

Board of Trustee Minutes of July 15, 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 Chair Mike Koler, called the meeting to order.

II. **Pledge of Allegiance** – Pledge of Allegiance was led by VC Michele Hamm.

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

Trustee(s) Absent: Ed Barrett

Administrative Present: Dr. Michael Calvert, President, Kent Adams, VP Finance and Operations, Dr. Kwanna King, VP Student Services, Monette DePew, VP 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 from the public.

IV. **Introduction(s) of Guests:** – *Dr. Michael Calvert, President*
Ashley Bertram, Krystal, Eck, Haden Smith, Philip Leimbach, Francisco Cenicerros

V. **Introduction of Awards of Excellence** – *Dr. Michael Calvert, President*
Dr. Calvert recognized the following for their dedication and hard work in enrolling employees in the new health insurance plan.

Ashley Bertram – Director of HR

Haden Smith – IT Support

Krystal Eck – HR Director Assistant

Philip Leimbach – IT Support

Francisco Cenicerros – IT Support

VI. **Adjourn Sine Die 2023-2024 Session of the Board of Trustees** – *Mike Koler, Chair*
6:02 p.m. Chair Koler asked for a motion to adjourn the Sine Die 2023-2024 session of the Pratt Community College Board of Trustees. The motion was made by VC Hamm to adjourn the Sine Die 2023-2024 session. The motion was seconded by Trustee Barrett. With no further discussion the motion was carried unanimously.

VII. **Call to Order 2024-2025 Session of the Board of Trustees** – *Mike Koler, Chair*
6:03 p.m. Chair Koler called the 2024-2025 Pratt Community College Board of Trustees session to order.

VIII. Election of 2024-2025 Board Officers – Chair Mike Koler

a. Chair

Trustee Barrett made the motion to elect Mike Koler as Chair of the Board. Motion was seconded by VC Hamm. Trustee Morgan made a motion to elect Suzan Patton as chair of the Board seconded by Trustee Fitzsimmons.

Discussion: Suzan Patton, Trustee withdrew her nomination.

All those in favor of Mike Koler for PCC Board of Trustees Chair say Aye. No Nays were voiced. Ayes passed unanimously.

b. Vice Chair

Trustee Barrett made the motion to nominate Dean Fitzsimmons for vice chair. Motion was seconded by VC Hamm. All those in favor of Dean Fitzsimmons as vice chair say Aye. No Nays were voiced. Ayes passed unanimously.

IX. Special Action for Board Approval: Appointments and Designations - Chair Mike Koler

Chair Koler asked for a motion for Board approval for the following appointments and designations:

- a. Treasurer – Kent Adams
- b. Clerk of the Board – Donna Meier Pfeifer
- c. Attorney – Tom Black
- d. Auditor – Loyd Group
- e. Designate Depositories – all banks and Savings and Loans with office in Pratt County

The motion was made by Trustee Hamm to accept the administration's recommendation for Board Approval Appointments and Designations. The motion was seconded by Trustee Barrett.

Discussion: Tom Black, Attorney has been PCC's attorney for approximately 13 years, bills the college on a per hour basis. No monthly retainer is paid.

With no further discussion the motion was carried unanimously.

X. Other Appointments at the Discretion of the Board – Mike Koler, Chair

Chair Koler asked for a motion to appoint the following:

- a. KACC Delegate - VC Fitzsimmons made the motion to nominate Eric Scott Killough for this position. Motion was seconded by Trustee Hamm. All in favor said Aye. No Nays were voiced. Ayes passed unanimously.
- b. KACC Alternate – VC Dean Fitzsimmons was nominated by Trustee Barrett and seconded by Trustee Hamm. With no further discussion. All in favor said Aye. No Nays were voiced. Ayes passed unanimously.
- c. Representative of PCC Foundation Board (Trustee Ex. Officio – one year) – VC Fitzsimmons made the motion to nominate Eric Scott Killough. Motion was seconded by Trustee Hamm. All in favor said Aye. No Nays were voiced. Ayes passed unanimously.

