Board of Trustee Minutes of September 15, 2025, Meeting

Pratt Community College

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

I. **Call to Order**: 6:04 p.m. Trustee Mark Morgan, Chair, called the meeting to order.

II. **Pledge of Allegiance** – Pledge of Allegiance carried over from the Budget Hearing meeting

Trustees Present: Mark Morgan (Chair), Dean Fitzsimmons (Vice Chair), Michele Hamm, Eric Scott Killough, Mike Koler, Ryan Lunt, and Suzan Patton. Quorum was met.

Trustee(s) Absent:

Administrative Present: Dr. Michael Calvert, President, Linda Austin-Lanterman, VP Finance and Operations, Dr. Kwanna King, VP Student Services, Monette DePew, VP Instruction, Jerry Sanko, Chief Information Officer, Kurt McAfee, Interim Athletic Director, Barry Fisher, Executive Foundation Director, Institutional Advancement, Alumni Relations and Donna Meier Pfeifer, President's Assistant and Clerk of the Board of Trustees.

Administrative(s) Absent:

Media Representation: No media present

III. **Comment(s) from the Public:** *Mark Morgan, Chair*
Morgan Trinkle – Question – How long can PCC sustain losing $200,000 per year in the athletic department? VP Linda Austin-Lanterman explained the department is working on current budgets and know there are some transactions that need to be changed.
Dr. Michael Calvert, President, Student revenue on a student athlete, outfit, travel, coaches, etc. is costly. Kurt McAfee, Interim Athletic Director, we try to spend money wisely and in the best interest of the institution.

IV. **Introduction(s): –** *Dr. Michael Calvert, President*
Kristin Schultz
Susan Mayberry
Lisa Kolm – *Lisa Kolm, Coordinator of Institutional Research & Effectiveness*

V. **Introduction of Awards of Excellence –** *Dr. Michael Calvert, President*
No Awards were presented

VI. **Discussion:**

A. **MIS Report(s) (Management Information System)** – *Lisa Kolm, Coordinator of Institutional Research & Effectiveness*
Reports presented:
1. College-Level Course Section Retention & Success Rates
2. Institution-wide Grade Distribution

3. Distance Learning
    Part A: Credit Distance Learning Sections and Credit
    Part B: Distance Learning Grades
    PCC Trendlines & NCCBP Benchmarking
4. Annual Report of Completions by Award Earned
5. Academic Year Headcount Comparisons
6. Academic Year Credit Hour Comparisons
7. PCC Headcount - 10-Year Historical Comparison
8. PCC Credit Hour Production - 10-Year Historical Comparison

B. **Discussion / Action on Architect Engineer Report Chandler / Benson** –
Dr. Michael Calvert, President and Linda Austin-Lanterman, VP Finance & Operations

EBH and Associates PA Engineers – Pratt - Civil Engineering and Survey Firm, KS – they could not do this job

Chandler Hall
Mark Morgan, Chair –
- Major portion of the building is humid, feels the HVAC is too large for the size of the building
- $30,000 Engineer fee versus the local quotes is the same
- Need to get bids out locally and buy direct
- There are companies locally who are interested in the project
- Bension should be opened for local bids

Dr. Calvert, President – Question
Local or outside company, who is going to be responsible if this design does not work? Designer?

Gravity Works Architecture – Vince Haines and LST Engineers – Ryan Lies

Chandler Hall – review and assessment of Chandler Hall was limited to HVAC performance and humidity concerns within the building and potential roof integrity.
HVAC – Recommendations
- Load Calculations:
- Equipment Replacement
- Relief Hood Modifications

Roof - Recommendations
- Metal Roof System Maintenance
- Exterior Grade

Benson Education Center – Reviewed and assessed the roof condition
Observations:
- Review Documents
- Roof Observations
- Wall Sealant

Recommendation – The roof is at end of life and is in need of full replacement. The roof replacement should incorporate current roof design standards.

Proposal for Services – Gravity Works proposes to provide re-design of the HVAC system in Chandler Hall and re-design of the current roof system at Benson Education Center. The design services shall include detailed drawings and specifications to be used to solicit competitive bids from roofing companies for the HVAC replacement and alterations, and removal and replacement of the roof. The re-design and bidding scope shall incorporate phasing options for the roof to be completed portions as the PCC Budget allows.

Chandler Hall – HVAC – Anticipated replacement cost for the HVAC system is $300,000 to $450,000 and is dependent on the work scope of only replacing T-RTUs; in place with appropriately sized units or consolidating zones and modifying ductwork for more efficient operation.

