



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

BOARD OF TRUSTEE MEETING

Riney Student Center

Monday, July 18, 2022

***NO Dinner – 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.

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- 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. **Adjourn Sine die 2021 - 2022 Session of the Board of Trustee (Motion)**
- VI. **Call to Order 2022 - 2023 Session of the Board of Trustees**
- VII. **Election of 2022 – 2023 Board Officers**
 - a. Chair
 - b. Vice Chair
- VIII. **Special Action for Board Approval: 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
- IX. **Other Appointments at the Discretion of the Board**
 - a. KACCT Delegate and Alternate
 - b. Representative of PCC Foundation Board
- X. **Discussion:**
 - A. **MIS Report** – No Report Submitted
 - B. **Review 2022/23 Budget and Reach Consensus to Support Published Budget**
– *Dr. Calvert*
- XI. **Communication to the Board** – *Donna Meier Pfeifer*
Ayanna Hensley, Miss Kansas Thank You card to the college in appreciation for the time and effort put into making the Miss Kansas a success.
- XII. **Calendar of Events** – *Dr. Calvert*

July 2022

- July 12** – Beaver Building Day
July 14 – Virtual Beaver Building Day (via Zoom)
July 18 - Board Meeting; NO DINNER; Meeting at 6:00 p.m.
Zoom Meeting ID: 92722945961

August 2022

- August 08** – State of the college Address 9:00 a.m. – 10:00 a.m.
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

XIII, Consent Agenda

➤ **Minutes**

Board of Trustee Minutes of June 20, 2022 Meeting

I. Trustee Chair Mike Koler called the 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 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, 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

Lisa Kolm, Data Coordinator

IV. Recognition of Awards of Excellence – Dr. Calvert

Stan Reimer for his retirement from the Vernon Filley Art Museum Board

V. Discussion:

A. MIS Report(s) – Lisa Kolm

1. Residence Hall Occupancy Rate – 2021-22 AY Average – 83%
2. PCC Transfer Student Outcomes Tracking – Performance of PCC Transfers Out

B. KBOR Employment and Wage – Lisa Kolm

1. Percent of Graduates Employed in Kansas Entry Year of Employment
 - PCC 2020 graduates with associate degrees – 51.8%
2. Average Wages Earned by Graduates Employed in Kansas Entry Year of Employment
 - Average PCC Associate Degree - \$41,810
3. Average Wages Earned by Graduates Employed in Kansas 2020
 - PCC Associate Degrees - \$41,810

C. Ranking 4,500 College by ROI (2022) – Lisa Kolm

- Key Take-Aways – Amongst the 19 Kansas community college, Pratt has the highest Net Present Value (NPV) at the 10-, 20-, 30-, and 40-year mark
- Scoreboard Measures – Pratt vs 19 Kansas community college, Pratt ranks the highest.

VI. Communication to the Board – Donna Meier Pfeifer, Board Clerk
Thank you card from Trustee Kim DeClue for Avis Mardis Memorial

VII. Calendar of Events – Dr. Calvert, President
No additions or changes were requested

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 Killough.

Chair Koler asked if there was an item or items that would like pulled from the agenda for further discussion. No requests were made.

With no further discussion motion carried unanimously.

Minutes:

Minutes of the Board Trustee Meeting of the May16, 2022 were presented.
(Complete minutes are listed on <http://prattcc.edu/departments/board-trustees>)

IX. Action Items

- **Ratify Waiver of Board Policy No. 3-07 – Kent Adams, VP of Finance and Operations**
Chair Koler asked for a motion to approve the administration's request for sole-source license for curtains in the Dennis Lesh Sports Arena in the amount of \$3,520.00 from Trimark Signworks. These would match the existing curtains in Lesh Arena. Motion was made by Trustee Hamm to approve the administration request for curtains for the Dennis Lesh Sports Arena in the amount of \$3,520.00. Motion was seconded by VC Barrett. With no further discussion the motion carried.
- **Ratify Purchase of Scholarship Hall Chiller Approved by Board Chair**
Chair Koler asked for a motion to approve the Chair's purchase authorization as recommended by the administration to accept the inteGreen Services, Inc. bid at \$53,959.00. Motion was made by VC Barrett to approve the Chair's purchase authorization in the amount of \$53,959.00. Motion was seconded by Trustee Hamm.

Bids were requested for Scholarship Hall Chiller. Bids received:

inteGreen Services, Inc.	\$53,959.00
Dean E. Norris, Inc.	\$83,010.48
Eck Services	No Bid
Five Star Mechanical	N0 Bid

The Board Chair Koler approved the purchase in order to get the unit ordered due to expected supply-chain issues. The bid from inteGreen Services, Inc. was accepted.

With no further discussion the motion passed unanimously.

Approval to Notify Pratt County Clerk of Board of Trustees Intent to Exceed the Revenue Neutral Rate.

Chair Koler asked for a motion to approve to notify Pratt County Clerk of Board of Trustees Intention to Exceed the Revenue Neutral Rate by the July 15, 2022 date. Motion was made by VC Barrett to approve to notify Pratt County Clerk the Board of Trustees intent to exceed the Revenue Neutral Rate. Motion was seconded by Trustee Killough. With no further discussion motion passed unanimously.

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

Chair Koler asked for a motion to accept Administration’s recommendation of no change to the following policies:

- 1-08 – *Position Description for Board of Trustees*
- 3-04 – *Compensation and Benefits*
- 3-05 – *Financial Condition*

VC Barrett made the motion to waive the second reading and to accept the Administration’s recommendation of no change to policies 1-08, 3-04, 3-05. Motion was seconded by Trustee Reimer. With no further discussion motioned passed unanimously.

X. Oral Reports

Faculty Report – Dave (Kip) Chambers, PHEA President

- Summer Music Theatre Camp for kids starts June 13th and runs for two weeks. Kids will be performing *Moana, Jr.* 146 campers, ages ranging from 3-11, middle school, college and adult helpers assisted.
- Roy Clark retired after 23 years of service to PCC. Roy was recognized as 2022’s PHEA Instructor of the Year.
- Brad Herndon was awarded the Dennis Lesh teacher Recognition Award.

Staff Senate Report – Charles Keefer, Senate President

No meeting in May was held and will resume in June to continue strategic planning.

Athletic Report – Tim Swartzendruber, Athletic Director

- Tennis received At-large Invitation to NCCA National Tournament in Tyler, TX. Team placed 9th overall.
- Jake Hart, Head Athletic Trainer will start June 1, 2022
- Searching for a new softball coach
- 4th Annual Beaver Backer Golf Tournament – August 20th at Park Hills Country Club

Chief Information Officer – Jerry Sanko

Information Technology Project Update: Updating media in room 312: (Equipment Delayed)

- Multi-Factor Authentication (MFA) project: **(90% complete)**
- Comprehensive Leave Management and Time Matrix: (no change to the project)
- Mobile Device Management (50% complete)
- New Welding Building (no update)
- Security Compliancy Program (no update)
- Planning Summer Projects

Data Services Department Update

- Compiled most recent data for annual KBOR Performance Agreement.
- Completed annual NC-SARA data submission.
- Completed various internal audits on academic year 2021-2022 data in preparation for compiling data for KBOR KSPSD submission.
- Continuing with Goal Tracking reports, Track Recruiting reports, Enrollment Reports, and other daily/weekly/monthly reports.
- Finishing up the EPT admissions process for Etrieve.
- Preparing student-athlete GPA data for NJCAA team/individual academic nominations.
- Working with Softdocs to assist with authentication changes, as well as to plan one-on-one training.

Foundation Report – Barry Fisher, Executive Director

Auction

The final fundraising total for the 34th Annual Scholarship Auction is \$101,501. This is an all-time record for the event.



Campaign

By June end, we will be applying to T-Mobile Home Hometown Grants for a \$50,000 award to support improvements at the Track and Soccer complex. If awarded, these funds will be used to pay for a 6' wide concrete walkway around the track and for two additional slabs to accommodate more bleachers. One slab will be near the finish line and the other will be near the jumping areas. The plan is to move the remaining bleachers from the rodeo arena and the old soccer field to these new slabs. This project will add an additional 400 seats at the facility. New concrete is shown in red below:

KACCT – Michele Hamm, KACCT Past President

KACCT June Quarterly Meeting Recap from Heather Morgan for open discussion.

