

## Board of Trustee Meeting Minutes of May 17, 2021

I. Vice Chair Koler called the meeting to order at 6:01 p.m.

II. Pledge of Allegiance was led by Jeff Shumway

**Trustees Present:** Mike Koler, Vice Chair (VC), Ed Barrett, Kim DeClue, Michele Hamm, Stan Reimer, Jeff Shumway,

**Trustee(s) Absent:** Dwane DeWeese, Chair

**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):**  
Ken Kepley – Wrestling Coach

IV. **Introduction of Awards of Excellence – Dr. Calvert**  
Daryl Lucas, Lane Tunestead, Alan Ziegler, Tyler Wells and Daniel Meng put on a “No Boys Allowed” Automotive Clinics in Attica (30 students) and Kingman (20 students), counselors were also present.

Late Night Breakfast Participants:

Cafeteria: Shelby Jarnagin, George Frye, Julian Eziukwu, Christina Mireles, and Josh Mireles.

Staff/Volunteer Participants:

Dr. Michael Calvert	Charles Keefer
Lisa Perez Miller	Cameron Cates
Monette DePew	Nick Cicere
Jerry Sanko	Darin Ford
Audra Rogers	Brad Luthe

Wrestling: NJCAA

Michael Spangler	National Champion
Jason Henschel	National Runner-Up
Jacob Mitchell	8 <sup>th</sup> Place All-American
Jake Beeson	National Runner-Up and NJCAA Sportsmanship Award
Dayton Porsch	National Runner-Up and World Team Member
Deston Miller	8 <sup>th</sup> Place All-American
Devon Dawson	5 <sup>th</sup> Place All-American

**V. COVID-19 Update – Dr. Calvert**

Commencement went well with the two sessions, people were very cooperative in the seating arrangements and social distancing. Finished semester with one student quarantined due to close contact.

May 24, 2021 Summer Hours begin and masks are recommended, not required. If social distancing is not possible, masks will be required.

**VI. Discussion:**

**A. MIS Report – Dr. Calvert**

Completion in 3 Years - PCC 3-Year Average and Benchmark Comparison is 39% which is the state average

Completed or Transferred in 3 Years - PCC 3-Year Average completed or transferred within 3 years is 63%. Average for all 19 Kansas community colleges is 59%.

**VII. Commination to the Board – Donna Meier Pfeifer**

- EXETER Hospital Center for Cancer Care thank you for the Lynda Beck Memorial

- Susan Ratnoff – A thank for the book of assorted pictures of Pratt by Darren Parker In Lynda Beck's memory.

**VIII. Calendar of Events – Dr. Calvert**

Addition:

May 22, 2021 Budget Planning Session

June 1, 2021 by Noon to file. Terms expiring are: Dwane DeWeese, Mike Koler and Jeff Shumway.

**IX. Consent Agenda – VC Koler**

Vice Chair Koler asked if anyone had information they wanted pulled out for discussion. Personnel report was requested to be pulled.

Trustee Shumway made a motion to pull the May 2021 Personnel Report from the Consent Agenda. Trustee Barrett seconded the motion. With no further discussion the motion carried unanimously.

Vice Chair Koler asked for a motion to approve the consent agenda.

Trustee Barrett made the motion to accept the consent agenda as presented, motion was seconded by Trustee Shumway. With no further discussion motion passed unanimously.

Minutes of the Special Board of Trustee Meeting on April 12, 2021

Minutes of the Board Trustee Meeting on April 19, 2021

Minutes of the Special Board of Trustee Meeting May 03, 2021

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

**Personnel Report – Rita Pinkall (Presented by Dr. Calvert)**

May 2021 Personnel Report was requested to be pulled.

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

Revenue through April is running \$60K favorable. This compares to a favorable \$95K in March. Tuition is \$170K over budget. Ad valorem property tax is \$113K under budget.

The ad valorem property tax underrun appears to be budget time-phasing and should catch up to budget in June. Motor vehicle tax is \$30K over budget. Delinquent tax is \$29K favorable. CTE funding is running \$118 unfavorable. Miscellaneous income is over budget \$63K due to payment plans.

Expenditures are running \$728K favorable through March. This compares to an underrun in March of \$537K. The underrun is good for this point in the budget year.

