

Board of Trustee Meeting Minutes of August 30, 2021

I. Chair Koler called the meeting to order at 6:00 p.m.

II. Pledge of Allegiance was led by Ed Barrett

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

Trustee(s) Absent: Dwane DeWeese and Jeff Shumway

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):**
Dean Fitzsimmons and Eric Killough

IV. **Introduction of Awards of Excellence – Dr. Calvert**
PCC Moving in Day, August 15, 2021. Dr. Calvert recognized the following for their time and effort in make the Move in Day a success.

SEM Staff:

Elizabeth Britton	Caitlin Miller	Audra Rogers	Kevin Kewley
Elyse Birdsong	Amy Jackson	Emily Prosser	Rose Ohlsen
Shaycin Koehn	Pam Kuemin	Susan Mayberry	Cindy Lambert
Robin Lemon	Amanda Wade	Joel Pearson	Quintin Powell

Resident Life and Resident Assistant Team

Charles Keefer	Jacob Mitchell	Faith Bannister	Julian Ezkiwu
Brad Luthe	Christy Wiebe	Kenny McCartney	Brianna Ede
Jazmin Levario	Arthur Weston	Stephanie Kerst	Mark McDaid
Gina Olivas	Nasan Ayala	Adalynn Wells	
Kawana Santos	Zachary McPhee	Shelby Cunningham	

Jeweliauna Chambers

Women's Soccer Team

Coach Ashley Burnett	Briana Zuniga	Alaina Strickland	Jade Massing
Paige Strausberg	Svenia Arnold	Reyna Meraz	Abby Martin
Amelia Kirby	Maris Quillen	Natalia Richartz	Amaya Myers
Kassandra Ramos	Sierra Bryant	Gabrielle Charez	Judith Isbell
Alexa Puerto	Whitney Young	Jessi Ferneau	Jada Lopez

Quemberli Merida

Kent Adams and Donna Meier Pfeifer for representing PCC as presidents of Pratt Rotary Club.

V. COVID-19 Update – Dr. Calvert

- Have 1 student in isolation who tested positive. 2 faculty whose children tested positive are isolating at home.
- Couple of students, one tested positive Friday and waiting on the results of a close contact. Faculty had to move their classes to zoom to maintain the course schedule.
- Instructor who tested positive, the whole class is now being done by zoomed. - Community was up to 47 active cases as of 08-30-2021.
- Vaccine incentive for students is working, close to 100 students are fully vaccinated or have had their first dose. Student has to remain through the 20th day of enrollment before they receive their check.
- Discussion on making it a mandate a condition of employment to be vaccinated. Not required, but if you are not vaccinated, individual would have to be tested every week. In the process of modifying the leave policy, if you are vaccinated and need to take leave you will not be charged, unvaccinated you will be charged. Legal council will be contacted for direction.

VI. Discussion:

A. MIS Report – Dr. Calvert

No report presented

VII. Communication to the Board – Donna Meier Pfeifer

Thank you cards received from Pratt County 4-H club members who participated in the Pratt County Fair were displayed.

State Commissioner of Education Randy Watson and his deputy commission were on a 50 city tour of Kansas updating progress re-engineering K-12 education. Skyline is a part of this. Organizations like FFA and 4-H programs give kids learning opportunities in the value of work ethics, social ethics, being on team efforts, and showing up on time.

VIII. Calendar of Events – Dr. Calvert

- September 7, 2021 a Special Board of Trustee Meeting Revenue Neutral Rate and Public Hearing on FY2021-2022 Legal Budge.
- December 3-4, 2021 – KACCT Quarterly meeting will be held in Pratt, virtual and in-person as of now.

IX. Consent Agenda – Mike Koler, Chair

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

Chair Koler asked if any information was to be pulled from the consent agenda? Dr. Calvert asked for the Weekly Update and Board Enrollment Report of August 23, 2021 be pulled for discussion.

Dr. Calvert went over the report stating student headcount is -6.4% compared to the same period last year was -5%. More information is included in Enrollment Update and Board Report. Loss of 30 students from the ADN program upon losing the Conditional

Approval Status in June. Factored in the new tennis program knowing the probability of getting 20 students was low. Added a welding program on the Pratt campus and in Kingman High School growing and the program in Attica. Anticipated a number of return students who sat out a year ago. Being down 7% for the Fall Semester with a budget built on a 2% growth. \$25,000 of revenue for each 1%. Typically, what starts out in the summer trending all year. Summer numbers were down also. 91 % in housing has increased. Down on online students and EDUKAN is also down. High school enrollment is still continuing. Numbers are still volatile related to COVID. Faculty trying to recruit students who did not enroll for Fall semester to enroll for Spring semester.

With no further discussion motion passed unanimously.