XI. Discussion:

- A. MIS Report(s) – Lisa Kolm, Coordinator of Institutional Research & Effectiveness
No Report(s) presented

B. Wind/Hail Deductible Buydown – *Kent Adams, VP Finance and Operations*

The Wind/Hail Deductible Insurance to buy down deductible from \$500,000 to \$250,000 is \$34,387, including the 3% Kansas Insurance Tax, and was within the President's purchasing authority, administration authorized to do this.

C. Review 2024-25 Budget and Reach Consensus to Support Published Budget –

Kent Adams, VP Finance and Operations / Dr. Michael Calvert, President

- The recommendation from the administration was presented to the Board.
- August 26, 2024 Board meeting will be the Public Budget Hearing, Hearing on the Neutral Rate and Board's vote on the Budget.
- Mr. Adams sent the Renew Neutral Rate to the Pratt County Clerk
- Pratt is not the only county that needs to raise the mill levy to reach the Revenue Neutral Rate.

Budget Scenarios 2024-2025 – *Kent Adams, VP Finance and Operations*

VP Adams presented to the Board 4 different budget scenarios with administration's recommendation of Scenario 1.

*Budget Scenarios are on pages 4 and 5

BudgetScenarios2024-2025

SCENARIO 1

2023-2024 Cash Flow \$64,000

2.5% Enrollment Growth/Mill Levy 42.5

Revenue Changes

Credit Hour Growth 2.5% \$102,098
 Tuition Increase \$3 PCH \$83,720
 Valuation Decrease \$13.7 Million (Mill levy 42.5) \$100,266
 State Funding (Tiered and Non-Tiered) (\$37,777)
 State Grant Funds That Could Supplant Existing Funds \$150,000
 Miscellaneous Revenue (Interest From Maturing CD) \$100,000

Revenue Change \$498,307

Expenditure Changes

Salary and Benefits Increase \$306,775
 Capital Outlay Increase \$35,000
 Debt Service Series 2024 COP EPT Building \$148,616
 Increased Cost of Insurance, Utilities, Etc. \$95,751

Expenditure Change \$586,142

FY 2024/2025 Estimated Cash Flow (\$87,835)

SCENARIO 2

2023-2024 Cash Flow \$64,000

1.5% Enrollment Growth/Mill Levy 42.0

Revenue Changes

Credit Hour Growth 1.5% \$61,259
 Tuition Increase \$3 PCH \$82,904
 Valuation Decrease \$13.7 Million (Mill levy 42.0) \$0
 State Funding (Tiered and Non-Tiered) (\$37,777)
 State Grant Funds That Could Supplant Existing Funds \$150,000
 Miscellaneous Revenue (Interest From Maturing CD) \$100,000

Revenue Change \$356,386

Expenditure Changes

Salary and Benefits Increase \$306,775
 Capital Outlay Increase \$35,000
 Debt Service Series 2024 COP EPT Building \$148,616
 Increased Cost of Insurance, Utilities, Etc. \$95,751

Expenditure Change \$586,142

FY 2024/2025 Estimated Cash Flow (\$229,756)

The Revenue Neutral Rate shown on the data sheet from the County Clerk is based on the total valuation without taking into account the impact of the Neighborhood Revitalization Tax property. Therefore, the Revenue Neutral Rate of 41.43 would result in revenue estimated to be about \$100,000 less than the prior year. To Generate the FY24 ad valorem tax revenue of \$7,747,867 would require a mill levy of 42.0 taking into account the Neighborhood Revitalization Tax Credit property.

Each 0.5 mills generate about \$100,000 of tax revenue; Each 0.5% of credit hour growth generates \$20,420

Cash reserves could be utilized in all 4 scenarios. Scenario 1 could be managed down during the budget year. Scenarios 2, 3, & 4 would require funding from cash reserves. The Administration Recommends Scenario 1.

