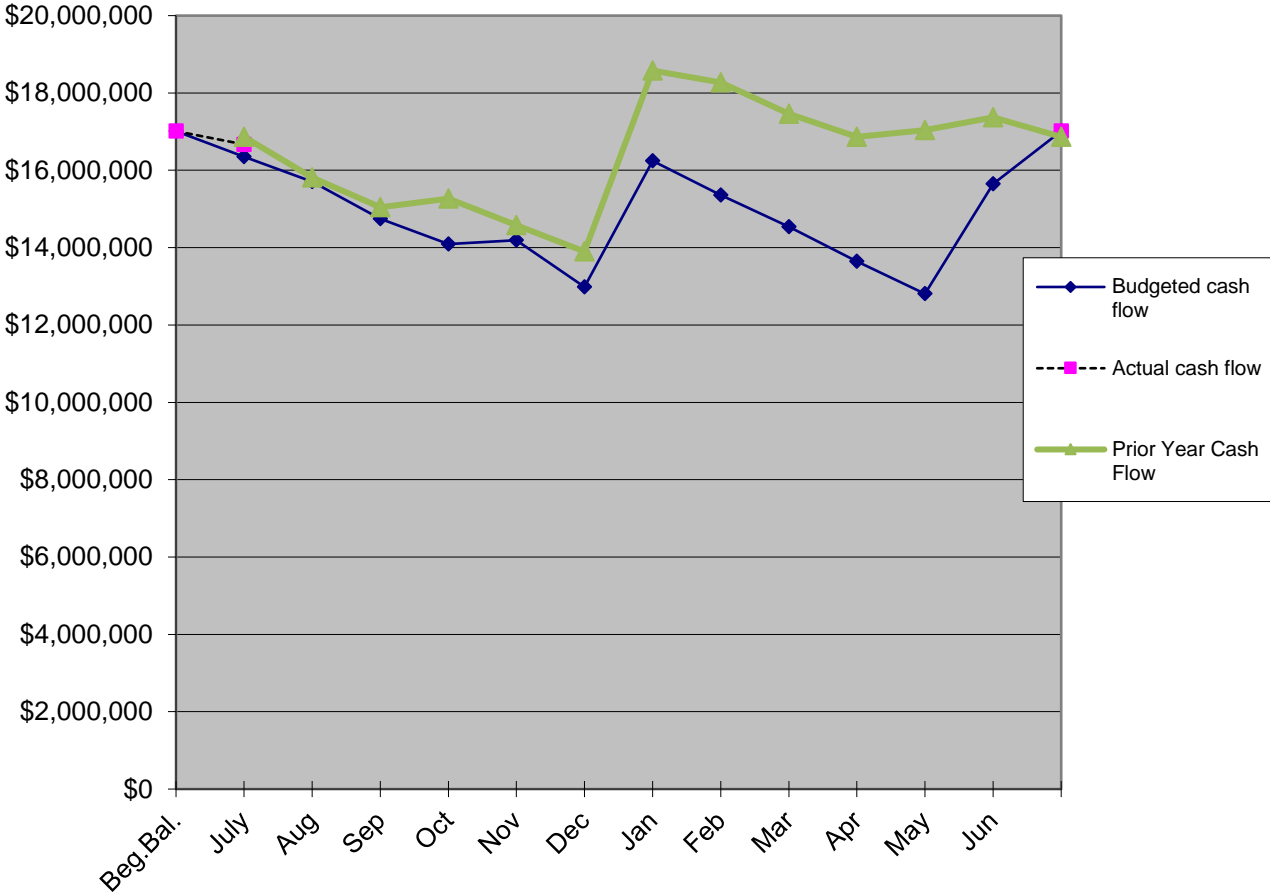
PRATT COMMUNITY COLLEGE
BOARD OF TRUSTEES
August 22, 2022

For the Month of July 31, 2022

ANALYSIS OF BUDGET OVER RUNS FOR 10% OVERY YEAR TO DATE

There is no budget over runs of 10% or more in July.

