

## Board of Trustee Minutes of September 16, 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:** 6:02 p.m. Trustee Chair Mike Koler, called the meeting to order.

II. **Pledge of Allegiance** – Pledge of Allegiance was led by Mark Morgan

**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, 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:** Dr. Kwanna King, VP Student Services,

**Media Representation:** No representation

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

IV. **Introduction(s) of Guests:** – *Dr. Michael Calvert, President*  
Renee Elpers - Director of Marketing, Communications and College Relations  
Lisa Kolm, Coordinator of Institutional Research & Effectiveness

V. **Introduction of Award(s) of Excellence** – *Dr. Michael Calvert, President*  
No Award(s) of Excellence were presented

VI. **Discussion:**

A. **MIS Report (s)** – *Lisa Kolm, Coordinator of Institutional Research & Effectiveness*  
KPI’s under the Student Success Institutional Aim

College - Level Course Section Retention & Success Rates

Institution - Wide Grade Distribution

Distance Learning

- PCC Trendline & NCCBP Benchmarking

Annual Report of Completions by Award Earned – July 1, 2023 – June 30, 2024

- PCC Trendline & NCCBP Benchmarking

Academic Year Headcount Comparisons - September 2024 MIS

Academic Year Credit Hour Comparisons – September 2024 MIS

PCC Headcount - 10- Year Historical Comparison

- 2023-2024 – Summer 455 - Fall 1,148 - Spring 1,299 - AY Unduplicated 1,947
- 2022-2023 – Summer 408 – Fall 1,212 – Spring 1,058 - AY Unduplicated 1,703

PCC Credit Hour Production -10- Year Historical Comparison

- 2023-2024 – Summer 2,282 - Fall 13,105 – Spring 13,272 – AY Unduplicated 28,659 (+/-)+8.3%
- 2022-2023 – Summer 1,968 – Fall 12,958 – Spring 11,548 – AY Unduplicated 26,474 (+/-) +7.2%

**VII. Communication to the Board – Donna Meier Pfeifer, Board Clerk**

Senator Roger Marshall, M.D. sent a card congratulating PCC on receiving the Pratt Community College 2024’s Best Community Colleges 3<sup>rd</sup> in the Nation WalletHub Award.

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

January 27, 2025 Board Meeting - Due to Dr. Martin Luther King Holiday is on January 20<sup>th</sup> the Board decided to move their meeting to January 27, 2025.

**IX. Consent Agenda – Mike Koler, Chair**

Chair Koler asked for a motion to add to the Action Item agenda,

- 1) Alcohol Exemption Policy Request
- 2) Performing Arts Trip to New York City.

Trustee Hamm made the motion to add to the Action Item agenda: Alcohol Exemption Policy Request and Performing Arts trip to New York City. VC Fitzsimmons second the motion.

With no further discussion the motion was unanimously approved.

Chair Koler asked for a motion to accept the consent agenda. Trustee Barrett 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.

1. Finance Committee Minutes - Trustee Patton asked for a correction be made to the Finance Committee Minutes August 29<sup>th</sup> to remove Trustee Suzan Patton and replace it with Trustee Eric Scott Killough.
2. The Learning Center – Pratt Learning Center is in the Linda Hunt Memorial Library, 2 staff, currently no students enrolled. A great asset to the community, students receive a USD 382 Pratt High School diploma.

With no further discussion and with the correction the motion was unanimously approved.

➤ **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**

**September 2024**

**APPOINTMENTS**

Jason Deel	Head Cross Country Coach/ Assistant Women’s Basketball Coach
Amber Tatro	Director of Admissions

## **CHANGE IN STATUS**

Kim Evert **from** Student Success Coach, Sr. **to** Director of Student Success Center  
Andre Morris **was going to be** Head Cross Country Coach (9 month, part time)  
**is now going to remain** Assistant Track Coach, Field Events (9 month, part time)