SCENARIO 3

| | |
|--|--------------------|
| 2023-2024 Cash Flow | \$64,000 |
| 2.5% Enrollment Growth/Mill Levy 41.43 | |
| <u>Revenue Changes</u> | |
| Credit Hour Growth 2.5% | \$102,098 |
| Tuition Increase \$3 PCH | \$83,720 |
| Valuation Decrease \$13.7 Million (Mill Levy 41.43) | (\$99,840) |
| State Funding (Tiered and Non-Tiered) | (\$37,777) |
| State Grant Funds That Could Supplant Existing Funds | \$150,000 |
| Miscellaneous Revenue (Interest From Maturing CD) | \$100,000 |
| Revenue Change | <u>\$298,201</u> |
| <u>Expenditure Changes</u> | |
| Salary and Benefits Increase | \$306,775 |
| Capital Outlay Increase | \$35,000 |
| Debt Service Series 2024 COP EPT Building | \$148,616 |
| Increased Cost of Insurance, Utilities, Etc. | \$95,751 |
| Expenditure Change | <u>\$586,142</u> |
| FY 2024/2025 Estimated Cash Flow | <u>(\$287,941)</u> |

SCENARIO 4

| | |
|--|--------------------|
| 2023-2024 Cash Flow | \$64,000 |
| 0% Enrollment Growth/Mill Levy 42.5 | |
| <u>Revenue Changes</u> | |
| Credit Hour Growth 0% | \$0 |
| Tuition Increase \$3 PCH | \$81,678 |
| Valuation Decrease \$13.7 Million (Mill Levy 42.5) | \$100,266 |
| State Funding (Tiered and Non-Tiered) | (\$37,777) |
| State Grant Funds That Could Supplant Existing Funds | \$150,000 |
| Miscellaneous Revenue (Interest From Maturing CD) | \$100,000 |
| Revenue Change | <u>\$394,167</u> |
| <u>Expenditure Changes</u> | |
| Salary and Benefits Increase | \$306,775 |
| Capital Outlay Increase | \$35,000 |
| Debt Service Series 2024 COP EPT Building | \$148,616 |
| Increased Cost of Insurance, Utilities, Etc. | \$95,751 |
| Expenditure Change | <u>\$586,142</u> |
| FY 2024/2025 Estimated Cash Flow | <u>(\$191,975)</u> |

Ushing Scenario 3

If properly investing the cash reserves could result in \$800,000 a year. Instead of having reserve money in the checking account it should be spread out to all the banks / savings and loans. Institution currently has \$2M in CDs in Legacy and The Peoples Bank. Why hasn't it been done? Mr. Adams stated there is in general fund if you take the \$3M out in taxes, leave s 12, put another 4M – 6 M in long term CDs, drawing 5% . The interest money could be used for salaries, etc.

PCC Budget Book for 2024-2025 - Areas that were covered:

Section A - Overview:

- Budget Overview
- Budget Calendar
- General/Vocational/Capital /Outlay/Fringe Benefits/Cash Reserves
- Combined Revenue and Expenditure Report
- Planning Facts & Assumptions –
 1. Budget based on a 2.5% enrollment increase over FY24
 2. Assessed valuation decreases \$13.7M to \$182,564,652 net of NRC
 3. Mill levy 42.5 mills, Budget FY24 mill levy 38.5
 4. State operating grants decrease of \$37,777 due to re-centering
 5. Tuition increases \$3 to \$73 per credit hour
 6. Fees increase \$3 to \$60 per credit hour
 7. Annual Re-Centering

- Historical Data –

| | <u>Estimated 2023/24</u> | <u>Budgeted 2024/25</u> |
|---------------|--------------------------|-------------------------|
| Revenue | \$15,216,287 | \$23,317,097 |
| Expenditures | \$15,152,787 | \$23,404,932 |
| Net Cash Flow | \$ 64,000 | \$ (87,835) |
| Cash Balance | \$15,393,787 | \$15,305,952 |
| Credit Hours | 28,659 | 29,375 |

- Cash Balance
- Expenditure/Revenues
- County Valuation

| | <u>Estimated Valuation July</u> | <u>Valuation October</u> | <u>Change</u> |
|----------|---------------------------------|--------------------------|---------------|
| 7/1/2023 | \$196,265,767 | \$196,278,638 | \$12,871 |
| 7/1/2022 | \$188,333,585 | \$188,201,261 | (\$132,324) |

| <u>NRV</u> | <u>Beginning Balance</u> | <u>Ending Balance</u> |
|------------|--------------------------|-----------------------|
| 7/1/2023 | \$4,977,519 | \$5,046,604 |
| 7/1/2022 | \$5,174,346 | \$5,348,842 |