PRATT COMMUNITY COLLEGE

BOARD OF TRUSTEES

August 22, 2022

FINANCE COMMITTEE MINUTES

➢ **Weekly Enrollment Report** – *Lisa Perez Miller, VP of Student Enrollment Mgmt.*

1. **2022-2023 Academic Year** – Credit hour production for the academic year is 13,129 or a 5.2% increase for the same period in 2021.

2. **Fall 2022 Semester Enrollment**
   - Fall Semester credit hour production is 11,158 or an 8% increase for the same period last year.
   - Student headcount is 914 or a 5% increase for the same period last year.
   - EduKan credit hour production is 1,159 or a -14% decrease for the same period in 2021.
   - Pratt Online credit hour production is 1,152 or a 12% increase for the same period in 2021.
   - Outreach credit hour production is 1,180 or a 2% increase compared to the same period last year.
   - College Start/High School enrollment is 1,044 credit hours or a -6% decrease for the same period in 2021.
   - Credit hour production for the "Nine Core County Region" *(Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford)* is 4,499 credit hours, which is equal to the production for the same period in 2021.

3. **Fall 2022 Residence Hall Occupancy**
   - Residence hall *contract status* to date is 104% or 358 students compared to 98% or 321 students for the same period in 2021.
   - Residence halls opened Sunday, August 14 to all students. As of August 15, we have students assigned to the hotel property, Baymont by Wyndham. As campus spaces open, students in the hotel will move to campus.

4. **Upcoming All-Campus Recruiting & Enrollment Event Dates**
   - August 15 & 16   Fall Enrollment & Registration
   - August 16   New Student Information Session
   - August 17   First Day of Classes

Weekly Enrollment Report
FALL

PRATT Community College

Academic Year Comparisons

Credit Hours by Term	AY 2022-23 YTD 8/15/2022	% Change from 2021-22 YTD	% Change from 2020-21 YTD	AY 2021-22 YTD 8/16/2021	FINAL	AY 2020-21 YTD 8/17/2020	FINAL
Summer	1,971	-6%	-11%	2,105	2,107	2,209	2,207
Fall	11,158	8%	-1%	10,372	12,122	11,249	12,412
Spring	0			0	10,475	0	10,901
Total AY Credit Hours	**13,129**	**5.2%**	**-2.4%**	**12,477**	**24,704**	**13,458**	**25,520**

Credit Hours by Tuition Plan	AY 2022-23 YTD 8/15/2022	% Change from 2021-22 YTD	% Change from 2020-21 YTD	AY 2021-22 YTD 8/16/2021	FINAL	AY 2020-21 YTD 8/17/2020	FINAL
Kansas Rate	8,862	2%	-4%	8,691	16,731	9,230	17,881
Non-Kansas Rate	3,346	0%	-15%	3,341	6,558	3,949	6,887
International Rate	921	107%	230%	445	1,415	279	752
Total AY Credit Hours	**13,129**	**5.2%**	**-2.4%**	**12,477**	**24,704**	**13,458**	**25,520**

Fall Semester Comparisons

	Fall 2022 Registration Day #1; Two Days Prior to Class Start YTD 8/15/2022	% Change from FA21 YTD	% Change from FA20 YTD	Fall 2021 Registration Day #1; Two Days Prior to Class Start YTD 8/16/2021	FINAL	Fall 2020 Registration Day #1; Two Days Prior to Class Start YTD 8/17/2020	FINAL
Overall							
Total Credit Hours	11,158	8%	-1%	10,372	12,122	11,249	12,412
F.T.E.	744	8%	-1%	691	808	750	827
Headcount	914	5%	-3%	870	1,151	944	1,154
Pratt Campus/Outreach							
Pratt Campus	7,667	12%	4%	6,831	7,401	7,355	7,350
eLearning (all on-line, not video)	2,311	-3%	-5%	2,383	3,089	2,428	3,143
Outreach (not on-line)	1,180	2%	-20%	1,158	1,632	1,466	1,919
By Division							
Arts & Sciences	7,395	8%	4%	6,828	8,115	7,128	8,096
Technical Education	3,763	6%	-9%	3,544	4,007	4,121	4,316

