

Board of Trustee Minutes of January 10, 2022 Meeting

- I. Vice Chair Trustee Ed Barrett called the meeting to order at 6:00 p.m.
- II. Pledge of Allegiance was led by Trustee Michele Hamm

Trustees Present: Ed Barrett, Vice Chair (VC), Kim DeClue, Michele Hamm, Stan Reimer, and Eric Scott Killough,

Trustee(s) Absent: Mike Koler, Chair and Dwane DeWeese, Trustee

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, Jerry Sanko, Chief Information Officer, 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: Tim Swartzendruber, Athletic Director

Media Representation: No representation
- III. **Introduction of Guest(s) – Kent Adams**
Tammy Acker, Spouse and Sonia Killough, Daughter
- IV. **Recognition of Awards of Excellence – Dr. Calvert**
No Recognition of Awards of Excellence were presented.
- V. **Induction of New Board of Trustee – Donna Meier Pfeifer, Clerk of the Board**
Newly Elected Trustee Eric Scott Killough – Donna Meier Pfeifer, Clerk of the Board did the Oath of Officer. Present were Tammy Acker, spouse and Sonia Killough, daughter.
- VI. **Discussion:**
 - A. **COVID-19 – Dr. Calvert**
 - 223 students are fully vaccinated
 - 14 students currently have tested positive and are in isolation / quarantined with 2 additional students in quarantine.
 - 8-10 faculty / staff who have tested positive or who have been in close contact with positive individuals and are quarantined.
 - Same protocol will be followed as in the fall semester for athletes and Performing Arts
 - Goal is not to send students home, but safety is the top priority
 - CDC rules, education requires 10 days in isolation / quarantined, not 5 days
 - Testing supply inventory is good
 - Board Retreat, February 18 – 19, 2022, as of now is still scheduled to be face-to-face
 - B. **MIS Report – Dr. Calvert**
No reports were presented.
- VII. **Communication to the Board – Donna Meier Pfeifer, Clerk of the Board**
Nothing to present to the Board

VIII. Calendar of Events – Dr. Calvert, President

Board Retreat – February 18 – 19, 2022, Facilitators – Ken Burke and Mary Spilde
April 01, 2022 – PTK and KACCT in Junction City
June 3-4, 2022 – KACCT Quarterly Meeting in Fort Scott

IX. Consent Agenda:

VC Barrett asked if there was any information to be pulled for discussion. No requests were made.

VC Barrett asked for a motion to approve the consent agenda as presented.
Motion was made by Trustee Hamm to approve the consent agenda as presented.
Motion was seconded by Trustee Reimer.

Personnel Report Searching List: Cabinet has been meeting and identifying options and ways to raise compensation levels and how to create the dollars. A framework is being developed and working on the details. The institution has a reserve to operate for 18 months. Workforce is a challenge throughout the state and nationally.

With no further discussion motion carried unanimously.

Minutes:

Minutes of the Board Trustee Meeting of the December 20, 2021 were presented.

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

Personnel Action – *Information provided by Rita Pinkall, Director of Personnel*
Verbal Addition: Resignation: Zach Rambo, Volleyball Coach and Women’s Flag Football Coach

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

Revenue through December is running \$71K favorable. This compares to \$20K favorable in November. Tuition is \$102K under budget due to low enrollment. Ad Valorem tax is \$43K unfavorable due to budget time-phasing. Motor vehicle taxes are \$26K over budget. Excel CTE is \$110K favorable due to increased high school CTE courses. Miscellaneous income is over budget \$69K due to payment plan revenue.

Expenditures are running \$849K favorable in December. This compares to an underrun of \$666K in November. Current trend is favorable but will need to monitor expenditures in January when spring enrollment can be better determined.

