

Board of Trustee Minutes of May 20, 2024, Meeting

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.

I. **Call to Order:** 6:00 p.m. Trustee Mike Koler, Chair called the meeting to order.

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

Trustees Present: Mike Koler (Chair), Michele Hamm Vice Chair (VC), Ed Barrett, Eric Scott Killough, Mark Morgan, and Suzan Patton.

Trustee(s) Absent: Dean Fitzsimmons

Administrative Present: Dr. Michael Calvert, President, Kent Adams, VP of Finance and Operations, Dr. Kwanna King, VP of Student Services, Monette DePew, VP of Instruction, Larry Johnston, 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 Clerk of the Board of Trustees.

Administrative(s) Absent:

Media Representation: No representation

III. **Comment(s) from the Public:** No Comments

IV. **Introduction(s):** – *Dr. Michael Calvert, President*

Dr. Tina Doggett - Dean of Technical Education/Accreditation Liaison Officer

Lisa Kolm – Coordinator of Institutional Research & Effectiveness

V. **Introduction of Awards of Excellence** – *Dr. Michael Calvert, President*

PCC hosted the 2024 Region 6 Track and Field Championship at the Bill Keller Family Sports Complex. The City operated the concession stand and made \$22,000.

Recognition and certificates were presented to the people who assisted in the 3-day event. Great Western Dining Service and the City of Pratt for their support and assistance.

Larry Johnston, Director of Athletics and Eric Rodewald, Asst. Director of Athletics

Dr. Paul Primrose	Joely Rogers	Grace Wilson	Danielle Crumpler
Angie Tatro	Maddy Tadrus	Cara Powell	C J Jefferson
Micah Tatro	Softball Team	Quintin Powell	Igor Lange
Justus Tatro	Charles Keefer	Andre Morris	Emily Action
Jake Hart	Kevin Kewley	Jim Cross	Connie Brand
Sarah Lindner	Kim Lee	Tom Moore	Maggi Lindenmeyer
Jeret Johnson	Bob Lee	Steve Rinkle	Lauren Johnston
Kenny Eddy	Kenny McCartney	Steve Davidson	
Madison Tyler	Bruce Buethe	Dan Saulsberry	
Hayden McBride	Hew Brown	Steve Hancock	
Evan Camperell	Joe Oparaeka	Bonnie Hancock	

VI. Discussion:

A. MIS Report(s) (Management Information System) – *Lisa Kolm, Data Coordinator (DC)*

Ms. Kolm presented to the Board the following reports:

- Minority Participation and Service Area Participation
(Enrollment Stability KPI #2)
- Average Section Size, FTE Student/ FTE Faculty Ratio, and Instructional Faculty Load
(All under Enrollment Stability KPI's)
- Completion / Transfer Rates
(Student Success KPI #4)

B. PCC Key Performance Indicator (KPI) Dashboard

- Institutional Aim

- Enrollment Stability:

KPI #1 – Increase annual credit hour production greater than the previous year.

KPI #2 - Increase student annual credit hour production greater than the previous three-year average

KPI #3 - Maintain or increase Fall-to-Fall persistence rates for the academic year in comparison to the previous three-year average.

- Student Success:

KPI #4 - Increase award counts in an academic year

KPI #5 – Maintain high employment rates in Perkins approved technical programs

KPI #6 – Achieve at least a 60% Student Success Index Rate annually on the Kansas Community College Student Success Index

- Financial Viability:

KPI #7 – Maintain cash reserves of 15 months operating expenses in general fund, postsecondary education fund, and capital outlay fund

KPI #8 – Composite Financial Index (CFI) remains 6.0 or higher

KPI #9 – Average cost per FET below the US DOE threshold

KPI #10 – Maintain Deferred Maintenance as reflected on the five-year capital plan at no more than \$2,000,000

KPI #11 – Student return on investment above \$4.00

C. SPuR Update – *Dr. Tina Doggett, Dean of Technical Education / Accreditation Liaison Officer*

➤ Program Review and Planning

The Services and Programs under Review (SPuR) process serves as the institutional program review for academic and technical programs as well as non-academic programs/services. At the program level, the process facilitates continuous quality improvement and assures each program is aligned to the institutional purpose (aims) of student success, enrollment stability, and financial viability, and to advance the institutional mission. Institutionally, it serves as the foundation for planning, budgeting, and resource allocation.

1. The SPuR process utilizes institutional and program data to measure the strengths and opportunities for improvement for each academic, technical program and non-academic program/service and adopts a formalized system of measure.

- a. The SPuR process is based on defined performance metrics which are evaluated regularly.
 - b. Reports from data services are updated annually and provided to program leads in a timely manner to ensure accurate data, evaluation, and interpretation.
2. The SPuR process assists leads of programs and non-academic programs/services in measuring the effectiveness of their program/service, identifying opportunities for improvement, and making data-informed decisions.
 3. The results of the SPuR process provide the President's Cabinet with key information and data to assist in resource allocation and/or program improvement.