Minutes:

Minutes of the Board Trustee Meeting for July 19, 2021

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

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

No verbal additions were presented

Financial Report – Kent Adams, Finance and Operations

Revenue through July is running \$4K unfavorable. Tuition is \$6K underbudget, reflecting lower enrollment. Miscellaneous income is over budget \$2K due to payment plans. The first half of state aid was received as budgeted.

Expenditures are running \$411K favorable in July. This compares to an underrun. The underrun is typical for the month of July.

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

Enrollment Update & Board Report – August 23, 2021 (Updates as of August 30 are noted in red below)

1. **2021-2022 Academic Year** – Credit hour production for the academic year is 13,519 and -5.3% below the figure reported on August 23, 2021. **(13,598 or -6.4%)**
2. **Fall 2021 Semester Enrollment**
 - Fall Semester credit hour production is 11,414 or -5% less than the same period last year. **(11,493 or -7%)**
 - Student headcount is 981 or -5% less than the same period last year. **(1,024 or -6%)**
 - EduKan credit hour production is 1,450 or -10% less than the same period in 2020. **(1,350 or -19%)**
 - Pratt Online credit hour production is 1,187 or -10% less than the same period in 2020. **(1,261 or -9%)**
 - Outreach credit hour production is 1,225 or -18% less than the same period last year. **(1,387 or -19%)**
 - College Start/High School enrollment is 1,239 credit hours, a 9% increase in production compared to the same period in 2020. **(1,442 or +5%)**

- Credit hour production for the “Nine Core County Region” (*Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford*) is 4,736 credit hours or -7% less than the same period last year. **(5,636 or +5%)**
3. **EduKan Fall Term start dates:**
 - Fall Term 1 & Fall Term 2 Last Date to Enroll: August 13 (Complete)
 - Fall Term 3 Last Date to Enroll: September 10
 - Fall Term 4: Last Date to Enroll: October 8
 - Fall Term 5: Last Date to Enroll: November 19
 4. **Fall 2021 Residence Hall Contracts**
 - Residence hall occupancy: 309 students or 94%
Note: Maximum occupancy is 356; currently 28 spots are being used by staff or set aside for COVID-19 quarantine/isolation rooms

X. Action Items

➤ **Ratify Waiver of Board Policy No. 3-07 – Kent Adams**

Chair Koler asked for a motion to accept the administration request for ratification of the Waiver Board Policy No. 3-07 in the total amount of \$25,204.87 for the following:

Graphic Edge – \$11,437 – Women’s soccer gear \$2,237.00, Men’s baseball \$1,200, Men’s basketball \$8,000. Contract with Graphic Edge.

Dell Laptops - \$4,874.89 – 3 staff laptops – Dell being the IT selected computer vendor.

Lincoln Electric - \$8,892.98 – MIG360 Lincoln Electric welders \$6,619.93, plasma cutter \$2,273.05. Equipment must be Lincoln Electric for the welding program to be LEEP Certified. This purchase will be funded through Vocational Capital Outlay.

Motion was made by Trustee Hamm to accept the administration requests for Ratification Wavier Policy 3-07 for the afore-reference variety of sole-source purchases in the total amount of \$25,204.870. Motion was seconded by Trustee DeClue. With no further discussion motion pass unanimously.

Mr. Adams shared the next round of importance for the welding program is approximately \$210,000. Some of this amount is budgeted for FY 2021-2022 and remainder in FY2022-2023. The welding enrollment, with the projected enrollment is a definite positive cash flow to the institution. High school adaptation offered has the Added CTE Excel Program SB 155 funding model. These are the only credit hours fully funded, whereas the other is a portion of the SB 155 CTE funding.

With no further discussion the motion passed unanimously

➤ **Approve Financing bid in the amount of \$200,000 EC Wide Boy 47 Passenger Bus – Kent Adams**

Chair Koler asked for a motion to approve the administration recommendation to accept the SJN Bank, 8-year financing \$200,000 at 2.25% for an EC Wide Boy 47 Passenger Bus. Motion was made by Trustee Barrett to approve the administration recommendation to finance \$200,000 at 2.25% for an EC47 passenger bus. Motion was seconded by Trustee Hamm.

<u>Name</u>	<u>7 Years</u>	<u>8 Years</u>
SJN Bank	2.15%	2.25%
Fusion Bank	Declined	Declined
Legacy Bank	2.95%	2.95%
The Peoples Bank	2.193%	2.967%

The administration recommended the SJN Bank, 8-year financing at 2.25% be accepted.

With no further discussion vote was 4 Ayes and 1 abstaining. Motion carried.

➤ **Sole-Source Purchase – 2002 CASE IH MX240 Tractor – Kent Adams**

Chair Koler asked for a motion to approve the administration recommendation for the sole-source purchase of a 2002 CASE IH MX240 tractor from KanEquip for the Ag Power program in the amount of \$39,995. Motion was made by Trustee Barrett to approve the sole-source purchase of the afore-reference 2002 tractor in the amount of \$39,995. Motion was seconded by Trustee Reimer.

