PRATT Community College

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

BOARD OF TRUSTEE MEETING
Riney Student Center
Monday, October 18, 2021

Art Gallery
Dinner 5:30 p.m., Trustees
Trustees Only in
Room 312 at 6:00 p.m.

Zoom Meeting ID: 92722945961

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

Pratt Community College

Mission

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

Vision

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

Institutional Aims

Student Success

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

Enrollment Stability

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

Financial Viability

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

Agenda

Board of Trustees Meeting.....1

I. Call to Order ……..……..……..……..……..……..……...4

II. Pledge of Allegiance……..……...4

III. Introduction of Guest……..……..……..……..……..……4

IV. Introduction of Awards of Excellence…….……..……...……...4

V. COVID-19 Update…..……..……..……..……..……..……

I. **Call to Order**

II. **Pledge of Allegiance**

III. **Introduction of Guests**

IV. **Introduction of Awards of Excellence**

V. **COVID-19** – *Dr. Michael Calvert*

VI. **Discussion:**

A. MIS Report

PRATT Community College

Career Preparation

NCCBP Table - October 2021 MIS

KPI Reference:

This report supports the following Key Performance Indicators (KPI's):

Student Success KPI #5: Maintain high employment rates in Perkins approved technical programs.

PART A: Completers Pursuing Education or Employed

		Column 1	Column 2	Column 3	Column 4
Follow-up Data for 2019-2020 Vocational Program Completers		Total Completers	Total from Col 1 Employed	Total from Col 1 Pursuing Education	% Employed in Related Field or Pursuing Education (Col.2+Col.3)/Col.1)
	Number	94	59	16	
	Percent		63%	17%	80%

For KBOR reporting purposes; data not benchmarked institutionally.

- BENCHMARKING COMPARISONS -

PCC 3-Year Average (2018, 2019, 2020)	78%	9%	87%
Prior Year PCC	82%	13%	94%

PART B: Employer Satisfaction

		Column 5	Column 6
Follow-up Data for 2019-2020 Vocational Program Completers		Total Responding Employers	Number of Employers Satisfied[1] with Completers' Overall Preparation
	Number	15	15
	Percent		100%

PCC Benchmarks: 90%-100% | 89%-80% | < 80%

- BENCHMARKING COMPARISONS -

PCC 3-Year Average (2018, 2019, 2020)	99%
Prior Year PCC	99%

[1] Column 6 represents employer satisfaction responses of Very Good & Good.

Sources: KBOR 2020 KSPSD Follow-up Report; Lisa Kolm, Data Coordinator

PRATT Community College

October 2021 MIS

Residence Hall Occupancy Rate

ACADEMIC YEAR	*Res Hall Capacity*	*# Res Hall Occupants* [1]	*Occupancy Rate*
Fall 2021 - *as of 20th Day*	340	307.0	90%
Spring 2022			
2021-22 AY Average	**340**	**307.0**	**90%**

prior year stats:

Fall 2020	330	284.0	86%
Spring 2021	326	255.0	78%
2020-21 AY Average	**328**	**269.5**	**82%**
Fall 2019	348	314.5	90%
Spring 2020 ***	342	289.5	85%
2019-20 AY Average	**345**	**302.0**	**88%**
Fall 2018	348	314.0	90%
Spring 2019	344	285.0	83%
2018-19 AY Average	**346**	**299.5**	**87%**
Fall 2017	348	309.5	89%
Spring 2018	346	267.0	77%
2017-18 AY Average	**347**	**288.3**	**83%**
Fall 2016	354	351.0	99%
Spring 2017	354	306.0	86%
2016-17 AY Average	**354**	**328.5**	**93%**

Benchmarks: ☺ ≥ 90% 😐 89%-85% ⊗ < 85%

*** *Due to the situation with COVID-19, the occupancy rate for Spring 2020 was locked in as of 03/13/2020.*

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

Sources:

Kyle Jackson, Coordinator of Institutional Research & Effectiveness

Charles Keefer, Brad Luthe

B. Update Key Performance Indicator (KPI)

PRATT Community College

updated 9/2021

PCC KPI DASHBOARD

INSTITUTIONAL AIM: ENROLLMENT STABILITY

KPI #1: Increase annual credit hour production greater than the previous year.

	Results	Target			
	2020-2021 FINAL	Greater than 2019-2020 FINAL	+/-	Current Status Towards Target	Data Update Date / Data Contact
Credit Hour Production	25,520	25,998	-1.8%	↓	September 2021 Data Services

KPI #2: Increase student annual credit hour production from the designated core counties* greater than the previous three-year average.

	Results	Target			
	2020-2021 FINAL	Greater than PREVIOUS 3-YEAR AVG	+/-	Current Status Towards Target	Data Update Date / Data Contact
Credit Hour Production	11,122	12,185	-8.7%	↓	September 2021 Data Services

**Pratt, Kingman, Kiowa, Stafford, Barber, Harper, Comanche, Reno, Sedgwick*

KPI #3: Maintain or increase Fall-to-Fall student* persistence rates for the academic year in comparison to the previous three-year average.

	Results	Target			
	Fall 2019 to Fall 2020 Persistence	= or > PREVIOUS 3-YEAR AVG	+/-	Current Status Towards Target	Data Update Date / Data Contact
Persistence	55%	45%	+	↑	November 2020 Data Services

**Full-time, degree-seeking students*

PRATT Community College

updated 9/2021

PCC KPI DASHBOARD

INSTITUTIONAL AIM: STUDENT SUCCESS

KPI #4: Increase award counts in an academic year.

	Results	Target			
	2020-2021 FINAL	Greater than PREVIOUS 3-YEAR AVG	+/-	Current Status Towards Target	Data Update Date / Data Contact
Award Counts	352	339	3.8%	↑	September 2021 Data Services

**Includes degrees, certificates, and SAPP's.*

KPI #5: Maintain high employment rates in Perkins approved technical programs.