➤ **Budgeting and Resource Allocation**

The SPuR process allows programs and services to reflect upon current and future needs by providing opportunities in the report to request resources to include additional staffing, facilities, equipment, and professional development. These requests are considered by the President's Cabinet for institutional budgeting and resource allocations.

➤ **SPuR Team Membership**

President's Cabinet
 Academic Faculty Representative(s)
 Technical Faculty Representative(s)
 Students/Enrollment Management Division Representative
 Finance & Operations Division Representative
 Athletic Coach
 Data Services Representative
 Information Technology Director
 Dean of Technical Education/Accreditation Liaison Officer

➤ **Cycle**

All academic and technical programs as well as non-academic programs/services complete the SPuR process in a 4-year cycle. Program leads turn in reports yearly:

Year 1: Quality Improvement Planning and Review Report
 Year 2: Annual Program Update Report
 Year 3: Annual Program Update Report
 Year 4: Comprehensive Summary Narrative Report

To date, 20 Academic and Technical Programs have completed years 1 & 2 reports. 39 Services and Athletic Programs have completed the year 1 report.

After the report is completed and reviewed by the SPuR team, feedback is submitted by the team and disseminated to the program lead by their respective VP/CIO/AD/Dean. The program lead meets with other members of their department,

if applicable, and continues to work toward quality improvement and the next report, thus closing the loop.

➤ **SPuR in Action**

From the 2023-2024 Annual Program Update Reports. . . explain how the program/service has used, over the past 12 months, SPuR program review data reports and/or SPuR team feedback/evaluation reports for improvement, program planning, and resource allocation decisions.

“Data shows that internal demand for humanities has dipped in recent years; that has influenced our decision to offer more online courses and to add new course options. We have added courses such as Young Adult Literature and American Military History. Both new courses and new online options have seen strong enrollment so far!”

“(Fall 2023) Room 24 was renovated so that the room could serve as a lecture and lab space. This relieved the pressure on available lecture rooms caused by the growing enrollment number of students taking science courses. (Credit hour production from 2019-2020 to 2022-2023 has grown by approximately 4.5%)”

VII. Communication to the Board – Donna Meier Pfeifer, Clerk of the Board
Nothing to report.

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

May 30th – Jee Hang Lee, President and CEO of ACCT will be on campus between 1 p.m. – 3:00 p.m. He will also be at the KACC meeting in Andover.

May 31 – June 1, 2024 – KACC Quarterly meeting, Butler Community College and will be on their Andover campus.

IX. Consent Agenda – Mike Koler, Chair

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

Discussion:

Chair Koler asked if there was discussion topic(s) to be pulled.

No discussion topic(s) was requested to be pulled.

With no further discussion or comments the motion was carried out unanimously.

Departments included in the consent agenda:

➤ **Minutes:** *Donna Meier Pfeifer, Clerk of the Board of Trustees*

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

➤ **Human Resources – Dr. Michael Calvert, President**

MAY 2024

APPOINTMENTS

Evan Camperell	Head Women's Soccer Coach/ No Lateral
Kim Evert	Student Success Coach, Sr.
Salem Lowe	Automotive Technology Instructor – Kingman, KS Location
Hayden McBride	Assistant Men's Basketball Coach/ Residential Supervisor
Jacob Windholz	Electrical Power Technology Program Instructor – Dodge City, KS Location
Mike McAbee	Evening Security Officer

CHANGE IN STATUS

Shelly Herd **from** Office Assistant – Student Service **to** Admissions Representative / Recruiter

RESIGNATIONS/TERMINATIONS

Shae Napier	Head Cheer Coach/ Civic Engagement/Community Service Coordinator
Laura Davis	Data Coordinator

RETIRING

Tim Renner	Maintenance / Bus Driver
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SPRING 2024 CONTRACTS

Bridgette Rockenbach	HOC101-O-6E Nurse Aide I
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SUMMER 2024 CONTRACTS

Phillip Campbell	EDP221-R-1V Occupational Work Experience
Dave Chambers	BIO125-O-1E General Biology
Jerry Haskell	EPD221-R-21 Occupational Work Experience
Sarah Jackson	MTH126-O-1E Technical Mathematics
Ken Kepley	HPR125-O-1E Psychology of Sport
Ken Kepley	HPR123-O-1E Concepts/ Apps of Experience
Justin Maughan	Course Development PHS251 General Physics I for online delivery
Otto Orosco	EPD221-R-1U Occupational Work Experience
Paul Primrose	PSC175-O-1E Introduction to Geology Theory

