

Board of Trustee Minutes of August 22, 2022 Meeting

I. Trustee Chair Mike Koler called the July 18, 2022 meeting to order at 6:06 p.m.

II. Pledge of Allegiance was led by the Trustees.

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

Trustee(s) Absent: 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, Barry Fisher, Executive Foundation Director, Institutional Advancement, Alumni Relations, and Donna Meier Pfeifer, President's Assistant and Board Clerk

Administrative(s) Absent: Tim Swartzendruber, Athletic Director,

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.

IV. **Recognition of Awards of Excellence** – *Dr. Calvert, PCC President*

No awards were presented.

V. **Discussion:**

A. MIS Report(s) – *Lisa Kolm*

No report(s) submitted

B. COVID-19 – *Dr. Calvert, PCC President*

Dr. Calvert expressed the institution is constantly monitoring cases and will keep the Board updated. There is HEERF dollars available for an incentive to students who want to be vaccinated.

C. Higher Learning Commission (HLC) Update – *Lisa Perez Miller, VP of Students and Enrollment Management*

Ms. Perez informed the Board the Higher Learning Commission Standard Pathway Comprehensive Evaluation is scheduled for November 13 – 14, 2023. The Comprehensive Evaluation requires submission of comprehensive evaluation materials known as the Assurance Argument. An HLC peer review team will visit the campus. An action plan and timeline have been developed to prepare for this accreditation visit. The HLC Leadership Team was selected to prepare the Assurance Argument and provide support. Lisa Perez-Miller and Monette DePew will co-chair the team.

- Criterion 1: Mission

- Criterion 2: Integrity: Ethical and Responsible Conduct

- Criterion 3 : Teaching and Learning: Quality, Resources, and Support

- Criterion 4:Teaching and Learning: Evaluation, and Improvement

- Criterion 5: Institutional Effectiveness, Resources, and Planning
- Timeline: Monthly description of what is scheduled for the HLC Leadership Team, Cabinet, All-Employees, and Trustees for the Institutional Update Report that will be submitted in March, 2023. HLC Comprehensive Evaluation Team visit scheduled for November 13-14, 2023.
- December - Institution will Fact Check the team report
- December – Institution’s Response (of final team report)
- Team will be engaging the Board wanting to know:
 - Is the Board informed
 - Is the president communicating with the Board of what their role is
 - Is the Board engaged with the institution, understand their position, how they interact with their constituents, do they know and understand the governance part? Do they understand the finances?

Ms. Perez-Miller will put an informational notebook together for the Board to use as a guide in preparing for their meeting with the HLC team.

D. Security IT – Jerry Sanko, Chief Information Officer

Mr. Sanko stated, security is always changing. New security items that have been implemented or in the process are:

- 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 Office 365 (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, Board Clerk

- 4-H thank you cards were displayed
- Thank you from the Brian and Lorette Spitzer family for the memorial of Daniel W. Spitzer.

VII. Calendar of Events – Dr. Calvert, President

KACCT Quarterly meeting will be at the Coffeyville Community Collège on December 3-4, 2022.

VIII. Consent Agenda – Mike Koler, Chair

Chair Koler asked for a motion to approve the consent agenda as presented. VC Barrett made the motion to approve the consent agenda as presented. Motion was seconded by Trustee Killough.

Chair Koler asked if there was an item or items that would like pulled from the agenda for further discussion. Dr. Calvert requested the Weekly Enrollment Report be pulled. With no further discussion motion carried unanimously.

Minutes:

Minutes of the Board Trustee Meeting of the July 18, 2022 were presented.

(Complete minutes are listed on <http://prattcc.edu/department/board-trustees>)

IX. Action Items

➤ **Ratify Waiver of Board Policy No. 3-07 – Kent Adams, VP of Finance and Operations**
No sole-source purchase(s) was presented

➤ **Policy Reading(s) - Dr. Calvert, President**

Chair Koler asked for a motion to approve the administration recommendation of no change to policies 3-07 *Purchases*, 3-07a *Equipment Purchasing Policy for Federal Grants Pratt Community College*, 3-07b *Micro-Purchase Policy for Federal Grant Pratt Community College*. Trustee Killough made the motion to approve and waive the second reading of policies 3-07, 3-07a, and 3-07b. Motion was seconded by Trustee Reimer. With no further discussion motion carried unanimously.

Chair Koler asked for a motion to approve the administration recommendation of no change to policy 5-07 *Succession Plan for Presidency*. Motion was made by Trustee Killough to approve and waive the second reading of policy 5-07. Motion was seconded by Trustee Hamm. With no further discussion motion passed unanimously.

X. Written Reports

Faculty Report – Dave (Kip) Chambers, PHEA President

Faculty is working and going through Fall 2022 In-Service. No outside activities to report.

Staff Senate Report – Charles Keefer, Senate President

The Staff Senate Committee met in July 2022 and decided to permanently suspend the organization. It was difficult to find the purpose and with members coming off the committee felt this was an appropriate time. If Cabinet or Board of Trustees feel Staff Senate should 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.

Athletic Report – Tim Swartzendruber, Athletic Director

Due to Mr. Swartzendruber absence no additional information was presented.

Chief Information Officer – Jerry Sanko

Mr. Sanko is anticipating 10 View Boards will be arriving Tuesday (August 23rd).

Foundation Report – Barry Fisher, Executive Director

Nothing additional to add

KACCT – Eric Killough, PCC Representative

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

- New plaque for WalletHub will be going up: “2022’s Best Community Colleges, PCC is in the top 10% in the Nation”!
- Welding Tour – Will get with Daryl Lucas get a date scheduled to take the Board out to see the welding building at the airport.
- Trustees received the following handout from Dr. Calvert:
 - ✓ Board Policies Related to Community College Foundation - This is information Dr. Calvert received from various community colleges he contacted.
 - ✓ ACCT Trustee Code of Ethics and information from other community colleges pertaining to trustee ethics, standards of conduct.

Comments from the Board Vice Chair – Mike Koler, Chair

Chair Koler expressed appreciation to everyone who worked getting recognized by WalletHub and the preparation for the HLC visit.

XII. Executive Session for Non-Elected Personnel Matters

XIII. Meeting Adjourned – Mike Koler, Chair

7:07 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