

Board of Trustee Minutes of August 26, 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:** 7:15 p.m. Trustee Chair Mike Koler, called the meeting to order.
- II. **Pledge of Allegiance** – Pledge of Allegiance was led by all

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

Trustee(s) Absent:

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*
Denise Morgan and Porter Loomis
- V. **Introduction of Awards of Excellence** – *Dr. Michael Calvert, President*
WalletHub recognized PCC as the 3rd Best College in the Nation! WalletHub is based on Return On Investment. Looking for schools that are affordable and have a high student success rate.
- VI. **Discussion:**
 - A. **MIS Report (s)** – *Lisa Kolm, Coordinator of Institutional Research & Effectiveness*
No MIS Reports were presented
- VII. **Communication to the Board** – *Donna Meier Pfeifer, Board Clerk*
Displayed were several Thank You cards from 4-H Members for PCC sponsorship and supporting the Pratt County Fair.
- VIII. **Calendar of Events** – *Dr. Michael Calvert, President*
ACCT Leadership Congress – Seattle, WA 10-23-26, 2024 – Trustee Killough and Dr. Calvert will be attending.
- IX. **Consent Agenda** – *Mike Koler, Chair*

Chair Koler asked for a motion to accept the consent agenda. VC Fitzsimmons made the motion to accept the consent agenda. The motion was seconded by Trustee Hamm.

Chair Koler asked if there was a topic(s) to be pulled for further discussion. Request to look at Financial Statement and question if the departments know how their budget stands. Mr. Adams explained the departments get a more detailed budget report.

With no further discussion the motion carried unanimously.

- **Minutes:** *Donna Meier Pfeifer, Clerk of the Board of Trustees*
Complete minutes are listed on <http://prattcc.edu/department/board-trustees>

- **Human Resources - Dr. Michael Calvert, President**

August 2024

APPOINTMENTS

Rena Garza	Financial Aid Admin Assistant / Library Clerk
Parker Howell	Assistant Wrestling Coach/ Assistant Fitness Center Coord.
Kendra Morgan	Career and Technical Education Admissions Representative
Farrah Schmidt	Coordinator of Special Program Admissions
Eli Truhe	Assistant Tennis Coach, Men's & Women's/ Sports Information
Thomas Wheeler	Assistant Baseball Coach/ No Lateral (12-month, part time)

CHANGE IN STATUS

Renee Elpers **from** Director of Admissions **to** Director of Marketing Communications & College Relations

Chris Jefferson **from** Assistant Women's Basketball Coach/Residential Life Supervisor **to** Head Women's Basketball Coach

Kenny McCartney **from** Assistant Director of Residential Life/Residential Supervisor Student Services Asst. **to** Assistant Track & Field, Head Throws Coach/ Residential Life Supervisor

Andre Morris **from** Assistant Track Coach, Field Events (9-month, part time) **to** Head Cross Country Coach (9-month, part time)

Quintin Powell **from** Head Cross Country, Assistant Track Coach / Residential Supervisor **to** Head Track Coach/ Residential Supervisor

Chase Ward **from** North Campus Farmhand/ CDL Instructor/ Maintenance, Carpenter **to** CDL Instructor

RESIGNATIONS/TERMINATIONS

Diego Esparza	Director of Student Success Center
Michael McAbee	Evening Security Officer
Michelle McVey	Financial Aid Admin Assistant / Library Clerk
Eric Rodewald	Head Women's Basketball Coach/ Assistant Athletic Director
Ling Shiao	EDUKAN Information Technology Director

SUMMER 2024 CONTRACTS

Heather Wilson	COM130-O-1E Communication for the Workplace
----------------	---

FALL 2024 CONTRACTS

Brandon Cummins	ENG176-O-2E English Composition I
Sarah Jackson	MTH178-O-1E College Algebra
Taryn Rennaker	BUS162-O-1E Introduction to Word Processing
Taryn Rennaker	BUS235-O-1E Microcomputer Office Application I
Taryn Rennaker	BUS201-O-1E Web Page Design
Jerry Thompson	SOC176-O-1E Introduction to Sociology
Stephanie Wiese	ENG176-O-1E English Composition I
Stephanie Wiese	ENG177-O-1E English Composition II
Stephanie Wiese	ENG135-O-1E Writing in the Workplace
Heather Wilson	COM276-O-1E Public Speaking
Heather Wilson	COM276-O-2E Public Speaking
Heather Wilson	COM106-O-1E Interpersonal Communication