Weekly Enrollment Report – *Lisa Perez Miller, VP Students/Enrollment Management*

Enrollment Update & Board Report – January 3, 2022

(Updates as of January 10th are noted in red below)

- 1. 2021-2022 Academic Year** – Credit hour production for the academic year is 23,968 or -2% less than the figure reported on January 4, 2021. **(24,528 or -1.9%)**

2. Spring 2022 Semester Enrollment

- Spring Semester credit hour production is 9,703 or -1% less than the same period last year. **(10,296 or -1%)**
- Student headcount is 823 or -1% less than the headcount reported for the same period last year. **(909 or -1%)**
- EduKan credit hour production is 1,001 or -22% less than enrollment for the same period in 2021. **(1,258 or -22%)**
- Pratt Online credit hour production is 987 or -15% decrease for the same period in 2021. **(1,134 or -13%)**
- Outreach credit hour production is 1,121 and equal to the same period last year. **(1,178 or equal)**
- College Start/High School enrollment is 1,239 credit hours or a 16% increase compared to the same period in 2021. **(1,411 or +16%)**
- Credit hour production for the “Nine Core County Region” (*Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford*) is 4,134 credit hours or a -1% decrease compared to the same period in 2021. **(4,446 or +1%)**

3. EduKan Spring Term start dates:

- Spring Term 1 & Spring Term 2 Last Date to Enroll: January 7 (*extended to January 13th*)
- Spring Term 3 Last Date to Enroll: January 28
- Spring Term 4: Last Date to Enroll: March 3

4. Spring 2022 Residence Hall Occupancy

- Residence halls open Monday, January 10th and occupancy will be reported following move-in processing.

Upcoming 2022 Dates

- January 10 Residence Halls Open
- January 10-11 Registration & Enrollment
- January 12 Classes Begin

X. Action Items

Ratify Waiver of Board Policy No. 3-07 – Kent Adams, VP of Finance and Operations
No sole-source purchase(s) were presented.

Policy Second Reading(s) – Dr. Calvert, President

VC Barrett asked for a motion to approve the administration recommendation to add to Policy 3-10 *Alcohol Exemption* Policy the PCC Athletic Hall of Fame (Room 46). Motion was made by Trustee Reimer to approve the second reading to add the PCC Athletic Hall of Fame (Room 46) to Policy 3-10 *Alcohol Exemption*. Motion was seconded by Trustee Killough.

With no further discussion motion carried unanimously.



BOARD POLICY

Number	3-10
Policy Type	General
Adoption	01-28-2013
Deletion	
Revision	01-10-2022
Review Date	01-10-2022

ALCOHOL EXEMPTION POLICY

Pursuant to K.S.A. 41-719, the board of trustees of a community college may exempt from the prohibition against consumption of alcoholic liquor on public property, specified property which is under the control of said board and which is not used for classroom instruction, in accordance with a written policy adopted by such board. The Board of Trustees of Pratt Community College hereby determines and declares the rooms listed below should be and are here now exempt from said statutory prohibition, to-wit:

- Delmar Riney Art Gallery (Room 301)
- Cafeteria (Room 302)
- Faculty Emeritus (Room(s) 312 and 314)
- Dr. and Mrs. Vernon Filley (Room 311)
- Naming Rights (Room 313)
- Dennis Lesh Sports Arena
- **PCC Athletic Hall of Fame (Room 46)**

The written policy as hereinafter set forth shall be complied with in regard to the consumption of alcoholic beverages in and on said properties of Pratt Community College, to-wit:

1. Any event or activity pursuant to this policy shall be in full compliance with the Kansas Liquor Control Act. Thus, for example, under no circumstances shall any individual under the age of 21 be served or be allowed to consume alcoholic beverages at any event.
2. No alcohol may be served or used on the campus of PCC except in or on said properties, and at college catered events, performing arts or fund-raising events sponsored by the College, the Beaver Backers Club, or the Pratt Community College Foundation.
3. All events must be approved in advance by the President.
4. The alcoholic beverages to be served shall be provided by the sponsoring organization, shall be the property of the sponsoring organization, and shall be removed from PCC property immediately upon conclusion of the event.
5. All applicable ordinances of the City of Pratt shall be complied with.
6. In all cases, obtaining any required liquor permit shall be the responsibility of the sponsor.
7. In no event shall alcoholic beverages be served before 5 p.m. or after 12 midnight on any day.

X This replaces policy dated: **01-10-2022**, 09-18-2017, 01-28-2013

XI. Oral Reports

Faculty Report – Carol Ricke, PHEA President

Faculty is getting the new semester started, getting classes ready, changing student’s schedules, enrolling new students, working on SPuR reports, doing committee work.

