

Board of Trustee Meeting Minutes of September 20, 2021

I. Chair Koler called the meeting to order at 6:00 p.m.

II. Pledge of Allegiance was led by Jeff Shumway

Trustees: Mike Koler Chair, Ed Barrett Vice Chair,(VC), Kim DeClue, Dwane DeWeese, Michele Hamm, Stan Reimer, and Jeff Shumway

Trustee(s) Absent: Dwane DeWeese

Administrative: 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, Tim Swartzendruber, Athletic Director, Jerry Sanko, Chief Information Officer, Diana Mitzner, Director of Nursing, Barry Fisher, Executive Foundation Director, Institutional Advancement, Alumni Relations, and Donna Meier Pfeifer, Admin. Asst. to President and Clerk of the Board

Administrative(s) Absent:

Media Representation: No media present

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

Dean Fitzsimmons, Public

Dave Campbell, EPT Instructor,

Lisa Kolm, Data Coordinator, Kyle Jackson, Document Management Coordinator,

Daryl Lucas, Auto/Diesel Coordinator/Instructor

Nathan Buchmueller – Tech Support

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

Women's Soccer – KJCCC Division II

Svenja Arnold - Player – Week 2

Jade Massing – Goalkeeper – Week 1

Maris Quillen – Player - Week 4

Paige Strausberg – Goalkeeper – Week 2

Kansas Board of Regents (KBOR) recognized Pratt Community College Perkins Team Efficient Grant Award – Appreciation to Kent Adams, Monette DePew, staff, and faculty in the tech programs. Tech programs that are eligible: Ag Power, Agriculture, Automotive, Nursing, and Welding.

Agenda Action Item Addition: Trustee Hamm moved to add to the agenda an action item for approval of the Electrical Power Technology Support Specialist Program under action items. Motion was seconded by Trustee Shumway. Motion carried unanimously.

V. **COVID-19 Update – Dr. Calvert**

Three students in isolation and 6 in quarantine. The bulk are off campus, 1 in a hotel and 2 on campus. Testing protocol is continuing. 10% of student athletes and Performing Arts students are tested if they are competing or performing. Community numbers are decreasing. 110 students are on the vaccinated list. First disbursement for student incentive will be October 8, 2021. PCC continues to be in a manageable situation.

VI. Discussion:

A. MIS Report – Lisa Kolm and Kyle Jackson

The following annual reports, based on the Student Success policy, were brought before the Board:

- Head Count - 10 Year Historical Comparison
- PCC Credit Hour Production – 10 Year Historical Comparison
- Academic Year Headcount Comparisons
- Academic Year Credit Hour Comparisons
- Annual Report of Completions by Award Earned
- College-Leave Course Section Retention and Success Rates
- Core Academic Skill Areas Course Section Retention & Success Rates
- Developmental/Remedial Student Retention & Success in First College-Level Course
- Institution-wide Grade Distribution
- Distance Learning

VII. Communication to the Board – Donna Meier Pfeifer

Thank You card from KanEquip for the recent purchase of a 2002 CASE IH tractor.

VIII. Calendar of Events – Dr. Calvert

- December 3-4, 2021 – KACCT Quarterly meeting will be held in Pratt, virtual and in-person as of now.
- December 10, 2021 PCC Christmas Party, Park Hills Country Club - Decision will be made at the October 18th Board meeting.

IX. Consent Agenda – Mike Koler, Chair

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

Chair Koler asked if any information was to be pulled from the consent agenda. No information was requested to be pulled.

With no further discussion motion passed unanimously.

Minutes:

Minutes of the Board Trustee Meeting for August 30, 2021 Meeting and Board of Trustee Special Meeting on September 7, 2021 were presented.

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

Personnel Report – Rita Pinkall, Director (Presented by Dr. Calvert)

No verbal additions were presented

Financial Report – Kent Adams, Finance and Operations

Revenue through August is running \$45K unfavorable. This compares to \$4K unfavorable in July. Tuition is \$61K under budget due to low enrollment. Miscellaneous income is over budget \$16K due to payment plan revenue.

Expenditures are running \$154K favorable in August. This compares to an underrun of \$411K in July. With enrollment down expenditures will need to be watched closely.