ADJUNCT FALL 2024 CONTRACTS

Kelli Denney	HOC102-O-1E Certified Medication Aide
Kelli Denney	HOC102-O-2E Certified Medication Aide
Kelli Denney	HOC102-O-3E Certified Medication Aide
Nikki Schmitz	HOC101-O-1E Nurse Aide I
Nikki Schmitz	HOC101-O-2E Nurse Aide
Nikki Schmitz	HOC101-O-4E Nurse Aide I
Amanda Wade	PSY176-O2E General Psychology

SEARCHING

Adjunct Clinical Instructors, Allied Health	ON HOLD
Adjunct EKG Technical Instructor	Computer Specialist (Network Ops)
Adjunct Phlebotomy Instructor	Data Coordinator
Assistant Athletic Trainer	Data Services Assistant
Assistant Women's Basketball Coach/ Residential Life Supervisor	PART TIME
Case Manager	Bus Drivers
Director of Admissions	
Director of Student Success Center	
Evening Security Officer	
Maintenance / Bus Driver	
Online Student Enrollment Advisor	
Social Media & Website Manager	

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

Revenue - \$296K Favorable in July. Tuition was on budget. The payout from the EDUKAN partnership in the amount of \$296K was received in July. This is the reason for the favorable variance in July revenue.

Expenditures - \$125K under budget in July. The first month of the fiscal year is mostly salaries and benefits which are budgeted based on actual salaries.

Analysis of Budget over Runs 10% over year-to-date. There were no variances over 10% in July.

Finance Committee Minutes August 26, 2024

The finance committee comprised of Board members Eric Killough and Dean Fitzsimmons met with Kent Adams, VP Finance and Operations, electronically. The committee reviewed:

- the cash disbursements for the month of July
- current bank statements
- budget versus actual revenue and expenses by source/department
- balance sheet for the 11 and 12 funds

Recommendation:

- The committee recommends the cash disbursements for the month of July 2024 be approved.
- No major trends were identified.
- Presidential and board travel expenses were reviewed
- No problems or exceptions noted
-

Other Items: None

➤ **Weekly Enrollment Report – Dr. Kwanna King, VP Student Services**

Enrollment Update & Board Report-August 12, 2024 (August 19, 2024)

1. Summer 2024 Semester Enrollment

- Summer 2024 semester credit hour production is 3,411, a 50 percent **increase** compared to the same period last year.
- Student headcount is 653, a 44 percent **increase** for the same period last year.
- EDUKAN credit hour production is 2,339, an 81 percent **increase** for the same period last year.
- Pratt Online credit hour production is 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.
- College Start/High School enrollment is 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 801, a 28 percent **increase** for the same period last year.

2. Fall 2024 Semester Enrollment

- Fall 2024 semester credit hour production is 10,890, a 4 percent **increase** for the same period last year. (11,721, a 4 percent **increase** for the same period last year).
- Student headcount is 955, a 19 percent **increase** for the same period last year. (1,053, a 20 percent **increase** for the same period last year).
- EDUKAN credit hour production is 1,782, a 108 percent **increase** for the same period last year. (2,172, a 108 percent **increase** for the same period last year.)
- Pratt Online credit hour production is 1,650, a 59 percent **increase** for the same period last year. (1,825, a 62 percent **increase** for the same period last year).
- Outreach credit hour production is 715, a 19 percent **decrease** for the same period last year. (756, a 16 percent **decrease** for the same period last year).

- College Start/High School enrollment is 1, 145, a 17 percent **increase** for the same period last year. (1, 326, a 27 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 3, 967, a 6 percent **decrease** from the same period last year. (4, 276, a 3 percent **decrease** from the same period last year).

3. Residence Hall Contracts

- 296 housing applications, a 6 percent **decrease** from the same period last year. (310 housing applications, a 6 percent **decrease** from the same period last year).

X. Action Items – *Mike Koler, Chair*

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

Chair Koler asked for a motion to Ratify Waiver Board Policy No. 3-07 administrations recommendation for the following sole-source purchases in the total amount of \$52,106.14 as follows:

Alertus - \$5,350.00 – annual license, college selecting Alertus for emergency notification

White Cyber Security - \$16,326.00 – Cyber Security Services, selection as the provider based on service and price.