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*

1. Participated in weekly Presidents meetings.
2. Participated in KBOR meeting in person.
3. Participated in Technical Education Authority Virtual meeting.
4. Held bi-monthly President's Advisory Council on campus.
5. Participated in Faculty negotiations with Administrative Team.
6. Met with Nursing Advisory Council virtually.
7. Met with several area high school administrators.
8. Met with Attica, Medicine Lodge and Chaparral Superintendents with Monette and Kent to discuss details of Attica Welding Program partnership.
9. Attended Council of Presidents meeting with Fort Hays State leadership team in Hays
10. Attended KACCT meetings in Colby.
11. Met with members of the Track/Field Complex Management Committee.
12. Attended Miss Kansas Pageant.
13. Met with several new employees in their orientation process.
14. Enjoyed family vacation! Thank you!

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

Chair Koler had nothing to report.

XII. Executive Session for Non-Elected Personnel Matters

7:09 p.m. Trustee Killough moved that the Board recess for an executive session not to exceed 30 minutes for the purpose of discussion of non-elected personnel. To resume at 7:15 p.m. Motion was seconded by Trustee Hamm. With no further discussion motion passed unanimously.

7:15 p.m. Chair Koler called the executive meeting to order. Trustees Kim DeClue and Dwane DeWeese were not present. In attendance from administration: Kent Adams, Tim Swartzendruber, and Dr. Michael Clavert.

7:40 p.m. Kent Adams and Tim Swartzendruber left the executive session.

7:42 p.m. Motion was made by VC Barrett to close the executive session. Motion was seconded by Trustee Reimer. With no further discussion motion passed unanimously.

7:42 p.m. motion was made by VC Barrett to into executive session and not to exceed 15 minutes. Motion was seconded by Trustee Killough. With no further discussion motion passed unanimously.

7:43 p.m. Chair Koler called the executive session to order.

7:48 p.m. Chair Koler asked for a motion to adjourn the executive session. Motion was made by VC Barrett to adjourn the executive session. Motion was seconded by Trustee Reimer. With no further discussion motion passed unanimously.

XIII. Meeting Adjourned

7:48 p.m. Chair Koler asked for a motion to adjourn the general session. VC Barrett made the motion to adjourn the general session. Motion was seconded by Trustee Killough. With no further discussion motion passed unanimously.

Minutes Recorded by:
Donna Meier Pfeifer, Board Clerk

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

APPOINTMENTS

Joely Rogers	Head Softball Coach/PASS Coordinator
Allison Sanders	Office Assistant – Student Services
Dylan Simon	Daytime Security Officer (Starts Sept)

RESIGNATIONS/TERMINATIONS

Amy Jackson	Director of Student Success Center
Kyle Jackson	Coord. of Institutions Research & Effectiveness
Richard Villanueva	Asst. Baseball Coach / Instructor

SEARCHING

Adjunct Clinical Instructors, Allied Health
Asst. Athletic Trainer
Asst. Men’s Basketball Coach/Residential Supervisor
Assistant Women’s Basketball Coach/Residential Supervisor
Computer Specialist (Support)
Coord. of Institutions Research & Effectiveness Custodian (part-time)
Director of Student Success Center
Evening Security Officer (part time)
Evening Security Officer (full time)
Maintenance/ Bus Driver
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)
Office Assistant – Student Services (on hold)

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

Combined General and Vocational Funds

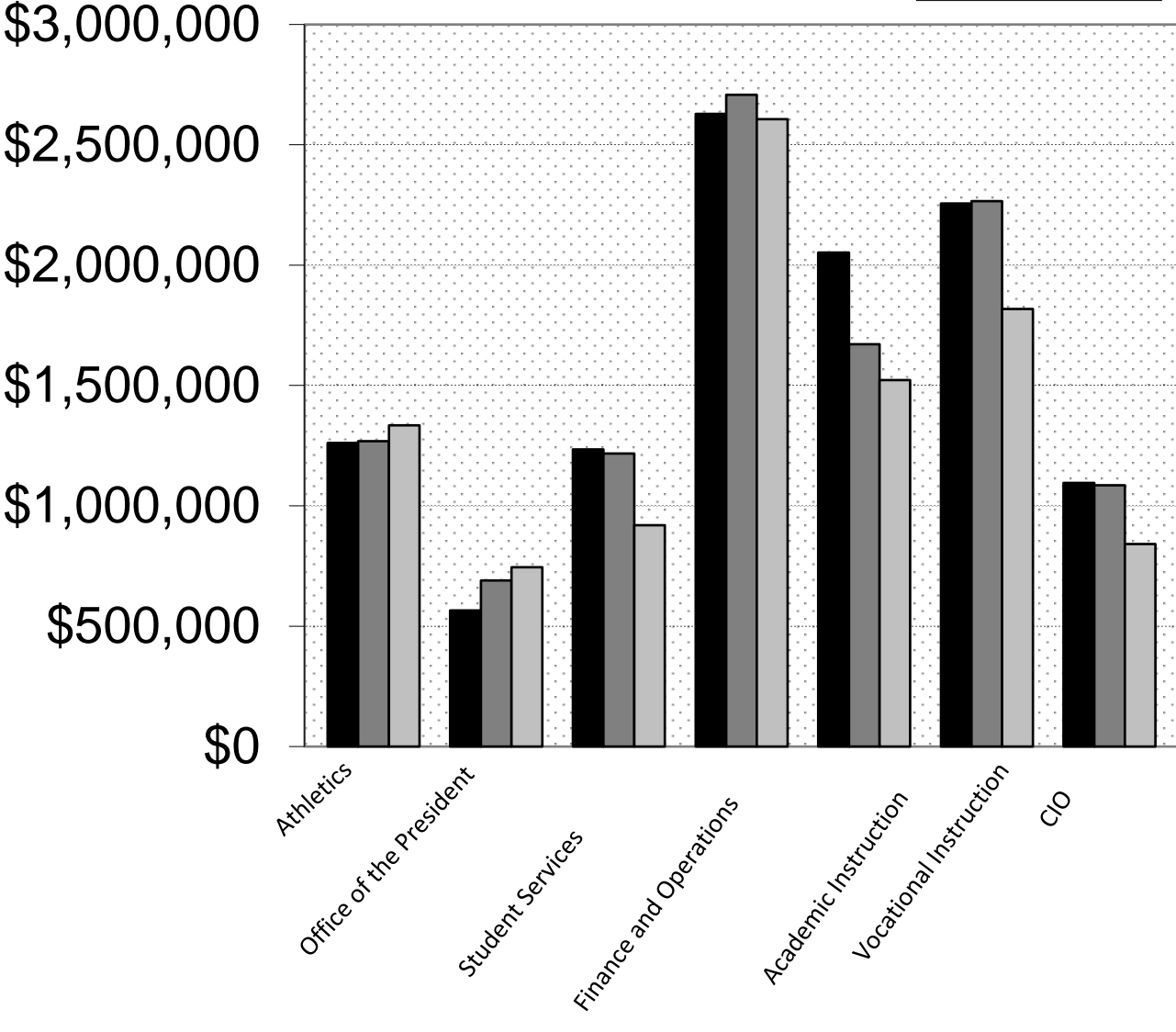
	YTD BUDGET	YTD ACTUAL	DIFFERENCE	
REVENUES:				
GENERAL FUND	\$9,290,898	\$9,285,427	(\$5,471)	Unfavorable
VOCATIONAL FUND	\$2,273,643	\$2,587,950	\$314,307	Favorable
TOTAL COMBINED	\$11,564,541	\$11,873,377	\$308,836	Favorable
EXPENDITURES:				
GENERAL FUND	\$9,065,513	\$8,161,542	\$903,971	Favorable
VOCATIONAL FUND	\$2,582,934	\$2,134,955	\$447,979	Favorable
TOTAL COMBINED	\$11,648,447	\$10,296,497	\$1,351,950	Favorable
NET REVENUE (LOSS)	-\$83,906	\$1,576,880	\$1,660,786	Favorable

Revenue through June is running \$310K favorable. This compares to \$81K favorable in May. Tuition is \$74K under budget due to low enrollment. Ad Valorem tax is \$99K favorable. Delinquent taxes are running \$39K over budget. Motor vehicle taxes are \$55K over budget. Excel CTE is \$110K favorable due to increased high school CTE courses. Miscellaneous income is over budget \$81K due to payment plan revenue.