eLearning: Pratt On-Line & EDUKAN

	Fall 2022	% Change from	% Change from	Fall 2021		Fall 2020	
	YTD 8/15/2022	FA21 YTD	FA20 YTD	YTD 8/16/2021	FINAL	YTD 8/17/2020	FINAL
EDUKAN	1,159	-14%	-22%	1,354	1,788	1,491	1,673
Pratt On-Line	1,152	12%	23%	1,029	1,301	937	1,470
Total PCC eLearning	2,311	-3%	-5%	2,383	3,089	2,428	3,143

Outreach

Ground courses that are not on the Pratt Campus	Fall 2022	% Change from	% Change from	Fall 2021		Fall 2020	
	YTD 8/15/2022	FA21 YTD	FA20 YTD	YTD 8/16/2021	FINAL	YTD 8/17/2020	FINAL
Outreach by Location							
Concurrent Ground*	206	-28%	-36%	286	614	320	700
Anthony/Harper	0			0		0	5
Attica	0	-100%		6	94	0	116
Coffeyville	484	18%	21%	409	406	401	333
Dodge City	204	20%	-14%	170	142	238	256
Kingman	4	-81%		21	127	3	42
Medicine Lodge	0			0	0	0	8
Wichita - WSU Tech	282	6%	-12%	266	249	320	306
Winfield	0			0	0	184	153
Total Outreach by Location	1,180	2%	-20%	1,158	1,632	1,466	1,919

*Concurrent Ground = Concurrent Enrollment Partnership (subtype of NP - classes taught at the hs, during the hs day, by a hs instructor)
AND Concurrent (subtype of N [ex: automotive at Kingman] - classes taught at the hs, during the hs day, by a college instructor)

College Start / High School Enrollment by High School

This breaks out credit hour productions by High School enrollees in any course (to include CEP, EDUKAN, Pratt Campus, Online, etc.) by the High School in which the student is enrolled	Fall 2022 YTD 8/15/2022	% Change from FA21 YTD	% Change from FA20 YTD	Fall 2021 YTD 8/16/2021	FINAL	Fall 2020 YTD 8/17/2020	FINAL
High School							
Attica High School	0			0	8	0	12
Chaparral High School	0			0	105	3	99
Cunningham High School	53			6	94	13	91
Home School	43	-12%	126%	49	49	19	24
Kingman High School	184	8%	67%	171	275	110	172
Kiowa County High School	40	8%	-11%	37	38	45	64
Macksville High School	13	-79%	-54%	63	84	28	49
Medicine Lodge High School	48	300%		12	179	0	216
Norwich High School	76	-5%	-3%	80	84	78	84
Pratt High School	366	-21%	-13%	461	502	421	395
Skyline High School	156	28%	77%	122	191	88	204
Stafford High School	0			6	19	0	42
The Learning Center at Pratt	0			0	0	0	15
All other High Schools	65	-35%	-53%	100	120	138	157
Total High School	1,044	-6%	11%	1,107	1,748	943	1,624

9 Core County Region

	Fall 2022 YTD 8/15/2022	% Change from FA21 YTD	% Change from FA20 YTD	Fall 2021 YTD 8/16/2021	FINAL	Fall 2020 YTD 8/17/2020	FINAL
County							
Barber County (BA)	158	-9%	80%	174	313	88	345
Comanche County (CM)	74	-10%	-21%	82	97	94	88
Harper County (HP)	18	-83%	-89%	108	246	165	256
Kingman County (KM)	618	-1%	71%	626	806	361	515
Kiowa County (KW)	127	19%	-34%	107	124	192	231
Pratt County (PR)	1,723	1%	-12%	1,699	1,819	1,949	2,174
Reno County (RN)	230	-5%	-7%	241	226	246	260
Sedgwick County (SG)	1,462	8%	5%	1,360	1,391	1,395	1,360
Stafford County (SF)	89	-1%	-53%	90	129	188	218
Total 9 Core County Region	4,499	0%	-4%	4,487	5,151	4,678	5,447