FALL 2024 CONTRACTS

Maxwell Caldwell	WLD136-O-2E Industrial Safety & OSHA 10
Maxwell Caldwell	WLD136-O-1E Industrial Safety & OSHA 10
Sarah Jackson	MTH178-O-1E College Algebra
Paul Primrose	PSC175-O-1E Introduction to Geology Theory
Jason Ratcliffe	HST176-O-1E American History to 1865
Jeremy Rupe	MUS176-O-1E Introduction to Music
Frank Stahl	PHL276-R-1P Introduction to Ethics
Frank Stahl	PHL123-O-1E Comparative Religion
Angie Tatro	BUS162-O-1E Introduction to Word Processing
Angie Tatro	ACC111-O-1E Introduction to Accounting
Angie Tatro	BUS158-O-1E Office Technology

ADMINISTRATOR CONTRACT RENEWALS – 2024-2025

Kent Adams, Vice-President, Finance & Operations
Monette DePew, Vice-President of Instruction
Dr. Kwanna King, Vice-President of Students Services
Jerry Sanko, Chief Information Officer
Larry Johnston, Director of Athletics

STAFF CONTRACT APPOINTMENTS for 2024-2025

EXECUTIVE MANAGEMENT

Ashley Bertram Director of Human Resources (1.0 FTE)
Krystal Eck Asst. to the Director of Human Resources (1.0 FTE)
Barry Fisher Exec. Dir. of Institutional Advancement & Alumni Relations (1.0 FTE)
Donna Meier Pfeifer Admin Asst. to the President (1.0 FTE)
Esther Lahargoue CEO, EDUKAN

FINANCE AND OPERATIONS

Bruce DeClue Director of Financial Aid (1.0 FTE)
Michael Emmott Evening Custodian (1.0 FTE)
Ethan Gillig Custodian (1.0 FTE)
Kathy Grapper Painter/Carpenter (1.0 FTE)
Heather Guess Admin. Asst. to VP of Finance & Operations (1.0 FTE)
Jan Hayes Switchboard Operator (.61 FTE)
Juanita Kepka Accounts Payable Clerk (1.0 FTE)
James Lemon Snack Bar Supervisor (.60 FTE)
Robin Lemon Student Accounts Clerk (1.0 FTE)
Sharon Lukens Custodian (1.0 FTE)
Mary Marquardt Custodian (1.0 FTE)
Cheryl McCollum Switchboard Operator (.62 FTE)
Billy McReynolds Head Custodian (1.0 FTE)
Daniel McReynolds Custodian / Maintenance (1.0 FTE)
Michelle McVey Financial Aid Admin/ Assistant (.60 FTE)
Bill Nash Groundskeeper/Custodian (1.0 FTE)
Ron Richardson Maintenance/HVAC/Plumbing & Electric (1.0 FTE)
Sue Rohleder Controller (1.0 FTE)
Julie Shriver Asst. Director of Financial Aid (1.0 FTE)
Brittany Slief Cashier (1.0 FTE)
Toby Tobias Custodian (1.0 FTE)
Madison Tyler Financial Aid Counselor (1.0 FTE)
Al Wiese Director of Facilities (1.0 FTE)
Al Wiese Facilities Maintenance Responder (Supplemental)
Ginnie Wright Payroll Accountant (1.0 FTE)
Ken Wright Evening Security Officer (.50 FTE)
Tom Wright Daytime Security Officer (1.0 FTE)

STUDENT SERVICES

Diego Esparza Director of Student Success Center (1.0 FTE)
Cher Gruver Assistant Registrar (1.0 FTE)
Leigh Ann Hall College Health Nurse (.50 FTE)

Shelly Herd	Admissions/Representative Recruiter (1.0 FTE)
Chris Jefferson	Residential Supervisor (.49 FTE)
Kevin Kewley	Residential Supervisor (.33 FTE)
Kim Lee	Coordinator of Enrollment Services & HS/College Start
Brad Luthe	Director of Students & Residence Life/Residential Supervisor (1.0 FTE)
Kenny McCartney	Asst Dir of Res life/ Residential Supervisor (.50 FTE)/ Student Services Asst. (.50 FTE)
Sean McElwee	Residential Supervisor (.49 FTE)
Rose Ohlsen	Registrar (1.0 FTE)
Leah Patterson	Admin Assistant to VP of Student Services (1.0 FTE)
Quintin Powell	Residential Supervisor (.33 FTE)
Tammie Sanko	Staff Assistant, Student Success Center (1.0 FTE)
Lisa Stinson	Director of Admissions (1.0 FTE)
Brittany Urenda	Student Success Specialist (.33 FTE)

INFORMATIONAL TECHNOLOGY

Nathan Buchmueller	Document Management Specialist (1.0 FTE)
Francisco Cenicerros	Computer Specialist (Server Ops) (1.0 FTE)
Lisa Kolm	Coordinator of Institutional Research & Effectiveness (1.0 FTE)
Philip Leimbach	Coordinator of Instructional Technology (1.0 FTE)
Philip Leimbach	Computer Center Responder (Supplemental)
Anders Lindanger	Director of Information Technology (1.0 FTE)
Jeremy Patterson	Computer Specialist (Software Support) (1.0 FTE)
Haden Smith	Computer Specialist (Server Ops) (1.0 FTE)