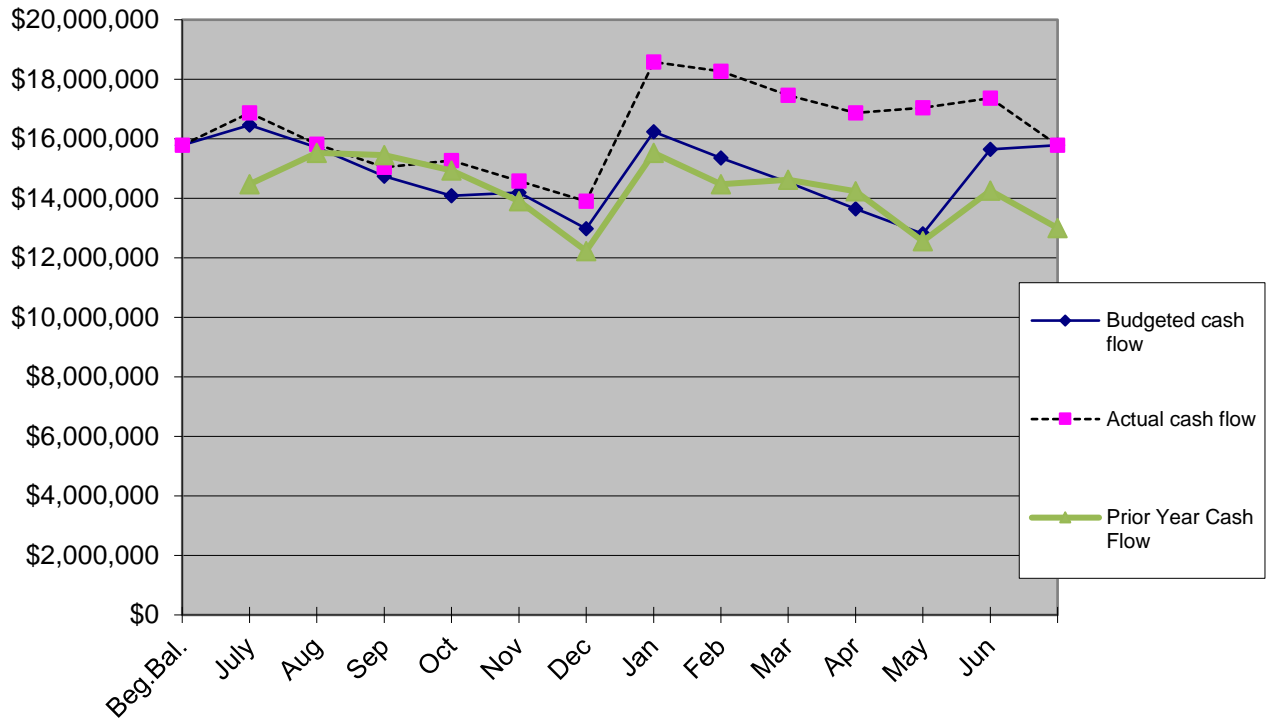
Expenditures are running \$1,351K favorable in May. This compares to an underrun of \$1,264K in May. Current trend is favorable, offsetting the 3.0% enrollment shortfall. Year-end adjusting entries for occurred wages and benefits will decrease the underrun.

Budget Performance June YTD

- Annual Budget
- Budget YTD
- Actual YTD
- Annual Budget
- Budget YTD
- Actual YTD
- Annual Budget
- Budget YTD
- Actual YTD



Net Revenue & Expenditures Budget/Actual



**PRATT COMMUNITY COLLEGE
BOARD OF TRUSTEES
JULY 18, 2022**

For the Month of June 30, 2022

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

11-5576	(\$53,021)	OB – Cheer
601 –	(\$23,487)	Travel
700 -	(\$35,934)	Supplies/Equipment

EXPLANATION: Travel over annual budget \$24K and supplies/equipment over annual budget \$26K. Overrun will be covered with auxiliary funds.

11-5578	(\$27,948)	OB - Wrestling
601 –	(\$18,277)	Travel
700 –	(\$ 9,158)	Supplies

EXPLANATION: Travel is \$25K over annual budget and supplies are over the annual budget \$5K over annual budget. Auxiliary funds will cover annual overrun.

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

Enrollment Update & Board Report – July 11, 2022

1. **2022-2023 Academic Year** – Credit hour production for the academic year is 11,194 or a 11.8% increase for the same period in 2021.
2. **Summer 2022 Semester Enrollment**
 - Summer Semester credit hour production is 1,971 or a -7% decrease compared to the same period last year.
 - Student headcount is 408 or a -2% decrease compared to the same period last year.
3. **Fall 2022 Semester Enrollment**
 - Fall Semester credit hour production is 9,223 or a 17% increase for the same period last year.
 - Student headcount is 705 or a 9% increase for the same period last year.
 - EduKan credit hour production is 584 or a -2% decrease for the same period in 2021.
 - Pratt Online credit hour production is 947 or a 24% increase for the same period in 2021.
 - Outreach credit hour production is 1,190 or an 11% increase compared to the same period last year.
 - College Start/High School enrollment is 965 credit hours, which is equal to the same period in 2021.
 - Credit hour production for the “Nine Core County Region” (*Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford*) is 3,926 credit hours or an 8% increase compared to the same period in 2021.
4. **Fall 2022 Residence Hall Occupancy**
 - Residence hall ***contract status*** to date is 91% or 309 students compared to 68% or 222 students for the same period in 2021. *Note: Maximum occupancy is 356; currently 16 spots are being used by staff or set aside for COVID-19 quarantine/isolation rooms. Spots available for a residence hall dorm plan=340.*
5. **Upcoming All-Campus Recruiting & Enrollment Event Dates**
 - July 12 Beaver Building Day
 - July 14 Beaver Building Day (virtual)

Academic Year Comparisons

Credit Hours by Term	AY 2022-23		AY 2021-22		AY 2020-21	
	YTD 7/11/2022	% Change from 2021-22 YTD	YTD 7/12/2021	FINAL	YTD 7/13/2020	FINAL
Summer	1,971	-7%	2,111	2,107	2,234	2,207
Fall	9,223	17%	7,902	12,122	8,370	12,412
Spring	0		0	10,475	0	10,901
Total AY Credit Hours	11,194	11.8%	10,013	24,704	10,604	25,520

Credit Hours by Tuition Plan	AY 2022-23		AY 2021-22		AY 2020-21	
	YTD 7/11/2022	% Change from 2021-22 YTD	YTD 7/12/2021	FINAL	YTD 7/13/2020	FINAL
Kansas Rate	8,085	12%	7,220	16,731	7,491	17,881
Non-Kansas Rate	2,590	1%	2,568	6,558	2,904	6,887
International Rate	519	131%	225	1,415	209	752
Total AY Credit Hours	11,194	11.8%	10,013	24,704	10,604	25,520

Summer Semester Comparisons

	Summer 2022		Summer 2021		Summer 2020	
	YTD 7/11/2022	% Change from SU21 YTD	YTD 7/12/2021	FINAL	YTD 7/13/2020	FINAL
Overall						
Total Credit Hours	1,971	-7%	2,111	2,107	2,234	2,207
F.T.E.	131	-7%	141	140	149	147
Headcount	408	-2%	416	420	446	441
Pratt Campus/Outreach						
Pratt Campus	182	5%	174	178	159	151
eLearning (all on-line, not video)	1,665	-9%	1,833	1,829	1,991	1,988
Outreach (not on-line)	124		104	100	84	68
By Division						
Arts & Sciences	1,478	-7%	1,586	1,591	1,670	1,677
Technical Education	493	-6%	525	516	564	530

eLearning: Pratt On-Line & EDUKAN

	Summer 2022	% Change from	Summer 2021		Summer 2020	
	YTD 7/11/2022	SU21 YTD	YTD 7/12/2021	FINAL	YTD 7/13/2020	FINAL
EDUKAN	1,103	-11%	1,233	1,230	1,444	1,438
Pratt On-Line	562	-6%	600	599	547	550
Total PCC eLearning	1,665	-9%	1,833	1,829	1,991	1,988

Outreach

Ground courses that are not on the Pratt Campus	Summer 2022	% Change from	Summer 2021		Summer 2020	
	YTD 7/11/2022	SU21 YTD	YTD 7/12/2021	FINAL	YTD 7/13/2020	FINAL
Outreach by Location						
Concurrent Ground*	0		0	0	0	0
Coffeyville	56	56%	36	36	36	36
Dodge City	24	-14%	28	24	8	8
Greensburg	0		0	0	0	0
Kingman	0		0	0	0	0
Medicine Lodge	0		0	0	0	0
Wichita - WSU Tech	44	10%	40	40	40	24
Winfield	0		0	0	0	0
Total Outreach by Location	124	19%	104	100	84	68