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

**Enrollment Update & Board Report – May 10, 2021** (*Updates as of May 17 are noted in red below*)

1. **2020-2021 Academic Year** – Credit hour production for the academic year is 25,521 and 1.8% below the figure reported on May 11, 2020. **(25,529 or -1.8%)**

2. **Spring 2021 Semester Enrollment**

- Spring Semester credit hour production is 10,907 and -3% less than the same period last year.
- Student headcount is 1,013 and equal to the Spring headcount for the same period last year.
- EduKan credit hour production is 1,666 and -5% less than the same period in 2020. Pratt Online credit hour production is 1,511 or an increase of 146% for the same period in 2020. Outreach credit hour production is 1,362 or 3% greater than the same period last year. College Start/High School enrollment is 1,429 credit hours, a 2% 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 4,688 hours, a comparison with the 2020 Spring Semester total of 4,970 for the Nine Core County Region.

3. **Spring 2021 Residence Hall Occupancy**

- Residence hall occupancy is 78% or 255 students compared to Spring 2020 final figure of 289.5 or 85%. *Note: Maximum occupancy is 356; spots available for a residence hall contract plan are 326.*

4. **2021-2022 Academic Year** – Credit hour production for the academic year is 6,824 or -0.4% for the same period in 2020. **(7,683 or +1.8%)**

5. **Summer 2021 Semester Enrollment**

- Summer Semester credit hour production is 1,885 or +11% for the same period last year. **(2,121 or +4%)**
- Student headcount is 347 or +10% for the same period last year. **(386 or +5%)**

6. **Fall 2021 Semester Enrollment**

- Fall Semester credit hour production is 4,939 or -4% for the same period last year. **(5,562 or +1%)**
- Student headcount is 388 or a +5 increase for the same period last year. **(440 or +11%)**

7. **Fall 2021 Early Enrollment Goal Tracking**

- % of possible (non-grads) returners enrolled in fall classes: 35% compared to 34% in Fall 2020
- % of student-athlete (non-grads) enrolled in fall classes: 41% compared to 38% in Fall 2020

## 8. Residence Hall Contracts for Fall 2021

- Paid contracts received to-date: 147 of the 326 available occupancy

### X. Action Items

**Ratify Waiver of Board Policy No. 3-07** – *Kent Adams, VP of Finance and Operations*  
VC Koler asked for a motion to approve ratification of Waiver Board Policy No. 3-07 for the sole-source purchases in the total amount of \$26,710.68 for the following:  
WatchGuard Software Licensing - \$10,785.68 from Tavtech being the licensed distributor of the software in this area.  
Graphic Edge - \$1,900.00 for kneepads and backpacks for volleyball due to contract with Graphic Edge.  
ATI - \$14,025.00 ADN and PN Comprehensive Assessment Review being the vendor selected by nursing for the nursing student review. This cost is paid from nursing student fees.

Trustee Shumway made the motion to approve ratification of Waiver Board Policy No. 3-07 for the sole-source purchases in the total amount of \$26,710.68 for the following:  
WatchGuard Software Licensing - \$10,785.68; Graphic Edge - \$1,900.00, and ATI - \$14,025.00. Motion was seconded by Trustee Reimer.

With no further discussion motion pass unanimously.

### **Resolution to Approve Series 2021 COP Resolution** - *Kent Adams, VP of Finance and Operations*

Vice Chair Koler asked for a motion on approval from the bond council authorizing the VP of Finance and Operations to accept the lowest bid and authorize the sale of the Series 2021 COP issue and sign any required documents on behalf of the Board of Trustees.

Trustee Barrett made the motion subject to the approval from the bond council to authorize the VP of Finance and Operations to accept the lowest bid and authorize the sale of the Series 2021 COP issue and sign any require documents on behalf of the Board of Trustees. Trustee Reimer seconded the motion.

Mr. Adams was working off the date of May 17, 2021, Ranson Financial was working off the date of May 24, 2021. The bids were not available at the time of this meeting. Mr. Adams will verify this motion with the Bond Council.

With no further discussion motion pass unanimously.

### **Adopting the Kansas Homeland Security Region E Hazard Mitigation Plan** – Resolution #20-002

VC Koler asked for a motion to approve the administration recommendation for Resolution to Approve Homeland Security Region E Hazard Mitigation Plan #20-002

Motion was made by Trustee Reimer to accept the administration recommendation for Resolution to Approve Homeland Security Region E Hazard Mitigation Plan #20-002.

