

Board of Trustee Minutes of February 20, 2023, Meeting

- I. Trustee Chair Mike Koler called the January 09, 2023, Board of Trustee meeting to order at 6:00 p.m.
- II. Trustee Ed Barrett 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

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, President's Assistant and Board Clerk

Administrative(s) Absent:

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***
Lisa Kolm, Data Coordinator
Dr. Tina Doggett, Dean of Technical Education/Accreditation Liaison Officer
- V. **Introduction of Awards of Excellence – *Dr. Calvert, President***
Nicole Haase – winner of the “*Kansas Collegiate Farm Bureau Discussion Meet*” representing PCC. She will be representing Kansas at the National Farm Bureau Discussion Meet in Jacksonville, Florida in March. Also present was Kristin Haase, her mother, and Julie Nienke, family friend.

Wrestling – Third consecutive KJCCC title!
Ken Kepley was honored as KJCCC Conference “*Coach of the Year*”
Devon Dawson was honored as KJCCC Conference “*Most Outstanding Wrestler.*”
Easton Taylor was honored as KJCCC Conference “*Newcomer of the Year*”
- VI. **Discussion:**
 - A. **COVID-19 – *Dr. Michael Calvert, President***
No issues no COVID cases, no activities or classroom disruptions
 - B. **Waiver of Policy 600-11 Student Housing – *Lisa Perez Miller***
Administration Policy 600-11 Student Housing is being waived for Academic Year 2023-2024. Students receiving Pratt Community College scholarship awards for 2023-2024 are not required to live in a residence hall as part of their scholarship award agreement. After 2023-2024, the President's Cabinet will determine annually if the policy will be waived for the next academic year.

C. MIS Report(s) – Lisa Kolm, Data Coordinator

Ms. Kolm presented the following reports:

1. MIS Student-Athlete Report – Fall 2022
 - 54% of athletes are Kansas residents
 - 89% of athletes are residing in the residence halls
 - 79% of residence hall students are athletes
 - Athletes produced 44% of our overall Fall 2022 credit hour production
 - Developmental coursework makes up 9% of the total athlete credit hour production
2. Fall to Spring Retention Comparisons – Athlete vs. Non-Athlete
3. Pass Program GPA Comparisons
4. Pass Program GPA 3-Year Comparison Overall Fall Term GPA (includes All Fall courses)
5. Pass Program GPA 3-Year Comparison – PASS Fall Term GPA (excludes all developmental. Math and English, Varsity Sport and Athletic Conditioning, PASS courses)
6. Pass Program GPA 3-Year Comparison – PASS Fall Term GPA with Developmental (excludes Varsity Sport and Athletic Condition, PASS courses)
7. PASS Program Fall Term GPA Trendline
8. % of PASS Program with Fall Term GPA<2.0
9. PASS Program Fall Term GPA Comparison

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

Chair Koler informed the Board Kim DeClue had submitted her letter of resignation from the PCC Board of Trustees as of February 20, 2023. Chair Koler explained the process of replacement for this position has begun.

VIII. Calendar of Events – Dr. Michael Calvert, President

The Board decided to go back to face-to-face meetings. Special arrangements can be made if necessary to accommodate hybrid meetings. Zoom login information will be removed from the agenda and website.

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. No requests were made. With no further discussion the motion was carried unanimously.

Departments included in the consent agenda were:

Minutes: *Donna Meier Pfeifer, Board Clerk*

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

Human Resources: *Dr. Michael Calvert, President*

APPOINTMENTS

Ashley Bertram	Director of Human Resources
Tina Doggett	Dean of Technical Education/Accreditation Liaison Officer
Tom Wright	Daytime Security Officer
Molly Webb	Cashier/Bookkeeper
Thomas Gaskell	Head Women's Soccer Coach/ Admission Representative Recruiter
Sue Rohleder	Controller
Juanita Kepka	Student Accounts Coordinator

CHANGE IN STATUS

Julie Shriver **from** Financial Aid Counselor **to** Assistant Director of Financial Aid

RETIREMENT

RESIGNATIONS/TERMINATIONS

Noah Harris	Women's Flag Football Coach/ Residential Supervisor
Elizabeth Holloway	Admin Assistant to V P Students of Enrollment Management
Christy Wright	Controller
Colby Branscom	Custodian/ Maintenance
Lucas Cordeiro	Assistant Director of Financial Aid
Amanda Wade	Licensed Professional Counselor

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

Revenue through January is running \$262K favorable. This compares to \$258K favorable through December. Tuition is \$150K overbudget due to enrollment increase. Ad valorem taxes are \$25K under budget. Motor vehicle taxes are over budget \$15K. Delinquent taxes are over budget \$4K. State revenue was received as budgeted. Miscellaneous income is \$118K over budget due to EDUKAN payment of \$111K for FY22 coming in after the end of the fiscal year and miscellaneous student charges being \$3K overbudget.