Analysis of Budget over Runs 10% Over Year-to-Date

Tennis – Start-up equipment and supplies are \$8K over annual budget, auxiliary funds provided from an outside source for start-up expenses will be utilized to cover overrun.

Cheer – Travel is \$9K over annual budget. Auxiliary funds will be used to cover the overrun.

Finance Committee Minutes

Recommendation: The committee recommends the cash disbursements for the month of August 2021 be approved. No major trends were identified. The presidential and board travel expenses were reviewed.

Enrollment Update & Board Report – September 13, 2021 *(Updates as of September 20 are noted in red below)*

1. **2021-2022 Academic Year** – Credit hour production for the academic year is 14,066 or -4.3% below the figure reported on September 14, 2020. **(14,139 or -4.6%)**

2. **Fall 2021 Semester Enrollment**
 - Fall Semester credit hour production is 11,961 or -4% less than the same period last year. **(12,032 or -5%)**
 - Student headcount is 1,111 or -2% less than the same period last year. **(1,130 or -3%)**
 - EduKan credit hour production is 1,589 or -11% less than production for the same period in 2020. **(1,686 or -9%)**
 - Pratt Online credit hour production is 1,277, a -7% decrease for the same period in 2020. **(1,264 or -5%)**
 - Outreach credit hour production is 1,643 or -10% less than the same period last year. **(1,656 or -15%)**
 - College Start/High School enrollment is 1,755 credit hours, a 16% increase in production compared to the same period in 2020. **(1,780 or +9%)**
 - Credit hour production for the “Nine Core County Region” (*Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford*) is 5,959 credit hours or a 9% increase compared to the same period in Fall 2020. **(5,944 or +7%)**

3. **EduKan Fall Term start dates:**
 - Fall Term 1 & Fall Term 2 Last Date to Enroll: August 13 (Complete)
 - Fall Term 3 Last Date to Enroll: September 10 (Complete)
 - Fall Term 4: Last Date to Enroll: October 8
 - Fall Term 5: Last Date to Enroll: November 19

4. **Fall 2021 Residence Hall Occupancy**

- Residence Hall occupancy is 94% or 309 students compared to Fall 2020 for the same period. *Note: Maximum occupancy is 356; currently 28 spots are being used by staff or set aside for COVID-19 quarantine/isolation rooms.*

X. **Action Items**

- **Electrical Power Technology Support Specialist Program** – *Dave Campbell, VP Monette DePew, and Dr. Calvert*

Chair Koler asked for a motion to approve administration recommendation to accept the proposed Electrical Power Technology Support Specialist Program. Trustee Hamm made the motion to approve the Electrical Power Technology Support Specialist Program. Motion was seconded by VC Barrett.

EPT SUPPORT SPECIALIST					
EPT CERTIFICATE EPT ASSOCIATE DEGREE					
QUALIFIED for OJT POSITIONS					
SYSTEM CONTROL	SUBSTATION TECHNICIAN	UNDERGROUND SYSTEM CREWMAN	OVERHEAD SYSTEM GROUNDMAN	WAREHOUSE & STORES	CUSTOMER SERVICE
FALL START 2022 CLASS SIZE 10					
EPT RECRUITER		EPT APPLICATION		EPT ACCEPTANCE	
STUDENT HAND TOOL SET \$250.00					

Electrical Power Technology – “Support Specialist” AAS

Fall Semester – 21 credit hours		
Number	Course Title	Hrs.
EPD 124	Electrical Theory	3
EPD 131	System Design, Construction & Maintenance	3
EPD 236	Industrial Safety & Relations	3
EPD 250	Substations & Switchyards	3
DSM 200	Material Management	3
ENG 135	Writing for the Workplace or higher*	3
BUS 235	Microcomputer Office Apps 1	3
Spring Semester – 22 credit hours		
Number	Course Title	Hrs.
EPD 126	Underground Systems	3
EPD 150	Electrical Essentials	3
EPD 251	Transformers & Metering	3
EPD 155	Power Line Troubleshooting	3
DSM 201	Industrial Leadership	3
EPD 130	CDL Prep	2
MTH 126	Technical Math or higher *	3
HPR101	Concepts of Physical Health	2
Summer Semester – 4 credit hours		
Number	Course Title	Hrs.
EPD 221	Occupational Work Experience	4
Fall Semester - 9 credit hours		
Number	Course Title	Hrs.
EPD 146	Support Specialist Lab I	6
COM 130	Communications for the Workplace	3
Spring Semester - 9 credit hours		
Number	Course Title	Hrs.
EPD 148	Support Specialist Lab II	6
	Social & Behavioral Science Elective	3
TOTAL REQUIRED CREDIT HOURS		65