*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 Concurrent, EDUKAN, Pratt Campus, Online, etc.) by the High School in which the student is enrolled

	Summer 2022		Summer 2021		Summer 2020	
	YTD 7/11/2022	% Change from SU21 YTD	YTD 7/12/2021	FINAL	YTD 7/13/2020	FINAL
High School						
Attica High School	0		0	0	0	0
Chaparral High School	0		0	0	0	0
Cunningham High School	0		0	0	5	5
Home School	5		0	0	3	3
Kingman High School	36	71%	21	21	56	61
Kiowa County High School	3		0	0	0	0
Macksville High School	5	-58%	12	12	21	21
Medicine Lodge High School	10	100%	5	5	11	14
Norwich High School	5	0%	5	5	5	5
Pratt High School	24	-44%	43	43	17	17
Skyline High School	28	-13%	32	32	26	26
Stafford High School	0		0	0	10	10
The Learning Center at Pratt	0	-100%	10	10	10	10
All other High Schools	10	-23%	13	13	53	43
Total High School	126	-11%	141	141	217	215

9 Core County Region

	Summer 2022		Summer 2021		Summer 2020	
	YTD 7/11/2022	% Change from SU21 YTD	YTD 7/12/2021	FINAL	YTD 7/13/2020	FINAL
County						
Barber County (BA)	65	195%	22	22	44	44
Comanche County (CM)	8	-79%	39	39	14	14
Harper County (HP)	31	3%	30	30	33	33
Kingman County (KM)	69	5%	66	63	139	134
Kiowa County (KW)	12	-73%	44	44	88	85
Pratt County (PR)	201	-33%	298	308	266	261
Reno County (RN)	44	-19%	54	48	47	47
Sedgwick County (SG)	133	-30%	189	183	168	156
Stafford County (SF)	5	-74%	19	19	61	61
Total 9 Core County Region	568	-25%	761	756	860	835



Weekly Enrollment Report FALL

Academic Year Comparisons

Credit Hours by Term	AY 2022-23		% Change from	% Change from	AY 2021-22		AY 2020-21	
	YTD 7/11/2022	2021-22 YTD	2021-22 YTD	2020-21 YTD	YTD 7/12/2021	FINAL	YTD 7/13/2020	FINAL
Summer	1,971		-7%	-12%	2,111	2,107	2,234	2,207
Fall	9,223		17%	10%	7,902	12,122	8,370	12,412
Spring	0				0	10,475	0	10,901
Total AY Credit Hours	11,194		11.8%	5.6%	10,013	24,704	10,604	25,520

Credit Hours by Tuition Plan	AY 2022-23		% Change from	% Change from	AY 2021-22		AY 2020-21	
	YTD 7/11/2022	2021-22 YTD	2021-22 YTD	2020-21 YTD	YTD 7/12/2021	FINAL	YTD 7/13/2020	FINAL
Kansas Rate	8,085		12%	8%	7,220	16,731	7,491	17,881
Non-Kansas Rate	2,590		1%	-11%	2,568	6,558	2,904	6,887
International Rate	519		131%	148%	225	1,415	209	752
Total AY Credit Hours	11,194		11.8%	5.6%	10,013	24,704	10,604	25,520

Fall Semester Comparisons

	Fall 2022		% Change from	% Change from	Fall 2021		Fall 2020	
	YTD 7/11/2022	FA21 YTD	FA21 YTD	FA20 YTD	YTD 7/12/2021	FINAL	YTD 7/13/2020	FINAL
Overall								
Total Credit Hours	9,223		17%	10%	7,902	12,122	8,370	12,412
F.T.E.	615		17%	10%	527	808	558	827
Headcount	705		9%	11%	645	1,151	634	1,154
Pratt Campus/Outreach								
Pratt Campus	6,502		19%	10%	5,466	7,401	5,920	7,350
eLearning (all on-line, not video)	1,531		13%	44%	1,360	3,089	1,060	3,143
Outreach (not on-line)	1,190		11%	-14%	1,076	1,632	1,390	1,919
By Division								
Arts & Sciences	5,758		18%	19%	4,882	8,115	4,859	8,096
Technical Education	3,465		15%	-1%	3,020	4,007	3,511	4,316

eLearning: Pratt On-Line & EDUKAN

	Fall 2022	% Change from	% Change from	Fall 2021		Fall 2020	
	YTD 7/11/2022	FA21 YTD	FA20 YTD	YTD 7/12/2021	FINAL	YTD 7/13/2020	FINAL
EDUKAN	584	-2%	-17%	595	1,788	701	1,673
Pratt On-Line	947	24%	164%	765	1,301	359	1,470
Total PCC eLearning	1,531	13%	44%	1,360	3,089	1,060	3,143

Outreach

Ground courses that are not on the Pratt Campus	Fall 2022	% Change from	% Change from	Fall 2021		Fall 2020	
	YTD 7/11/2022	FA21 YTD	FA20 YTD	YTD 7/12/2021	FINAL	YTD 7/13/2020	FINAL
Outreach by Location							
Concurrent Ground*	170	-3%	-30%	175	614	244	700
Attica	0	-100%		6	94	0	116
Coffeyville	547	15%	13%	477	406	486	333
Dodge City	187	57%	-8%	119	142	204	256
Kingman	4	-83%		23	127	3	42
Medicine Lodge	0			0	0	0	8
Wichita - WSU Tech	282	2%	4%	276	249	272	306
Winfield	0			0	0	181	153
Total Outreach by Location	1,190	11%	-14%	1,076	1,632	1,390	1,914

*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		Fall 2021		Fall 2020		
	YTD 7/11/2022	% Change from FA21 YTD	YTD 7/12/2021	% Change from FA20 YTD	FINAL	YTD 7/13/2020	FINAL
High School							
Attica High School	0		0		8	0	12
Chaparral High School	0		0		105	0	99
Cunningham High School	26		0		94	0	91
Home School	36	0%	36	38%	49	26	24
Kingman High School	165	8%	153	62%	275	102	172
Kiowa County High School	41	-46%	28		38	3	64
Macksville High School	13	-68%	41	-41%	84	22	49
Medicine Lodge High School	45	275%	12		179	0	216
Norwich High School	70	-18%	85	1%	84	69	84
Pratt High School	386	-5%	406	51%	502	255	395
Skyline High School	143	25%	114	450%	191	26	204
Stafford High School	0		0		19	0	42
The Learning Center at Pratt	0		0		0	0	15
All other High Schools	40	-55%	88	82%	120	22	157
Total High School	965	0%	963	84%	1,748	525	1,624

9 Core County Region

	Fall 2022		Fall 2021		Fall 2020		
	YTD 7/11/2022	% Change from FA21 YTD	YTD 7/12/2021	% Change from FA20 YTD	FINAL	YTD 7/13/2020	FINAL
County							
Barber County (BA)	150	12%	134	70%	313	88	345
Comanche County (CM)	72	-6%	77	57%	97	46	88
Harper County (HP)	6	-94%	96	-96%	246	147	256
Kingman County (KM)	502	-4%	523	65%	806	305	515
Kiowa County (KW)	106	26%	84	15%	124	92	231
Pratt County (PR)	1,445	4%	1,389	8%	1,819	1,340	2,174
Reno County (RN)	192	-3%	197	-3%	226	197	260
Sedgwick County (SG)	1,396	32%	1,061	66%	1,391	839	1,360
Stafford County (SF)	57	-3%	59	-64%	129	158	218
Total 9 Core County Region	3,926	8%	3,620	22%	5,151	3,212	5,447



Fall 2022 Enrollment Tracking

Residence Hall Contract Status for Fall 2022

	Fall 2022 ¹ as of 7/11/2022	Fall 2021 ¹ as of 7/12/2021	Fall 2020 as of 7/13/2020
Total Available	340	326	330
Contracts	309	222	204
%	91%	68%	62%

¹Max possible occupancy is 356. Currently, 16 spots are being used by staff who are not paying for a residence hall dorm plan or are set aside as COVID-19 quarantine rooms. Spots available for a residence hall dorm plan=340.

²There are no comparison figures for Fall 2020.