## **RESIGNATIONS/TERMINATIONS**

### **FALL 2024 CONTRACTS**

Barrett Smith                      AGR133-O-1E Crop Production

### **ADJUNCT FALL 2024 CONTRACTS**

Julieta Rangel                      HOC101-O-3E Nurse Aide I  
Mary Struble                      HOC101-O-5E Nurse Aide I  
Amanda Wade                      PSY132-O-1E Developmental Psychology

## **SEARCHING**

Adjunct Clinical Instructors, Allied Health  
Adjunct EKG Technical Instructor  
Adjunct Phlebotomy Instructor  
Assistant Athletic Trainer  
Bus Drivers (Part Time)  
Case Manager  
Evening Security Officer  
Maintenance / Bus Driver  
Online Student Enrollment Advisor  
Social Media & Website Manager  
On Hold: Computer Specialist (Network Ops) (on hold)  
Data Coordinator (on hold)  
Data Services Assistant (on hold)

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

Revenue is \$673K favorable in August. This compares to \$296K favorable in July. Tuition is over budget \$146K due to EDUKAN enrollment. The first half of the state operating grant was received as budgeted. Miscellaneous revenue is over budget \$530K due to EDUKAN final payout of \$296K and payment plan charges of \$143K.

Expenditures are \$177K under budget in August. This compares to \$125K under budget in July.

### **Finance Committee Minutes September 16, 2024**

The finance committee comprised of Board members Eric Scott Killough and Dean Fitzsimmons met with the Vice President of Finance and Operations, electronically. The committee reviewed the cash disbursements for the month of August 2024. In addition, the committee reviewed the most current bank statements, budget versus actual revenue and expense by source/department.

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

Travel: The presidential and board travel expenses were reviewed.

Other Items: None

**Analysis of Budget Over Runs** – There were no variances over 10% in August

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

### Summer 2024 Semester Enrollment

#### 1. Enrollment Update & Board Report - September 9, 2024

- 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 13,236, a 2 percent **increase** for the same period last year.
- Student headcount is 1,284, a 16 percent **increase** for the same period last year.
- EDUKAN credit hour production is 2,298, a 75 percent **increase** for the same period last year.
- Pratt Online credit hour production is 2,249, a 40 percent **increase** for the same period last year.
- Outreach credit hour production is 1,336, a 13 percent **decrease** for the same period last year.
- College Start/High School enrollment is 2,138, an 8 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 5,227, a 5 percent **decrease** from the same period last year.

#### 3. Residence Hall Occupants • 304 residents, a 5.6 percent **decrease** from the same period last year.

- 20 complete drops within the first three weeks of the Fall 2024 semester.

#### X. Action Items

- **Ratify Waiver Board Policy No. 3-07** – *Kent Adams, VP Finance and Operations*  
Chair Koler asked for a motion to approve the sole-source purchase of:  
Alertus Software License - \$5,350.00 – software for emergency notification  
White Rock Cyber Security Services – 16,326.00 – service due to reputation and lower cost  
Dell Computers - \$21,472.08 – Dell Computers on campus in the total amount of \$43,148.08.

The motion was made by Trustee Hamm to approve the sole-source purchase of Alertus Software license, White Rock Cyber Security Services and Dell Computers in the amounts stated with the total amount of \$43,148.08. The motion was seconded by Trustee Barrett.

With no further discussion the motion was unanimously approved.

- **Approve the Purchase of the Campus Marketplace Customer Relations Management –**  
*Jerry Sanko, Chief Information Officer / Dr. Michael Calvert, President*

Chair Koler asked for a motion to accept the administration recommending the acquisition of the Campus Marketplace Customer Relations Management (CRM) System in the amount of \$75,000 with the 5% increase for 5 years.

Trustee Hamm made the motion to accept the administration recommendation to purchase of the CRM for \$75,000 with the 5% increase for 5 years. The motion was seconded by VC Fitzsimmons.

Mr. Sanko explained the version of Anthology currently being used is an antiquated system and moving to Jenzabar Campus Marketplace will allow for integration with our current SIS.

With no further discussion the motion was unanimously approved.