Fall 2022
Enrollment Tracking

Residence Hall Contract Status for Fall 2022			
	Fall 2022 [1] as of 8/15/2022	Fall 2021 [1] as of 8/16/2021	Fall 2020 as of 8/10/2020
Total Available	344	328	330
Contracts	358	321	298
%	**104%**	**98%**	**90%**

*Students assigned an 8-week dorm plan are counted as .5 (1/2) here

IX. Action Items
- **Ratify Waiver Board Policy No. 3-07**
  No sole-source purchases to report.

- **Policy Review**

PRATT Community College	Number	3-07
	Policy Type	Executive Limitations
	Adoption	11-25-1968
	Deletion	
	Revision	03-20-2017
BOARD POLICY	Review Date	08-10-2020

PURCHASING

The President, as executive officer and purchasing agent for the Board Trustees, is charged with the responsibility of approving, refusing to grant, or adjusting all requisitions made by staff members.

Supplies and equipment should be purchased locally if possible. Consideration should be given to price, quality, availability, and service after sale (if applicable) in making the purchase decision.

When price quotes are taken on purchases under $5,000, quotes will be obtained from local vendors if they offer the item to be purchased. Where a local vendor does not have the lowest price quote and the local price quote is not more than 7.5% above the lowest price quote, the College will accept the price quote from the local vendor. Unless there is just cause for other action, such as quality, availability and/or service after the sale, the low price quote will be accepted.

Purchases of $5,000 or more require written or electronically submitted bids as specified under purchase requirements listed below. Pratt County vendors will have the opportunity to bid if they offer the item to be purchased. Where a local vendor does not have the lowest price quote and the local price quote is not more than 7.5% above the lowest quote, the College will accept the price quote from the local vendor. Unless there is just cause for other action, such as quality, availability, and/and or service after sale, the low bid will be accepted.

Purchases are made according to the following regulations:
1. Expenditures less than $35,000 can be approved by the President in accordance with the approved budget. The President will compare prices when feasible to insure best price and value for the College.
2, Expenditures greater than $35,000 require Board action.
3. Items costing less than $5,000: competitive price quotes are secured.
4. Purchases exceeding $5,000 require a minimum of three written or electronically submitted bids.
5. Purchases exceeding $35,000 require a minimum of three sealed bids.

6. Purchases of services exceeding $35,000 must be let to a bonded vendor. The bonding requirement must be part of the bid specifications.

If three bids are not received, the President shall decide whether to accept one of the bids or to seek new bids. When competitive written, electronically submitted, or sealed bids are taken, a day preceding a Board meeting may be designated by the Administration for receiving and opening bids. All bidders and the public are invited for the bid openings. The President's office or designee is authorized to open bids at such time and tabulate results, which will be available for public examination. All bid purchases must be reported to the Board at its regular meetings.

Sole Source Purchases: Sole source purchases, i.e., purchases not subject to bids, are authorized for the following instances:
    1. To assure compatibility with existing equipment or technology
    2. When the goods or services are being purchased from a vendor authorized as having a "protected sales territory".
    3. If a purchase or service is an emergency that is time critical and could result in a work stoppage or a critical health/safety situation.
    4. Equipment or technology purchased directly from a manufacturer.
    5. Grant specified vendor.

The President is authorized to determine if a purchase or repair is an emergency. If an emergency exists, purchases can exceed the above limits provided the Board Chairman, or in his absence, the Vice Chairman, approves. The Board will be asked to ratify such action at the next regular Board meeting. Approval authority in these instances are limited to $35,000.

The Board reserves the right to reject any or all bids.

Revision Dates: 03-20-2017, 11-15-2010, 04-30-2007, 01-22-2007, 02-19-1996, 01-20-1992.