	Results	Target			
	2019-2020 *(most recent available)*	Maintain 90% or higher	+/-	Current Status Towards Target	Data Update Date / Data Contact
Perkins V 1P1-Placement	98%	90%	+	↑	August 2021 Data Services

KPI #6: Increase annual count of new transfers to selected Kansas Regent universities*.

	Results	Target			
	Fall 2019 *(most recent available)*	PREVIOUS 3-YEAR AVERAGE	+/-	Current Status Towards Target	Data Update Date / Data Contact
Headcount	64	71	-7	↓	April 2021 Data Services

**Fort Hays State University, Kansas State University, Wichita State University*

PRATT Community College

updated 9/2021

PCC KPI DASHBOARD

INSTITUTIONAL AIM: FINANCIAL VIABILITY

KPI #7: Maintain cash reserves of 1.5 years operating expenses.

	Results	Target			
	Months of Operating Expenses in Cash Reserves as of December 2020	1.5 Years Operating Expense Value	+/-	Current Status Towards Target	Data Update Date / Data Contact
$	19 months	18 months	1 month	↑	December 2020 VP of Finance

KPI #8: CFI remains 6.0 or higher.

	Results	Target			
	as of 2019-2020	CFI of at least 6.0	+/-	Current Status Towards Target	Data Update Date / Data Contact
CFI	8.31	6 or higher	2.31	↑	Spring 2021 VP of Finance

KPI #9: Average cost per credit hour below the US DOE threshold.

	Results	Target			
	PCC Actual FY 2019	= or < US DOE public 2-year college avg	+/-	Current Status Towards Target	Data Update Date / Data Contact
Cost per Credit Hour	$15,477	$14,194	$1,283	↓	January 2021 VP of Finance

KPI #10: Maintain deferred maintenance as reflected on the five-year capital plan at no more than $2,000,000.

	Results	Target			
	PCC Actual FY 2021	< $2,000,000 over next 5-year period	+/-	Current Status Towards Target	Data Update Date / Data Contact
Deferred Maint. Costs	$2,074,000	$2,000,000	$74,000	↓	September 2021 VP of Finance

KPI #11: Student return on investment above $4.00.

	Results	Target			
	PCC Actual FY 2020	Student ROI = or > $4.00	+/-	Current Status Towards Target	Data Update Date / Data Contact
ROI	$5.76	= or > $4.00	$1.76	↑	December 2020 VP of Finance

VII. Communication to the Board

VIII. Calendar of Events

PRATT COMMUNITY COLLEGE CALENDAR OF EVENTS:

October 2021

October 13-16 – ACCT Leadership Congress – San Diego, CA
October 18 - Board Meeting, Dinner 5:30 p.m., Meeting 6:00 p.m.
Zoom Meeting ID: 92722945961

November 2021

November 1-4 – AACC Commission Meeting, Washington DC
November 15 - Board Meeting, Dinner 5:30 p.m., Meeting 6:00 p.m.
Zoom Meeting ID: 92722945961
November 25-27 – Thanksgiving Break (Office and Campus Closed)

December 2121

December 3-4 – KACCT Quarterly Meeting – Pratt Community College Hosting
December 10 – Christmas Dinner – Park Hills Country Club
December 20 - Board Meeting, **NO DINNER** Meeting 6:00 p.m.
Zoom Meeting ID: 92722945961
December 23 – January 03 - Christmas Break (Office and Campuses Closed)

January 2022

January 04 – Staff returns to campus
January 06 – All Employee Mtg, Continental Breakfast 8:30 a.m. Mtg 9:00 a.m.
***January 10 –** Board Meeting; Dinner 5:30 p.m., Meeting at 6:00 p.m.
(One Week Earlier) Zoom Meeting ID: 92722945961
January 12 – Classes Begin
January 17 – Dr. Martin Luther King Jr. Day (Office Closed, No Classes**)**

February 2022

February 6 – 9 – ACCT National Legislative Summit, Washington, DC
February 21 - Board Meeting; Dinner 5:30 p.m., Meeting at 6:00 p.m.
Zoom Meeting ID: 92722945961
February 28 - Academic Olympics – No Classes (faculty workday)

March 2022

March 14-18 – Spring Break
March 21 - Board Meeting; Dinner 5:30 p.m., Meeting at 6:00 p.m.
Zoom Meeting ID: 92722945961

April 2022

April 01 – PTK in Junction City
April 15 – Good Friday (Office Closed, No Classes)
April 18 - All Employee Meeting, Continental Breakfast 8:30 a.m. Meeting 9:00 a.m.
April 18 - Board Meeting; Dinner 5:30 p.m., Meeting at 6:00 p.m.
Zoom Meeting ID: 92722945961
April 30 – May 3 – AACC Annual 2022 – New York, NY

May 2022

May 02 – Awards & Recognitions Ceremony 7:00 p.m., Carpenter Auditorium
May 13 – Commencement and Nursing Pinning Ceremony 2:00 p.m.
May 16 – Recognition Years of Service / All Employee Day
May 16 - Board Meeting; Dinner 5:30 p.m., Meeting at 6:00 p.m.
Zoom Meeting ID: 92722945961

June 2022

June 3-4 – KACCT Quarterly Meeting – Ft. Scott
June 20 – Board Meeting; NO DINNER; Meeting at 6:00 p.m.
Zoom Meeting ID: 92722945961

CONFERENCES/LEADERSHIP INSTITUTE/TRAINING

	Year 2021	
ACCT Leadership Congress	Oct. 13-16	San Diego, CA
AACC Commission Meeting	Nov. 1-3	Washington, DC
	Year 2022	
ACCT National Legislative Summit	Feb. 6-9	Washington, DC
AACC Annual 2022	Apr. 30 - May 3	New York, NY
ACCT Leadership Congress	Oct. 26-29	New York, NY
	Year 2023	
ACCT National Legislative Summit	Feb. 5-8	Washington, DC

IX. Consent Agenda:

Minutes:

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.