Architectural and Mechanical Engineering services for the re-design of the HVAC system and other building alterations as needed to accommodate the re-design is $32,250.

Benson Education Center – Roof – The anticipated replacement cost for the roof as described is $2,000 per square of roof area. The roof areas of the Benson Education Center are approximately 1140 Sq (114,000st). Full replacement is estimated at $2,280,000.

Board Consensus -
Chandler Hall HAVC- Allow Gravity Works to do the specks, put it out for bids and then decide how this is going to be paid.

Benson Education Center Roof – Summer 2026

Chair Morgan asked for a motion. Trustee Patton made the motion to pay Gravity Works to present their proposal or design for Chandler Hall HVAC and Benson Education Center roof. The motion was seconded by Trustee Killough. With no further discussion the motion was carried out unanimously.

C. **Other** – *Mark Morgan, Chair*
Nothing was brought before the Board for discussion

VII. **Communication to the Board –** *Donna Meier Pfeifer, Clerk of the Board*
Thank you cards and pictures were received from 4-H members, expressing their appreciation to PCC's support.

VIII. **Calendar of Events –** *Dr. Michael Calvert, President*
Nothing was brought before the Board

IX. **Consent Agenda** – *Mark Morgan, Chair*
Chairman Moran asked for a motion to approve the consent agenda as presented.
VP Fitzsimmon made the motion to accept the consent agenda as presented.
The motion was seconded by Trustee Hamm.

Chair Morgan asked if there was discussion topic(s) to be pulled.
No requests were made.
With no further discussion or comments the motion was carried out unanimously.

Departments included in the consent agenda:

- **Minutes:** *Donna Meier Pfeifer, Clerk of the Board of Trustees*
  Complete minutes are listed on http://prattcc.edu/department/board-trustees

- **Human Resources –** *Dr. Michael Calvert, President*

September 2025

APPOINTMENTS

Tarren Hudson	Social Media & Website Manager
Kaylee Smith	Admin Assistant to the VP of Student Services
Ben Tucker	Custodian/Maintenance
Robin Lemon	Library Clerk/Beaver Bites Assistant

CHANGE IN STATUS

RESIGNATIONS/TERMINATIONS

FALL 2025 CONTRACTS

Tyler Dallis	ART128-O-1E Art Appreciation
Taryn Rennaker	BUS235-O-1E Microcomputer Office Application I

ADJUNCT FALL 2025 CONTRACTS

Lori Montgomery	AGR176-O-1E Horse Production
John Patton	BUS235-R-1P Microcomputer Office Apps I
John Patton	Human Relations

SEARCHING

Adjunct Clinical Instructors, Allied Health
Assistant Registrar
Athletic Trainer
Bus Drivers (Part Time)
Custodian
Director of Athletics
Director of Marketing Communications & College Relations
Evening Security Officer
Faculty Assistant
Maintenance / Bus Driver
Pratt EDUKAN Online Adjunct Faculty
Welding Instructor – Pratt, KS

On Hold:

Adjunct EKG Technical Instructor (on hold)
Adjunct Phlebotomy Instructor (on hold)
Assistant Athletic Director (on hold)
Case Manager (on hold)
Data Coordinator (on hold)
Cashier/Bookkeeper (on hold)
Computer Specialist (Network Ops) (on hold)
Financial Aid Admin Assistant .60FTE (on hold)
Student Success Coach, Specialist (on hold)

- **Financial Report –** *Linda Austin-Lanterman, VP of Finance and Operations*

PRATT COMMUNITY COLLEGE
Current Operating Fund
For the Two Months Ending Sunday, August 31, 2025

	Annual Budget	YTD Actual	July Actual	August Actual
General Academic Tuition	$ -	$ 66,084.06	$ 66,084.06	$ -
Non-Credit class Fees	$ -	$ 119,837.44	$ 119,837.44	$ -
Academic Out of State Tuition	$ -	$ 117,714.00	$ 117,714.00	$ -
Misc Student Charges	$ -	$ 19,310.32	$ 19,310.32	$ -
State Operating Grant	$ -	$ 750,792.00		$ 750,792.00
Deferral Charge revenue	$ -	$ 260.00	$ 140.00	$ 120.00
Other Rental Payments	$ -	$ 3,370.00	$ 3,370.00	$ -
Miscellaneous Income	$ -	$ 2,745.85	$ 600.85	$ 2,145.00
	$ -	$ 1,080,113.67	$ 327,056.67	$ 753,057.00