Staff Senate Report – Charles Keefer, Senate President

No report submitted

Athletic Report – *Tim Swartzendruber, Athletic Director (Dr. Calvert in AD's absence)*
News

- Men's Basketball 4-4 conference, 9-5 overall
- Women's Basketball 1-7 conference, 2-10 overall
- Wrestling participated in Hastings, NE Open Tournament January 8; Conference wrestling begins January 12. Only home wrestling match of season is Wednesday, January 19. Currently ranked #4 in nation.
- Indoor Track first meet is January 22.
- Host Hutchinson on Saturday, January 22 men's and women's

Social Media

- Gobeaversports.com – website
- Twitter: @PrattBeavers (1512 followers as of January 3; 1509 last month)
- Facebook: Pratt Community College Athletics
- Instagram: @PrattBeavers 631 followers as of January 3, 630 last month)

Other

- More community service has occurred over break. Has been positive for our teams and college.
- Hospitality Room scheduled for Wednesday, January 19, when we host Cowley in wrestling. Rotary Club and Legacy Bank sponsoring.
- Hospitality Room scheduled for Saturday, January 22, when we host Hutchinson in women's and men's basketball. Meigs and Associates is sponsor.
- Search continuing for Director of Track and Cross Country.

Chief Information Officer – *Jerry Sanko*

Information Technology Project Update:

Updating Media in Room 312: (No change from Dec)

Equipment ordered around the 29th of December, 6 to 8 weeks for equipment to arrive and 2 weeks for installation.

Computer Lab Upgrades: (No change from Dec)

Room 438 is complete, remaining 21 computers are due in on the 21st of January

Main Campus ISP change over: (complete)

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 started in October with an institution wide go live scheduled for January.

Data Services Department Update:

- IPEDS Winter Survey Collection Period opens December 8, 2021 closes February 9, 2022
- Providing SPuR Data for Academic and Technical Program review.
- Compiling daily, weekly, and monthly reports for enrollment/recruiting processes

- Updating Scholarship and Financial Aid forms for 2022-2023
- Working with instruction and Student Success Center (SSC) to prepare for Noel-Levitz Student Satisfaction Inventory to be administered Spring 2022

Foundation Report – Barry Fisher, Executive Director

Campaign

Received a \$723,013 distribution check from the Clarence Beck Trust designated for scholarships. This gift is separate from the deferred scholarship gift from Lynda Beck.

Auction

Reminder: The Annual Scholarship Auction is May 6th. Solicitations have begun for sponsorships and auction items. ***Please consider sponsoring one of our auction items.***

Donor Marquee

Received the vinyl graphics for the Donor Marquee and applied them to the cabinet panels. Working on some final installation items and on the slides for the video screens. Once everything is tested the cabinets will be installed.

Pictures in Room 312 – Mr. Fisher is looking into who the donor is of these pictures and will follow the donor’s request.

Swanson House, Inc. Final meeting with Robert Swanson is on Wednesday, January 12, 2022.

KACCT – Michele Hamm, KACCT Past President

Trustee Hamm will be attending the January 27, 2022 Legislative Breakfast with Trustees and Presidents and will report at the February 21, 2022 meeting.

ACCT/NLS – Dr. Calvert, President

Nothing to report

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

Nothing to report

Other:

Nothing was presented

XII. Wrap Up

Comments from the Public – No representation from the public

Comments from the President – Dr. Calvert, President

1. Participated in Taxing Entities meeting.
2. Participated in weekly Presidents meetings.
3. Participated in KBOR virtual meeting.
4. Participated in Technical Education Authority Virtual meeting.
5. Held bi-monthly President’s Advisory Council
6. Participated in Campaign Leadership Council meeting.

7. Led All-Employee Meeting via Zoom
8. Enjoyed holiday time with family.

Nursing Report will no longer be on the agenda. Monette DePew, VC of Instruction, will inform the Board as needed.

Comments from the Board Vice Chair – Ed Barrett, VC

Had nothing to report

XIII. Executive Session for Non-Elected Personnel Matters

XIV. Meeting Adjourned

6:50 p.m.- VC Barrett asked for a motion to adjourn the regular session of the board meeting. Motion was made by Trustee Hamm to adjourn the regular session of the board meeting. Motion was seconded by Trustee Reimer. With no further discussion the motion carried unanimously.

Minutes Recorded by:

Donna Meier Pfeifer, Board Clerk