ATHLETICS

Danielle Crumpler	Admin. Assistant to Director Athletics (1.0 FTE)
Kenny Eddy	Head Men's Basketball Coach (1.0 FTE)
Jake Hart	Head Athletic Trainer (1.0 FTE)
Chris Jefferson	Asst. Women's Basketball Coach (.51 FTE)
Jeret Johnson	Tennis Coach – Men's & Women's (1.0 FTE)
Charles Keefer	Sports Info. Director/ Athletic Website (.49) / eSports Coach (.51) (1.0 FTE)
Kenneth Kepley	Head Wrestling Coach (.67)/Fitness Center Coordinator (.33) (1.0 FTE)
Kevin Kewley	Head Men's Soccer Coach (.67 FTE)
Sean McElwee	Asst. Baseball Coach (.51 FTE)
Andre Morris	Assistant Track Coach, Field Events (.51)
Quintin Powell	Head Cross Country Coach/ Asst. Track Coach (.67 FTE)
Todd Reller	Head Men's Baseball Coach (.67)/Groundskeeper (.33) (1.0 FTE)
Eric Rodewald	Head Women's Basketball Coach (.67), Asst. Athletic Director (.33) (1.0 FTE)
Joely Rogers	Head Softball Coach (.67 FTE)

SEARCHING

- Adjunct Clinical Instructors, Allied Health
- Assistant Baseball Coach/ No Lateral Position
- Assistant Athletic Trainer
- Bus Drivers (Part Time)
- Career and Technical Education Admissions Representative
- Case Manager
- Director of Marketing Communications & College Relations
- Head Cheer Coach/ Civic Engagement/Community Service Coordinator
- Office Assistant – Student Services
- Social Media & Website Manager
- Track & Field Coach/ Lateral Position to be Determined
- Women’s Flag Football Coach/ Lateral Position to be Determined
- Computer Specialist (Network Ops) (on hold)
- Data Coordinator (on hold)
- Data Services Assistant (on hold)

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

Combined General and Vocational Funds

Revenue through April is running \$546K favorable. This compares to \$520K favorable in March. Tuition is over budget \$119K through April due to enrollment growth. Ad Valorem tax is running \$3K favorable and Motor Vehicle Tax is \$7K under budget due to budget time-phasing. CTE tuition from the state is \$289 favorable. Miscellaneous income is favorable by \$142K due mostly to the EDUKAN payment for FY23 and metal sales.

Expenditures are \$2297K under budget through April. This compares to \$2297K favorable in March. The underrun is due to budddget time-phasing.

➤ **ANALYSIS OF BUDGET OVER RUNS 10% OVER YEAR TO DATE**

11-5575	(\$56,315)	OB – Rodeo
	601 – (\$10,092)	Travel
	660 – (\$15,705)	Contractual Services
	700 – (\$16,363)	Supplies

EXPLANATION: Contractual services \$16K over annual budget due to livestock supply contracts. The Rodeo program has increased the number of students. Contractual Services and Supplies are \$32K over the annual budget.

➤ **FINANCE COMMITTEE MINUTES - May 20, 2024**

The finance committee comprised of Board members Suzan Patton and Dean Fitzsimmons met with the Vice President of Finance and Operations, Tuesday, May 14, 2024. The committee reviewed the cash disbursements, for the month of April

2024. In addition, the committee reviewed the most current bank statements, budget versus actual revenue and expense by source/department, and balance sheet for the 11 and 12 funds.

Recommendation: The committee recommends the cash disbursements for the month of April 2024 be approved. No major trends were identified.

The presidential and board travel expenses were reviewed.

Recommendation: No problems or exceptions noted.

Other Items: None

➤ **Enrollment Update & Board Report -**
Dr. Kwanna King, Students and Enrollment Management

Enrollment Update & Board Report-May 13, 2024 (May 20, 2024)

- **Spring 2024 Semester Enrollment (unchanged reporting since the last enrollment report)**
 - Spring 2024 semester credit hour production is 13,287, a 15 percent **increase** compared to the same period last year.
 - Student headcount is 1,302, or a 23 percent **increase** for the same period last year.
 - EduKan credit hour production is 2,913, a 126 percent **increase** for the same period last year.
 - Pratt Online credit hour production is 1,928, a 21 percent **increase** for the same period last year.
 - Outreach credit hour production is 1,061, a 25 percent **decrease** for the same period last year.
 - College Start/High School enrollment is 1,749, a 2 percent **decrease** for the same period last year.
 - Credit hour production for the “Nine Core County Region” (Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford) is 5,089, a 6 percent **increase** for the same period last year.
 - Total AY 23-24 (academic year) credit hours are 28,674, or an 8.3 percent **increase** for the same period last year.