- Funding History

| <u>Fiscal Year</u> | <u>Revenue Ad Valorem Tax</u> | <u>Mill Levy</u> | <u>Pratt County Valuation</u> | <u>Excel CTE</u> | <u>State Operating Grant</u> |
|--------------------|-------------------------------|------------------|-------------------------------|------------------|------------------------------|
| 2024/25 | \$7,848,133 | 42.5 | \$182,564,652 | \$200,000 | \$2,531,041 |
| 2023/24 | \$7,742,867 | 38.485 | \$196,278,638 | \$588,796 | \$2,568,818 |

- General Fund Budget

- **Institutional Aims & Goals & Goals**

- Student Success
- Enrollment Stability
- Financial Viability

Section B - Revenue:

- Budget Reserves:

| | |
|--|-------------|
| Employee Benefits | \$ 50,000 |
| General Fund | \$2,000,000 |
| Postsecondary Technical Education Fund | \$1,500,000 |
| Adult Supplemental Education Fund | \$ 20,000 |
| Scholarship Fund | \$ 300,000 |
| Special Instruction Fund | \$ 200,000 |
| Athletic Fund | \$ 200,000 |
| College Service Fund | \$ 200,000 |
| Adult Basic Education Fund | \$ 5,000 |
| Capital Outlay Fund | \$2,000,000 |

- Revenue Budget Projection

| | | | |
|-------|-----------------------|-----------------------|---------------|
| | <u>Budget 2024-25</u> | <u>Budget 2023-24</u> | <u>Change</u> |
| Total | \$14,787,646 | \$14,407,457 | \$380,189 |

- Revenue Comparison

- AD Valorem Tax

| <u>Fiscal Year</u> | <u>Pratt County Valuation</u> | <u>Mill Levy</u> | <u>Total Dollars</u> |
|--------------------|-------------------------------|------------------|----------------------|
| 2023-2024 | \$196,265,767 | 38.500 | \$7,556,232 |
| 2022-2023 | \$180,201,261 | 36.490 | \$7,062,509 |

*Actual valuation net of Neighborhood Revitalization.

**Revenue Neutral Rate (RNR) 35.096 would generate ad valorem tax revenue of \$7,062,834.

- Property Tax

- HEPI

- Revenue Trends

- Tuition and Fees

| <u>IN-STATE</u> | Tuition | Fees | Total |
|-------------------------|---------|---------|------------|
| 2024-25 | \$73.00 | \$60.00 | \$133.00 |
| 2023-24 | \$70.00 | \$57.00 | \$127.00 |
| <u>OUT-OF-STATE</u> | | | |
| 2024-25 | \$88.00 | \$60.00 | \$148.00** |
| 2023-24 | \$84.00 | \$57.00 | \$141.00 |

* An additional \$50 per semester for in-state students that reside outside of Pratt County.

** An additional \$100 per semester will be charged for out-of-state students.

- Other Revenue

| | |
|--------------------------------------|------------------|
| Interest Income | \$100,000 |
| Financial Aid Program Administration | \$ 1,945 |
| Tuition Payment Plan | <u>\$ 20,000</u> |
| Total | \$121,945 |

| | | |
|--|-------|------------------|
| - Grants | | |
| One Time Project Funding Welding | | \$ 778,445 |
| Student Success Grant | | \$ 337,259 |
| Cyber Security Grant | | \$ 250,000 |
| B&I/A Apprenticeship Programming Grant | | \$ 275,589 |
| Perkins Program Improvement | | \$ 67,953 |
| Vocational Capital Outlay | | \$ 357,468 |
| Technology Grant | | <u>\$ 12,401</u> |
| | Total | \$1,829,115 |

Section C – Expenditures:

- Expenditure Budget
 - Operating Expense
 - Expenditure by Cost Element
 - Expenditures by Function
 - Salary by Classification
 - Salary Benefits Comparison
 - Non-Labor Comparison –
- | | | | | | | | |
|--|-------|----------------|-------------|----------------|-------------|---------------|-----------|
| | Total | <u>2024/25</u> | \$4,731,267 | <u>2023/24</u> | \$4,263,027 | <u>Change</u> | \$468,240 |
|--|-------|----------------|-------------|----------------|-------------|---------------|-----------|

Section D – Capital Budget:

- Capital Budget Overview
- Capital Projects – 2024/2025 \$385,000
- Capital Budget – 2024/2025 \$385,000
- Glossary Section

Enrollment:

- Currently enrollment on campus is down 1500 credit hours, down 11% pertaining to housing applications.
- EDUKAN enrollment - 85% – 90% of enrollment comes from outside south-central Kansas.
- EDUKAN normally do not enroll until the start of the semester.
- All programs have enrollment goals to sustain their enrollment.

Request Department Salary Data: Data on how PCC ranks in salaries in all departments that are comparable size to community colleges. If possible, data on institutions shows that employees with higher wage ability also have a high turnaround in staff and faculty.

Budget Scenarios 2024-2025 Trustee Support:

Scenario #1- 2.5% Enrollment Growth/Mill Levy 42.5

- Ed Barrett, Trustee
- Michele Hamm, Trustee
- Mike Koler, Chair
- Eric Scott Killough, Trustee

Scenario #3 – 2.5% Enrollment Growth/Mill Levy 41.43

- Dean Fitzsimmons, VC
- Mark Morgan, Trustee

Suzan Patton, Trustee – Declined a response at this time and requested more information on the amount of revenue that could be gained in 2024/25.

Options: Dr. Calvert and Mr. Adams will work up approximate figures on what the investment CDs or a combination to maintain revenue neutral with supporting means. Dr. Calvert will communicate to the Board what they come up with and decide if a special meeting will be needed. Needs to be done by the end of July. This meeting will have one agenda item, Budget Option, and no action will be taken.

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

XIII. Calendar of Events – Dr. Michael Calvert, President
August 12, 2024 – All Employee Meeting – 8:00 a.m. – 9:00 a.m., breakfast, meeting following
August 23 – 24, 2024 – KACC quarterly meeting in Kansas City Kansas Community College
(Kansas City, KS)
August 26, 2024 – Board of Trustee meeting - one week later than normal

XIV. 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 Fitzsimmons.

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

Discussion:

No discussion topic(s) was/were 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/departement/board-trustees>

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

APPOINTMENTS

| | |
|----------------|-------------------------------------|
| Kim Albright | Accounts Payable Clerk |
| Laurisa Eck | Office Assistant – Student Services |
| Renee Elpers | Director of Admissions |
| Kim Evert | Student Success Coach, Sr. |
| Taryn Rennaker | Business Instructor |

CHANGE IN STATUS

Junita Kepka **from** Accounts Payable Clerk **to** Controller

RESIGNATIONS/TERMINATIONS

Kasey McCusker EDUKAN – Student Enrollment Advisor/ Adjunct Faculty
Instructor

FALL 2024 CONTRACTS

Tyler Dallis ART139-O-1E Art Appreciation
Jason Ghumm BIO278-O-1E Anatomy & Physiology
Ken Kepley HPR123-R-1P Concepts/Apps of Exercise Science
Ken Kepley HPR123-O-1E Concepts/Apps of Exercise Science
Ken Kepley HPR125-O-1E Psychology of Sport
Lori Montgomery AGR176-O-1E Horse Production

ADJUNCT FALL 2024 CONTRACTS

Mark Freeman ART133-O-1E Art for Elementary Classroom Teachers

SEARCHING

Adjunct Clinical Instructors, Allied Health
Assistant Baseball Coach/ No Lateral Position
Assistant Athletic Trainer (2 positions)
Tennis Coach, Men's & Women's / Lateral Position to be Determined
Assistant Track & Field/ Head Throws Coach/ Lateral Position to be Determined
Bus Drivers (Part Time)
Career and Technical Education Admissions Representative
Case Manager
Coordinator of Special Program Admissions
Director of Marketing Communications & College Relations
Maintenance / Bus Driver
Social Media & Website Manager
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 June is running \$682K favorable. This compared to \$546K favorable in May. Tuition is over budget \$189K through June due to enrollment growth. Ad Valorem tax is running \$89K favorably and Motor Vehicle Tax is \$168K under budget. CTE tuition from the state is \$289K favorable. Miscellaneous income is favorable by \$146K due mostly to the EDUKAN payment for FY23 and metal sales.