Game One - \$3,476.00 – volleyball jerseys due to the contract with Game One.

Game One - \$5,482.06 – men’s soccer jerseys due to the contract with Game One

Dell - \$21,472.08 – for the vocational computer labs, funded using Vocational Capital Outlay funds, Dell being the provider of computers on the PCC campus.

The motion was made by VC Fitzsimmons to approve Ratify Waiver Board Policy No. 3-07 the administration’s request for the afore-reference items in the total amount of \$52,106.14. The motion was seconded by Trustee Barrett.

➤ Approval of Vehicle Purchase Bids - *Kent Adams, VP Finance & Operations*

Chair Koler asked for a motion to approve the administration recommendation to accept the bid from Doug Reh Chevrolet, Pratt, Kansas, for the Silverado 2500HD Malibu, \$52,025 and 2 Malibu for \$42,000 in the total amount of \$94,025.00. The motion was made by Trustee Hamm to accept the administration recommendation to accept for the bid from Doug Reh Chevrolet for the Silverado 2500HD and Malibu sedans in the total amount of \$94,025.00. The motion was seconded by Trustee Killough.

Bids were requested for a ¾ ton pick-up truck and two mid-sized sedans from the following vendors and the results were:

Doug Reh Chevrolet

1 – Pick-up – New 2025 – 2500HD Silverado , 4-wheel drive, regular cab6., 6L V-8 - \$52,025

2 – Mid Size Sedans – 2023 Malibu LT Program car, 1.5L DOHC 4 Cylinder - \$42,000

Option 2 – New 2025-Trax SUV’s – 1.2L Turbo 4 cylinder - \$49,250

No Response:

Pratt City Ford

Mel Hambleton Ford

Bowe Chevrolet

Davis Moore Chevrolet

Mid-Kansas Auto Sales

Enterprise Car Sales

With no further discussion the motion was carried unanimously.

➤ **Financing Rates - Kent Adams, VP Finance & Operations**

Chair Koler asked for a motion to accept the administration recommendation for 60-month financing through The Peoples Bank. Trustee Barrett made the motion to accept the administration recommendation for 60-month financing through The Peoples Bank. The motion was seconded by Trustee Patton.

Financing Rates were requested from the following vendors:

	<u>48 Month</u>	<u>60 Month</u>
The Peoples Bank	5.3%	5.25%
SJN	5.4%	5.5%
Legacy Bank	6%	6%
Fusion Bank	No Response	No Response

With no further discussion the vote was 6 yes with Trustee Morgan voting no. The motion was carried by majority vote.

➤ **Approval of Softdocs Etrieve Platform (Cloud) – Jerry Sanko, Chief Information Officer**

Chair Koler asked for a motion to accept the approval of Softdocs Etrieve Platform (Cloud). The motion was made by Trustee Hamm to approve the Softdocs Etrieve Platform (Cloud). The motion was seconded by Trustee Patton.

Jerry Sanko, Chief Information Officer, explained basically this is the document management system and all types of documents get put into this system as well as online forms. Putting it on the Cloud allows for more security. This will allow international students to fill out documents. A server replacement is needed. Jenzabar is Cloud based. A student's life cycle will be cloud covered.

The dollars received from the state will be part of the initial installation. Cyber Security Insurance wants enhanced security on any thing that has personal identifiable information.

With no further discussion the motion was carried unanimously.

➤ **Approval of Softdocs Etrieve Platform (Cloud) – Jerry Sanko, Chief Information Officer**

Items	Year 1	Year 2	Year 3	Year 4	Year 5
Software Subscriptions: Etrieve Platform <ul style="list-style-type: none"> • Etrieve Security • Etrieve Content <ul style="list-style-type: none"> ○ Unlimited Concurrent User Licenses ○ Unlimited Scanning Licenses ○ 2TB Storage • Etrieve Connect • Etrieve Central • Etrieve Flow • Etrieve Forms Etrieve Plus <ul style="list-style-type: none"> • Etrieve File • Etrieve Launch • Etrieve Email Capture • Etrieve Forms Builder • Etrieve Replicated Database • Etrieve Reports Serve Platform <ul style="list-style-type: none"> • Serve • Serve Design Module • eDelivery 	\$140,000.00	\$144,200.00	\$148,526.00	\$152,981.79	\$157,571.23
Software Subscription Discount	(\$70,000.00)	(\$72,100.00)	(\$74,263.00)	(\$76,490.90)	(\$78,785.61)
Professional Services <ul style="list-style-type: none"> • According to the included Statement of Work 	\$13,500.00				
Annual Investment	\$83,500.00	\$72,100.00	\$74,263.00	\$76,490.89	\$78,785.62