Motion was seconded by Trustee Barrett. With no further discussion motion carried unanimously.

**Policy First Reading(s) – Dr. Calvert, President**

VC Koler asked for a motion to approve the administration recommendation of no change or modification to the following policies:

- 2-01 Mission Statement and Statement of Institutional Purpose
- 2-04 Institutional Core Values
- 3-08 Communication and Counsel to the Board
- 3-09 Asset Protection
- 4-11 Trustee / Board Development & Travel Policy
- 5-03 Senior Level Administrative Residency Policy
- 6-01 Vision

Trustee Barrett made the motion to accept the administration recommendation of no change or modification and to waive the second reading for the afore-referenced policies as presented. Motion was seconded by Mr. Shumway. With no further discussion the motion passed unanimously.

**XI. Oral Reports**

Dr. Calvert re-informed the Board the 2004 ADN and PN Nursing partnership with Cowley College has mutually agreed to cease at the end of this academic year. Cowley College needs this space for other needs. PCC has an ADN program on campus and online and teaching PN on the PCC campus at this time. Each student that was accepted into the Cowley College program has been contacted. Ms. DePew and Dr. Calvert met with the Winfield Advisory Board and will have a final advisory meeting upcoming. Dr. Calvert recognized Cowley College for the many years of good partnering and support to the nursing program.

**Nursing – Diana Mitzner, Director of Nursing**

**Student Updates:** Selections for the fall are complete for both programs. Acceptance letters are being returned, June 1<sup>st</sup> is the deadline. A more accurate number of students for Fall semester after June 1<sup>st</sup>.

**Current Status of Students:**

- PN 100% passed
- ADN one student yet to test
- NCLEX Review starts June 10-13<sup>th</sup> for both programs. This will be done virtually.
- No first-time testers in the start of the second quarter (January – June)

**Faculty/Staff**

- Cassandra Stein, RN PN Pharmacology instructor in Winfield has resigned

**KSBN Update:**

- No updates received to date regarding the virtual site visit on March 31<sup>st</sup> – April 1<sup>st</sup>. Preliminary results are back essentially to review and make any corrections and sent back. This report does not contain any recommendation. It lists strengths and weaknesses. Any action or recommendation will take place at the June 14 – 16, 2021 at the quarterly Kansas State Board of Nursing meeting. This is when we will be notified of the status of the program.

**Faculty Report** – *Carol Ricke, PHEA President (Kip Chambers in Ms. Ricke absence)*  
**Carmen Forest** – Stephanie Becker, Dietician, presented at the nutrition class and did a wrap-up with questions the students presented in their first assignment in the class. Three questions pertaining to nutrition: 1) potential myths, 2) misunderstanding, 3) beliefs.

Other Guest Speakers/Activities:

- Jodi Drake – frugal/thrifty shopping and eating for college students
- Motorcycle Mary McCune - Personal/Community financial presentation
- Rocky Robinson – presentation on guns for Carmen’s Gun Control unit
- Joy Schwartz – Sexual Abuse and Date Rape Culture on College Campuses
- Justin Schwab – ALICE training (Alert, Lockdown, Inform, Counter, Evacuate)
- Larrison Mortuary – Behind the Scene Tour

**Jason Ghumm** – Microbiology experiments with charging stations was successful. Exposure to UV light in fact inhibits the growth of microbes. Results in most cases killing them.

**Ralph Williams** – Ag Power had 5 sophomores completing the program.

- Mitchell Becker, employed with Prairieland Partners Winfield
- Brandon Tillotson, employed at Prairieland Partners, Anthony
- Roylin Moore, employed at Carrico Implement Shop in Ellsworth
- Hunter McCurdy, employed at KanEquip in Ottawa
- Tanner Smith, employed at Andale Concrete

**Paul Primrose, Kip Chambers, and Jason Ghumm** – went to Hannah Barillo’s 5<sup>th</sup> grade class at Skyline to put on a 30-minute science demonstration “Fun with Gases”. Will be doing three demonstrations with the final one being an implosion of a 55-gallon barrel. Emily Yell, PCC Marketing, will be taking photos.