The administration recommends the purchase of 2002 CASE IH Tractor which will be used for Ag Power Technology and Ag programs, funded out of the Vocational Capital Outlay.

With no further discussion the motion passed unanimously.

➤ **Approve 2021-2022 Annual Purchase Orders – Kent Adams**

Chair Koler asked for a motion to approve the administration recommendation for the 2021-2022 Annual Purchase orders. Trustee DeClue made the motion to approve the 2021- 02022 Annual Purchase Orders. Motion was seconded by Trustee Barrett.

With no further discussion motion passed unanimously.

XI. Oral Reports
Nursing

2020-2021 Program Graduates & NCLEX Pass Rates:

Location	Number of Graduates	Number Tested	Passed	Failed	Pass Rates of Tested Students	Number Not Tested
• PN Pratt	6	6	6	0	100%	0
• PN Winfield	4	3	2	1	66.66%	1
Total Pass Rate for PN Graduates tested to date					88.89%	
Cumulative Pass Rate of PN Program to date					80%	
• ADN Pratt	6	6	6	0	100%	0
• ADN Winfield	4	4	3	1	75%	0
• ADN Online	14	10	10	0	100%	4
Total Pass Rate for ADN Graduates tested to date					95%	
Cumulative Pass Rate of ADN Program to date					70.83%	

2021-2022 Enrollment & Capacity:

Location	Enrollment	Capacity
• PN Pratt	8	20

Curriculum Changes to KSBN

ADN 19 out of 20 who have tested have passed, 1st time testers at 95%

1. IV Therapy to be added to Nursing Care Adult 1 Theory Course and Nursing Care Adult Clinical Course, starting in Spring 2022.
2. Request for PN program to become a Hybrid course.

Both of these curriculum changes will have been submitted to KSBN no later than August 11, 2021 for review and approval at the Quarterly KSBN meeting on September 15th, in Topeka by the Education Committee.

➤ **Faculty** – Carol Ricke, PHEA President

Dave Campbell has been invited to be part of a presentation at the T&D PowerSkills Trainer Conference in New Orleans in March 2022. This is an Electrical Power Train the Trainer Conference. Dave will present with Jerry Havens, who is the Director of Sales at T&D Power Skills and EPT curriculum provider. The topic is *College Lineworker Programs - How to Serve Your Community*. From Mr. Havens, “I know y’all have done some really great stuff with building your program and serving your community with training and would like you to speak on that.” EPT has used the T&D Power Skills curriculum for many years and has been instrumental in pushing our Line Worker Program across the State into our four locations, all using the same T&D (Transmission & Distribution) training units gives our program continuity. Jerry Havens is very familiar to our students and is the narrator in many of the video training units.

There are 26 different countries on campus this year. The Linda Hunt Library hangs a flag for each country.

➤ **Staff Senate** – *Charles Keefer – Donna Meier Pfeifer*

Staff Senate is hosting a Student, Faculty, and Staff Welcome Back Cookout on September 2, 2021 from 11:00 a.m. – 1:30 p.m. Will include various outdoor games, giveaways and drawings. Great Western Dining Services is providing the food and Chef Dr. Calvert will be doing the grilling.

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

Gave an update on upcoming home games

News

- Ryan Anderson hired as Head Softball Coach
- Andre Morris hired as Assistant Track Coach/Maintenance
- Dedra Koehn hired as temporary athletic training room supervisor
- Cheer/Dance team competed at NW Missouri Camp in late July. Qualified for National Cheer/Dance competition in Daytona Beach in April.
- Turf has been replaced around “halo” on baseball field
- Men’s and Women’s soccer opened season August 19
- Volleyball opened season August 21 at Lamar, CO
- Cross Country first meet September 18

Social Media

- Gobeaversports.com – website
- Twitter: @PrattBeavers (1427 followers as of August 11; 1411 last month)
- Facebook: Pratt Community College Athletics
- Instagram: @PrattBeavers 439 followers as of August 11; 420 last month)
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Other

- Beaver Backer Golf Tournament August 29 at Park Hills Country Club
Tournament auction raised over \$4500.
- Hall of Fame Induction October 9, 2021
- New bleachers installed at Track/Soccer Complex

Women’s Flag Football Team - Dr. Calvert

Dr. Calvert and Mr. Swartzendruber will present a detailed report to the Board of the possibility of adding another activity sport for their review and potential approval regarding adding Women’s Flag Football for the FY 2022 – 2023.

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

Information Technology Project Update:

Updating Media in Room 312 - Requests for bids are being created.