- **Summer 2024 Semester Enrollment**
 - Summer 2024 semester credit hour production is 3,367, a 61 percent **increase** compared to the same period last year. (3,782, a 62 percent **increase** compared to the same period last year).
 - Student headcount is 630, a 55 percent **increase** for the same period last year. (707, a 57 percent **increase** for the same period last year).
 - EduKan credit hour production is 2,460, an 87 percent **increase** for the same period last year. (2,784, a 94 percent **increase** for the same period last year).

- Pratt Online credit hour production is 626, a 15 percent **increase** for the same period last year. (674, a 7 percent **increase** for the same period last year).
- Outreach credit hour production is 116, a 7 percent **increase** for the same period last year. (108, a 0 percent **increase/decrease** for the same period last year).
- College Start/High School enrollment is 223, a 140 percent **increase** for the same period last year. (230, a 95 percent **increase** for the same period last year).
- Credit hour production for the “Nine Core County Region” (Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford) is 717, a 55 percent **increase** for the same period last year. (770, a 44 percent **increase** for the same period last year).

- **Fall 2024 Semester Enrollment**
 - Fall 2024 semester credit hour production is 5,056, a 21 percent **decrease** for the same period last year. (5,471, a 21 percent **decrease** for the same period last year).
 - Student headcount is 386, an 11 percent **decrease** for the same period last year. (422, a 12 percent **decrease** for the same period last year).
 - EduKan credit hour production is 39, a 77 percent **increase** for the same period last year. (39, a 179 percent **increase** for the same period last year). Pratt Online credit hour production is 915, a 34 percent **increase** for the same period last year. (979, a 29 percent **increase** for the same period last year).
 - Outreach credit hour production is 356, a 56 percent **decrease** for the same period last year. (364, a 55 percent **decrease** for the same period last year).
 - College Start/High School enrollment is 860, a 9 percent **increase** for the same period last year. (949, a 12 percent **increase** for the same period last year).
 - Credit hour production for the “Nine Core County Region” (Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford) is 2,430, a 13 percent **decrease** for the same period last year. (2,644, a 14 percent **decrease** for the same period last year).
 -

- **Fall 2024 Housing Applications**
 - Residence Hall contract status for Fall 2024 is 192, a 13 percent decrease for the same period last year.

- Upcoming All-Campus Recruiting & Enrollment Event Dates
 - Multiple Beaver Building Days
 - May 23rd
 - June 5th, 5p-8p Call ‘em All Enrollment Campaign

X. Action Items

- **Ratify Waiver Board Policy No. 3-07 – Kent Adams, VP Finance & Operations**
Chair Koler asked for a motion to the administration request for ratification of the waiver of Board Policy No, 3-07 for the sole purpose total amount of \$11,964.00 for the following:
KnowBe4 Training Annual License - \$8,964.00 – employee training for FERPA - the license is only available through KnowBe4.
IGS - \$3,000.00 – rubber in-fill for the baseball field – manufacturer of baseball turf.

The motion was made by Trustee Barrett to accept the administration request for ratification of waiver Board Policy NO. 3-07 in the total amount of \$11,964 for purchase of KnowBe4 Training Annual License and IGS for rubber in-fill for the baseball field. VC Hamm seconded the motion.

With no further discussion the motion was carried unanimously.

- **Approve 2024 – 2025 Health Insurance Rates – Kent Adams, VP of Finance & Operations**

VP Kent Adams explained that not all the insurance information had been received and finalized. BCBS renewal is 15% increase discussion is currently ongoing. The State Plan, for a non-state institution, tells you how much an employee has to pay and how much the college has to pay, both single and family. Conrady 's quote will be from United Health Care waiting to get the figures.

Chair Koler asked for a motion to table to *Approve 2024 – 2025 Health Insurance Rates* to the June 17, 2024 Board of Trustees meeting. The motion was made by VC Hamm to table the action item to Approve 2024-2025 Health Insurance Rates to the June 17, 2024 Board of Trustees meeting. The motion was seconded by Trustee Patton.

With no further discussion the motion was carried unanimously.

- **New Program Request – Commercial Driver’s License (CDL) – Dr. Michael Calvert, President**

Chair Koler asked for a motion to accept the administration request to approve the New Program Request – Commercial Driver’s License (CDL) as presented. The motion was made by VC Hamm to accept the administration request to approve the New Program Request – Commercial Driver’s License (CDL) as presented. The motion was seconded by Trustee Barrett.

Discussion: VP DePew updated the Board on the number of students who have taken the course and currently enrolled: Spring – 15 students completed; Summer – 12 students enrolled, and Fall – 18 students currently enrolled. It takes a student up to 20 hours driving time.

With no further discussion the motion was carried unanimously.

