

Pratt Community College

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

Board of Trustee Minutes of March 20, 2023, Meeting

- I. **Call to Order:** Trustee Chair Mike Koler called the March 20, 2023, Board of Trustee meeting to order at 6:00 p.m.

- II. **Pledge of Allegiance** was led by the Trustees

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

Trustee(s) Absent:

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, Tim Swartzendruber, Director of Athletics, 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
Phil Leimbach – IT Department

- V. **Introduction of Awards of Excellence – Dr. Calvert, President**
2023 Academic Olympics:
Heather Wilson, Coordinator Audra Rogers
Jim Lemon Frank Stahl
William McReynolds Brenda Sterneker
Leah Patterson Al Wiese

- VI. **Board of Trustee Candidates Presentation – Mike Koler, Chair**
Each candidate met with Dr. Michael Calvert prior to the meeting and received information pertaining to the college, trustee responsibilities etc. Chair Koler went over the procedures for the evening with the candidates; Dean Fitzsimmons and Mike McAbee. Each candidate was given 3 minutes to introduce themselves and to answer questions from the Board. Candidate with the majority of votes (3) will be the appointed trustee to fill the vacant board position which expires December 31, 2024.

Executive Session – Mike Koler, Chair

6:15 p.m. Chair Koler asked for a motion to go into executive session.

Trustee Hamm made a motion to move into executive session not to exceed 15 minutes to discuss non-elected personnel. Motion was seconded by VC Ed Barrett. With no further discussion the motion was carried unanimously.

The following left the room: Kent Adams, Lisa Perez-Miller, Monette De Pew, Jerry Sanko and Tim Swartzendruber, Kip Chambers, and Barry Fisher.

6:20 p.m. Chairman Koler asked for a motion to come out of executive session. The motion was made by Trustee Reimer to come out of executive session and seconded by VC Barrett. With no further discussion the motion was carried unanimously.

The following returned to the general session: Kent Adams, Lisa Perez-Miller, Monette DePew, Jerry Sanko and Tim Swartzendruber, Kip Chambers, and Barry Fisher.

6:27 p.m. Chair Koler resumed the general session. Chair Koler announced the Mr. Dean Fitzsimmons was selected for the board member position.

Trustee Hamm asked for a motion for an action item vote to appoint Dean Fitzsimmons as the new PCC Board of Trustee. Motion was seconded by Trustee Reimer.

Trustee Reimer: Mr. Chairman, I move we appoint Dean Fitzsimmons as the new Pratt Community College Board of Trustee member to fill the vacant board position that expires December 31, 2024. Motion was second by VC Barrett. With no further discussion the motion was carried unanimously.

Oath – Donna Meier Pfeifer, Board Clerk administered the Oath or Affirmation of Officer to Mr. Dean Fitzsimmons. Mr. Fitzsimmons response – I DO. Mr. Fitzsimmons was then asked to participate in the remainder of the board meeting, which he did.

Addition to the Agenda Action Items:

➤ **Bids for 20 Stall Horse Barn – Kent Adams, VP of Finance and Operations**

Chair Koler asked for a motion to accept the administration's request to add to the agenda's action item bids for a 20-Stall Horse Barn. The motion was made by Trustee Hamm to accept the administration's request to add to the agenda's action item bids for a 20-Stall Horse Barn. Motion was seconded by VC Barrett. With no further discussion the motion passed unanimously.

VII. Discussion:

A. IPEDS – Lisa Kolm, Data Coordinator

IPEDS DATA FEEDBACK REPORT 2022 – The Integrated Postsecondary Education Data System (IPEDS) is a system of survey components that collects data from all institutions that provide postsecondary education and are eligible to receive Title IV funding across the United States and other U.S. jurisdictions. The Data Feedback Report is intended to provide institutions a context for examining the data they

submitted to IPEDS. This report is to provide institutional executives a useful resource and to assist in improving the quality and comparability of IPEDS data.

B. MIS Report - Lisa Kolm, Data Coordinator

National Community College Benchmarking Project (NCCBP) Table – March 2023.

These reports support the KPI under the Student Success Institutional Aim.

- Developmental Course Section Retention & Success Rates
- Developmental/Remedial Student Retention & Success in First College-Level Course
- Core Academic Skill Areas Course Section Retention & Success Rates

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

Young Guns Rodeo, Ingalls, KS – Thank You cards from some of the participants. PCC Rodeo Program was a sponsor.

