

Board of Trustee Minutes of January 09, 2023, Meeting

- I. Trustee Chair Mike Koler called the January 09, 2023, Board of Trustee meeting to order at 6:02 p.m.
- II. Trustee Michele Hamm led the Pledge of Allegiance.

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

Trustee(s) Absent: Dwane DeWeese and Kim DeClue

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, and Donna Meier Pfeifer, President's Assistant and Board Clerk

Administrative(s) Absent: Barry Fisher, Executive Foundation Director, Institutional Advancement, Alumni Relations,

Media Representation: No representation

- III. **Comment(s) from the Public:**
No public comment(s) brought before the Board
- IV. **Introduction of Guest(s) – *Dr. Michael Calvert, President***
Ashley Bertram, Director of Human Resources (HR)
Philip Leimbach, Coordinator of Instructional Technology
- V. **Introduction of Awards of Excellence – *Dr. Calvert, President***
Coach Eric Rodewald – Women's Basketball Coach
Princess Anderson – Women's Basketball - Received KJCCC and NJCAA Player of the Week Honors for week 5.
- VI. **Discussion:**
 - A. **MIS Report(s) – *Dr. Michael Calvert, President***
No reports were submitted
 - B. **COVID-19 – *Dr. Michael Calvert, President***
Students returning to campus and will continue to monitor.
 - C. **HLC Update – *Lisa Perez Miller and Monette DePew***
- Higher Learning Commission (HLC) Multi-Location Visit, Assurance Argument and Comprehensive Evaluation Visit Preparation Plan
 - Criterion 1: Mission
 - Criterion 2: Integrity: Ethical and Responsible Conduct
 - Criterion 3: Teaching and Learning: Quality, Resources and Support
 - Criterion 4: Teaching and Learning: Evaluation and Improvement
 - Criterion 5: Institutional Effectiveness, Resources, and Planning

- Assumed Practices: 1) Matters to be determined as facts, rather than matters requiring professional judgement and 2) not expected to vary by institutional mission or context. The institution is expected to always follow all Assumed Practices. Majority of practices are referenced to the day-to-day operations of the institution but are references to the responsibilities of the governing board.

Board of Trustee Handbook – It was suggested for Board consideration, to create this resource to incorporate key information for the Board’s use when onboarding new members and for ongoing review and professional development. The handbook would include key policies relative to their role, responsibilities, and position, as well as other key information.

Boards Responsibility – During the HLC Comprehensive Evaluation Visit – The HLC Team will have a face-to-face meeting with the Board to ask questions and hear from the Board relative to their role and responsibilities. The Team will seek to verify and clarify the evidence and information the institution has provided in the report. The Team will be interested in how members understand their role, how new members are oriented, examples of professional development opportunities, communication channels, and how the Board assures the quality education the institution offers, financial stability, and how the Board plans for the future.

Monette DePew – is working on the following reports:

- Multi-Location Visit: This visit is scheduled for late April 2023 with HLC Peer Reviewer Richard Edgington. A report is being finalized and coordination is occurring with the faculty at the two locations to be visited, the EPT program in Dodge City and the Pratt Welding program located at the Pratt Regional Airport Industrial Park.

- Interim Monitoring Reports; Repots are being finalized for the ADN Nursing program and the assessment of student learning, each due with the Assurance Argument for the November 13-14, 2023, visit.

Lisa Perez Miller – is completing the third report, which is focused on the Services and Programs under Review (SPuR) program, also due with the Assistance Argument .

Mock Visit – Tentative being planned for the week of Labor Day or September 6-8 with a team of three peer reviewers invited to conduct the mock visit. Feedback from the mock visit team will be addressed and incorporated as appropriate in the Assurance Argument of final report which is due 30 days prior to the visit on November 13-14, 2023.

D. Board of Trustee Retreat – *Dr. Michael Calvert*

Board approved the date of February 18, 2023, to hold the retreat

VII. Communication to the Board – *Donna Meier Pfeifer, Board Clerk*

Nothing to bring before the Board

VIII. **Calendar of Events – Dr. Michael Calvert, President**
Legislative Opportunity – January 18, 2023 – 7:30 a.m. at the State Capital. KBOR meeting the 18th and 19th of January 2023.