<table>
<tr><td colspan="6">EPT SUPPORT SPECIALIST</td></tr>
<tr><td colspan="6">EPT CERTIFICATE
EPT ASSOCIATE DEGREE</td></tr>
<tr><td colspan="2"></td><td colspan="2">QUALIFIED for OJT POSITIONS</td><td colspan="2"></td></tr>
<tr><td>SYSTEM CONTROL</td><td>SUBSTATION TECHNICIAN</td><td>UNDERGROUND SYSTEM CREWMAN</td><td>OVERHEAD SYSTEM GROUNDMAN</td><td>WAREHOUSE & STORES</td><td>CUSTOMER SERVICE</td></tr>
<tr><td colspan="6">FALL START 2022 CLASS SIZE 10</td></tr>
<tr><td colspan="2">EPT RECRUITER</td><td colspan="2">EPT APPLICATION</td><td colspan="2">EPT ACCEPTANCE</td></tr>
<tr><td colspan="6">STUDENT HAND TOOL SET $250.00</td></tr>
</table>

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

- **Personnel Actions:** *Dr. Calvert, President*

October, 2021

APPOINTMENTS

Philip Spillman	Automotive Technology Instructor
Eric Rodewald	Head Women's Basketball Coach

RESIGNATIONS/TERMINATIONS

Connie Conaway	Custodian / Maintenance
Steven Kenner	Head Women's Basketball Coach

CHANGE IN STATUS

FALL 2021 CONTRACTS

Frank Stahl	PHL276-R-1P Into to Ethics
Paul Primrose	PSC175-O-1E Intro to Geology Theory
Amanda Wade	PSY176-O-3E General Psychology
Ken Kepley	HPR123-R-1P Exercise Techniques
Dave Chambers	BIO125-O-1E General Biology

ADJUNCT 2021 CONTRACTS

SEARCHING

Adjunct Clinical Instructors, Allied Health
Asst. Athletic Trainer
Asst. Director of Admissions
Asst. Women's Basketball Coach/Res. Supervisor
Cashier/Bookkeeper
Computer Specialist (Server Ops)
Computer Specialist (Software Support)
Custodian (part-time)
Daytime Security Officer
Director of Residence Life
Document Management Coordinator
Evening Security Officer (part time)
Evening Security Officer (full time)
Maintenance/ Bus Driver
Nursing/Allied Health Secretary
Office Assistant – Student Services (2 positions)
Staff Asst., Student Success Center
Data Services Assistant (on hold)
Director of IT (on hold)
eSports Coach (.25 FTE) *(new position)* – (on hold)
Maintenance (full time / on hold

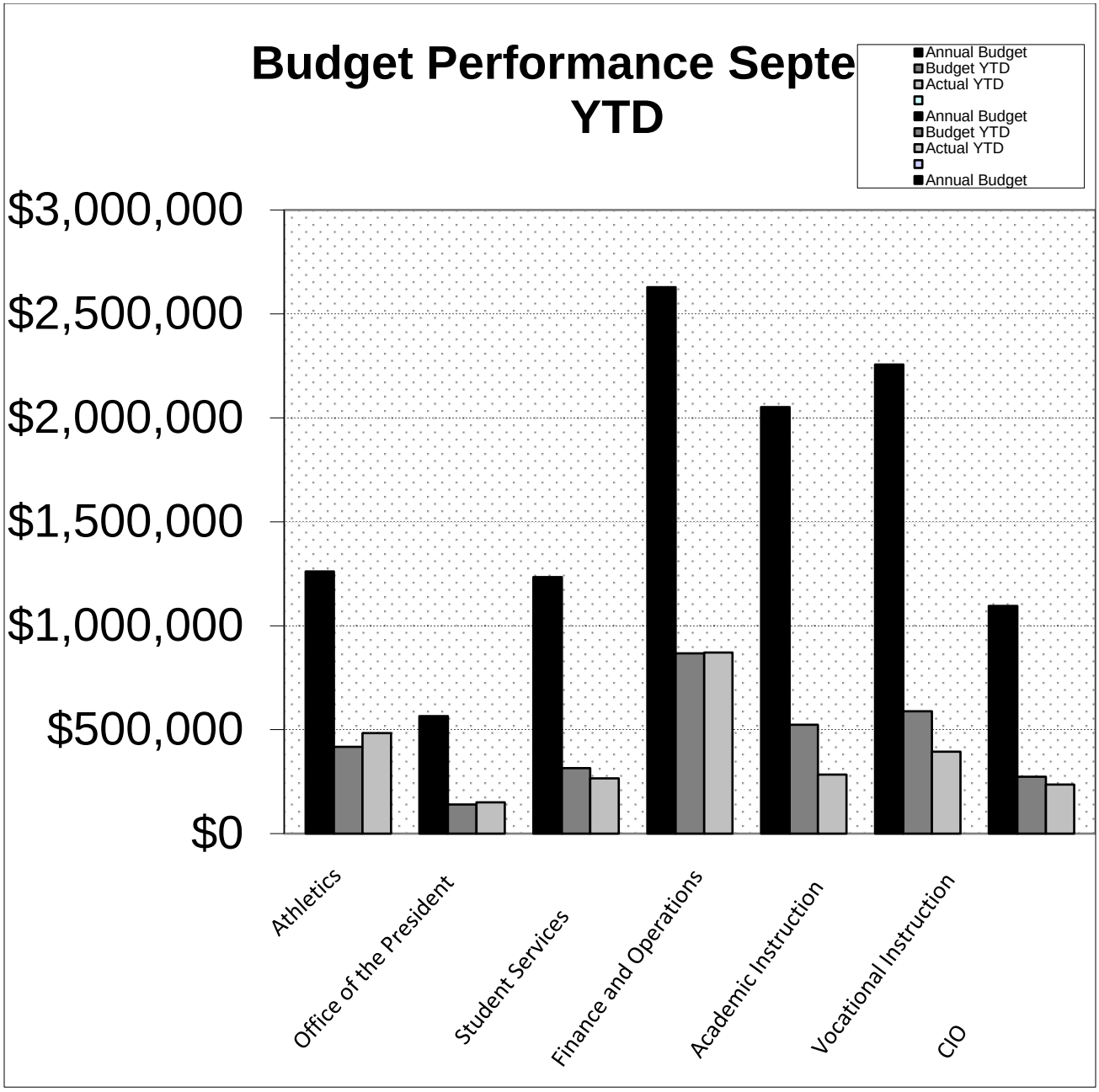
- ***Financial Reports*** – *Kent Adams. VP of Finance and Operations*