**Carol Ricke and Jenny Egging**: Students from each of these classes participated in a live Webinar title COVID-19 Effects on Institutions and Economic Policy with Jim Gwartney and Tawni Hunt Ferrarini.

Commencement went well and PHEA Teacher of the Year was Rocky Robinson. The Dennis Lesh Award went to Jason Ghumm.

Mr. Chambers recognized the faculty, staff, and administrations for all uniting together to make this academic year a success!

**Staff Senate Report** – *Sarah Binford, President (Donna Meier Pfeifer in her absence)*  
**Work-Life-Enrichment**

The Monthly Work Life-Enrichment Zoom presentation took place on April 14, 2021. Head Cheer Coach Shae Napier presented the In-Outs of Cheerleading and the challenges they face providing an inside look of PCC Cheer Program and Accomplishments.

On May 12<sup>th</sup>, 2021 at 2pm a presentation on “Violent Critical Incidents” occurred discussing techniques used at PCC during violent critical incidents for faculty, students, and staff. We discussed the ALICE program (Alert, Lockdown, Inform, Counter, Evacuate).

June 9<sup>th</sup> 2021 Jacquelyne Leffler from Leffler Prime Performance will present the pros and cons of selling beef directly to the consumer, talk about the market, and provide information about her family's operations pre-Covid and after. We feel this will be an educational presentation that will discuss the benefits of buying direct vs from a grocery store.

If anyone has an idea or connection to someone that has a subject or topic that may be beneficial or interesting to our faculty, and or staff here at PCC please feel free to email our chair of the "Work-Life-Enrichment" committee Donna Meir Pfeifer with your ideas. With the ability to utilize zoom, we can now reach out to outside agencies, organizations, and individuals that have interest in presenting.

### 2021 Goals

At our most recent meeting on Tuesday, May 11, 2021 the Senators discussed the current Maternity & Paternity Leave policy and are exploring options for changes that do not require an individual to use all vacation/sick time prior to FMLA.

Staff Senate is actively working to prioritize goals that have been discussed while in session. And are preparing to hold meetings with the President's Cabinet to present proposals and provide updates on issues presented during Staff Senate Surveys.

### **Athletic Report** – *Tim Swartzendruber, Athletic Director*

Wrestling – Placed fourth in NJCAA National Tourney in Council Bluffs, IA, April 20-21. Highest team finish ever for PCC. Michael Spangler, won second National Championship. Jake Beeson, Dayton Porsch, and Jason Henschel all finished National Runner-Up. Seven wrestlers finished in top eight with deemed them All-Americans.

Track – 12 athletes qualified for NJCAA National Track meet in Levelland, TX. Zack McFee (freshman) took 4th in national in the steeple chase. 4x4 Relay team placed 6<sup>th</sup> and set a new PCC record.

Men's Soccer – Currently tied for first in conference and have tie-break advantage. Defeated Central Community College and will advance into the championship match in Chanute for their game. If they win, they advance to a District game in Iowa or Minnesota.

Women's Soccer – Currently second in conference. May 15, the team went into two 10-minute overtime, and due to the game being a conference game went into penalty kicks and they won 7-6! They are ranked 19th in the nation. A first time for PCC. The team will play at the Stryker Sports Complex in Wichita on Sunday, May 23<sup>rd</sup> and will be playing Allen County. If they win, they will advance to NJCAA Division II National Tournament in Augusta Georgia, June 5, 2021.

### Other:

Beaver Backer Golf Tournament – August 29, 2021 at Park Hills Country Club  
Jeret C. Johnson – Tennis Coach

Michael Spangler and Jake Beeson voted "Co-Male Athletes of Year" by coaches  
Morgan Schrag voted "Female Athlete of Year" by coaches

Tentative Hall of Fame Induction October 9 during the "Back to Pratt Jamboree".