Currently have Softdocs Etrieve system running in an on-premises environment. Moving this platform to Softdocs' Cloud Services allows for enhanced security and international student accessibility. The cost of this will come from the cybersecurity allocation from the state. Cost is \$83,500.00 year 1, \$72,100.00 year 2, \$74,263.00 year 3, \$76,490.89 year 4, and \$78,785.62 year 5.

➤ **Approve Resolution No. 2024-002 for Nonrenewal Valarie Dellrocco Faculty 2024-2025 Contract – Dr. Michael Calvert, President**

Chair Koler asked for a motion to approve Resolution No. 2024-002 for Nonrenewal Valarie Dellrocco Faculty 2024-2025 Contract. The motion was made by VC Fitzsimmons and seconded by Trustee Barrett. With no further discussion the motion was carried unanimously.

➤ **Approve Resolution No. 2024-002 for Nonrenewal Valarie Dellrocco Faculty 2024-2025 Contract**

RESOLUTION OF INTENT FOR NONRENEWAL VALARIE DELLROCCO FACULTY 2024-2025 CONTRACT

Resolution No. 2024-002

WHEREAS, on the 17th day of May, 2024, the Board of Trustees of Pratt Community College, by Resolution No. 2024-01 duly adopted, took action to notify Valarie Dellrocco of the trustee's intent to non-renew her contract as a faculty member for the 2024-2025 and subsequent academic years; and

WHEREAS, the clerk of the board of trustees gave written notice to Valarie Dellrocco on the 17th day of May, 2024 that it was the intent of the board of trustees to non-renew her contract for the 2024-2025 and subsequent academic years due to a reduction in force because of low class enrollment; and

WHEREAS, Valarie Dellrocco requested but subsequently withdrew her request for a due process hearing on July 17, 2024; and

WHEREAS, after extensive consideration and thorough discussion, the board has determined that the matter should be resolved as follows:

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF PRATT COMMUNITY COLLEGE:

Section 1. That the contract of Valarie Dellrocco be nonrenewed for the 2024-2025 and subsequent academic years due to a reduction in force because of low class enrollment;

Section 2. That the clerk of the board of trustees give, personally or by U.S. mail, Valarie Dellrocco a signed copy of this resolution.

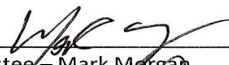
ADOPTED by the Board of Trustees of Pratt Community College, the 26 day of August, 2024.

By:


Trustee - Ed Barrett

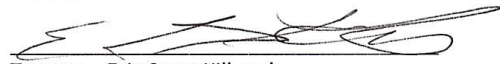

Trustee – Mike Koler


Trustee – Dean Fitzsimmons


Trustee – Mark Morgan


Trustee – Michele Hamm


Trustee – Suzan Patton


Trustee – Eric Scott Killough

Attest:


Clerk, Board of Trustees, Donna Meier Pfeifer

- **Policy Review – First Reading – Dr. Michael Calvert, President**
Trustee Patton made the motion to accept the following policies, adopt the suggested changes and wave the second reading:

3-07 Purchasing,

3-07a Equipment Purchasing Policy for Federal Grants Pratt Community College,

3-07b Micro-Purchase Policy for Federal Grant Pratt Community College

The motion was seconded by Trustee Eric.

With no further discussion was had and the motion was carried out unanimously.

Policy *5-07 Succession Plan for Presidency* - VC Fitzsimmons made the motion to bring back policy 5-07 as is to the September Board meeting. The motion was seconded by Trustee Hamm.

With no further discussion the motion carried unanimously.