Combined General and Vocational Funds

		YTD ACTUAL	DIFFERENCE	
REVENUES:				
GENERAL FUND	$1,337,463	$1,235,557	($101,906)	Unfavorable
VOCATIONAL FUND	$1,056,957	$1,085,511	$28,554	Favorable
TOTAL COMBINED	$2,394,421	$2,321,068	($73,352)	Unfavorable
EXPENDITURES:				
GENERAL FUND	$2,570,466	$2,361,788	$208,678	Favorable
VOCATIONAL FUND	$871,317	$707,225	$164,092	
TOTAL COMBINED	$3,441,783	$3,069,013	$372,770	Favorable
NET REVENUE (LOSS)	-$1,047,363	-$747,944	$299,418	Favorable

Revenue through September is running $73K unfavorable. This compares to $45K unfavorable
in August. Tuition is $88K under budget due to low enrollment. Ad Valorem tax is $65K unfavorable due to budget time-phasing. Motor vehicle taxes are $23K over budget. Miscellaneous income is over budget $57K due to payment plan revenue.

Expenditures are running $154K favorable in September. This compares to an underrun of $154K in August. With enrollment under budget by 5.4%, expenditures will need to be watched closely.


Budget Performance Septe
YTD
Annual Budget
Budget YTD
Actual YTD
Annual Budget
Budget YTD
Actual YTD
Annual Budget
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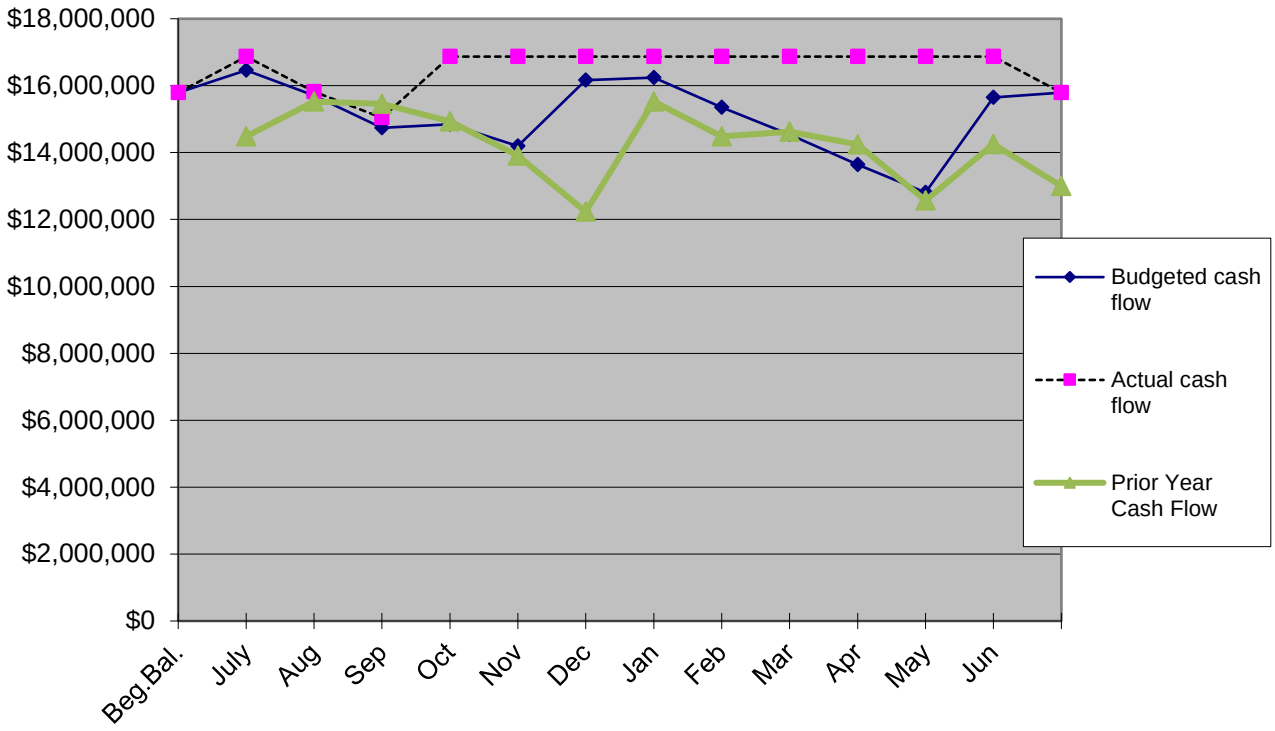
$2,000,000
$1,500,000
$1,000,000
$500,000
$0
Athletics
Office of the President
Student Services
Finance and Operations
Academic Instruction
Vocational Instruction
CIO

Net Revenue & Expenditures Budget/Actual



PRATT COMMUNITY COLLEGE
BOARD OF TRUSTEES
October 18, 2021

For the Month September 30, 2021

ANALYSIS OF BUDGET OVER RUNS 10% OVER YEAR TO DATE

11-556	($16,090)	OB – Baseball
	700 – ($17,718)	Supplies and Materials

EXPLANATION: Budget time-phasing due to supplies encumbrances.