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

April 14, 2023 – PTK Luncheon, Junction City, KS – March 30, 2023 registration deadline

X. 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. With no further discussion motion was carried unanimously.

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/department/board-trustees>

Human Resources: Dr. Michael Calvert, President

APPOINTMENTS

Daniel McReynolds	Custodian/Maintenance
Ronald Richardson	Maintenance/HVAC Specialist/Plumbing & Electric Specialist
Felicia Teeter	Women's Flag Football Coach/Admissions Rep/Recruiter
Ann Lane	Financial Aid Counselor
Ginnie Wright	Payroll Account
Bruce DeClue	Cashier / Bookkeeper

CHANGE IN STATUS

Toby Tobias **from** part time Custodian **to** full time Custodian

Lisa Stinson **from** Coord. of Enrollment Services & HS/College Start **to** Director of Admission

RESIGNATIONS/TERMINATIONS

Elizabeth Britton	Director of Admissions
Lelanne Zimmerman	Payroll Accountant
Molly Webb	Cashier / Bookkeeper

Financial Report: Kent Adams, VP of Finance and Operations

Revenue through February is running \$245K favorably. This compares to \$262K favorable through January. Tuition is \$155K overbudget due to enrollment increase. Ad valorem taxes are \$67K under budget. Motor vehicle taxes are over budget \$15K. Delinquent taxes are over budget \$K. 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 \$18K overbudget.

Expenditures are \$457K under budget. This compares to \$557K in January. This is normal to this point in the year.

Analysis of Budget Over Runs for 10% Over Year to Date

No budget variances greater than 10%

Finance Committee Minutes – Committee recommends the cash disbursements for the month of February 2023 be approved. No major trends were identified. No problems or exceptions noted.

Enrollment Update and Board Report – March 13, 2023 – Lisa Perez Miller, VP of Students and Enrollment Management 2022-2023 Academic Year

– Credit hour production for the academic year is 26,678 or +7.1 percent increase for the same period in 2022.

Spring 2023 Semester Enrollment (same period in 2022)

- Spring Semester credit hour production is 11,751 or +10 percent
- Student headcount is 1,096 or +9 percent
- EDUKAN credit hour production is 1,497 or -13 percent
- Pratt Online credit hours 1,625 or +28 percent
- Outreach credit hour production is 1,364 a 11 percent increase
- Residence Hall occupancy is 87.8 percent, or 302 students compared to 78.5 percent or 267 students for the final spring 2022 semester.

XI. Action Item(s):

- **Ratify Waiver of Board Policy No. 3-07 – Kent Adams, VP of Finance and Operations**
Chair Koler asked for a motion to accept the administration request for the sole-source purchase of the following in the total amount of \$20,383.00:
Graphic Edge - \$2,650.00 for volleyball jerseys from Graphic Edge due to agreement
Hummert International - \$17,733.00 for equipment to regulate temperature and airflow to the greenhouse. Hummert designed the current greenhouse.

The motion was made by VC Barrett to accept the administration request for sole-source purchase of volley ball jerseys in the amount of \$2,650.00 from Graphic Edge and for airflow equipment for the greenhouse in the amount of \$17,733 from Hummert International for a total of \$20,383. Motion was seconded by Trustee Reimer. With no further discussion the motion was carried unanimously.

- **Designating the PCC Website as the Official “Legal Publication Outlet” – Dr. Calvert**
Chair Koler asked for a motion to accept the administration’s recommendation to designate the Pratt Community College website as the official legal publication outlet. The motion was made by Trustee Hamm to accept the administration’s recommendation of making PCC website as the official legal publication outlet. Motion was seconded by VC Barrett.

Dr. Calvert expressed the institution has had continuous problems/delays in getting critical information published in the Pratt Tribune which has caused to rescheduling of Board of Trustee meetings, budget meetings. etc. The City of Pratt has gone with the City's website as their legal outlet due to similar instances. PCC would continue to submit items to the Pratt Tribune but would not be the official legal publication outlet.

With no further discussion the motion was carried unanimously.

- **Bids for a 20 Stall Horse Barn – Kent Adams, VP Finance and Operation**
Chair Koler asked for a motion to accept the administration recommendation of the bid from J.A. Knight & Sons, Inc. for a 200' x 30' 20-stall horse barn in the amount of \$235,500. The motion was made by VC Barrett to accept the bid from J.A. Knight & Sons, Inc. in the amount of \$235,500 for a 200' x 30' 20-stall horse barn. Motion was seconded by Trustee Hamm.