Wired internet in the dorms: Completed

Computer Lab Upgrades:

Upgrading 69 computers in Room 438 and the EPT computer lab this summer. Estimated delivery date is now mid to late October (due to chip shortages and shipping delays)

Main Campus ISP change over:

We are switching our main campus ISP over to Ideatek per our contract. We will not decrease in overall bandwidth availability. Currently the cut over is scheduled for Christmas break timeframe. There will be some disruption in online services (24-48 hours) for DNS propagation.

Great Plains (Accounting/HR software) upgrade to 2018:

The upgrade is scheduled for late September at this time.

Comprehensive Leave Management and Time Matrix:

Automated leave time management system (Comprehensive Leave Management) and integrated time clock system (Time Matrix) for Great Plains. Pilot group to start in October with an institution wide go live scheduled for January.

Security Cameras Replacement:

17 cameras (8 in Woj, 2 Porter, 3 parking lot pole cameras, 2 Auto, 2 Library) additional cameras in the next phase of the project still being researched.

Data Services Department Update:

KBOR KSPSD AY Collection is due to be locked August 27, certified September 10

IPEDS 2021-2022 Collection Cycle kicks off with Registration - due August 27

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

Campaign

Utilized the challenge grant provided by AR Roofing and have several new asks on the table as part of the Skyline fundraising initiative.

The Foundation will soon receive approx. \$675,000 in investments from the Clarence Beck Charitable Remainder Trust. Clarence and Hazel Beck's daughter, Lynda Beck, recently passed away and had also established a very large Charitable Remainder Trust. This trust has a living income beneficiary and the foundation has been named as the remainder beneficiary. These gifts will be publicly recognized We are working on a plan to publicly recognize these gifts. Both gifts are designated for scholarships.

In conversation with the Mr. Swartzendruber looking into software for operating the golf tournament. Researching upgrading the foundations online payment system, put online donation forms for any on campus program.

➤ **KACCT** – *Michele Hamm, KACCT Past President*

Dr. Calvert gave an update on the KACCT quarterly meeting in Hutchinson on August 27 and 28, 2021. Meeting was done virtually and face-to-face. Pratt is scheduled to host the December 3-4, 2021 quarterly meeting. At this time, it will be virtual and face-to-face. Every meeting has to have the Zoom capability.

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

Dr. Calvert will be attending the ACCT Leadership Congress, Oct. 13-16, 2021 in San Diego, CA.

➤ **AACC (American Association of Community Colleges)** – *Dr. Calvert, President*
Dr. Calvert has been appointed to the Commission on Small and Rural Community Colleges. Fall meetings to occur in November in Washington DC.

➤ **Other:** Nothing was presented.

XII. Wrap Up

Comments from the Public – No comments 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 Campaign Leadership Council meeting.
5. Participated in meeting of Track/Field Management Committee.
6. Met with President’s Advisory Council.
7. Participated in KJCCC meeting in Garden City.
8. Toured USD 438 and 382 personnel at PCC Ranch Property.
9. Participated in Chamber of Commerce Director Public Forums.
10. Facilitated All-Employee Meeting
11. Helped with campus wide move in day.
12. Made follow-up “ask” to the Pratt County Commission.
Update: \$200,000 wind farm money for the track and soccer complex. The ask has been presented each year since 2018’s original asks. The ask was again turned down.
13. Met with Nursing Department and Monette to finalize LPN request to KSBN.
Update: Dr. Calvert, Monette DePew, Diana Mitzner and nursing faculty met to prepare a presentation at the quarterly state nursing mid-September on how PCC could expand on how to teach the LPN program. There are 8 students on campus with two full time faculty. PCC will propose a request to teach in a *Synchronous Learning Environment*. Request to teach via zoom.

At this meeting also, the potential community college partner will make the request to the state board to teach their ADN program on the PCC campus. Chair Koler has signed a letter of support on behalf of the PCC Trustees and Administration, jointly signed by Dr. Calvert. If accepted, the partnership would begin the fall semester of 2022.

14. Participated in quarterly PCC Foundation Board meeting.

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

XIII. Executive Session for Non-Elected Personnel Matters

7:30 p.m. Trustee Reimer moved to enter into an executive session for the purpose of discussing the potential purchase of real property for no more than 20 minutes and request Kent Adams be included in this session. Motion was seconded by Trustee Hamm. A 5 minute break was requested and granted.

7:35 p.m. went into executive session started and adjourned at 7:50 p.m. Trustee DeClue made the motion to adjourn executive session and return to regular meeting. Motion was seconded by Trustee Hamm.

XIV. Meeting Adjourned

7:501 p.m. Chair Koler asked for a motion to adjourn the regular meeting. Trustee Barrett moved to adjourn the regular meeting with Trustee Reimer second the move. With no further discussion the motion passed unanimously.

Minutes Recorded by:
Donna Meier Pfeifer, Board Clerk