Expenditures are \$1262K under budget through June. This compares to \$1728K favorable through May.

➤ **JUNE 30, 2024 ANALYSIS OF BUDGET OVER RUNS 10% OVER YEAR TO DATE**

| | | |
|--------|------------------|---------------|
| 11-557 | (\$20,333) | OB – Softball |
| | 601 – (\$12,480) | Travel |
| | 700 – (\$16,687) | Supplies |

EXPLANATION: Travel is \$11K over annual budget due to travel. Supplies are \$16K over the annual budget.

| | | |
|--------|------------------|----------------------|
| 11-557 | (\$68,082) | OB – Rodeo |
| | 601 – (\$11,959) | Travel |
| | 660 – (\$16,205) | Contractual Services |
| | 700 – (\$24,688) | 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 \$41K over the annual budget.

➤ **FINANCE COMMITTEE MINUTES JULY 15, 2024**

No Finance Committee Minutes were presented.

➤ **Enrollment Update & Board Report - Dr. Kwanna King, Student Services**

Enrollment Update & Board Report-July 8, 2024 (July 15, 2024)

1. Summer 2024 Semester Enrollment

- Summer 2024 semester credit hour production is 3,400, a 49 percent **increase** compared to the same period last year. **3,409, a 50 percent increase compared to the same period last year.**
- Student headcount is 651, a 42 percent **increase** for the same period last year. **652, a 43 percent increase for the same period last year.**
- EDUKAN credit hour production is 2,331, an 81 percent **increase** for the same period last year. **2,334, an 81 percent increase for the same period last year.**
- Pratt Online credit hour production is 728, a 7 percent **increase** for the same period last year. **733, a 10 percent increase for the same period last year.**
- Outreach credit hour production is 104, a 16 percent **decrease** for the same period last year. **No change.**
- College Start/High School enrollment is 208, a 76 percent **increase** for the same period last year. **208, an 84 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 813, a 29 percent **increase** for the same period last year. **804, a 28 percent increase for the same period last year.**

2. Fall 2024 Semester Enrollment

- Fall 2024 semester credit hour production is 8,045, an 10 percent **decrease** for the same period last year. **8,459, a 10 percent decrease for the same period last year.**

- Student headcount is 679, a 3 percent **increase** for the same period last year. **717, a 3 percent increase for the same period last year.**
 - EDUKAN credit hour production is 920, a 137 percent **increase** for the same period last year. **1, 061, a 115 percent increase for the same period last year.**
 - 2. Pratt Online credit hour production is 1,249, a 38 percent **increase** for the same period last year. **1, 283, a 36 percent increase for the same period last year.**
 - 3. Outreach credit hour production is 568, a 35 percent **decrease** for the same period last year. **574, a 34 percent decrease for the same period last year.**
 - 4. College Start/High School enrollment is 1,074, a 13 percent **increase** for the same period last year. **1,080, a 15 percent increase for the same period last year.**
 - 5. Credit hour production for the “Nine Core County Region” (Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford) is 3,291, a 12 percent **decrease** for the same period last year. **3,396, a 13 percent decrease for the same period last year.**
3. **Residence Hall Contract Status for Fall 2024**
- 252 housing applications, an 11 percent **decrease** compared to last year. **258 housing applications, an 11 percent decrease compared to last year.**
4. **Upcoming All-Campus Recruiting & Enrollment Event Dates**
- Multiple Beaver Building Days
 - July 18th
 - Attend multiple KS county fairs with PCC recruiting booths over the next five weeks
 - **Ford County Fair, Dodge City, KS, July 18-22 (partnering with EPT)**
 - **Cherokee County Fair, Columbus, KS, July 25-27**