Kent Adams explained with the increase in student enrollment for the rodeo program the current barns are not adequate, and an additional 200' x 30' barn is needed. The barn will be able to stable 58 horses. A private donor has committed \$83,000 this year and \$83,000 in 2024. Will use some of the Capital Outlay for next year to fund the program. Sluss Construction submitted a bid for \$239,291. No response from Brent Jones and Kessler Construction declined due to availability.

With no further discussion the motion was carried unanimously.

- **Policy Second Reading - Dr. Michael Calvert, President**
Chair Koler asked for a motion to accept the administration's changes to policy 7-01 *Scholarship Policy for Pratt County High School Senior Graduate Grant* as revised. VC Barret made the motion to accept the administration's changes to policy 7-01 *Scholarship Policy for Pratt County High School Senior Graduate Grant* as revised. The motion was seconded by Trustee Hamm.

Revised Policy:

SCHOLARSHIP POLICY FOR PRATT COUNTY HIGH SCHOOL GRADUATE GRANT

The Pratt County High School Graduate Grant has been established by the Pratt Community College Board of Trustees to provide tuition assistance for all Pratt County High School graduates who are currently residents of Pratt County. The grant will be given for any PCC course excluding EduKan.

The Pratt County High School Graduate Grant will entitle the student to a full- tuition scholarship. Students must maintain a GPA of 2.5 or higher. The Pratt County High School Graduate Grant cannot be used in conjunction with another PCC scholarship award.

Application procedures for students applying for the Pratt County High School Graduate Grant are as follows:

1. Complete a PCC scholarship application and submit it to the Financial Aid Office.
2. Provide documentation to the Financial Aid Office, which confirms student's current Pratt County residence and Pratt County High School graduation date.

Lisa Perez Miller explained the President's Cabinet reviewed the policy, discussed the community service needs, what is PCC's engagement with the Pratt community. And to make the policy be more than just the recent grad – *..provide tuition assistance for all Pratt County High School graduates who are currently residents of Pratt County. The Pratt County High School graduate grant will entitle the student to a full-tuition scholarship.*

Policy First Reading:

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

- 3-01 *General Executive Limitations*
- 3-02 *Budgeting*
- 3-06 *Business Authorization*
- 5-02 *Monitoring Presidential Performance*

A motion was made by Trustee Hamm to accept the administration's recommendation of no change and to waive the second reading for the afore-referenced policies. The motion was seconded by Trustee Reimer. With no further discussion the motion was carried unanimously.

XII. Written Reports:

- ✓ **Faculty Report** – *Dave (Kip) Chambers, PHEA President*
STEM Club - Mr. Chambers shared with the Board there is now an official STEM Club primarily run by Paul Primrose, Justin Maughan and Jason Ghumm. Presentations will be given to the schools in the PCC service area.

Carol Ricke participated as an evaluator for ACBSP during a visit to Tri-County Technical College in Clemson, South Carolina.

Heather Wilson reported 17 schools and roughly 600 students participated in the Academic Olympics this year. For a summary of the activities provided during the Academic Olympics please see the March edition of the Beaver Buzz.

Dr. Jason Ratcliffe successfully defended his doctoral dissertation on February 28th. Jason's PhD was awarded to him in the field of History from Florida State University. His dissertation was related to the Japanese occupation of the Philippine Islands. Congratulations to Dr. Ratcliffe for this outstanding accomplishment!

Misty Beck Performing Arts Department - Pep Band finished up with the last home basketball game on March 4. Jazz Band continues to rehearse for their upcoming May 7 concert. The department was given new jazz band music from Dodge City Community College. Encore continues to prepare for spring tours, sing at nursing homes and fundraise for their upcoming Tennessee Trip. Working on the spring musical *Schoolhouse Rock Live* and it will be performed on campus the weekend of March 31 to April 2. They will be taking the show to Skyline, Stafford, Cunningham, Harper, Kingman (public school and St. Pat's), and Medicine Lodge. The Encore Finale Concert is on April 23, the Choir and Jazz Band Concert on May 7. Recruiting continues for 2023-2024 year.

Deer Processing: The Wildlife Outfitting & Operations (WOO) program processed 11 deer provided by the Kansas Department of Wildlife & Parks. According to the biologist, the depredation permits were issued due to the number of deer. WOO students processed all the deer and donated the meat to those in the community.