New Program Request Form

CA5 – Short Term Programs (SAPP)

General Information

Institution submitting proposal	Pratt Community College
Name, title, phone, and email of person submitting the application (<i>contact person for the approval process</i>)	Dr. Tina Doggett Dean of Technical Education/ALO 620-450-2210 tinad@prattcc.edu
Identify the person responsible for oversight of the proposed program	Dr. Tina Doggett Dean of Technical Education/ALO
Title of proposed program	Commercial Driver’s License
Number of credits for the degree <u>and</u> all certificates requested	5 credit hours, SAPP
Proposed Date of Program Initiation	Fall 2024
Method of program delivery (face to face, online, hybrid)	Theory: Face to face, hybrid, online Driving: Face to face
Proposed suggested Classification of Instructional Program (CIP) Code	49.0205 Truck and Bus Driver/Commercial Vehicle Operation
CIP code description (from nces.ed.gov/ipeds)	A program that prepares individuals to apply technical knowledge and skills to drive trucks and buses, delivery vehicles, for-hire vehicles and other commercial vehicles, or to instruct commercial vehicle operators. Includes instruction in operating gas, diesel, or electrically-powered vehicles; loading and unloading cargo or passengers; reporting delays or accidents on the road; verifying load against shipping papers; arranging transportation for personnel; and keeping records of receipts and fares.
Standard Occupation Code (SOC) associated to the proposed CIP code	SOC 53-3032 Heavy and Tractor-Trailer Truck Drivers
SOC description (from onetonline.org)	Drive a tractor-trailer combination or a truck with a capacity of at least 26,001 pounds Gross Vehicle Weight (GVW). May be required to unload truck. Requires commercial drivers' license. Includes tow truck drivers.
Specialty program accrediting agency	DMV
Industry-recognized certification(s) to be earned by students	CDL Class A License

Signature of College Official _____ Date _____

Signature of KBOR Official _____ Date _____

➤ **New Program Request – Patient Care Technician (PCT) – *Dr. Michael Calvert, President***

Chair Koler asked for a motion to accept the administration request to approve the New Program Request – Patient Care Technician (PCT) as presented. The motion was made by Trustee Barrett to accept the administration request to approve the New Program Request – Patient Care Technician (PCT) as presented. The motion was seconded by Trustee Killough.

Discussion: 15 credit hours; C.N.A. certification, Phlebotomy certification, EKG technician certification, start Fall or Spring. It is taught by adjunct instructors and has potential for growth. The Kansas Hospital Association spoke with Dr. Tina Doggett and Erica Meitler if PCC would be interested in pursuing this. There is a need for this type of certification. PCC would be the first to offer this certification.

With no further discussion the motion was carried unanimously.

New Program Request Form

CA5 – Short Term Programs (SAPP)

General Information

Institution submitting proposal	Pratt Community College
Name, title, phone, and email of person submitting the application (<i>contact person for the approval process</i>)	Dr. Tina Doggett Dean of Technical Education/ALO 620.450.2210 tinad@prattcc.edu
Identify the person responsible for oversight of the proposed program	Dr. Tina Doggett
Title of proposed program	Patient Care Technician
Number of credits for the degree <u>and</u> all certificates requested	15 credit hours; C.N.A. certification, Phlebotomy certification, EKG technician certification
Proposed Date of Program Initiation	Fall 2024
Method of program delivery (face to face, online, hybrid)	Hybrid
Proposed suggested Classification of Instructional Program (CIP) Code	51.3902 Nurse/Nursing Assistant/Aide and Patient Care Assistant 51.1009 Phlebotomy/Phlebotomist 51.0902 Electrocardiograph Technology/Technician NOTE: As the program components lead to certifications in three areas, the related CIP codes were provided. Please provide guidance on which is recommended to use.
CIP code description (from nces.ed.gov/ipeds)	Nurse/Nursing Assistant/Aide and Patient Care Assistant: A program that prepares individuals to perform routine nursing-related services to patients in hospitals or long-term care facilities, under the training and supervision of a registered nurse or licensed practical nurse. Phlebotomy/Phlebotomist: A program that prepares individuals, under the supervision of physicians and other health care professionals, to draw blood samples from patients using a variety of intrusive procedures. Includes instruction in basic vascular anatomy and physiology, blood physiology, skin puncture techniques, venipuncture, venous specimen collection and handling, safety and sanitation procedures, and applicable standards and regulations. Electrocardiograph Technology/Technician: A program that prepares individuals, under the supervision of physicians and nurses, to administer EKG and ECG diagnostic examinations and report results to the treatment team. Includes instruction in