PRATT COMMUNITY COLLEGE
Current Operating Fund
For the Two Months Ending Sunday, August 31, 2025

		YTD	August	July
	Annual Budget	Actual	Actual	Actual
Salaries	0.00	$ 1,026,618.07	$ 500,248.56	$ 526,369.51
Company Match FICA	0.00	$ 76,644.24	$ 37,439.05	$ 39,205.19
Unemployment Insurance	0.00	$ 11,266.00	$ 11,266.00	
Employee Fringe Benefits	0.00	$ 872.46	$ 1,095.11	$ (222.65)
Travel	0.00	$ 15,517.12	$ 7,287.69	$ 8,229.43
Copy machine charges	0.00	$ 679.92	$ 518.11	$ 161.81
Charge Card Expense	0.00	$ 4,596.09	$ -	$ 4,596.09
Repairs	0.00	$ 5,336.82	$ 4,238.69	$ 1,098.13
Postage	0.00	$ 1,158.34	$ 586.55	$ 571.79
Printing	0.00	$ 200.00	$ 200.00	$ -
Advertising	0.00	$ 1,031.77	$ 556.77	$ 475.00
Insurance & Property & F	0.00	$ 201,061.01	$ -	$ 201,061.01
Athletic Self-Insurance	0.00	$ 76,264.00	$ 76,264.00	$ -
Telephone	0.00	$ 11,670.60	$ 4,978.99	$ 6,691.61
Water	0.00	$ 1,114.78	$ 537.69	$ 577.09
Natural Gas and Oil	0.00	$ 1,609.76	$ 343.95	$ 1,265.81
Electricity	0.00	$ 50,997.74	$ 24,414.07	$ 26,583.67
Sewer	0.00	$ 625.47	$ 278.17	$ 343.30
Trash Removal	0.00	$ 3,811.42	$ 1,890.70	$ 1,920.72
Lease Costs	0.00	$ 7,685.83	$ -	$ 7,685.83
Contractual Services	0.00	$ 40,025.36	$ 18,768.45	$ 21,256.91
Accounting and Auditing S	0.00	$ 7,737.00	$ -	$ 7,737.00
Snow Removal/Grading	0.00	$ 2,000.00	$ 2,000.00	
Cable TV	0.00	$ 239.12	$ -	$ 239.12
Membership Dues	0.00	$ 48,952.70	$ 41,916.00	$ 7,036.70
Suppliers and materials	0.00	$ 307.00	$ 307.00	
Supplies and materials	0.00	$ 54,301.81	$ 26,184.95	$ 28,116.86
Office Supplies	0.00	$ 308.31	$ 131.75	$ 176.56
Current Expense	0.00	$ 2,807.50	$ -	$ 2,807.50
Equipment	0.00	$ 218,537.89	$ 120,369.03	$ 98,168.86
TOTAL	$0.00	$ 1,873,978.13	$ 881,821.28	$ 992,152.85

Certificate of Deposits

People's Bank	Acct #	Rate		Amount		Maturity Amount	Term	Maturity Date	Fund
CD	6559	4.21%	$	300,000.00	$	306,249.90	6 months	12/27/2025	Debt Service Fund
CD	1113	4.09%	$	1,046,164.38	$	1,085,320.56	11 months	1/25/2026	General
CD	1606	4.09%	$	1,046,164.38	$	1,085,320.56	11 months	1/26/2026	General
CD	6337	4.30%	$	2,000,000.00	$	2,042,547.43	6 months	9/20/2025	General
CD	6602	4.21%	$	3,066,945.21	$	3,130,838.64	6 months	11/25/2025	General
CD	1205	4.19%	$	1,000,000.00	$	1,038,342.27	11 months	10/25/2025	General
CD	6657	4.30%	$	3,000,000.00	$	3,063,821.14	6 months	9/20/2025	General
CD	6908	4.21%	$	6,000,000.00	$	6,124,997.96	6 months	12/27/2025	General /Housing/PST/Aux/Cap
CD	6542	4.21%	$	2,150,000.00	$	2,194,790.94	6 months	12/27/2025	Housing

Legacy Bank	Acct #	Rate		Amount		Maturity Amount	Term	Maturity Date	Fund
CD	1469	4.18%	$	950,000.00	$	972,966.33	7 months	1/27/2026	Housing
Totals			**$**	**20,559,273.97**	**$**	**21,045,195.73**			
Interest Earned					**$**	**485,921.76**			