PRATT Community College	Number	3-07a
	Policy Type	
	Adoption	12-26-2014
	Deletion	
	Revision	
BOARD POLICY	Review Date	08-10-2020

Equipment Purchasing Policy for Federal Grants Pratt Community College

<u>**Equipment Defined: Information derived from:**</u> *78612, 78614, & 78617, Federal Register, Vol. 78, No. 248/Thursday, Dec. 26, 2013/Rules and Regulations*

§200.33 Equipment.
Tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or $5,000. See also §§200.12 Capital assets. 200.20 Computing devices, 200.48 General purpose equipment, 200.58 Information technology systems, 200.89 Special purpose equipment, and 200.94 Supplies.

§200.48 General purpose equipment.
General purpose equipment is not limited to research, medical, scientific or other technical activities. Examples include office equipment and furnishings, modular offices, telephone networks, information technology equipment and systems, air conditioning equipment, reproduction and printing equipment, and motor vehicles.

§200.89 Special purpose equipment.
Special purpose equipment is used only for research, medical, scientific, or other technical activities. Examples of special purpose equipment include microscopes, x-ray machines, surgical instruments, and spectrometers.

§200.94 Supplies.
All tangible personal property other than those described in §200.33 Equipment. A computing device is a supply if the acquisition cost is less than the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or $5,000, regardless of the length of its useful life.

§200.320(a) Sealed Bids.
Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming to all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.
    (1) In order for sealed bidding to be feasible, the following conditions should be present:
    (i) A complete, adequate, and realistic specification or purchase description is available;
    (ii) Two or more responsible bidders are willing and able to compete effectively for the business; and
    (iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
    (2) If sealed bids are used, the following requirements apply:
    (i) The invitation for bids will be publicly advertised and bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids;
    (ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;
    (iii) All bids will be publicly opened at the time and place prescribed in the invitation for bids;
    (iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle cost

must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(vi) Procurement by Competitive Proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals will be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals will be solicited from an adequate number of qualified sources;

(3) PCC will have written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts will be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) PCC may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform effort.

(6) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

   (i)   The item is available only from a single source;

   (ii) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

   (iii) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

   (iv) After solicitation of a number of sources, competition is determined inadequate.

Sole Source/Single source Procurement

In cases where there is no practical value in soliciting competition for materials or equipment and where only one source is available, it is possible to make the purchase without formal bidding. Purchasing will evaluate each request and will decide whether a sole source acquisition is appropriate. To initiate the process:

Sole/Single-source procurements will be justified in sufficient detail to explain the basis for suspending the usual competitive procurement process. Sole/Single-source procurements will require board approval prior to purchase, if no prior resolution authorizing the purchase of the goods/services exists.

Because a product has unique upgrades or features does not mean they are necessary for the scope of the project. One court has observed that the uniqueness of the product goes to the functionality of the equipment, not the "really nice extra features" aspect of the product. Careful distinction must be used when determining between "sole source" and "sole product." If only one PRODUCT will do the job, but that product is available from different vendors, a "sole source" acquisition is not appropriate.

Single Source-Defined

Single Source is procurement will be followed when, although two or more vendors supply the commodities or services, the department selects one for substantial reasons, eliminating the competitive bidding process. 'Single' means 'the one among others'.

Sole Source-Defined

Sole Source is procurement in which only one vendor is capable of supplying the commodity or service. This may occur when the goods or services are specialized or unique in character. Written justification will be provided. 'Sole' means 'the one and only'.