11-5570	($18,011)	OB – Track and Field
	601 – ($13,895)	Travel

EXPLANATION: Budget time-phasing due to travel encumbrances. However, over 50% of the annual travel budget has been expended through September so likely will have an annual overrun that will be covered with auxiliary funds.

11-5576	($14,086)	OB – Cheer
	601 – ($ 3,262)	Travel
	700 - ($12,604)	Supplies/Equipment

EXPLANATION: Travel over annual budget $3K and supplies/equipment over annual budget $13K. $16K will be covered with auxiliary funds.

PRATT COMMUNITY COLLEGE
BOARD OF TRUSTEES
October 18, 2021

FINANCE COMMITTEE MINUTES

The finance committee met with the Vice President of Finance and Operations, electronically. The committee reviewed the cash disbursements for the month of September 2021.

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.

Recommendation: No problems or exceptions noted.

Other Items: No other items were discussed.

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

Enrollment Update & Board Report – October 11, 2021

1. **2021-2022 Academic Year –** Credit hour production for the academic year is 14,204 or -3.4% below the figure reported on October 12, 2020.

2. **Fall 2021 Semester Enrollment**
   - Fall Semester credit hour production is 12,097 or -3% less than the same period last year.
   - Student headcount is 1,138 or -2% less than the same period last year.
   - EduKan credit hour production is 1,844 or -3% less than production for the same period in 2020.
   - Pratt Online credit hour production is 1,225, a -6% decrease for the same period in 2020.
   - Outreach credit hour production is 1,628 or -15% less than the same period last year.
   - College Start/High School enrollment is 1,743 credit hours, an 8% increase in production compared to the same period in 2020.
   - Credit hour production for the "Nine Core County Region" *(Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford)* is 5,899 credit hours or an 8% increase compared to the same period in Fall 2020.
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 (Complete)
   - 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*

PRATT Community College

Weekly Enrollment Report
FALL

Academic Year Comparisons

Credit Hours by Term	AY 2021-22 YTD 10/11/2021	% Change from 2020-21 YTD	AY 2020-21 YTD 10/12/2020	AY 2020-21 FINAL	AY 2019-20 YTD 10/14/2019	AY 2019-20 FINAL
Summer	2,107	-5%	2,207	2,207	2,022	2,022
Fall	12,097	-3%	12,504	12,412	12,945	12,711
Spring	0		0	10,901	0	11,265
Total AY Credit Hours	**14,204**	**-3.4%**	**14,711**	**25,520**	**14,967**	**25,998**

Credit Hours by Tuition Plan	AY 2021-22 YTD 10/11/2021	% Change from 2020-21 YTD	AY 2020-21 YTD 10/12/2020	AY 2020-21 FINAL	AY 2019-20 YTD 10/14/2019	AY 2019-20 FINAL
Kansas Rate	9,480	-5%	10,006	17,881	9,848	17,387
Non-Kansas Rate	3,973	-8%	4,334	6,887	4,519	7,513
International Rate	751	102%	371	752	600	1,098
Total AY Credit Hours	**14,204**	**-3.4%**	**14,711**	**25,520**	**14,967**	**25,998**

Fall Semester Comparisons

	Fall 2021 After 8 Days of Classes YTD 10/11/2021	% Change from	Fall 2020 After 8 Days of Classes YTD 10/12/2020	Fall 2020 FINAL	Fall 2019 After Labor Day - After 8 Days of Classes YTD 10/14/2019	Fall 2019 FINAL
Overall						
Total Credit Hours	12,097	-3%	12,504	12,412	12,945	12,711
F.T.E.	806	-3%	834	827	863	847
Headcount	1,138	-2%	1,164	1,154	1,199	1,180
Pratt Campus/Outreach						
Pratt Campus	7,400	0%	7,389	7,350	8,347	8,313
eLearning (all on-line, not video)	3,069	-4%	3,197	3,143	2,521	2,356
Outreach (not on-line)	1,628	-15%	1,918	1,919	2,077	2,042
By Division						
Arts & Sciences	8,084	-1%	8,176	8,096	8,519	8,346
Technical Education	4,013	-7%	4,328	4,316	4,426	4,365

PRATT Community College

Weekly Enrollment Report
FALL

eLearning: Pratt On-Line & EDUKAN

	Fall 2021 YTD 10/11/2021	% Change from	Fall 2020 YTD 10/12/2020	FINAL (grades still pending)	Fall 2019 YTD 10/14/2019	FINAL
EDUKAN	1,844	-3%	1,898	1,673	1,814	1,574
Pratt On-Line	1,225	-6%	1,299	1,470	707	782
Total PCC eLearning	3,069	-4%	3,197	3,143	2,521	2,356

Outreach

Ground courses that are not on the Pratt Campus	Fall 2021 YTD 10/11/2021	% Change from	Fall 2020 YTD 10/12/2020	FINAL (grades still pending)	Fall 2019 YTD 10/14/2019	FINAL
Outreach by Location						
Concurrent Ground*	617	-13%	708	700	1,106	1,091
Anthony/Harper	0		0	5	0	0
Attica	94		116	116	84	84
Coffeyville	402	21%	333	333	419	407
Dodge City	142	-45%	256	256	115	115
Kingman	124		42	42	0	0
Medicine Lodge	0		0	8	0	0
Wichita - WSU Tech	249	-19%	306	306	251	251
Winfield	0	-100%	157	153	102	94
Total Outreach by Location	1,628	-15%	1,918	1,919	2,077	2,042