XV. ACTION ITEMS

➤ **Ratify Waiver Board Policy No. 3-07 – Kent Adams, VP Finance & Operations**

Chair Koler asked for a motion to accept the administration’s request for the ratification of the waiver of Board Policy No. 3-07 for sole-source total purchases of \$89,370.87 for the following:

- Ellucian Power Campus - \$79,481.00 – annual maintenance – support is only available through Ellucian.
- Game One - \$9,889.87 – replacement jerseys for softball athletes – PCC agreement with Game One.

Trustee Hamm made the motion to Ratify Waiver Board Policy No. 3-07 for the sole-source purchases in the total amount of \$89,370.87 as presented and to waive the second reading. The motion was seconded by Trustee Barrett. With no further discussion the motion was unanimously approved.

➤ **Athletic Insurance – Kent Adams, VP Finance and Operations**

Chair Koler asked for a motion to accept the administration recommendation to accept the \$1,000 deductible excess/secondary coverage and the catastrophic coverage from Dissenger Reed due to availability of primary coverage policy for uninsured student/athletes. Trustee Barrett

made the motion to accept the administration recommendation as stated. The motion was seconded by Trustee Hamm.

| <u>EXCESS</u> | <u>Deductible</u> \$1,000 | <u>Current Year</u> \$1,000 Ded |
|-----------------------|------------------------------|------------------------------------|
| Dissenger Reed | \$58,800 | \$55,008 |
| First Agency | No Response | |
| Risk Strategies | No Response | |
| Players Health | No Response | |

| <u>CATASTROPHIC</u> | | <u>Current Year</u> |
|-----------------------|-----------------|---------------------|
| Dissenger Reed | \$14,572 | \$14,521 |
| First Agency | No Response | |
| Risk Strategies | No Response | |
| Players Health | No Response | |

Student athletes are required to have a primary health insurance policy, or they must purchase primary policy through HUB,

With no further discussion the motion was carried unanimously.

➤ **Approval of CNC Plasma Cutter Bid - Kent Adams, VP Finance and Operations**

Chair Koler asked for a motion to remove the tabled motion from the June 17, 2024 meeting regarding the CNC Plasma Cutter Bid. The motion was made by Trustee Morgan to remove the tabled motion for the CNC Plasma Cutter Bid from the June 17, 2024 meeting. The motion was seconded by Trustee Hamm. The motion passed unanimously.

The administration recommends the Lampton Welding Supply, Inc. bid in the amount of \$195,917.50 be accepted.

Discussion:

- Who would use this machine? It is a size that only high-end medal manufacturers would use. Daryl Lucas, retired PCC welding instructor, felt this machine would recruit students and be trained on the latest machines.
- Concerned this was a lot of money for a welding program with one instructor. Enrollment of 20 students would require a second instructor. The welding program has impacted students from the Pratt community.
- Training has two points:
 - 1) training is not just for the present; it is for the future.
 - 2) PCC does not just train people in our geographic area. The intent is to grow the program and provide high-tech training for global work.

Chair Koler asked for a vote of all in favor to purchase the CNC Plasma Cutter bid say Aye. Those who do not want to purchase say Nay. No Nay's were voiced. Ayes carried unanimously.

- **Approval of 2024/25 Annual Purchase Orders (PO's) - Kent Adams, VP Finance and Operations**
Chair Koler asked for a motion to approve the 2024/25 Annual Purchase Order (PO's). Trustee Barrett made the motion to approve the 2024/25 PO's. The motion was seconded by Trustee Killough.

With no further discussion the motion was carried unanimously.

- **Policy Review – First Reading**

Chair Koler asked for a motion to accept the administration recommendation of no change to *Policy 1-03 Code of Ethics for Trustees*. Trustee Hamm made the motion to accept the administrations recommendation of no change to *Policy 1-03 Code of Ethics for Trustees* and to waive the second reading. The motion was seconded by VC Fitzsimmons. With no further discussion the motion was carried unanimously.