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

XIV. Action Items

- Ratify Waiver Board Policy No. 3
Approve sole source purchase of Lincoln Electric VRTEX Welding Simulator in the amount of \$79,107.11. This is to 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.


- **Approve 2022-23 Annual PO's – Kent Adams, VP of Finance & Operations**

2022-2023 annual po's						
Vendor id	Vendor name	Address 1	City	State	Zip code	amount paid ytd
03887	Act-Work Keys	Finance	Iowa City	IA	52243-4072	\$ 3,836.00
07664	Advance Insurance Company	Attn; Billing & Remittance Dept	Topeka	KS	66601-2517	\$ 11,409.56
01518	Allen,Gibbs Houlik Llc	301 N. Main	Wichita	KS	67202	\$ 60,000.00
05522	At&T - Il Phone Bill	PO Box 5001	Carol Stream	IL	60197-5001	\$ 22,021.21
92423	Bcs	1730 E Douglas Ave	Wichita	KS	67214-4212	\$ 29,387.03
101046	Blackboard	PO Box 200154	Pittsburgh	PA	15251-0154	\$ 2,810.00
20045	Black's Law Office, P.A.	306 South Oak	Pratt	KS	67124	\$ 6,000.00
09612	Blue Cross And Blue Shield Of Ks	PO Box 1402	Topeka	KS	66601-1402	\$ 1,014,790.57
03343	Brehm Signs	Dbas Brehm Signs	Wichita	KS	67206	\$ 1,425.00
00121	City Of Pratt	Box 807	Pratt	KS	67124	\$ 288,162.73
101934	Constellation Newenergy Gas	Gas Division Llc	Carol Stream	IL	60197-5473	\$ 36,710.32
05498	Cox Communications	PO Box 248871	Oklahoma City	OK	73124-8871	\$ 25,000.00
93293	Dissinger Reed	P.O. Box 419380	Kansas City	MO	64141-6380	\$ 90,328.00
102763	Eck Services	606 N Main St	Pratt	KS	67124	\$ 15,000.00
93557	Economy Storage	10356 Bluestem Blvd	Pratt	KS	67124	\$ 1,030.00
03953	Edukan	11184 Antioch Rd Pmb 286	Overland Park	KS	66210	\$ 675,000.00
92908	Ellucian Company L.P.	62578 Collections Center Dr	Chicago	IL	60693-0625	\$ 105,888.00
03805	Emc National Life Company	PO Box 9202	Des Moines	IA	50306-9202	\$ 4,142.15
101076	Empac, Inc	PO Box 3344	Wichita	KS	67201	\$ 4,663.20
100362	Es Rentals	Dbas Es Rentals	Pratt	KS	67124	\$ 2,700.00
02403	Fed Ex	PO Box 94515	Palatine	IL	60094-4515	\$ 185.28
99362	Fowler, John W.	C/O Pratt Family Practice	Pratt	KS	67124	\$ 1,000.00
07899	Great Western Dining Srvc.	P.O. Box 699	Tipton	MO	65081-0699	\$ 750,000.00
102991	Hamilton, Jan (Garnishment)	PO Box 2159	Topeka	KS	66601-2159	\$ 800.00
80063	Higher Learning Commission, The	230 South Lasalle St	Chicago	IL	60604-1411	\$ 15,000.00
00123	Home Lumber And Supply Co.	803 North Main Street	Pratt	KS	67124	\$ 6,067.17
102354	Hwy 61 Storage Rentals Llc	519 S Main	Pratt	KS	67124	\$ 3,000.00
102823	Ideatek Telcom	PO Box 2875	Wichita	KS	67201	\$ 95,755.77
102233	Infobase	Dbas Infobase Learning	Chicago	IL	60680-9201	\$ 1,777.75
100531	Integreen Services	1021 North Main	Pratt	KS	67124	\$ 15,000.00
80014	Janitorial Supply Inc.	1525 W 4th Ave	Hutchinson	KS	67501-5055	\$ 24,000.00
01398	Kacct	700 Sw Jackson St	Topeka	KS	66603-3757	\$ 10,085.00

2022-2023 annual po's

Vendor id	Vendor name	Address 1	City	State	Zip code	amount paid ytd
91087	Kanren	PO Box 442167	Lawrence	KS	66044	\$ 27,648.00
09622	Kansas Association Of School Boards	1420 Sw Arrowhead Road	Topeka	KS	66604-4024	\$ 5,500.00
102943	Kansas Educational Risk Management Pool, Llc	PO Box 111	Rose Hill	KS	67133	\$ 206,401.99
02926	Kansas Gas Service	PO Box 219046	Kansas City	MO	64121-9046	\$ 20,419.80
01528	Kjccc Region Vi	Attn: Carl Heinrich, Kjccc Commissioner	Baldwin City	KS	66006	\$ 53,631.00
101310	Kryterion	Attn: Accounts Receivable	Phoenix	AZ	85044	\$ 1,620.00
100137	Lewis & Ellis Inc	700 Central Expressway South	Allen	TX	75013-8098	\$ 2,700.00
102981	Link Media Services, Llc	Dept Ch 17011	Palatine	IL	60055-7011	\$ 4,275.00
01287	Mead Lumber Do It Center (Pratt)	1740 Bill Babka Dr	Columbus	NE	68601	\$ 2,546.33
00280	Midwest Service Bureau	P.O. Box 3888	Wichita	KS	67201	\$ 8,000.00
03009	Ninnescah Rural Electric		Pratt	KS	67124	\$ 5,607.57
102260	Office Solutions	Dbas Office Solutions	Garden City	KS	67846	\$ 58,926.32
01368	Park Hills Country Club	PO Box 803	Pratt	KS	67124	\$ 5,458.23
00069	Peoples Bank, The	Attn: Monty Hostetler	Pratt	KS	67124	\$ 26,311.56
00054	Pratt Glass Enterprises Llc	210 South Jackson	Pratt	KS	67124	\$ 7,466.72
00192	Pratt Rotary Club	P.O. Box 363	Pratt	KS	67124	\$ 1,783.42
03736	Purchase Power	PO Box 981026	Boston	MA	02298-1026	\$ 11,570.36
40076	Reida Pest Services Llc	PO Box 73	Kingman	KS	67068	\$ 2,787.00
00396	Safety-Kleen, Inc	PO Box 650509	Dallas	TX	75265-0509	\$ 4,475.92
100998	Safetytec Hood Cleaning	Dbas Safetytec Hood Cleaning	Clearwater	KS	67026	\$ 2,480.00
101539	Security Bank Of Kansas City	Attn: Corporate Trust Department	Kansas City	KS	66101	\$ 555,222.10
101895	Shred-It	Dbas Shred-It Usa Llc	Pasadena	CA	91189-1007	\$ 1,083.91
102409	Sjn Bank Of Kansas	116 E 3rd Ave	St John	KS	67576	\$ 59,358.03
00158	Skaggs Ace Hardware	101-109 South Main Street	Pratt	KS	67124	\$ 10,839.44
00065	Stanion Wholesale Electric Co. Inc	P.O. Drawer F	Pratt	KS	67124	\$ 7,892.43
00719	Stericycle Inc	PO Box 6575	Carol Stream	IL	60197-6575	\$ 2,262.95
100620	Stewardship Counseling, Llc	12 Park View Road	Hesston	KS	67062	\$ 3,300.00
00458	Strongs Insurance Inc	PO Box 985	Pratt	KS	67124	\$ 100.00
100960	Tasc -Client Invoices	PO Box 88278	Milwaukee	WI	53288-0001	\$ 3,736.80
100757	Tasc Pvr	PO Box 88137	Milwaukee	WI	53288-001	\$ 52,652.92
70082	The West Wash	Dbas The West Wash	Pratt	KS	67124	\$ 814.69
08205	Thyssenkrupp Elevator	P.O. Box 3796	Carol Stream	IL	60132-3796	\$ 3,576.29
93900	Unifirst Corporation	Attention-Accounts Receivable	Wichita	KS	67214	\$ 31,254.55
01587	United States Postmaster	202 E 3rd St	Pratt	KS	67124	\$ 1,330.00
05403	UPS	P.O. Box 650116	Dallas	TX	75265-0116	\$ 1,032.95
02436	Verizon Wireless	PO Box 25505	Lehigh Valley	PA	18002-5505	\$ 23,621.30
101288	Vision Care Direct	3515 W Central Ave	Wichita	KS	67203	\$ 5,800.78
99825	Wex Business	PO Box 6293	Carol Stream	IL	60197-6293	\$ 42,386.54