Sole Source Justification Letter

Submit a sole source justification letter to Purchasing Services that includes:

1. A product description, including quantity and technical features.
2. History of prior purchases and their nature (competitive vs. noncompetitive)
3. Statement as to the unique circumstances that require award by noncompetitive bid/proposal.
4. An explanation of why the product is unique, if applicable: either (a) The product has special technical qualities, essential to the proposed use/function, and no acceptable substitutes are available from another supplier/manufacturer; or (b) The product is a replacement or auxiliary part to match existing specialized equipment with unique physical design and quality requirements serving a particular function/use.
5. Proof of no known equal, including a description of attempts to find an equal from other vendors and verification/information of only one available source.
6. An explanation that the purchase price is reasonable: (a) Attach documents that prove that the manufacturer offers the best price available because a purchase from a distributor includes the distributor's mark-up. (b) Attach a written certification letter from the vendor that its sales price is the best price it offers to any similarly situated educational or non-profit customer.
7. Description of the efforts made to find competitive sources.
8. Statement as to the efforts that will be taken in the future to promote competition for the requirement.
9. Letter must be signed/approved by Dean/Director and Vice President. Once your letter has been received, then your sole source request may have to go before the board for approval.

Equipment Purchases Require:

- The award will be made on the basis of price and other price-related factors;
- If low price is not selected, just reasoning explaining the rationale behind the selection;
- Competitive quotations detailing: like, kind, and quality merchandise from separate vendors (minimum of three);
- If three competitive quotes are not available, documentation as to why the normal procurement process was not followed;
- Presidential approval prior to processing purchase;
- Board of Trustees or applicable supervising agency approval prior to processing purchase;
- If sealed bids are issued, there is at least a ten day grace period granted while bids are being collected, before they are opened (in compliance with §200.320 (a));
- If sealed bids are issued, at least two institutional personnel, outside of the purchasing office need to be present at the opening of the sealed bids (in compliance with §200.320 (a)).

	Number	3-07b
PRATT Community College	Policy Type	
	Adoption	12-26-2014
	Deletion	
	Revision	
BOARD POLICY	Review Date	08-10-2020

Micro-purchase Policy for Federal Grant Pratt Community College

Micro-purchase- Is defined as an acquisition of supplies or services, the aggregate amount of which does not exceed the threshold as defined in 200.320 *(78632, Federal Register, Vol. 78, No. 248/Thursday, Dec. 26, 2013/Rules and Regulation).* The threshold is currently $3000 for most purchase types *(exception $2,000 in the case of acquisitions for construction subject to the Davis-Bacon Act).*

Pratt Community College will abide by the following methods of procurement in order to be in federal compliance:

To the extent practicable, Pratt Community College will distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if Pratt Community College considers the price to be reasonable.

If small purchase procedures are used Pratt Community College will use price or rate quotations from an adequate number of qualified sources.

Pratt Community College is aware of the Micro-purchase Policy as defined in 200.320 *(78632, Federal Register, Vol. 78, No. 248/Thursday, Dec. 26, 2013/Rules and Regulations)* and voluntarily complies.

Revision Dates:

Number	5-07
Policy Type	Personnel
Adoption	04-21-2008
Deletion	
Revision	08-10-2020
Review Date	08-10-2020

PRATT Community College

BOARD POLICY

SUCCESSION PLAN FOR PRESIDENCY

1. PURPOSE: The purpose of this policy is to outline a process that transitions leadership of the college in the event of a planned or unplanned departure of the current president.

2. PLANNED DEPARTURE: To assure an orderly transition of leadership, the president's contract shall contain a provision requiring notice of no less than 60 days prior to departure, not to include the use of accumulated vacation days.

3. UNPLANNED DEPARTURE: If the current president's departure is unplanned, the Board of Trustees will take immediate action to appoint interim leadership from among the vice presidents. During that period, the Board will consult with appropriate higher education organizations (e.g. ACCT), to identify and subsequently appoint an interim president, which could come from the in-house, interim selection, until the search and selection of a new president is completed. The interim president will be asked to remain in place until the workday prior to the new president taking office.

4. A PRESIDENTIAL SEARCH will be conducted using the services provided by a firm specializing in presidential searches, or conducted by the Board. These services would include advertising, screening, verifying credentials, reference checks, and preliminary interviews and narrowing the list to a group of finalists.
    a. Candidates could be interviewed via video teleconferencing and the selection narrowed to an appropriate number of candidates who would be summoned to the campus for interview, from which a selection is made.