*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 2021 YTD 10/11/2021	% Change from	Fall 2020 YTD 10/12/2020	FINAL (grades still pending)	Fall 2019 YTD 10/14/2019	FINAL
High School						
Attica High School	8		12	12	15	15
Chaparral High School	105		100	99	141	141
Cunningham High School	97		91	91	80	72
Home School	49		24	24	22	27
Kingman High School	275		172	172	157	154
Kiowa County High School	38		64	64	56	56
Macksville High School	84		49	49	119	119
Medicine Lodge High School	179		210	216	326	320
Norwich High School	84		84	84	92	92
Pratt High School	499		387	395	424	412
Skyline High School	188		199	204	288	288
Stafford High School	15		42	42	27	27
The Learning Center at Pratt	0		10	15	43	40
All other High Schools	122		166	157	99	95
Total High School	1,743	8%	1,610	1,624	1,889	1,858

PRATT Community College

Weekly Enrollment Report

FALL

9 Core County Region

	Fall 2021 YTD 10/11/2021	% Change from -	Fall 2020 YTD 10/12/2020	FINAL (grades still pending)	Fall 2019 YTD 10/14/2019	FINAL
County						
Barber County (BA)	342	-2%	348	345	N/A	501
Comanche County (CM)	136	55%	88	88	N/A	36
Harper County (HP)	275	8%	254	256	N/A	281
Kingman County (KM)	876.50	70%	516	515	N/A	530
Kiowa County (KW)	169	-27%	233	231	N/A	239
Pratt County (PR)	2,124.50	-1%	2,149	2,174	N/A	2,145
Reno County (RN)	271	7%	254	260	N/A	382
Sedgwick County (SG)	1,552	12%	1,390	1,360	N/A	1,250
Stafford County (SF)	153	-30%	218	218	N/A	231
Total 9 Core County Region	5,899	8%	5,450	5,447	N/A	5,595

PRATT Community College

Fall 2021 Enrollment Tracking

Fall 2021 Drop/Withdrawal Tracking & Residence Hall Status

	Fall 2020 YTD	Fall 2020 FINAL	Week Classes Begin Aug 18-20 Week 1	Aug 23-27 Week 2	Aug 30-Sep 3 Week 3	Sep 6-10 Week 4
Fall 2020 Comparison Stat - Full-time Drops + Withdrawals			5	4	4	2
# of Full-time Complete Drops	31	31	3	7	4	4
# of Full-time Complete Withdrawals	3	10	0	0	0	0
Fall 2020 Comparison Stat - # Residence Hall Check-Outs			3	1	2	1
# Residence Hall Check-Outs	8	25	3	0	0	0
# Residence Hall Occupants[1]	309	284	309	308	309	310
Occupancy Rate (328 available[2])	94%	86%	94%	91%	94%	95%

	Sep 15 20th Day Sep 13-17 Week 5	Sep 20-24 Week 6	Sep 27-Oct 1 Week 7	Oct 4-8 Week 8	Mid-Term Week Oct 11-15 Week 9	Oct 18-22 Week 10	Oct 25-29 Week 11
Fall 2020 Comparison Stat - Full-time Drops & Withd.	5	3	1	5	3	4	1
# of Full-time Complete Drops	4	4	4	1			
# of Full-time Complete Withdrawals	2	0	0	1			
Fall 2020 Comparison Stat - # Res. Hall Check-Outs	3	0	1	0	3	2	0
# Residence Hall Check-Outs	4	0	0	1			
# Residence Hall Occupants[1]	306	306	306	305			
Occupancy Rate (340 available[2])	93%	93%	93%	93%	0%	0%	0%

	Last day for W Nov 1 -5 Week 12	Nov 8-12 Week 13	Nov 15-19 Week 14	Nov 22-26 Week 15	Nov 29-Dec 3 Week 16	Dec 6-10 Finals
Fall 2020 Comparison Stat - Full-time Drops & Withd.	3	1	0	0	0	0
# of Full-time Complete Drops						
# of Full-time Complete Withdrawals						
Fall 2020 Comparison Stat - # Res. Hall Check-Outs	0	8	1	0	NA	NA
# Residence Hall Check-Outs						
# Residence Hall Occupants[1]						
Occupancy Rate (328 available[2])	0%	0%	0%	0%	0%	0%

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

[2] *Max 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. NOTE: Denominator was 328 during week 1, and adjusted to 340 during remaining weeks per Residence Life request.*

PRATT Community College

Nursing Program Enrollment Tracking

Column A	Column B	Column C	Column D	Column E	Column F	Column G	Column H	Column I
Academic Year	*Term*	Unduplicated Headcount of students coded as a nursing major during the academic year	Credit Hour Production by students in Column C in any/all courses	Credit Hour Production as a % of Total PCC Credit Hour Production	Credit Hour Production by students in Column C in courses that are NURSING[1] related	Credit Hour Production as a % of Total PCC Credit Hour Production	Credit Hour Production by students in Column C in courses that are NOT NURSING[1] related	Credit Hour Production as a % of Total PCC Credit Hour Production
2018-19 FINAL	**Summer 2018**		-	0%	-	0%	-	0.0%
	Fall 2018		543	4%	524	4%	19	0.1%
	Spring 2019		489	4%	466	4%	23	0.2%
	Total AY 2018-19	44	1,032	4%	990	4%	42	0.2%
2019-20 FINAL	**Summer 2019**		-	0%	-	0%	-	0.0%
	Fall 2019		445	4%	422	3%	23	0.2%
	Spring 2020		420	4%	395	4%	25	0.2%
	Total AY 2019-20	39	865	3%	817	3%	48	0.2%
2020-21 YTD	**Summer 2020**		-	0%	-	0%	-	0.0%
	Fall 2020		491	4%	487	4%	4	0.0%
	Spring 2021		434	4%	431	4%	3	0.0%
	Total AY 2020-21	45	925	4%	918	4%	7	0.0%
2021-22 YTD	**Summer 2021**		-	0%	-	0%	-	0.0%
	Fall 2021		68	1%	68	1%	-	0.0%
	Spring 2022		-		-		-	
	Total AY 2021-22	8	68	0%	68	0%	-	0.0%

[1]Nursing related coursework = any courses with KSPN or NUR prefix, HOC125, HOC182, IDS297.