- **Weekly Enrollment Report –** *Dr. Kwanna King, VP Student Services*

Enrollment Update & Board Report-September 8, 2025 (September 15, 2025)

1. **Summer 2025 Semester Enrollment**
   - Summer 2025 semester credit hour production is 3,583, a 5 percent **increase** from the same period last year.
   - Student Headcount is 691, a 6 percent **increase** from the same period last year.
   - EDUKAN credit hour production is 2,363, a 1 percent **increase** from the same period last year.
   - Pratt Online credit hour production is 1, 007, a 37 percent **increase** from the same period last year.
   - Outreach credit hour production is 76, a 27 percent **decrease** from the same period last year.
   - College Start/High School Enrollment is 240, a 15 percent **increase** from the same period last year.
   - Credit hour production for the “Nine Core County Region” (Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, and Stafford) is 849, a 6 percent **increase** from the same period last year.
2. **Fall 2025 Semester Enrollment**
   - **Fall** 2025 semester credit hour production is 14,542, a 10 percent **increase** from the same period last year. (14,563, a 9 percent **increase** from the same period last year).
   - Student Headcount is 1,328, a 3 percent **increase** from the same period last year. (1,342, a 2 percent **increase** from the same period last year).
   - EDUKAN credit hour production is 2,236, a 3 percent **decrease** from the same period last year. (2,375, a 4 percent **decrease** from the same period last year).
   - Pratt Online credit hour production is 2,372, a 5 percent **increase** from the same period last year. (2,343, a 5 percent **increase** from the same period last year).
   - Outreach credit hour production is 1,349, a 1 percent **increase** from the same period last year. (1,298, a 4 percent **decrease** from the same period last year).
   - College Start/High School Enrollment is 2,024, a 5 percent **decrease** from the same period last year. (2,005, a 7 percent **decrease** from the same period last year).
   - Credit hour production for the “Nine Core County Region” (Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, and Stafford) is 5,128, a 2 percent **decrease** from the same period last year. (5,093, a 2 percent **decrease** from the same period last year).
3. **Fall 2025 Dorm/Overflow Occupancy**
   - 380 occupants, 22.1 percent increase (299 occupants) from the same period last year. (380 occupants, 22.1 percent **increase** from the same period last year).
4. **2025 PHS “Go Day”-On-campus Event**
   - September 24th

X. Action Items

- **Ratify Waiver Board Policy No. 3-07** - *Dr. Michael Calvert, President*
  No Ratify Waiver Board Policy No. 3-07 was presented

- **Approve the Naming of the New Horse Barn the *John Dauner Stables***
  Dr. Michael Calvert, President / Barry Fisher, Foundation Director

  Chair Morgan called for a motion to approve the naming of the *John Daunder Stables*. VP Fitzsimmons made the motion to approve the naming of the *John Daunder Stables*. The motion was seconded by Trustee Koler.

  John Dauner's contribution of $250,000 was put towards the rodeo renovation project. The barn's construction cost was approximately $235,000. Mr. Dauner's gift exceeds the 25% threshold required for naming rights.

  Stanion stables- sign will also be updated to match.

  With no further discussion the motion carried unanimously.

- **Policy Review – First Reading –** *Dr. Michael Calvert, President*
  No policies were brought before the Board for review.

XI. Written Reports

- **Faculty** – *Jason Ghumm, PHEA President Incoming*
  <u>Calculus I and Engineering Physics I</u> - have both made this fall. There is a possibility that PCC will be able to offer Calc II and Physics II in the spring 2026. It's very exciting for us within the department that we have enrolled in those classes.

- **Athletic Report –** *Kurt McAfee, Interim Director of Athletics*
  Mr. McAfee gave an overview of the fall sports that have occurred and the upcoming.
  <u>Esports</u> will begin their season with NJCAAE qualifying matches which is a requirement for all Division I and II teams. Regular season officially begins the week of September 22nd.