Fall Semester – 21 credit hours		
Number	Course Title	Hrs.
EPD 124	Electrical Theory	3
EPD 131	System Design, Construction & Maintenance	3
EPD 236	Industrial Safety & Relations	3
EPD 250	Substations & Switchyards	3
DSM 200	Material Management	3
ENG 135	Writing for the Workplace or higher*	3
BUS 235	Microcomputer Office Apps 1	3
Spring Semester – 22 credit hours		
Number	Course Title	Hrs.
EPD 126	Underground Systems	3
EPD 150	Electrical Essentials	3
EPD 251	Transformers & Metering	3
EPD 155	Power Line Troubleshooting	3
DSM 201	Industrial Leadership	3
EPD 130	CDL Prep	2
MTH 126	Technical Math or higher *	3
HPR101	Concepts of Physical Health	2
Summer Semester – 4 credit hours		
Number	Course Title	Hrs.
EPD 221	Occupational Work Experience	4
TOTAL REQUIRED CREDIT HOURS		47

Dave Campbell, EPT Instructor

The EPT Support Specialist program provides students interested in Electrical Powerline Technology broader career options that do not involve aspects of EPT lineman training such as pole climbing. Students interested in the EPT support specialist program enroll in many of the same lecture classes as other EPT students but over the course of the program, they will enroll in four classes designed for the EPT support specialist program and enroll in a different lab and field experience. EPT support specialist courses allow students to focus on one of six different support specialist pathways: System Control, Substation Technician, Underground System Crewman, Overhead System Groundman, Warehouse & Stores, and Customer Service.

Request is to have Board approval to submit to KBOR, hire an adjunct instructor, which the enrollment would cover this cost. Currently, the only institutions in Kansas that offer the EPT program are Pratt Community College and Manhattan Area Tech College.

With no further discussion motion carried unanimously.

➤ **Ratify Waiver of Board Policy No. 3-07 – Kent Adams**

Chair Koler called for a motion to approve Ratify Waiver of Board Policy No. 3-07 administration recommendation for sole-source purchases in the total amount of \$41,957.91 for the following:

Graphic Edge – \$13,301.00 - Baseball \$6,950.00 and track \$6,351.00. Contract with Graphic Edge.

Dell - \$4,938.59 – Laptops for students to check out. Purchase is funded through HEERF funds.

Lincoln Electric - \$3,734.70 – Acetylene cutting torch for welding. Equipment must be Lincoln Electric for the welding program to be LEEP Certified.

Bat Testing Solutions - \$2,413.12 – G4 SSL bat tester for baseball. NJCAA required this tester and it is only available through G4.

ACT – \$8,000.00 – Work Keys exit exams for students. ACT is the only provider of the work keys exit exam.

Edvotek Inc. - \$8,192.00 – PCR Lab Station for additional lab stations in the science lab to allow for social distancing. Purchase is funded through HEERF funds.

Mitchell - \$1,378.50 – Automotive repair manuals. Mitchell is the only source for these automotive repair manuals.

Motion was made by Trustee Shumway to Ratify Waiver of Board Policy No. 3-07 in the total amount of \$41,957.91 for the purchases stated above. Motion was seconded VC Barrett.

With no further discussion motion carried unanimously.

- **Women’s Flag Football Analysis** – *Dr. Calvert and Tim Swartzendruber, AD*
 Chairman Koler asked for a motion to approve the administration recommendation to add the sport *Women’s Flag Football*. Motion was made by VC Barrett to approve the administration recommendation adding *Women’s Flag Football* at Pratt Community College. Motion was seconded by Trustee Reimer.