X. Executive Session to Discuss Acquisition of Real Property

XI. Action Item(s)

- **Welding Program Facility** – *Dr. Calvert*

- **Ratify Waiver of Board Policy No. 3-07** – *Kent Adams*
  The administration requests the ratification of the waiver of Board Policy No. 3-07 for the sole-source purchase of gear for track and field in the amount of $6,351.00 and the athletic director in the amount of $1,376.00 from Graphic Edge. The total amount for Graphic Edge is $7,727. This is a sole-source due to the contract with Graphic Edge.

  The administration requests the ratification of the waiver of Board Policy No. 3-07 for the sole-source purchase of choreography services for cheer in the amount of $3,000.00 from DeVaughn Hopkins. This is a sole-source due to cheer selecting DeVaughn Hopkins for this service.

- **Approval for Alcohol in the Hall of Fame Room** – *Tim Swartzendruber*
  Saturday, December 11 vs Barton County 5:30/7:30 p.m.
  Wednesday, January 19 vs Cowley (wrestling) 7:00 p.m.
  Saturday, January 22 vs Hutchinson 5:30/7:30 p.m.
  Wednesday, February 16 vs Coffeyville 5:30/7:30 p.m.

- **Policy(s) First Reading** – *Dr. Calvert*

  No Policy(s) were presented

XII. Oral Reports

- **Nursing –** *Diana Mitzner, Director*

Quarterly NCLEX-RN Pass Rates

	1st Quarter (January-March)	2nd Quarter (January-June)	3rd Quarter (January-September)	4th Quarter (January-December)	Kansas Average	National Average
2015	70.00%	73.24%	70.75%	**66.94%**	*79.96%*	*85.49%*
2016	100.00%	30.00%	31.25%	**31.25%**	*78.56%*	*84.57%*
2017	No 1st time testers	71.43%	81.82%	**83.33%**	*82.10%*	*87.11%*
2018	No 1st time testers	No 1st time testers	No 1st time testers	No 1st time testers	*88.90%*	*88.29%*
2019	No 1st time testers	70.59%	70.83%	**70.83%**	*86.6%*	*88.18%*
2020	No 1st time testers	100.0%	64.71%	**64.71%**	*86.18%*	*86.57%*
2021	No. 1st time testers	80.00%	86.96%			

Pratt Community College
Practical Nursing Students
Quarterly NCLEX-PN Pass Rates

	1st Quarter (January-March)	2nd Quarter (January-June)	3rd Quarter (January-September)	4th Quarter (January-December)	Kansas Average	National Average
2015	No first time testers	75.00%	75.00%	**76.92%**	*88.26%*	*82.14%*
2016	No first time testers	71.73%	83.33%	**83.33%**	*87.66%*	*83.73%*
2017	No first time testers	88.89%	90.91%	**90.91%**	87.53%	83.85%
2018	No first time testers	92.31%	85.00%	**85.00%**	88.31%	85.91%
2019	No first time testers	88.89%	90.00%	**90.00%**	*89.24%*	*85.63%*
2020	No first time testers	100%	100%	**90.19%**	*89.64%*	*83.08%*
2021	No. first time testers	85.70%	83.33%			

Nursing Program Information

Acronyms:

Acronym	Terminology	Acronym	Terminology
ACEN	• Accreditation Commission for Education in Nursing	KSBN	• Kansas State Board of Nursing
ADN	• Associate Degree Nurse	LPN	• Licensed Practical Nurse
APRN	• Advanced Practice Registered Nurse	MSN	• Masters of Science in Nursing
BSN	• Bachelors of Science in Nursing	NCLEX	• National Council Licensure Examination
DNP	• Doctorate of Nursing Practice	RN	• Registered Nurse

Accreditation:

- National: Pratt Community College is required by ACEN to have at least 80% for all first-time test-takers during the same 12-month period.
- State: Pratt Community College's PN Program has full approval. Next site visit Fall 2022.

2020-2021 Program Graduates & NCLEX Pass Rates:

Location	Number of Graduates	Number of 2020 Graduates who Tested in 2021	Number of 1st Time Testers	Number Passed	Number Failed	Pass Rates of Tested Students	Number Not Tested
• PN Pratt	6	2	8	7	1	87.5%	0
• PN Winfield	4	0	4	3	1	75.0%	0
Total	**10**	**2**	**12**	**10**	**2**		
			Total Pass Rate for PN Graduates tested to date			83.33%	
			Cumulative Pass Rate of PN Program to date			**83.33%**	
• A.D.N. Pratt	6	N/A	6	6	0	100%	0
• A.D.N. Winfield	4	N/A	4	3	1	75%	0
• A.D.N. Online	14	N/A	13*	11	2	84.62%	0
			Total Pass Rate for A.D.N. Graduates tested to date			86.69%	
			Cumulative Pass Rate of A.D.N. Program to date			**86.96%**	

*1 student graduated from a BSN program and tested unsuccessfully in 2005. She later completed a PN program and entered PCC A.D.N. online program in fall 2020. Although she passed her NCLEX following PCC graduation, she was not counted in the number of first-time testers (as per KSBN)

2021-2022 Enrollment & Capacity:

Location	Enrollment	Capacity
• PN Pratt	8	20

Nursing Team:

Nursing Team	Position	Credentials	Contact Information	
• Diana Mitzner	Director of Nursing	MSN-Ed/RN	dianam@prattcc.edu	• 620.450.2237
• Amy Giefer	PN Pratt Instructor	RN/BSN*	amyg@prattcc.edu	• 620.450.2157
• Anna Reid	PN Pratt Instructor	BSN / RN / MSN**	annar@prattcc.edu	• 620.450.2242

* to complete BSN – by September 2020
**to complete MSN –by May 2021

- **Nursing Report Cont'd.**

  Student updates:
  - Classes coming along well. Initial skills lab completed.
  - Finishing out semester with 2 courses to go.