- **Computer Purchase – Kent Adams, VP of Finance & Operations**
Approve the sole-source purchase of 48 Dell Computers at a cost of \$1,179 per unit at a total cost of \$56,592. This is a sole-source to maintain all Dell Computers on campus.
- **Athletic Insurance – Kent Adams, VP of Finance & Operations**
- **Policy Review**

 BOARD POLICY	Number	1-03
	Policy Type	Governance
	Adoption	02-15-1983
	Deletion	
	Revision	03-23-2009
	Review Date	07-20-2020

CODE OF ETHICS FOR TRUSTEES

The trustee shall sign a statement that reaffirms support and compliance with the following Code of Ethics:

1. As a trustee, I will accept the legal and moral commitment and responsibility to the college, staff, and most importantly, to the students, and will exemplify ethical behavior and conduct that is above reproach.
2. I recognize that helping to set policy in order to assist management is the central, most important role of the trustee and in doing so helps to establish the bedrock of institutional stability.
3. To accomplish tasks, I am obliged to act with integrity and attend meetings regularly, be prepared to participate in open, honest and civil deliberation with colleagues, keep informed on the business of the college district, be responsive to meeting new needs in a changing society, and engage in an ongoing process of in-service education and continuous improvement.
4. I will willingly accept the moral obligation of maintaining the confidentiality of the issues and Board discussions pertaining thereto in its executive sessions as prescribed by law.
5. I will be constantly on guard to ensure that any Board decisions that are made will not result in any conflict of interest and that, when decisions have been made, I will publicly support the majority vote.
6. I understand that my authority exists only when acting collectively with fellow board members, and that authority is derived from, and obliged to serve, the interests of the college’s constituencies.
7. I will honor the division of responsibility between the board and the CEO/President, and staff, and contribute to creating a spirit of true cooperation and a mutually supportive relationship in support of the community.
8. Additionally, I will have faith in the dignity and worth of the individual; will believe that it is better to govern and to be governed by persuasion than by coercion; will believe that knowledge gained by a trustee and the power to confer should be used to promote the welfare and happiness of all citizens of the college district.

Revision Dates: 03-23-2009



BOARD POLICY

Number	4-10
Policy Type	General
Adoption	12-16-2002
Deletion	
Revision	07-16-2018
Review Date	07-20-2020

GIFT POLICIES AND PROCEDURES

The purpose of this policy manual is to provide guidelines for those who represent PCC and its Foundation in their philanthropic endeavors. The policies and procedures set forth in this manual apply to all fund raising activities in the name of the College and its Foundation.

FUNDRAISING ACTIVITY

All efforts within Pratt Community College to raise funds from nongovernmental, private sources (corporations, foundations, trusts, alumni, parents, and friends) for annual, capital, scholarships, and planned giving programs whether restricted, unrestricted, or designated will be coordinated by the PCC Administration/Foundation Executive. It is the goal of the College and its Foundation to coordinate all fundraising activities for PCC capital and scholarship related fundraising activities. This is necessary to avoid the simultaneous approach to donors for funding, avoid adverse gift restrictions and to protect the donor’s gift intent. Successful coordination of fundraising eliminates confusion, duplication of efforts, embarrassment to PCC and/or the Foundation and adverse donor relations. Donors expect the College/Foundation to determine its own priorities and take a single, coordinated approach to raising funds.

Within the framework of PCC Board of Trustees, the administration and the Foundation, the PCC Director of Development/Foundation Executive Director will consult with those who wish to approach a funding source for a major gift (\$5,000 or higher) and determine the appropriate timing. Institutional priorities and the history of the particular donor’s interest will be considered.

Proposals to solicit funding from governmental sources involving matching funds must be pre-approved by the PCC administration or Board. Notification and strategy sessions should be held with the PCC administration/Foundation Executive Director prior to the submission of all proposals.

GIFT ACCEPTANCE POLICIES

In accepting gifts, the PCC Foundation values and protects its integrity, its independence, and its tax exempt status as does the college value and protect its integrity and reputation in the community.

Gifts will only be sought for purposes, positions, and programs which already have the approval of the PCC president and/or the PCC Board of Trustees. All student fundraising activities to be conducted by PCC unless otherwise noted require pre-approval of the college’s Vice President for Students/Enrollment Management.

Gifts may be sought from individuals, corporations, foundations, any governmental agency, as well as from foreign governments. Whenever it appears that a gift, because of its source, its conditions, or its purpose, could expose the College and/or the Foundation to adverse publicity, extend College/Foundation resources beyond their strength, jeopardize the Foundation’s tax exempt status or involve the Foundation or the College in new and unexpected responsibilities, prior to final acceptance of the gift, the matter shall be referred to the Director of Development/Foundation Executive Director. The director will then consult with the College President and/or the Foundation Chairperson. Because of federal legislation, it is especially important that gifts-in-kind have prior approval of the President or Board of Trustees before they are accepted. Such approval is based on their use within or value to PCC.

The Pratt Community College Foundation has delegated the authority to solicit and accept gifts to the Executive Director, and in the appropriate cases, will accept them personally. The Board of Trustees delegates similar authority to the President. When the gift has implications, which could have widespread considerations for the Foundation, the Foundation's Executive Director will withhold approval pending a review by appropriate experts, a College vice president/athletic director and the PCC President.

While donors often wish to specify the general purpose for which the gift is given, the College/Foundation will not accept gifts which are too restrictive in purpose or which do not support its stated purpose. The College/Foundation will not accept a gift which bears with it an offensive discrimination based upon race, religion, or sex. Additionally, the Foundation will not accept a gift which may jeopardize its tax exempt status.

PROTECTION OF DONOR(S) INTEREST

The task of the College Administration and Foundation members and staff shall be to inform, serve, guide or otherwise assist the donor(s) in fulfilling their philanthropic wishes.

In all matters involving donor(s) or prospective donors, the interest of the donor shall come before that of the College/Foundation or its entities. No program, trust, contract or commitment shall be urged upon any donor(s) or prospective donor(s) which would benefit the College/Foundation at the expense of the donor's interest. No agreement shall be made between the College/Foundation and any agency, person, company or organization on any matter which would knowingly jeopardize the donor's interest.

LEGAL COUNSEL

The College Administration/Foundation shall seek the advice of its legal counsel in all matters pertaining to its planned giving program and shall execute no agreement, annuity contract, trust or other legal document to which it is a party without the review and recommendation of its legal counsel. Further, all prospective donor(s) shall be advised, and in all cases urged, to seek the counsel of their attorney on all aspects of their proposed gift, whether by bequest, trust agreement, annuity contract, or other. They shall particularly be advised to consult their attorney on all matters relating to the tax planning of a gift and matters relating to estate planning.*

** Promotion of gift and estate planning concepts by College/Foundation staff are for educational purposes only. Preparing and completing a gift plan is a team process. The College/Foundation encourages donors to seek independent professional advice from qualified advisors. All illustrations and calculations provided are for informational purposes only. The College/Foundation is not practicing law, accounting or investment management by providing this information.*

The most useful kinds of support for the College/Foundation are funds with as few restrictions as possible. Unrestricted funds enable the College/Foundation to support the most pressing college needs with appropriate funding. Thus, unrestricted funds for operating expenses and for unrestricted endowment are the most desirable. Funds designated for the support of a particular department, program, or activity within the College are sought without regard to the size of the contribution.

GIFT OPPORTUNITIES

Members of the Foundation Board and the College Administration are familiar with the following types of gift opportunities which are of frequent interest to potential donors. While not exhaustive, this list covers a wide range of possible gift options. No gift is too small, and likewise no gift is too large.

The amounts quoted are for specific programs and activities. Donors, if they wish, are recognized for their gifts large or small, because every gift increases the impact of the Foundation and benefits the College.

A. Unrestricted Operating Funds

The College actively seeks, and very much needs, unrestricted funds for scholarships and other complimentary purposes. Without such funds, the College would not be able to sustain its enrollment

The College/Foundation provides several forms of recognition to donors based on their preference. All gifts of \$5000 or more are added to the Memorial Board displayed in the main hallway of the Administration building. Other types of recognition may occur based on the impact of the donation

The Foundation has two types of endowment funds, i.e., general (unrestricted) and specific (restricted) endowment funds.