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

**Information Technology Project Update:**

- **PowerCampus/Selfservice upgrade to version 9:** Departments are testing the system, and IT is working on additional configurations. We are still on target for rolling out the new version in June of 2021. This upgrade will involve downtime (upgrade/configuration/AD switch-over/Client Install).
- **Updating media in room 312:** We have received quotes from three vendors, and we are now working on developing plans to present setup options based on quoted pricing.
- **GreatPlains:** Now that the issues have been resolved, we are working on preparations for upgrading the GreatPlains system soon after the PowerCampus is completed in June.
- **Personnel:** We are excited to announce that we have hired a new person to fill the Computer Center Support position. Pake Sipes is currently a student in the INT program, and will be joining our team fulltime after graduation.
- **Prep for summer projects:** We are preparing for summer projects (computer lab upgrades, completing dorm wiring project, security camera upgrades, switch upgrades, PowerCampus upgrade, GreatPlains upgrade), as well as IT needs for the graduation ceremony and beaver building days.
- **Security Services:** We have signed a contract to leverage security operations services from OculusIT, and we are now in project discovery phase. We will be working throughout the summer to setup servers that will be used by our security team.
- **Security Auditing Services:** OculusIT will also be working with us throughout the summer to perform security audits. The result of these audits will be suggestions about policies and procedures to ensure that we remain compliant with cybersecurity regulations and standards.

**Data Services Department Update:**

- KBOR Excel in CTE (formerly SB155) Collection has been submitted
- Finalizing the SPuR Feedback Reports for the Academic and Technical Programs.

Wiring scheduled last December for Novotny, North and Wojcichowski Halls. The only one completed was Novotny. Contractors will be out to do the two remaining halls. Estimated timeframe is two weeks.

**Foundation Report** – *Barry Fisher, Executive Director*

**Scholarship Auction**

As of 5/10/21 the total amount raised from the auction is \$55,804. We will be sending out an appeal in the 1938 MEMO and email for additional donations to help us reach or exceed our goal of \$60,000.

Pleased to report that every Trustee and all members of the PCC Administration made gifts to the auction as a donor and/or buyer. Every member of the Administration



provided an auction sponsorship. Dr. Calvert recognized Mr. Fisher and Ms. Meier Pfeifer for their efforts in making a successful event! The virtual “live” portion was well received.

Capital Campaign

Michele and Kevin Hamm were recognized for their recent gift of \$2,000 in support of the Track and Soccer Project. Will be in contact with Skyline to hopefully finalize a pledge agreement to bring them into the Community Partnership on the Track and Soccer project.

KACCT – Michele Hamm, Past President

Nothing to report.

ACCT/NLS – Dr. Calvert, President

No report presented

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

No report presented

**Other:** No item(s) was brought before the Board

## **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 EDUKAN Board meeting.
3. Participated in weekly Presidents meetings.
4. Participated in NJCAA Board of Regents Zoom meeting.
5. Participated in Campaign Leadership Council meeting.
6. Attended KBOR meeting via Zoom.
7. Participated in Special Board of Trustees meeting.
8. Attended Technical Education Authority meeting via Zoom.
9. Participated in AACC Virtual Conference which meets one day/week throughout May.
10. Participated in KJCCC President’s meeting.
11. Met with Cowley College administrators to discuss Nursing partnership in Winfield.
12. Met with representatives from area community college to discuss partnership opportunities.
13. Participated in Virtual visit with Student Leadership Council.
14. Participated in meetings of Track/Field Management Committee.
15. Recognized EPT students along with ITC.
16. Facilitated All-Employee meeting.
17. Met with current ADN Nursing Students along with cabinet.
18. Met with President’s Advisory Council.
19. Met with Technical Program Leads to discuss new Promise Act.
20. Grilled lunch for staff senate.
21. Helped cook and serve students at late night breakfast.

22. Participated at Commencement.

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

VC Koler had nothing to bring before the Board

**XIII. Executive Session for Non-Elected Personnel Matters**

7:05 pm Trustee Shumway made the motion to go into executive session to discuss non-elected personnel issues for no longer than 10 minutes. Motion was seconded by Trustee Reimer. With no further discussion motion passed unanimously.

7:06 pm VC Koler called the executive session to order.

7:15 pm Trustee Barrett made the motion to adjourn from the executive session.

Motion was seconded by Trustee Shumway. With no further discussion motion passed unanimously.

**XIV. Meeting Adjourned**

7:16pm VC Koler asked for a motion to adjourn the regular board session. Motion was made by Trustee Barrett to adjourn the regular board session. Motion was seconded by Trustee Reimer. With no further discussion motion passed unanimously.

Minutes Recorded by:

Donna Meier Pfeifer, Board Clerk