Tim Swartzendruber, Athletic Director, presented a timeline:

June 2021	NJCAA notifies PCC that we have received a grant for \$10,000 to start women’s flag football
August 2021	Discussion at Board of Trustee Meeting
September 2021	Continued discussion/Action taken on adoption of women’s flag football at Board of Trustee Meeting
October 2021	Create job description and begin advertising for coach. Send notification letters to schools/associations, social media campaign promotions begin
Nov./Dec. 2021	Interview and hire coach
January 3, 2022	New Coach starts at PCC; recruitment begins
August 2022	Order equipment for program
January 2023	Practice begins
March 2023	First games for women’s flag football team

**Women's Flag Football - Financial
Analysis**

September 2021

Women's Flag Football

Start-Up Grant/Expenses

Game Equipment	(\$1,000)
Grant	\$10,000

Women's Flag Football - 15 Students

Operating Expenses

Salary 1.0 FTE (0.67 coach; 0.34 other)	\$26,000
Benefits	\$13,217
Travel	\$7,000
Supplies/Equipment/Officials	\$9,000
Total Operating Costs	\$55,217

15 Students X 32 Credit Hours = 480

Credit Hours

Revenue*

Tuition/Fees	\$60,000
State Aid	\$7,800
Room and Board Net	\$8,741
Full Tuition and Book Scholarship (7.5)	(\$26,700)
Total Net Revenue	\$49,841

Net Gain/(Loss) **(\$5,376)**

Women's Flag Football - 20 Students

Operating Expenses

Salary 1.0 FTE (0.67 coach; 0.34 other)	\$26,000
Benefits	\$13,217
Travel	\$8,000
Supplies/Equipment/Officials	\$10,000
Total Operating Costs	\$57,217

20 Students X 32 Credit Hours = 640

Credit Hours

Revenue*

Tuition/Fees	\$80,000
State Aid	\$10,400
Room and Board Net	\$11,654
Full Tuition and Book Scholarship (10)	(\$35,600)
Total Net Revenue	\$66,454

Net Gain/(Loss) **\$9,237**

Opportunities brought before the Board by Dr. Calvert and Tim Swartzendruber

- NFL has sponsored grants in terms of financial startup costs for this sport. Due to the timeline PCC applied for the \$10,000 grant and NJCAA approved PCC's application. NJCAA refers to Women's Flag Football as an emerging and unique sport.
- Build Enrollment: 15 students – 480 credit hours; 20 students – 640 credit hours
- The sport is low cost. The college has a field and the games are played in the spring. New sports in a community always add enthusiasm.
- The sport is popular in southern states and has become a growing sport for women.
- Fort Scott and Hesston are adding the sport to the Jayhawk Conference FY2022-2023 year. Independence has not yet committed. Pratt, if approved, would add the sport to the FY2022-2023 academic year.

Discussion:

- Question was raised if the timing was right to take on another sport with tennis just being added?
- Should this be tabled for a year?
- Recruiting Kansas students since the sport is not known in Kansas.
- There are no guarantee grants would be available next year.
- The sport is a low investment to the institution,
- new sport will bring in a different group of people to the community,
- breakeven in the second or third year.

With no further discussion motion carried unanimously.

➤ **Policy Review – 3-10 Alcohol Exemption Policy**

Chair Koler asked for a motion to approve the first reading of Policy 3-10 Alcohol Exemption. VC Barrett made the motion to waive the first reading Policy 3-10 Alcohol Exemption and accept administration recommendation of no change. Motion was seconded by Trustee Hamm.

Dr. Calvert stated the administration had no changes to the policy. Discussion to have adult beverages in the Hall of Fame during basketball season will be brought forth at a later time.

With no further discussion motion carried unanimously.