XVI . **Written Reports:**

- **Faculty Report – Dave (Kip) Chambers, PHEA President**
No report submitted

- **Athletic Report – Larry Johnston, Director of Athletics**
PCC Athletic Department is looking to hire coaching positions for the following:
Assistant Men's/Women's Tennis Coach
Assistant Baseball Coach
Assistant Track & Field Coach / Head Throwing Coach

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

EDUKAN Canvas integration (Complete)

- 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 reports to import. (complete)
- Create the EDUKAN Canvas M365 Enterprise Application (Complete)
- Create EDUKAN Group to access the Enterprise Application (complete)
- Establish “go live” date. (Complete)
- fixing any issues that arise. (on-Going)

Student Multifactor Authentication (MFA): (Complete)

Pushing out MFA to all students 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 (Complete)
- Prospective students (Complete)

Security Compliancy Program

- Changing companies for Cybersecurity operations from OculusIT to Tandem Cyber Ops. complete
- Server, firewall, and end point protection logs are being sent to the Security Information Event Management System (SIEM)
- Slack Communication is set up 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. (Complete)
- Testing user configuration (Complete)
- Testing dispatcher configurations (Complete)
- Training (user and dispatcher) (in development)
- Rolling out user configurations (in progress)
- Rolling out dispatcher configurations
- Complete test

New SIS Jenzabar (J1)

- 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)
- Transition to Implementation Meeting (Complete)
- 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 (complete)
- Planning rollout (complete)
- Training (developing)
- Rollout (in process labs)

Microsoft 365 Cleanup

Active Directory Cleanup

Getting Classrooms and Labs ready for classes.

Data Services Department Update:

- Compilation for KBOR's KSPSD data collection is underway
- Preparing for J1 implementation set to begin in July

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

Planned Giving - Researching a Planned Giving software package called Crescendo which also provides training. If PCC were to implement this system, it would need to involve the local attorneys in the process.

➤ **KACC (Kansas Association of Community Colleges)** – *Eric Scott Killough, Secretary*

The next KACC meeting will be August 23rd and 24th at Kansas City Kansas Community College (Kansas City, KS). The December meeting will be the 6th and 7th, 2024 at Labette Community College, Parsons, Kansas.

April of 2025 is scheduled for the annual State PTK Honors event. This is typically held in Junction City, but an alternate location is being considered. Trustee Killough plans to attend each meeting.

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

ACCT Leadership Congress - Oct. 23 – 26, 2024 - Seattle, WA. Trustee Killough will be attending.

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

➤ **Other:**

Nothing was presented.

XVII. 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. Welcomed students to Beaver Building Day.
4. Participated in NJCAA Finance Committee meeting.
5. Enjoyed vacation time

Faculty Valarie J. Dellrocco hearing date has been established, July 30 and 31, 2024. VP Monette DePew, VP Kent Adams and Dr. Michael Calvert will be meeting with the KASB attorney, Dave Cunningham.

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

Chair Koler thanked the Board members for electing him as Chair for FY2024-2025.

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

7:54 p.m. Trustee Ed Barrett moved the Board go into Executive session for the discussion of non- elected personnel not to exceed 30 minutes starting at 8:00 p.m. Motion was seconded by VC Fitzsimmons. With no discussion the motion passed unanimously.

8:00 p.m. Chair Koler called to order the executive session. Dr. Michael Calvert was in attendance.

8:01 p.m. Dr. Michael Calvert stepped out of the executive session

8:07 p.m. Dr. Michael Calvert rejoined the executive session

8:09 p.m. Trustee Barrett made the motion to adjourn the executive session. Motion was seconded by Trustee Morgan. All in favor said Aye.

8:10 p.m. Chair Koler returned to general session.

XIX. Meeting Adjourned – *Mike Koler, Chair*

8:11 p.m. Chairman Koler asked for a motion to adjourn the general session. Trustee VC Fitzsimmons made the motion to adjourn the general session. The motion was seconded by Trustee Barrett. With no discussion the motion was carried out unanimously.

General Session Minutes Recorded by:

Donna Meier Pfeifer

Clerk of the Board of Trustees