	basic anatomy and physiology, the cardiovascular system, medical terminology, cardiovascular medications and effects, patient care, EKG and ECG administration, equipment operation and maintenance, interpretation of cardiac rhythm, patient record management, and professional standards and ethics.
Standard Occupation Code (SOC) associated to the proposed CIP code	31-1131.00 Nursing Assistants 31-9097.00 Phlebotomist 29-2031.00 Cardiovascular Technologists and Technicians
SOC description (from onetonline.org)	<p>Nursing Assistants: Provide or assist with basic care or support under the direction of onsite licensed nursing staff. Perform duties such as monitoring of health status, feeding, bathing, dressing, grooming, toileting, or ambulation of patients in a health or nursing facility. May include medication administration and other health-related tasks. Includes nursing care attendants, nursing aides, and nursing attendants.</p> <p>Phlebotomist: Draw blood for tests, transfusions, donations, or research. May explain the procedure to patients and assist in the recovery of patients with adverse reactions.</p> <p>Cardiovascular Technologists and Technicians: Conduct tests on pulmonary or cardiovascular systems of patients for diagnostic, therapeutic, or research purposes. May conduct or assist in electrocardiograms, cardiac catheterizations, pulmonary functions, lung capacity, and similar tests.</p>
Specialty program accrediting agency	N/A
Industry-recognized certification(s) to be earned by students	C.N.A. Phlebotomy EKG technician

Signature of College Official _____ Date _____

Signature of KBOR Official _____ Date _____

➤ **Policy Review – First Reading**

Chair Koler asked for a motion to approve the administrative recommendation of no changes to polices:

*2-01 Mission Statement and Statement of Institutional Purpose and
2-04 Institutional Core Values*

and accept the administration recommendation of the change in;

Policy 2-02 Statement of Philosophy to remove sentence “Developmental courses are used to bridge the gaps between students’ preparation and course/program requirements.”

The motion was made by Trustee Barrett to waive the first reading and go directly to approval for policy 2-01, policy 2-04 as edited and policy 2-02 as amended. The motion was seconded by VC Hamm.

Dr. Calvert explained the institution no longer has developmental courses.

With no further discussion the motion was carried unanimously.

XI. Written Reports:

➤ **Faculty Report – Dave (Kip) Chambers, PHEA President**

Misty Beck and her group went on their annual trip to Tennessee. The group consists of all aspects of the performing arts program. Encore performed at the: Country Tonite Theatre, Graceland and “The Island” outdoor venue in Pigeon Forge, TN.

➤ **Athletic Report – Larry Johnston, Director of Athletics**
Baseball

For the third straight season, the Beavers under the helm of head baseball coach Todd Reller have advanced to the opening round of the 2024 Plains District Baseball Tournament. The Beavers enter the tournament as the sixteenth seed and will face the first seeded Johnson County Community College in a three-game series that takes place on Thursday, May 9 and May 10 in Overland Park, Kansas. The Beavers took a close 8-5 loss in game one against the #1 seeded Johnson County and lost their second match up to end the best out of a three-game series.

Softball

The Pratt Community College softball team ended their season with two games at the NJCAA Region VI D1 Softball Championships on Friday, May 3 in Dodge City, KS. The Beavers opened the tournament with the No. one seed Butler Community College and lost with a final score of 14-3. Later that afternoon, Pratt played Colby Community College in a win or go home game. The Beavers ended their season with an 8-1 loss against the Trojans.

NJCAA Outdoor Track and Field National Championship Qualifiers in Monroe, Louisiana, May 16-18 at ULM Brown Stadium

100M- Joseph Michel, Kareem Small

200M- Joseph Michel

Javelin – Aiden Skiles

Pole Vault – Mason Pfaff

4X400 Relay – Andre Baker, Daniel Amparan, JaMauri Brooks-Davis & Sebastian Gilbreath

4x100 Relay – Mikayla Henry, Tasia Bell, Naomi Vagher and Serenity Jackson

4X100 Relay – Joseph Michel, Kareem Small, Jarronne Vann, and Sebastian Gilbreath

NJCAA Tennis National Championship Qualifiers in Plano, Texas on May 14 – 17 at Collin College. Men's took 7th in the Nation.

Simeon Latinchev	Sixto Golobart
Gabriel Cuenca	Alex Ballinger
Valentino Iveli	Alexi Khamartu

Cheer Team – Conference Champs vs Dodge City.

➤ **Information Technology Project Update** – *Jerry Sanko, Chief Information Officer*

EDUKAN integration

- Canvas
 - Student user script (Complete)
 - Instructor user script (Complete)
 - Course import (Test Complete)
 - Student to course script (Complete)
 - Instructor to course import (complete)
 - Develop the schedule of report imports. (complete)
- Create the EDUKAN Canvas M365 Enterprise Application (Complete)
- Create EDUKAN Group to access the Enterprise Application (complete)
- Establish "go live" date. (7 May 2024)
- fixing any issues that arise.

Student Multifactor Authentication (MFA):

Pushing out MFA to all student and prospective students.