B. Unrestricted Endowment Funds

The income from unrestricted endowment funds is available for selected scholarships and selected activities and projects that support the College mission. Unrestricted endowment funds are pooled for investment by the Foundation and income is credited as determined by investment policy of the Foundation Board.

An unrestricted endowment fund named to honor the donor or some other person or persons, according to the wishes of the donor, may be established with a gift of \$25,000 or more. Once established the same fund may be increased by means of additional gifts of any amount at any time.

C. Restricted Endowment Funds

A restricted endowment fund supports a purpose, program, department, or activity according to the wishes of the donor. It should be consistent with the mission, goals, purposes and plans of the College/Foundation.

TYPES OF RESTRICTED FUNDS

Six types of restricted endowment funds are explained below. The variety of purposes and giving levels of specific endowment funds is designed to appeal to a broad range of donors. Endowment funds that do not fit these categories may be established with the approval of the Foundation Board of Directors if they are deemed beneficial to the college after discussion with the President. In this case the minimum gift to establish a restricted endowment fund not explained below will be \$25,000.

1. Naming Gifts - Memorial and honor endowments are established in honor of individuals who have made significant contributions. These endowments will be named after them. Most memorial or honor funds will be restricted funds and investment income will be applied to the projects specified by the individual establishing the fund. When unrestricted funds are received as named gifts the proceeds will be applied to projects selected by the Foundation and the Board of Trustees.

Some special cases warrant the creation of named funds in anticipation of future gifts totaling the minimum required amount. In these cases, the newly created funds will be classified as temporary specific purpose accounts until the contribution total exceeds the required minimum amount or until the Foundation Executive Director and the College President determine that the likelihood of receiving the minimum is remote and permanently classify the fund as temporary and remove the name. In order to protect the integrity and reputation of the Foundation, all naming gifts must be approved by the Board of Directors. However, the Executive Director or Board designee has the authority to negotiate potential naming grants.

Posthumous commemoration is the preferred naming option for individuals. If commemoration of a living individual is desired, approval of the Board of Trustees/Foundation Board of Directors is needed. The Board of Trustees reserves the right to remove the name of any individual, living or dead, whose character or reputation casts a poor reflection on itself or the College. Generally, cash gifts and multi-year cash pledges may be used to provide the funds necessary for a naming opportunity. However, some special circumstances will allow for the use of deferred gifts (charitable trusts and annuities) to name a facility today even though the gift proceeds will not be available for some time.

Supporting documentation from the donor must be on file with the Foundation Executive Director/Director of Development. Deferred gifts can only be used for this purpose if there is no expressed provision in the document for the donor(s) to reserve the right to change the College/Foundation as a charitable beneficiary.

- a. Charitable Remainder Trusts - The present value of the Foundation remainder interest (the calculated amount of the current income tax deduction multiplied by the Foundation's proportional share of the remainder) meets or exceeds the minimum amount needed for the naming opportunity.
 - b. Charitable Lead Trusts - The present value of the future income stream to the Foundation from the lead trust meets or exceeds the minimum amount needed for the naming opportunity.
 - c. Charitable Gift Annuities - The present value of the remainder interests (the amount of the income tax deduction) meets or exceeds the minimum amount needed for the naming opportunity.
 - d. Deferred Payment Gift Annuities - May not be used for naming gifts until funds have been received from the donor.
 - e. Life Insurance Gifts - May not be used for naming gifts until funds have been received from the estate.
 - f. Gifts of Personal Property (collections, art, coins, collectibles) - Personal property may be used for naming opportunities only after the actual sale of the property yields enough proceeds to meet or exceed the minimum amount needed for the naming opportunity.
 - g. Present Value of a Future Bequest - May not be used for naming opportunities due to the revocable nature of a bequest
2. Endowment for General Use Funds - Unrestricted funds will be placed in this account. The proceeds coming from this endowment will be applied to scholarships and projects supported by the College/Foundation.
 3. Construction and Major Renovation Funds - Gifts given to name buildings, floors, labs, areas, rooms, and other physical plant entities are encouraged and desired. To protect the integrity of named facilities, an acceptable guideline, though not mandatory, would be that the total monetary contributions of the donor, at the time the name is under consideration, equal approximately 25 percent of the value of the facility under consideration. In all cases, the final decision rests with the Board of Trustees who will determine the actual gift amount.
 4. Scholarship Fund - Restricted funds given to promote and encourage individuals to attend PCC will be accumulated in this Fund. Application for these funds will be handled through the College Director of Financial Aid.
 5. Project Funds - Support for special educationally related projects would be included in this fund.

METHODS OF GIVING

A variety of giving methods for the College/Foundation allows donors to choose the most advantageous way. The College/Foundation endeavors to present concepts which provide the donor with a benefit, current or deferred, as well as making provision for the charitable needs of the community. With the permission of the

donor all such gifts will be accepted through the PCC Foundation which is recognized by the PCC Board of Trustees as the college's official fundraising entity.

A. Gifts of Cash or Securities

The College/Foundation welcomes gifts in the form of cash (checks) or marketable securities. Checks should be made payable to the PCC Foundation. Gifts of securities may be made by contacting the Foundation Executive Director. Securities also may be transferred to the Foundation by transfer agent who then delivers them to the Foundation Treasurer/Vice President for Finance & Operations.

B. Planned Giving

Planned giving allows a donor to make a gift commitment to the College/Foundation but to delay delivery of the final benefit of the gift until a later time. Some types of planned gifts result in lifetime incomes for the donor and/or other beneficiaries. Donors may receive a reduction of income taxes, capital gains taxes and estate taxes as a result.

Planned gifts may be made through: a bequest; charitable remainder trust, gift annuity, and deferred payment gift annuity; making the Foundation the beneficiary and owner of an insurance policy; gifts of remainder interests in a personal residence, farm or other real property; and charitable income trusts.

It should be noted that the laws governing such gifts are subject to revision and it is therefore extremely important that the Foundation Executive Director/Director of Development has up-to-date information on the tax consequences of such benefactions.

C. Gifts of Real Estate

The College/Foundation welcomes opportunities to explore with donors' gifts of real estate. It should be noted that by Kansas law, the College cannot own property outside of Pratt County. Such a donation will be channeled through the Foundation.

Some donors may wish to give real property to the Foundation and retain a life interest for themselves and/or spouses. Such gifts may benefit both the donor and, ultimately, the College/Foundation.

Real estate, under certain conditions, may be used to fund a life income trust whereby the donor retains a life income interest in the earnings of the trust. Gifts of real estate can often bring a significant gift within the reach of many donors. Real estate gifts requiring a Foundation commitment to expend funds for land and/or site development and general on-going usage must have the approval of the Foundation Board and the PCC Board of Trustees if located in Pratt County, prior to acceptance.

D. Gifts of Art and Other Tangible Personal Property

In general, the College/Foundation may receive gifts of art and other tangible personal property, such as antique furniture, rare books, and collections. A donor's charitable deduction may be reduced somewhat if the gift is not consistent with the programs and activities of the College/Foundation. For this reason, and to ensure the donor's satisfaction with the College/Foundation's use or disposition of the gift, prior consultation with the Foundation Board and/or the PCC Board of Trustees is necessary. The most recent Internal Revenue Service regulations concerning such gifts should be consulted and verified before the gift is accepted.

The gift terms of any collection should expressly authorize the sale or exchange of those items which duplicate items owned by the College/Foundation or of items subsequently deemed inappropriate or not useful to the College/Foundation. The proceeds from any such sale would be applied according to the original objectives of the donor.

E. Tax Benefits to Donors of Property

The tax benefits available to a donor for a gift are determined by their appropriate sections of the U.S. Tax Code and applicable regulations and rulings.

For nearly every type of gift, a donor is entitled to a charitable deduction for the full fair market value of the gift. To establish the most valid market value for gifts of real estate and tangible personal property, an appraisal should be rendered by licensed independent appraiser retained by the college when the gift is made directly to the college. The most recent IRS regulations should be consulted.

When a donor elects to give property on which he or she would realize a long-term capital gain if sold, including gifts of securities, it is usually unwise to sell the property and give the proceeds to the College. In such instances, it is usually more beneficial to the donor to give the property to the Foundation.

In the case of property on which a donor has incurred a capital loss, particularly securities, it is usually more advantageous for tax purposes to sell the property and give the proceeds to the Foundation.