5. APPOINTMENT OF AN INTERNAL INTERIM PRESIDENT from among the current vice presidents will be based upon an interview by the Board of Trustees and a review of their personnel records. Under no circumstances will other college employees or college patrons be consulted in this selection.

6. BASED ON THE CURRENT PRACTICE, The Vice President, selected will perform all duties and functions of the presidency as required by law and as noted in Board/Administrative policies with the exception of financial transactions and purchases as specified in Board Policies 3-06 and 3-07.

7. UNUSUAL CIRCUMSTANCE: In the event that the selected Vice-President, is unable to or desires not to fill the position of interim president, the board will appoint an interim president from the other vice-presidents or have the option to hire an interim from outside of PCC.

8. CURRENT ISSUES AND OPERATIONAL POLICIES: The president shall operate in a manner that assures that the vice-presidents and the Administrative Assistant to the President are knowledgeable and current on the key issues – local, state and Federal – that impact the college. In addition, the Administrative Assistant to the President is to be made aware of and have access to supporting documentation and recurring actions/reports that are generally handled by the president.

9. This succession plan will be filed with the Personnel Director, the Administrative Assistant to the President/Clerk of the Board, and the Board chair. In the event of an unplanned departure, the succession plan will be automatically implemented within 24 hours unless otherwise directed by the chair of the Board of Trustees.

X This policy revised on: 08-10-2020, 08-13-2018, 07-18-2016, 06-18-2012

X.   Oral Reports

➢ **Faculty Report –** *Dave (Kip) Chambers, PHEA President*
Faculty is working and going through Fall 2022 In-Service. Do not have any outside activities to report for the Board of Trustees at this time.

➢ **Staff Senate –** *Charles Keefer, President*
Staff Senate (SS) met in July 2022 and decided to permanently suspend the organization. SS has struggled to find the purpose, and with members coming off the committee felt this was a good time to make this change. SS felt the campus-wide BBQ, Chili Contest were positive programs on campus but should not fall on staff senate as our organization was formed to represent staff voices on campus. If Cabinet or Board of Trustees want to see SS continue with a defined purpose the members of the committee are willing to regroup and Mr. Keefer is willing to serve as a liaison as president. Thank you for your support of Staff Senate.

➢ **Athletic Report –** *Tim Swartzendruber, Athletic Director*
News
- ✓ Women's Soccer first home match tonight at 5:30 p.m. vs Redlands
- ✓ Volleyball first match tomorrow night in Lesh Arena – 4 p.m. vs Independence
- ✓ Men's Soccer first match Friday vs Northern Oklahoma-Tonkawa - 4 p.m. at Track/Soccer Complex
- ✓ Cheer team earned Silver Paid Bid to National competition in Daytona Beach, FL
- ✓ Kyle Herring hired as assistant women's basketball/Resident Life Supervisor-started August 17

Social Media
- ✓ Gobeaversports.com – website
- ✓ Twitter: @PrattBeavers (1697 followers as of August 10; 1674 last month)
- ✓ Facebook: Pratt Community College Athletics (1,208 "like" this page)
- ✓ Instagram: @PrattBeavers 760 followers as of August 10, 737 last month)
- ✓ Tik Tok: @PrattBeavers

Other
- ✓ Beaver Backer Golf Tournament is Saturday, August 20th at Park Hills Country Club
- ✓ Digital ticketing will be used at the upcoming events:
  - Women's Soccer – August 22, 2022
  - Volleyball – August 23, 2022
  - Men's Soccer – August 26, 2022
- ✓ Looking for a used upright refrigerator for the track/soccer complex
- ✓ Hall of Fame Class of 2023 will be announced this fall

- **Chief Information Officer** – *Jerry Sanko*

Information Technology Project Update:

Updating Media in Room 312: (98% complete)
Room 312 is up and running. There are still one or two issues to get worked out. The final equipment for the wireless microphones is expected to be in sometime around October.