- **Information Technology Project Update** – *Jerry Sanko, Chief Information Officer*
  Go Live
  - JFA October 2025
  - J1 June 12 2026 (minus HR)
    - Advancement June 24th and 25th
    - JRM June 29th and 30th
  - J1 HR January 2027

Changing Security Camera System

- Project overview and set the priority of work August 26 **(<u>Complete</u>)**
- Project starts at end of September first of October (waiting on equipment)

Building Access Control System (Replacing current system (dorm entrances only) and adding all doors in dorms and classroom buildings)

- Project Manager site visit July 14 **(Complete)**
- Project overview and set the priority of work August 26 **(Complete)**
- Project starts at end of September first of October (waiting on equipment)
  - Hardware installations
    - Novotny Hall
    - Porter Hall
    - Wojciechowski Hall
    - Beck Hall
    - Scholarship Hall
    - North Hall (different lock set)
  - Software
    - Initial training
    - Setup/Configuration
    - Programming Integration

Data Services Department Update:
The annual KBOR KSPSD Collection has been finalized and certified
Fall IPEDS Collection closes on October 15

- **Foundation Report** – *Barry Fisher, Executive Director*

Rodeo Renovation Project
The new rodeo arena, panels, gates, and chutes have arrived and will finish grading the site and begin assembling the arena. This will complete the *Build Our Future Campaign*. A few important facilities upgrades need attention. The new arena lighting, announcer's stand, and a mechanical bucking machine are to be installed in the existing building between the indoor and outdoor arenas. The bucking machine will be an asset in recruiting and training rough stock riders. Working with the rodeo program to launch a fundraising initiative to support these key additions.

Outstanding Alumni Award
Nine candidates are being considered for the award and rankings are due September 19. The award will be presented later this Fall semester.

Alumni Relations
Preparing for the transition to Jenzabar. In the process of matching account numbers from our current database with those in Power Campus. Requires to carefully review approximately 2,000 individual records and verify each identity before making a match. Our current database combines spouses into one record. In Jenzabar, they will each have their own separate record which necessitates conducting a search for both individuals. Although progress is slow, the effort has proven valuable. We have been able to document details about the status of several individuals. To strengthen our Alumni Relations efforts this type of detailed, manual work will likely be required.

- **KACC (Kansas Association of Community Colleges)** – *Eric Scott Killough, Trustee*
  KACC meeting locations and dates:
  - December 5-6, 2025 Garden City Community College, Garden City
  - April 2026 – meeting will be held via zoom – date TBD
  - June 2026 – Allen Community College, Lola
  - August 2026 – Barton Community College, Great Bend
  - December 2026 – Neosho Community College, Chanute

  ACCT/NLS (Association of Community College Trustees / National Legislative Summit)
  Leadership Congress – Oct. 22 – 25, 2025 – New Orleans, LA
  - Dr. Michael Calvert, President
  - Trustees attending: Mark Morgan and Ryan Lunt
  - Eric Scott Killough – also serves on the Western Regional Awards Committee and the Western Regional Nominating Committee

- **AACC – (American Association of Community Colleges)** – *Dr. Michael Calvert*
  Nothing brought before the Board

- **Other –** Nothing brought before the Board

XII. Wrap Up

- **Comments from the President** – *Dr. Michael Calvert, President*
  1. Participated in the Kansas Board of Regents meeting virtually
  2. Participated in Technical Education Authority meeting virtually.
  3. Facilitated Taxing Entities meeting.
  4. Participated in weekly president's calls.
  5. Participated in several J-1 meetings.
  6. Participated in NJCAA Board of Regents meeting virtually.
  7. Participated in NJCAA President's Advisory Committee meeting.
  8. Attended City of Pratt Public Budget Hearing.
  9. Attended Pratt County Commission Public Budget Hearing.
  10. Attended USD 382 Public Budget Hearing.
  11. Met with Architect and Engineer to discuss options for Chandler Hall Air quality and roof issues for Chandler and Benson.
  12. Attended Filley Fest in downtown Pratt, enjoyed Encore performance.
  13. Facilitated several new employee orientation sessions.
  14. Participated in Pratt Chamber of Commerce Golf Tournament.

  Dr. Calvert is looking forward to the ACCT Leadership Congress
  Dr. Kwanna Website will launch on October 1, 2025

- **Comments from the Board Chairman** – *Mark Morgan, Chair*
  Expressed appreciation to attending to the matters regarding Chandler Hall and Benson Education Center.

XIII. Executive Session for Non-Elected Personnel Matters (If needed)

XIV. Meeting Adjourned – *Mark Morgan, Chair*

7:13 p.m. Chair Morgan asked for a motion to adjourn the meeting. The motion was made by Trustee Hamm and was seconded by VC Fitzsimmons. With no further discussion the motion was carried unanimously.

General Session Minutes Recorded by:
Donna Meier Pfeifer
Clerk of the Board of Trustees / Admin. Asst. President