XI. Written Reports

- **Faculty Report** - Dave (Kip) Chambers, PHEA President
Encore Camp! Is the largest Encore group since 2013 and it matches that year. Continued to recruit throughout the summer. Fewer tech students than ever because of Kansas Promise. Took a hit in the backstage area due to students not needing scholarships and not wanting to work for “free”. The vocals, band and on-stage theatre numbers are excellent and excited for a great year!
- **Athletic Report** – Larry Johnston, Director of Athletics
 1. New Head Women’s Basketball Coach - Christopher Jefferson
(was the assistant women’s basketball coach)
 2. Named new Head Cross Country Coach - Andre Morris
(was the assistant track & field coach)
 3. Assistant Track and Field Coach / Head Throws Coach - Kenny McCartney
(was in Admissions)
 4. New Assistant Men’s Basketball Coach - Hayden McBride
 5. New Assistant Baseball Coach - Thomas Wheeler
 6. New Assistant Tennis Coach - Eli Truhe
 7. New Assistant Wrestling Coach - Parker Howell
 8. Interviewing for the women’s assistant basketball coaching position.
- **Information Technology Project Update** – Jerry Sanko, Chief Information Officer
Moving Etrieve to the Cloud
 - Contract
 - Implementation meeting
 - Project plan
 - Implementation

- **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)
- The 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 (Complete)
- 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 (Complete)

- Project plan
- Access to Cloud Premier (Complete)
- Access to Chatbot (Complete)
- Bi-Weekly meeting with Core team (Complete)
- Created the Module Manager Team (Complete)
- Schedule Module Managers introduction meeting with implantation
Module Manager experts
- Assign tasks

Summer Projects

Moving to the Windows 11 Operating System

- Testing all applications (complete)
- Planning rollout (complete)
- Training (Complete)
- Rollout (80% Complete)

Microsoft 365 Cleanup (in progress)

Active Directory Cleanup (in progress)

Getting Classrooms and Labs ready for classes. (Complete)

Data Services Department Update:

- KBOR KSPSD ACADEMIC YEAR COLLECTION - lock date August 23

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

The 2024 Outstanding Alumni Award

Scott Megaffin, Chief Executive Officer, Board Member, Adiso Therapeutics

Schedule:

1. Awards Ceremony • 10/21/2024 • 3:00PM • Carpenter Auditorium
2. Reception • Commons Area • immediately following
3. Board of Trustees Meeting, October 21, 2024.

37th Annual Scholarship Auction - Date - May 09, 2025, Location: Dennis Lesh Sports Arena

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

➤ **ACCT/NLS** (Association of Community College Trustees / National Legislative Summit)

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

- Eric Scott Killough, Trustee will be attending
- Dr. Michael Calvert, President will be attending

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

➤ **Other**

XII. **Wrap Up**

Comments from the President *Dr. Michael Calvert*

1. Participated in weekly President's meetings.
2. Participated in Technical Education Authority meeting virtually.
3. Met with new Barton Community College President and discussed many items including the Nursing Program partnership.
4. Welcomed students to new student orientation
5. Participated in Taxing Entities meeting.
6. Attended Kansas Board of Regents Meeting virtually.
7. Facilitated All-Employee meeting and delivered State of the College Address.
8. Met with KASB Attorney in preparation for faculty appeal hearing, which was later withdrawn.
9. Toured residence halls with cabinet members and facilities staff.
10. Met with new Greensburg School Superintendent.
11. Met with new Attica School Superintendent.
12. Attended meeting at City of Pratt offices regarding update on status of Point Pavilion facility as part of the Keller Family Sports Complex.
13. Attended KACC meetings in Kansas City.
14. Met with President's Community Advisory Council.
15. Attended meeting with City, County and School District officials on active shooter responses.
16. Participated in NJCAA President's Advisory Commission meeting.
17. Conducted numerous new employee orientation meetings.

Addition: Dr. Calvert expressed his thank you for the comments and conversation up to the budget approval. Time spent by Mr. Adams, budget officers, staff, SPuR members and families. PCC is the second largest employer.

KACC meeting in Kansas City was good. Challenges statewide continue, i.e. math Pathways. Funding is going to be less reliable as the past years.

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

Chair Koler expressed appreciation and cooperation to all who worked on the 2024-2025 budget.

XIII. **Executive Session for Non-Elected Personnel Matters (if needed)** – *Mike Koler, Chair*

XIV. **Adjourn Meeting** – *Mike Koler, Chair*

Chair Koler asked for a motion to adjourn. The motion was made by VC Fitzsimmons and seconded by Trustee Barrett