Multi-Factor Authentication (MFA) project: (complete)

Mobile Device Management (80% complete)
All faculty issued laptops are enrolled and encrypted.
All staff and loaner laptops are enrolled and encrypted.
Ten phones have been enrolled.

New Welding Building: (complete)

Security Compliancy Program
Scheduling Risk assessment interviews for:
- ✓ Management/Leadership
- ✓ IT / IT Security team (complete)
- ✓ HR & Payroll
- ✓ Library (complete)
- ✓ Student Financial Services (complete)
- ✓ Financial Aid (complete)
- ✓ Students' registration / Registrar (complete)
- ✓ Admissions (complete)

Labs 32 and 34 (49 computers, 1 laptop, two printers) laptop due in on the 22 August, printers are operational, and the 49 machines is on order and expected to arrive around November.

ViewSonic Viewboards are replacing the old SMARTboards. Requisitions to purchase fifteen Viewboard on order waiting on them to be shipped.

Removing old security camera equipment from the dorms. no update.

Update 432 (17 computers from EPT and 438 switch out). Complete.

Teacher machines in rooms 2, 3, 35, 36 replacement. (Getting parts ordered)

Chemistry Room upgrade (waiting on equipment quotes)

Alertus (enhanced emergency notification system) waiting on purchase order.

SentinelOne (endpoint antivirus solution) deployment) started onboarding.

Data Services Department Update:

Compiling program-level data in support of the new cycle of SPuR.

Finalizing data for the KBOR KSPSD AY collection.
Preparing for the 2022-2023 cycle of IPEDS reports.

➢ **Foundation Report –** *Barry Fisher, Foundation Director*
Rodeo Project
Working with Jake Ritz, the new Rodeo coach to finalize the new plan for upgrades to the on-campus rodeo facilities. This plan will include new bucking chutes, pens and load-out chute for the rough stock end of the arena. There will be a livestock alleyway connecting the timed event end to the rough stock end. The plan will include equipment for training and for maintaining the arena and stables. Another item on the wish list is an additional barn to accommodate 20 horses. This barn would replace several of the older livestock shelters on campus.

Community and Technical College Capital Improvement Tax Credits
Identifying prospects for the recently announced tax credits. Solicitations will be made for both the Rodeo Project and the Track and Soccer Project. Other areas of need may be identified in the future. Credits are available to use for capital improvements, deferred maintenance, or the purchase of technology and equipment.

➢ **KACCT –** *Michele Hamm, Past President*
Trustee Hamm was able to join the most recent Zoom meeting with Heather Morgan, Executive Director and the exec. committee. Heather and Nancy Ingram led the discussion. We have decided to keep meeting via Zoom each month.

XI.   **Wrap Up**
➢ Comments from the Public

➢ Comments from the President *– Dr. Mike Calvert*

1. Participated in weekly Presidents meetings.
2. Participated in Technical Education Authority Virtual meeting.
3. Met with members of the Track/Field Complex Management Committee.
4. Met with several new employees in their orientation process.
5. Attended NJCAA President's Advisory Commission meeting virtually.
6. Participated in EDUKAN Board meeting virtually.
7. Hosted Representative Kyle Hoffman on campus and introduced him to Pratt Rotary Club.
8. Participated in KJCCC Summer meeting in El Dorado.
9. Spoke at and welcomed visitors to Nursing Partnership Signing Ceremony with Barton Community College representatives.
10. Toured EPT Program in Coffeyville and met with CCC administration to discuss partnership.
11. Served Breakfast and provide "State of the College" address at All- Employee meeting.
12. Toured PCC Welding Facility at Pratt Airport.

13. Hosted Presidents Advisory Council meeting.
14. Met with HLC Leadership Team.
15. Participated in Move In Day on campus.

➢ <u>Comments from the Board Chair</u> – *Mike Koler*

XII .   Executive Session for Non-Elected Personnel Matters (If Needed)

XIII.   Adjourn Meeting