  Needs:
  - Still looking for Nursing/Allied Health secretary

  NCLEX updates: 3rd Quarter KSBN Report for first time testers.
  - PN final results-83.33%
  - RN final results-86.96%

  Barton County Community College Updates:
  - Dec. 8th group of their PN and RN faculty will be coming to Chandler Hall to tour the lab, classroom, etc. and meet PCC instructors. We will have lunch here, visit and discuss upcoming plans for their program on our campus.

- **Faculty Report**: Carol Ricke, *PHEA President*
  No report was submitted

- **Staff Senate**– *Charles Keefer, Vice President*
  No report was submitted

- **Athletic Report** – *Tim Swartzendruber, Athletic Director*
  News
  - Eric Rodewald hired as new head women's basketball coach
  - Volleyball currently 1-9 in KJCCC, 8-16 overall
  - Women's Soccer currently 6-0-2 overall, 3-0-2 in conference. Receiving votes in NJCAA D2 poll. Big games this week at home vs Hesston Wednesday and Central NE on Saturday
  - Men's Soccer currently 5-4 overall, 3-1 conference. Same as women for home matches this week.
  - Cross Country having good season overall. Region VI meet October 30 at Colby.

  Social Media
  - Gobeaversports.com – website
  - Twitter: @PrattBeavers (1456 followers as of October 8; 1442 last month)
  - Facebook: Pratt Community College Athletics
  - Instagram: @PrattBeavers 556 followers as of October 8; 509 last month)

  Other
  - Men's and Women's Basketball participated in Jamborees over weekend. Men hosted 16 schools at PCC; women traveled to Kansas City
  - Charles Keefer started coaches' show last Thursday. Will air every two weeks.

- Baseball and Softball have been scrimmaging other schools. Will wind down next week.
- Fall tennis season has ended. Will resume in spring.
- Women's Flag Football job description completed. Job will be posted soon.

➢ **Chief Information Officer** – *Jerry Sanko, CIO*

Information Technology Project Update:

Updating media in room 312:
Request for bids have been sent.

Computer Lab Upgrades: (no change to the project)
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 to the project)
We are switching our main campus ISP over to Ideatek per our contract. 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) upgrade to 2018:
Completed

Comprehensive Leave Management and Time Matrix: (no change to the project)
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 2022.

Security Cameras Project:
12 cameras, 8 have been installed. 8 totals for Wojchiehowski Hall (6 have been installed), 2 installed in Porter, 1 (not installed) cafeteria, 1 (not installed) common area in Benson. The NVR (network video recorder) is on backorder with no estimated ship date.

Data Services Department Update:

IPEDS Fall Collection is due on October 13.

➢ **Foundation Report** – *Barry Fisher, Director*
Campaign
Close to completing the fundraising for the Skyline Track Initiative. We have two asks on the table and are working to set up meetings with an additional prospect.

Auction

Reminder: The 34th Annual PCC Scholarship Auction is scheduled for May 6, 2022. Identify new auction sponsors. We will again promote our Gold Sponsorship + Endowed Scholarship. This package requires a 5- year pledge of $5,000 per year. The donor will receive a Gold Auction

Sponsorship ($3,000 regular cost) and an Endowed Scholarship will be established once the 5 years of payments are received. Due to increase costs in supplies, rental expense and food, we had to increase auction tickets to $50. Pre-registration through the auction site will avoid long lines at the event. A *Save The Date* card will be included in an upcoming 1938 Memo.

- **KACCT (Kansas Association of Community College Trustees)** - *Michele Hamm*

- **ACCT/NLS (Association of Community College Trustees/National Legislative Summit)**
  ACCT Leadership Congress in San Diego, CA

- **AACC (American Association of Community Colleges***) – Dr. Calvert*
  Dr. Calvert - AACC Commission Meeting - Nov. 1-3, 2021- Washington, DC

- **Other –**

XIII. Wrap Up

- **Comments from the Public –**

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

1. Participated in Taxing Entities meeting.
2. Participated in weekly Presidents meetings.
3. Participated in Campaign Leadership Council meeting.
4. Participated in KJCCC virtual meeting.
5. Participated in KBOR virtual meeting.
6. Participated in Technical Education Authority Virtual meeting.
7. Participated in AACC listening tour with Kansas & Missouri presidents.
8. Participate in NJCAA President's Advisory Council meeting. Was elected to NJCAA Board of Regents as a PAC representative.
9. Toured PCC Board members Airport Facility and Current/Proposed Welding space on campus.
10. Continued with fund-raising asks focusing on Skyline partnership.
11. Participated with President's Cabinet in virtual meeting with Student Leadership Council.
12. Participated as a co-presenter on ACCT Rural College Webinar focusing on the value of athletics in the community college.
13. Attended ACCT Leadership Congress in San Diego, where I co-presented on the value of athletics in the community college.

- **Comments from the Board Chair** - *Mike Koler*

XIV. Executive Session for Non-Elected Personnel Matters (if needed)

XV. Meeting Adjourned