- Develop process for applying MFA with M365 as the main single sign on hub. (complete)
- Setting up a test group of students and testing the process (complete)
- Developing the documentation for communicating the instructions with students (in process)
- Rolling out to students:
 - EDUKAN (Complete)
 - All other students (17 May 2024)
 - Prospective students (17 May 2024)
 -

Security Compliancy Program

- Changing companies for Cybersecurity operations from OculusIT to Tandem Cyber Ops. complete
 - Server, firewall, end point protection logs are being sent to the Security Information Event Management System (SIEM)
 - Slack Communication are setup with Tandem Cyber
- Creating the written information security program (WISP) (in Tandem review)

- Active Directory audit (completed)
- Firewall policy audit (scheduled)
- Data Classification Policy (in Tandem review)
- New Password policy is in effect.
- Privacy policy (in Tandem review)
- Third Party Vendor Access Non-Disclosure Agreement (in Tandem review)
- Incident Response Plan (in Tandem review)
- Vendor Management workflow map (in Tandem review)
- Monthly Tandem Cyber Posture Briefing
- GLBA and GDPR audit (complete)
- Risk assessment (in process)

Alertus

- Installation complete on server. (complete)
- 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. (Complete)
- Developing and testing Panic button and Active Harmer activation, confirmation and sending alert notifications. (in process)
- Testing user configuration
- Testing dispatcher configurations
- Training (user and dispatcher)
- Rolling out user configurations
- Rolling out dispatcher configurations
- Complete test

New SIS

- Research Different SIS platforms (complete)
- Demos (February 2024)
 - Jenzabar Discovery and Demo (25 January, Demo 7–8 February 2024) (Complete)
 - Ellucian Discover and Demo (24 January, Demo 20-21 February) (Complete)
- Recommendation to Cabinet (Complete)
- Board approval (18 March 2024) (Complete)
- Contracting Reviewed and to be signed after (18 March 2024)(Complete)
- Implementation (July 2024 – July 2026)
 - Starter pack July 1
 - Project plan
 - Access to Cloud Premier
 - Access to Chatbot

Summer Projects

Moving to the Windows 11 Operating System

- Testing all applications (in-process)
- Planning rollout
- Training
- Rollout
- 365 Cleanup
- Active Directory Cleanup

Data Services Department Update:

- Preparing NC-SARA (State Authorization Reciprocity Agreements) data report [June]
- Auditing data sets in preparation for KBOR KSPSD Academic Year Submission.

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

Total Income from the auction is \$114,000. This is a new record for the event. Detailed report to follow. Appreciation was expressed the support received from the Board of Trustee members.

Bill Keller Family Sports Complex

Appreciation was extended to everyone who came to the dedication to the donor wall at the track and soccer facility and officially announced the naming of the ***Bill Keller Family Sports Complex***.

➤ **KACC – *Eric Scott Killough, Secretary***

KACC meeting will be May 31st and June 1st hosted by Butler Community College on their Andover campus.

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

ACCT Leadership Congress - Oct. 23 – 26, 2024 - Seattle, WA

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

➤ **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 virtually.
3. Met with Barton Community College representatives discussing Nursing Program partnership.
4. Welcomed students to Beaver Building Day.
5. Provided welcome at annual Academic and Athletic Awards ceremony.
6. Met with Student Leadership group along with President's Cabinet.
7. Attended the annual ITC EPT Scholarship presentation.
8. Facilitated annual planning and budget session with faculty and staff.
9. Participated in finance training with fellow trustees facilitated by Heather Morgan.
10. Attended final SPuR meeting of year.
11. Attended annual PCC Scholarship auction.

12. Attended Dedication of *Bill Keller Family Sports Complex* facility.
13. Participated in Taxing Entities meeting.
14. Attended Region VI track meet held in Pratt.
15. Attended KJCCC meeting virtually.
16. Attended Kansas Board of Regents (KBOR) meeting virtually.
17. Attended Welding Open House.
18. Attended Leadership League of South-Central Kansas graduation.
19. Facilitated both Commencement Ceremonies.
20. Facilitated All-Employee meeting and Years of Service Recognition.
21. Facilitated Board of Trustees Annual Planning and Budget Session.

Dr. Calvert thanked those that were able to attend the dedication to the baseball field and the *Bill Keller Family Sports Complex*.

- **Comments from the Board Chairman – *Mike Koler, Chairman***
Chair Koler thanked the Trustees for their participation in the budget and planning session.

XIII. Executive Session for Non-Elected Personnel Matters (If needed)

XIV. Meeting Adjourned – *Mike Koler, Chair*

7:35 p.m. Chairman Koler asked for a motion to adjourn the general session. Trustee Barrett made the motion to adjourn the general session. The motion was seconded by VC Hamm. With no further discussion the motion was carried unanimously.

General Session Minutes Recorded by:
Donna Meier Pfeifer
Clerk of the Board of Trustees