Expenditures are \$557K under budget. This compares to \$426K in December. This is normal to this point in the year.

Finance Committee Minutes –

Committee approved the cash disbursements for the month of January 2023. No problems or exceptions noted. No budget variances greater than 10%.

Enrollment Update and Board Report – *Lisa Perez Miller, VP of Students and Enrollment Management*

2022-2023 Academic Year – Credit hour production for the academic year is 26,394 or a 6.8% increase.

Spring 2023 Semester Enrolment – Spring Semester credit hour production is 11,467 or +9% increase.

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.
- **Barton Nursing Memorandum of Understanding (MOU) – Dr. Calvert, President**
Chair Koler asked for a motion to approve the Memorandum of Understanding between Pratt Community College (PCC) and Barton Community College (BCC) to provide the Practical Nursing (PN) Program on the PCC campus. The motion was made by Trustee Hamm to approve the MOU between PCC and BCC to provide the PN Nursing Program on the PCC campus. Motion was seconded by VC Barrett.

Dr. Calvert explained the purpose of the MOU between (PCC) and (BCC) to establish the scope of the Parties' relationship including responsibilities of the Parties. It is the intent of both Parties to have BCC provide the Practical Nursing (PN) Program on the Pratt Community College campus. Currently have 15 students interested in the program. BCC Board of Trustees have approved this MOU. Terms: 1) PCC will provide revenue to the PN program to help mitigate any financial losses they may have for supported staffing. 2) A donor has committed \$50,000 a year for three years in support of this program. Total out-of-pocket for PCC over three years would be \$45,000. Solicitation of additional donors to offset the cost of the institution is still being planned. The ADN Program is doing well with 13 students enrolled. March 9th the BCC administration staff will be meeting on the PCC campus.

With no further discussion the motion was carried unanimously.

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

Dr. Calvert explained policy *1-04 By-Laws, Section III Vacancies* due to KS 71-201 statute was modified, powers were added and (14) no longer related to vacancies and needed to be changed to (15) to reflect the accurate numbers in the statute 71-201

Chair Koler asked for a motion to accept the administration recommendation of a change in policy *1-04 By-Laws, Section III Vacancies*. VC Barrett made the motion to incorporate corrections of the number (15) to accept the administration recommendation to change in *1-04 By-Laws, Section III Vacancies*, (14) to (15) to reflect the accurate numbers in the statute 71-201 and to waive the second reading. Motion was seconded by Trustee Reimer. With no further discussion the motion was carried unanimously.

Chair Koler asked for a motion to accept the administration recommendation of no changes to policy *1-02 Governing Style* and *4-08 Role and Responsibility for Student Success*. Trustee Hamm made the motion to accept the administration recommendation of no change and to waive the second reading on *1-02 Governing Style* and *4-08 Role and Responsibility for Student Success*. Motion was seconded by VC Barrett. With no further discussion the motion was carried unanimously.

Dr. Calvert explained *7-01 Scholarship Policy for Pratt County High School Senior Grant*. The number of applications is very low. The past two years the community service hours have been reduced because of COVID. There are community hours

within the activities, sports, performing arts and others that are required. A student can only use those service hours once. The administration's request is to reduce or remove the community service hours requirement to the Pratt County Scholarship, for both levels, is to increase the number of applications. Question was asked if administration recommendation was asking to waive this policy for a year and look at it or to waive this policy and present a new policy to the Board? The administration is advocating removing the community service hour requirements. Pratt County Scholarships are budgeted in the general fund, this can be done with local taxpayer dollars for local county residents. Trustee Hamm stated she likes the idea of removing the community service hours, it would be a nice gesture from tax paying homes.

Consensus was to have the administration either revise the current policy or create a new policy and bring it before the Board at the March 20, 2023 meeting.

XI. **Written Reports:**

Faculty Report – Dave (Kip) Chambers, PHEA President

Performing Arts Department – continue to be active in the community as well as on campus. Theatrical show for this semester is *Schoolhouse Rock Live*. Production and dinner theatre on campus March 31 – April 2023. Continue to recruit and fundraise for their Tennessee trip in May. (Misty Beck and Brad Herndon)

Academic Olympics - is scheduled for February 27, 2023, and information has been sent out to the high schools. Have more interaction with the students and students participate more. (Heather Wilson)

Science Department - Jason Ghumm, Justin Maughan and Kip Chambers are working on developing a Science Club. First for PCC.

Mr. Chambers said the relationship with faculty and staff is good, as well as with support staff. Relations are strong.

Athletic Report - Tim Swartzendruber, Athletic Director

Women's Flag Football – Felicia Teeter is the new coach and will start on March 6, 2023.

Wrestling – Won their third consecutive KJCCC title at Jayhawks Duals. Wrestling mats have arrived but have not been installed.