XI. Oral Reports
Nursing

2020-2021 Program Graduates & NCLEX Pass Rates:

Location	Number of Graduates	Number Tested	Passed	Failed	Pass Rates of Tested Students	Number Not Tested
• PN Pratt	6	6	6	0	100%	0
• PN Winfield	4	4	3	1	75%	0
Total Pass Rate for PN Graduates tested to date					90%	
Cumulative Pass Rate of PN Program to date					90%	
• ADN Pratt	6	6	6	0	100%	0
• ADN Winfield	4	4	3	1	75%	0
• ADN Online	14	13	12	1	92.3%	1
Total Pass Rate for ADN Graduates tested to date					91.3%	
Cumulative Pass Rate of ADN Program to date					87.5%	

2021-2022 Enrollment & Capacity:

Location	Enrollment	Capacity
• PN Pratt	8	20

Kansas State Board of Nursing (KSBN) has approved the request for Barton Community College to teach the ADN Program on PCC campus. Barton Community College will seek national approval from the Accrediting Commission for Educating in Nursing (ACEN). If approved, the partnership will need to be formalized in writing and this would require board approval.

KSBN approved PCC to teach the PN Program via Synchronous Learning Modality (Zoom) and the institution can begin to market the PN enrollment starting fall of 2022.

➤ **Faculty** – *Carol Ricke, PHEA President*

Ralph Williams - Ag Power Tech – Expressed appreciation to the board in regard to approving the CASE IH tractor purchase for the Ag Power and Ag departments. A thank you card from Ralph Williams, Barrett Smith, Lori Montgomery and students was sent to the Board expressing their appreciation. “*PCC Board of Trustees and Administration: Thank you for the efforts and consideration involved in the purchase of both the CASE IH MX240 and combine to benefit AG and AG Power programs. Both have already been used by AG Power and the combine will be used by AG.*”

➤ **Staff Senate** – *Charles Keefer – Donna Meier Pfeifer*

Staff Senate BBQ, September 2nd was very well received and enjoyed. Thank you and appreciation expressed to Great Western Dining Service for sponsoring the event.

Work-Life-Enrichment program was Wildlife Outfitting & Operations (WOO) presented by Rocky Robinson. Upcoming topics and dates for the semester are:

- October 13 – Enrollment Processes
- November 17 – International Student Recruitment

- December 8 – Hot Coca and Cookies

Other Initiatives

Continue to work on staff evaluation project and look into what other institutions do for their staff evaluation. Next meeting is September 28, 2021.

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

- Basketball practice officially begins October 1, 2021
- Partnership with PRMC is going well; Trent Befort comes out twice a week to evaluate athletes. Diana Jones, Head Athletic Trainer is on maternity leave.
- Women's soccer is still undefeated. Playing Allen County at home on September 22nd. Pratt 4-0-1 and Allen County 1-0-1 in the league.
- Women currently receiving votes in the NJCAA Division II poll
- Tennis team has competed in some tennis tournaments

Hall of Fame Induction – October 9, 2021

- 1959 National Championship Tennis Team
- 1961 National Championship Tennis Team
- Glenda Swiantek

Social Media

- Gobeaversports.com – website
- Twitter: @PrattBeavers (1442 followers as of September 9; 1427 last month)
- Facebook: Pratt Community College Athletics
- Instagram: @PrattBeavers 509 followers as of September 9; 439 last month)

➤ **Chief Information Officer** – *Jerry Sanko, Chief Information Officer* **Information Technology Project Update:**

Updating Media in Room 312: (no change from previous report)

Requests for bids are being created.

Computer Lab Upgrades:

We plan on upgrading 69 computers in Room 438 and the EPT computer lab this summer. Estimated delivery date is October 21st.

Main Campus ISP Change Over: (no change from previous report)

We are switching our main campus ISP over to Ideatek per our contract. We will not decrease in overall bandwidth availability. Currently the cut over is scheduled for Christmas break timeframe. There will be some disruption in online services (24-48 hours) for DNS propagation.

Great Plains (Accounting/HR software) version upgrade:

The upgrade is scheduled for the week of 27 September.

Comprehensive Leave Management and Time Matrix: (no change from previous report)

Automated leave time management system (Comprehensive Leave Management) and integrated time clock system (Time Matrix) for Great Plains. Pilot group to start in October with an institution wide go live scheduled for January.