F. Annuity - Trusts

Annuities and trusts will be marketed as different ways to support the College through the PCC Foundation. Appropriate legal counsel will be utilized to formalize these agreements. It is the intent of the College/Foundation to use local accountants and attorneys when possible in conjunction with the legal counsel of the PCC Foundation.

GIFT PROCESSING PROCEDURES

Procedures to transmit, process, and acknowledge gifts have been established to aid recipients of gifts in thanking donors and to provide proper gift recording.

A. Transmitting Gifts to the Pratt Community College Foundation

When a solicitation results in a gift to Pratt Community College or the Foundation or when an unsolicited gift is received, the recipient of the gift should forward the gift on the same business day as it is received to the Foundation Treasurer's office or to a designated location. That location is the PCC Vice President for Finance and Operations.

Each gift transmitted to the College/Foundation should be accompanied by a copy of all correspondence pertaining to the gift, including the envelope that has the donor's return address if it is not reflected on their correspondence or check. The following information must accompany each gift:

- the name and address of the donor
- the classification of donor (e.g., booster, memorial, etc.)
- the date, amount and form of the gift (check, securities, etc.)
- the purpose of the gift (supported by correspondence from the donor or verification of the donor's intent or gift restrictions)
- the name of the individual who is acknowledging or should acknowledge the gift (e.g. College President, Foundation Chairperson, Foundation Executive Director)
- the name of the person who transmits the gift
- any other pertinent written or oral expressions of intent

The following procedures will be used to ensure maximum security when transmitting a gift to the Foundation:

1. Checks payable or endorsed to the PCC Foundation/College shall be directed to the Foundation Treasurer/Vice President for Finance & Operations office
2. Cash and securities shall be hand carried to the Foundation Treasurer's/Vice President for Finance & Operations office.

B. Processing and Acknowledging Gifts

Once a gift is transmitted, the Foundation office records the gift as received and enters it into the gift file. The Foundation is responsible for crediting the appropriate account based on gift information provided by the donor and/or the person who received the gift.

Gifts are acknowledged by receipts signed by the PCC President, the Foundation Chairperson, or the Foundation Executive Director at the earliest opportunity. When gifts of real property are given the acknowledgement will include a description of the gift and an independent appraisal.

In the case of memorial gifts, a letter mentioning the name of the donor is sent to the family of the deceased. A letter shall also be sent to the donor expressing appreciation and informing him/her that a letter has been sent to the family of the deceased. A similar procedure shall be followed for honorariums.

CONCLUSION

The guidelines in this manual will not meet every case and contingency that may arise. Further information on the suitability of a planned approach to a donor should be sought from the PCC Foundation Executive Director or Treasurer/Vice President for Finance & Operations. Any and all written agreements between the College and a donor must first be reviewed by legal counsel and approved by the Board of Trustees before the gift can be officially accepted.

Revision Dates: 07-16-2018, 10-17-2016, 03-21-2005.

9. Even more important, I accept the charge of "accountability" in fulfilling my responsibility. To accomplish the goal set forth in the stated philosophy and vision of the college (which I have helped to formulate), the question that will guide my way is: "Will the decision that I am about to make benefit the student?"

Revision Dates: 03-23-2009

XV. Oral Reports

Faculty Report – *Dave (Kip) Chambers, PHEA President*

Misty Beck - Summer Camp was a huge success! Special thanks for everyone's patience as we had so many young people on campus! Big thanks to our housekeeping staff (Sharon Lukens in particular) for doing a stellar job of keeping up with our trash production!

Misty recently attended an online seminar for HLC based on Co-curricular activity and Brad Herndon is attending the Kansas Choral Directors Association conference in July.

➤ **Staff Senate**- *Charles Keefer, President*

Will be meeting in July to start making plans for the school year. With the summer and vacations, it has been hard to find a time to meet.

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

- Joely Rogers hired as new softball coach/PASS coordinator. She began on July 11.
- Cheer team reports July 18 for camp. Will travel to NW Missouri State Camp July 26-28. Seeking to earn bid to Nationals in Daytona Beach, FL.
- Women's and Men's Soccer, and Volleyball athletes report August 1.
- Women's soccer first match August 18.
- Men's soccer first match August 26
- Volleyball first match August 22.

Social Media

Gobeaversports.com – website

Twitter: @PrattBeavers (1674 followers as of July 8; 1660 last month)

Facebook: Pratt Community College Athletics (1,208 "like" this page)

Instagram: @PrattBeavers 737 followers as of July 8, 736 last month)

Tik Tok: @PrattBeavers

Other

- Fourth Annual Beaver Backer Golf Tournament set for August 20 at Park Hills. Can sign up on the website.
- Hometown Ticketing will be our digital ticketing platform. Will have instructions how to use later. Everyone who enters a PCC athletic event that requires a ticket will need to use this.
- Looking for used refrigerator for 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 are expected to be in sometime around October.

Multi-Factor Authentication (MFA) project: (95% complete)

- Find a solution (complete)
- Shape environment (network and cloud services) allow for the MFA architecture to be applied. (complete)
- Setup the MFA solution (complete)
- Phased rollout of the solution to the employees (complete)
- Software desktop installation
- Issuing tokens
- Training
- Setup MFA using SAML (Security Assertion Markup Language) for Canvas, SelfService, and Etrieve.
- Canvas SAML is setup in Canvas and Azure Enterprise applications. Ready to deploy
- SelfService SAML is setup in Azure Enterprise applications (manual table change to have user authenticate) Completed
- Etrieve in process

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: (90% complete)

Welding desks are ordered and should be shipped on the 15 of July. Upon arrival of the desks, the student machines will be setup.

Security Compliancy Program

Scheduling Risk assessment interviews for:

- Management/Leadership
- IT / IT Security team
- HR & Payroll
- Library
- Student Financial Services
- Financial Aid
- Students' registration / Registrar
- Admissions

Planning Summer Projects

Labs 32 and 34 (49 computers, 1 laptop, two printers) requisitions are in, waiting on final PO.

ViewSonic Viewboards are replacing the old SMARTboards. Requisitions to purchase fifteen Viewboard are in, waiting on final PO.

Removing old security camera equipment from the dorms.
Update 432 (17 computers from EPT and 438 switch out). Imaging machines project should be completed by end of July.
Teacher machines in rooms 2, 3, 35, 36 replacement. (Getting parts ordered)
Chemistry Room upgrade (waiting on equipment quotes)

Data Services Department Update:

Data compilation is underway for KBOR KSPSD Academic Year Collection. NOTE: State Aid is based upon data submitted in this collection.

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

Status of fundraising for the Track and Soccer Complex:

Goal	\$3,500,000
Total Raised	<u>\$2,743,565</u>
Remainder	\$ 756,435

Expect to receive \$600,000 - \$700,000 from an estate which is still being probated. May still need to raise an additional \$150,000. Currently working on setting meetings with several prospects for those funds.

Scholarships

Dave Campbell, EPT instructor, has established an annual scholarship for EPT students. Recipients will be selected by faculty.

Community and Technical College Capital Improvement Tax Credits

All Kansas Community and Technical Colleges are eligible for capital improvement tax credits.

Who: Kansas Income Taxpayers, Kansas Premium Taxpayers (Insurers), and Kansas Privilege Taxpayers (Banks).

When: Effective on and after July 1, 2022 and prior to December 31, 2025.

Purpose: for capital improvements, deferred maintenance, or the purchase of technology and equipment.

Tax Credit Amount: The credit is 60 percent of the total amount contributed during the taxable year by the taxpayer to a community college located in Kansas.

Tax Credit Limitation: The maximum potential amount of tax credits we could be awarded is \$500,000.

If the amount of credit exceeds the taxpayer's tax liability, the remaining credit is not allowed to carryover or to be refunded.
Minimum donation for which a credit will be offered will be \$1,000.

This will need some more investigation and decisions will need to be made as to PCC's what projects would be targeted for these tax credits.

- KACCT – *Michele Hamm, Past President*
No report submitted

XVI. 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 Board of Regents meeting virtually.
 6. Met with new Kansas State University President, Richard Linton and toured him around PCC campus.
 7. Participated in EDUKAN Board meeting virtually.
 8. Participated in NJCAA Governance Restructuring Committee meeting virtually.
 9. Conducted a video interview with KSN Channel 3 on PCC Nursing Partnership and other technical programs.
 10. Met and toured new owner of Pratt Tribune along with Trustee Eric Killough and his wife.
- Comments from the Board Chair – *Mike Koler*

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

XVIII. Adjourn Meeting