IX. **Consent Agenda – Mike Koler, Chair**

Chair Koler asked for a motion to approve the consent agenda as presented. VC Barrett made a motion to approve the consent agenda as presented. Seconded by Trustee Hamm.

Chair Koler asked if any item(s) were to be pulled or open for discussion.

- Personnel - The number of open positions to be filled and how does this impact the institution and the compensation market?

Discussion: Some of the listed positions have been filled or are in an interview process. Dean of Tech Ed/Accreditation Liaison is a new position. Regarding compensation depending on the position, shortage of workers, resignations are all challenges. The institution has made salary accommodations and annually giving. Faculty is negotiated contract. PCC is one of the lower paid institutions across the state. Employees express appreciation for the benefits. 72% of institution budget is taxed based between state and 52% local.

Enrollment - Credit hour production for the 2022-2023 academic year is at an 8.4% increase for the same period in 2022.

Minutes:

Minutes of the Board Trustee Meeting of the December 19, 2022, general meeting was presented.

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

With no further discussion the motion was carried unanimously.

X. **Action Item(s):**

➤ **Ratify Waiver of Board Policy No. 3-07 – Kent Adams, VP of Finance and Operations**
No sole-source purchases were presented

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

Chair Koler asked for a motion to approve the administration recommendation of no change and to waive the second reading to the following policies: *3-03 Treatment of Personnel, 4-02 Affirmative Action, 4-03 Americans with Disabilities (ADA), 4-04 Equal Employment Opportunity, Equal Education Opportunity, and 4-06 Notice of Non-Discrimination.* Trustee Hamm made the motion to accept the administration recommendation of no change and to waive the second reading of the afore-referenced board policies. Seconded by Trustee Reimer. With no further discussion the motion was carried unanimously.

XI. **Written Reports:**

Faculty Report – Dave (Kip) Chambers, PHEA President

Faculty is looking forward to the kickoff of the new semester. Working on the greenhouse renovation.

Athletic Report - *Tim Swartzendruber, Athletic Director*

Wrestling - with Cowley – January 19, 2023 – Soup Supper in the Bensons Commons area and Hospitality Room

Hall of Fame – February 11, 2023 – Banquet Luncheon for inductees at 11:30 a.m.:

Men's Basketball:

Tony Bennett – 2002- 04

Mike Babb – 1979- 81

Women's Basketball:

Tina Tibbs – 1988- 90

Tatiana Grant – 2012-14

Chief Information Officer – *Jerry Sanko, CIO*

Nothing additional to add

Foundation Report – *Barry Fisher, Director*

Auction - May 5, 2023, Dennis Lesh Sports Arena

KACCT – *Eric Scott Killough, KACCT Secretary*

No report was presented

ACCT/NLS – *Dr. Michael Calvert, President*

AACC (American Association of Community Colleges) – *Dr. Michael Calvert, President*

-Dr. Calvert will be attending the AACC 2023 Annual Conference – April 1-4, 2023 – Denver, CO will be attending

Other:

Nothing was presented

XII. Wrap Up

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

Nothing additional to add

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

No comments

XIII. Executive Session for Non-Elected Personnel Matters

7:00 p.m. - VC Barrett moved that the Board recess to an executive session not to exceed 15 minutes for the purpose for discussion of non-elected personnel. Requested to attend the session: Dr. Michael Calvert, President and Tim Swartzendruber, Director of Athletics. Seconded by Trustee Hamm.

7:14 p.m. Trustee Reimer moved to adjourn from the executive session. Seconded by VC Barrett. With no further discussion the motion was carried unanimously.

XIV. Meeting Adjourned – *Ed Barrett, Vice Chair*

7: 15 p.m. Chair Koler asked for a motion to adjourn the general session. VC Barrett moved to adjourn the general session. Seconded by Trustee Reimer. With no further discussion the motion was carried unanimously.

General Session Minutes Recorded by:

Donna Meier Pfeifer, Board Clerk