Security Cameras Project:

12 cameras (8 in Woj, 2 Porter, 1 cafeteria (new), 1 common area in Benson (new)) and 1 NVR (network video recorder). Equipment is on backorder with no estimated ship date. Additional cameras (Summer 2022) will need to be replaced or added are 3 pole cameras, 2 outside automotive (new), 2 outside Library (new). The next phase (on hold) will include 9 new cameras in Benson (4 along the west side and 5 along the east).

Data Services Department Update:

SPuR reports are being submitted for the third and final review of the cycle. Data Services working with department heads with report needs, as well as maintaining evaluation forms and files.

Preparing Etrieve COVID immunization form for employee submission.

Preparing reports for HEERF funds applied to students who have received COVID Immunization.

Preparing weekly and daily reports for enrollment tracking and auditing (enrollment reports, residence hall reports, absence reports, activity summaries).

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

Campaign

Rodeo Property - Getting the property ready for tours with potential donors. Some of the pen and alleyway construction will start immediately using donated pipe. This work will be done by PCC staff and possibly welding students.

Will apply for a \$50,000 grant from T-Mobile to fund the Rodeo Project in January 2022 with a March deadline. This program helps to fund projects to build, rebuild or refresh community spaces that help foster local connections within a town. As a part of the application, we will be seeking letters of support from local government and community organizations for the project.

Below is a snapshot of our current campaign objectives:

Build Our Future Campaign					
	Other	Track	Rodeo	Scholarship	Total
Goal	25,000	3,500,000	1,330,000	4,000,000	8,855,000
Total Raised	25,000	2,723,065	764,115	3,324,139	6,836,319
To Go	0	776,935	565,885	675,861	2,018,681

Auction

The 34th Annual PCC Scholarship Auction is scheduled for May 6th, 2022. If the Covid situation allows, the event will be held in-person on the PCC campus in the Dennis Lesh Sports Arena. Updating the auction website to promote the event and seek sponsorships.

- **KACCT** – *Michele Hamm, KACCT Past President*
No information to report on.
- **ACCT/NLS** – *Dr. Calvert, President*
Dr. Calvert will be attending the ACCT Leadership Congress, Oct. 13-16, 2021 in San Diego, CA.
- **AACC (American Association of Community Colleges)** – *Dr. Calvert, President*
Dr. Calvert has been appointed to the Commission on Small and Rural Community Colleges, conference on November 1-4, 2021 in Washington DC.
- **Other:** Nothing was presented.

XII. Wrap Up

Comments from the Public – No comments from the public

Comments from the President – *Dr. Calvert, President*

1. Participated in Taxing Entities meeting.
2. Participated in EDUKAN Board meeting.
3. Participated in weekly Presidents meetings.
4. Participated in Campaign Leadership Council meeting.
5. Participated in KJCCC virtual meeting.
6. Made request of KSBN to allow PCC to teach LPN Program in synchronous learning environment.
7. Supported potential community college partner at KSBN meeting.
8. Participated in KBOR virtual meeting.
9. Attended KSDE tour at USD 382.
10. Helped cook as part of Staff Senate's Welcome Back picnic.
11. Met with Cabinet to discuss challenges/opportunities in our enrollment processes.
12. Hosted TEA Liaison, Rita Johnson on campus.

Comments from the Board Chair – *Mike Koler, Chair*

Had no comments at this time.

XIII. Executive Session for Non-Elected Personnel Matters

8:00 p.m. Trustee Shumway moved to enter into an executive session for the purpose of discussing potential purchase of real property for no more than 30 minutes. Dr. Calvert requested Kent Adams, Monette DePew and Daryl Lucas be included in this session. Motion was seconded by Trustee Hamm. A 5 minute break was requested and granted. With no further discussion the motion carried unanimously.

8:05 p.m. Chair Koler called to order the executive session

8:35 p.m. VC Barrett moved to adjourn the executive session. Motion seconded by Trustee Hamm. With no further discussion the motion carried unanimously.

XIV. Meeting Adjourned

8:36 p.m. Chair Koler asked for a motion to adjourn the regular meeting. VC Barrett moved to adjourn the regular meeting. Trustee Hamm second the motion. With no further discussion the motion passed unanimously.

Minutes Recorded by:

Donna Meier Pfeifer, Board Clerk