NASP: The National Archery in the Schools Program hosted their annual shoot at the Blythe Family Fitness. The shoot, hosted by KDWP, drew over 100 shooters from across Kansas. The WOO program assisted in sponsoring the event, mapping out shooting lanes, setting up targets and acting as line judges during the competition.

- ✓ **Athletic Report** - *Tim Swartzendruber, Athletic Director*
 - Women's Basketball final conference record 6-18, overall record 11-19
 - Men's Basketball final conference record 13-11, overall record 17-14
 - Wrestling finished 2nd at NJCAA National Tournament. Won South Central District for first time ever. Two wrestlers finished second at NJCAA Tournament. Two wrestlers captured 3rd. Wrestling mats are being installed.
 - Baseball 11-9 overall. The conference play began March 10.
 - Softball 0-6 conference, 1-11 overall.
 - Track competed at NJCAA National Indoor Meet March 3-4. Hosting Beaver Classic on March 18.
 - Tennis competing in matches.
 - Women's Flag Football had their first games March 10-11.
 - Felicia Teeter, Women's Flag Football coach, began March 6. PCC will host the first Women's Flag Football game, March 21 – April 1, 2023
 - Hospitality Rooms a success

- ✓ **Chief Information Officer** – *Jerry Sanko, CIO*

Information Technology Project Update:

Updating Media Room 312: (98% complete)

The wireless mic receiver is scheduled for 14 March installation.

Mobile Device Management (initial roll out is 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)

Data Classification Policy (draft 1)

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

ViewSonic Podiums in rooms 2, 3, 35, 36 Replacements. (Equipment received)

Rm3, rm2, and rm35 are installed and 2 will be installed over Spring Break.

Chemistry Room upgrade (est. time June)

Using Viewsonic from Welding and installing it into the Chemistry Room.

Alertus (no change)

Installation complete 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

Starting to plan the summer projects:

May - June

Rm 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 2023

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 KBOR Follow-up Collection was finalized in February

The IPEDS Spring Collection is now open and closes in April

Annual National Community College Benchmark Project data submission is due in March

The HLC Annual Institutional Update is due in April

✓ Foundation Report – *Barry Fisher, Director*

Campaign

Received the second payment on the \$250,000 pledge for the Rodeo Project. Funds will go towards purchasing 6 bucking chutes for the new arena. Will continue with the bucking chute naming opportunity initiative.

Outstanding Alumni Award

PCC's Instructional Council has received the nominations for this year's Outstanding Alumni Award. Once a winner has been selected, the awards presentation luncheon will be scheduled.

Scholarship Auction

Work continues to secure auction items and sponsorships. A booklet was printed containing an expanded listing of items available for sponsorships. Exclusive is *2 Tickets to Garth Brooks Las Vegas Residency at Caesars Palace on July 16th*. The sponsorship cost of this item is \$900.

✓ KACCT – *Eric Scott Killough, KACCT Secretary*

PTK - April 14 in Junction City. Heather Morgan, Exec. Dir., opened registration March 14. Presidents will arrive the night of the 13th, dinner will be had and then a meeting with Kansas State University Friday morning from 7:30 – 9:30 A.M. After the K-State meeting we will move to Junction City for the PTK event which begins at 11:30 A.M. After the PTK event the quarterly KACCT meeting will be held from 1:15 – 3:00 P.M.

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

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

Dr. Calvert will be attending:

- AACC Annual 2023 Conference in Denver, CO.

Other:

Nothing was presented.

XIII. Wrap Up

Comments from the President – *Dr. Michael Calvert, President*
HLC 2023 Annual Conference in Chicago, IL. He will be attending
Search Committee meetings for the VP of Students and Enrollment Services
PTK – April 14, 2022, in Junction City and KACCT meeting

President Calvert attended the following meetings/committee meeting:

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. Participated in Taxing Entities group meeting.
8. Participated in Collaboration and Planning Council meeting.
9. Met with Track/Soccer Field Management Committee.
10. Attended meeting on Rural Broadband at Pratt Public Library.
11. Met with potential board candidates to discuss role.
12. Conducted "Pizza with President" in residence halls.
13. Participated in interviews for VP of Students and Enrollment Services position.
14. Met with Barton Community College Administration to discuss Nursing Program Partnership.
15. Participated in a call with the Department of Commerce to discuss grant parameters.

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

Expressed his appreciation for everyone's efforts in increasing the enrollment.

XIV. Executive Session for Non-Elected Personnel Matters

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

7:45 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