Track and Field – NJCAA National Indoor Meet March 2-3 in Topeka. PCC has two individuals that are qualified.

Tennis – Season begins February 3, 2023.

Chief Information Officer – Jerry Sanko, CIO

Information Technology Project Update:

Updating Media in room 312: (98% complete)

The wireless mic receiver is delayed until May 2023.

Mobile Device Management (90% complete)

All faculty issued laptops are enrolled and encrypted.

All staff and loaner laptops are enrolled and encrypted.

18 phones have been enrolled in the software.

Security Compliancy Program

Creating the written information security program (WISP) (completed)
Active Directory audit (completed)
Firewall policy audit (scheduled)

Removing old security camera equipment from the dorms. No change.

Teacher machines in rooms 2, 3, 35, 36 replacements. (Equipment received)
ViewSonic podiums will replace the SMART podiums. Scheduled to be installed is Friday, 10 February.

Chemistry Room upgrade (estimate time June)
Using Viewsonic from Welding and installing it into the Chemistry Room.

Alertus

Installation completed on server.
Completed the first meeting with selected members of the Crises Intervention Team and Alertus to better understand the integration between the College Crises Plan and Alertus.

Summer Projects

May - June

- Room 110, Rm 4, Automotive, Attica and Kingman computer replacements (68 machines)
- Replace staff/faculty machines that are 8+ years old and classroom instructor use machines (40 from 110/4).

July – August

- Replace computers in Rm 438 and EPT (68)
- Replace staff/faculty machines that are 6+ years old (68) using the machines from 438 and EPT

Data Services Department Update:

The IPEDS Winter Survey Collection has been submitted.
The KBOR Perkins Follow-Up Survey will be submitted in February.

Foundation Report – Barry Fisher, Director

On completion of the new horse barn, the next priority for the Rodeo Project is to purchase 6 bucking chutes for the new arena to accommodate the bull riders. The chutes will be temporarily installed in the existing arena. Gifts would entitle the donors to naming rights of individual chutes.

Board Member Screen on Donor Marquee

Working with Stan Reimer to create slides of the Board of Trustees and Foundation Board for the donor marquee.

Outstanding Alumni Award

Nominations for the 2023 Outstanding Alumni Award were due on February 15th. A decision was made to remove the requirement for the award winner to deliver the keynote address at Commencement. The Outstanding Alumni will be honored at a luncheon, but not on the day of Commencement.

Scholarship Auction

Sponsors of the auction will be recognized on TV displays during the event rather than on pull-up banners and expands recognizing sponsors throughout the year. Information was distributed pertaining to auction items that would consider sponsoring an item listed as such in the auction book. Currently have \$14,000 committed and \$12,500 asks on the table. Tickets are \$50 and reserved tables \$375 for 8.

KACCT – *Eric Scott Killough, KACCT Secretary*

February 5, 2023, KACCT Executive Committee Meeting (via Zoom)

Kansas State University meeting was held on Friday morning

PTK Luncheon, April 14, 2023, in Junction City followed by the KACCT quarterly meeting.

New President Search – Discussed assisting trustees in learning best practices when selecting a new president and the importance of the search process.

Media Training for Trustees, could this be beneficial?

Promise Act Hearing - application will not be available until March 2023 for next year's Promise Act students.

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

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

- Dr. Calvert will be attending the following:

HLC – 2023 Annual Conference – March 25-28, Chicago, IL

AACC 2023 Annual Conference – April 1-4, 2023 – Denver, CO.

Other:

Nothing was presented.

XII. Wrap Up

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

1. Participated in weekly President's meetings.
2. Participated in Technical Education Authority meeting.
3. Met with several new employees in their orientation process.
4. Attended NJCAA President's Advisory Commission meeting virtually.
5. Participated in EDUKAN Board meeting virtually.
6. Participated in NJCAA Board of Regents meeting virtually.
7. Met with Tyler York, Senator Moran aid to discuss Congressionally Directed Funding request.
8. Participated in Taxing Entities group meeting.
9. Met with SPuR Team.
10. Hosted President's Advisory Council on campus.
11. Participated in Collaboration and Planning Council meeting.
12. Attended NJCAA winter meeting in Hutchinson.
13. Attended Pratt Area Chamber of Commerce Gala.
14. Met with Track/Soccer Field Management Committee.
15. Presented as part of panel on education to Leadership League of South Central Kansas group.
16. Attended KBOR meetings in January and February in Topeka.
17. Had dinner with Board of Regents
18. Participated in Athletic Hall of Fame Ceremony

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

Advertising for the Board position has begun. If an interested party has questions or want to submit their application direct them to Donna Meier Pfeifer, Board Clerk or Dr. Calvert.

XIII. Executive Session for Non-Elected Personnel Matters

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 Hamm.
With no further discussion the motion was carried unanimously.

General Session Minutes Recorded by:

Donna Meier Pfeifer, Board Clerk