- **Alcohol Exemption Policy Request and –**  
*Larry Johnston, Athletic Director / Dr. Calvert, President /*  
*Kent Adams, VP Finance and Operations*

Chair Koler asked for a motion to approve the administration's request to hold a Hog Roast for the PCC Wrestling department fundraiser on October 19<sup>th</sup> on campus in the Delmar Riney Art Gallery, Room 301, with alcohol being served per approval of the Board. Alcohol Exemption Policy and for Performing Arts trip to New York City in the amount of \$92,121.26.

Trustee Patton made the motion to approve the administration request to hold the Hog Roast Fundraiser for the PCC Wrestling department and to serve alcohol and the Performing Arts trip to New York City \$92,121.26. The motion was seconded by Trustee Killough.

Dr. Michael Calvert - this event on campus will showcase the PCC Wrestling Room and PCC campus. Great Western Dining Service, Inc. (GWD) will cater and serve the meal, will supervise the entrance to the Art Gallery, check ID's and provide wristbands to 21 years old and above. GWD possesses their own liquor license and will employ their staff as bartenders.

- **Performing Arts Trip to New York City –**  
*Dr. Michael Calvert, President*  
Misty Beck will have full payment of the \$92,121.26. Since the cost of the trip is greater than \$35,000 the administration felt the Board of Trustees approval of the trip.

With no further discussion the motion was unanimously approved.

- **Policy Review – Second Reading**

Chair Koler asked for a motion to approve the second reading of policy *5-07 Succession Plan for Presidency* to accept the administration's recommendation as presented with changes.

Trustee Patton made the motion to accept the second reading of Policy 5-07 *Succession Plan for Presidency*. The motion was seconded by VC Fitzsimmons.

#3 and #9 approved the administration suggested changes and #8 will remain with no changes.

Discussion on #8 *CURRENT ISSUES AND OPERATIONAL POLICIES: The president shall operate in a manner that assures that the vice-presidents and the Administrative Assistant to the President are knowledgeable and current on the key issues – local, state and Federal – that impact the college. In addition, the Administrative Assistant to the President is to be made aware of and have access to supporting documentation and recurring actions/reports that are generally handled by the president.*

Chair Koler asked for approval of Policy 5-07 with administration's recommended changes to #3 and #9 and #8 to remain as currently worded.

With no further discussion the motion was unanimously approved.

➤ **Policy Review – First Reading**

Chair Koller asked for a motion to accept the administration's recommendation of no change to policy *1-05 Board Planning and Agenda* and *4-05 Freedom of Expression in the Fine and Performing Arts*. Trustee Barrett made the motion to waive the first reading and seek approval as written for policy *1-05 Board Planning and Agenda* and *4-05 Freedom of Expression in the Fine and Performing Arts*. The motion was seconded by Trustee Hamm.

With no discussion the motion was unanimously approved.

**XI. Written Reports**

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

Performing Arts Department – Misty Beck

-Encore has performed at Filley Art Walk,

- *The Merchant Park Farmers Market for Play Music On the Porch Day*

- Several community engagement events planned to boost their visibility in the community

- Nursing home tours

Theatre is preparing for the *Broadway Review Show*, October 4, 5 & 6, 2024.

Jazz Band is setting plans for the semester and

Pep Band is preparing for Basketball season.

The Department will host the Alumni Weekend October 18-20, 2024 and Alumni Concert on October 20, 2024 at 2:30pm.

New York Trip - large number of community members joining and a dozen college students for this experience in January!

➤ **Athletic Report** - *Larry Johnston, Director of Athletics*

Jason Deel – New Head Cross Country Coach / Assistant Women's Basketball Coach.

PCC Athletic Department participated as a vendor at the Filley Festival event held at Merchant's Park on August 29, 2024. Printed fall sports schedules and Pratt Athletics car decals were passed out. Presence at this event was well received.

**Upcoming Events**

Volleyball home games:

- o Garden City Community College – Saturday, September 21 @ 2:00pm.
- o Seward County Community College – Monday, September 23 @ 6:30pm.
- o Hutchinson Community College – Wednesday, September 25 @ 6:30pm.

Women’s Soccer home games:

- o Crowder College – Monday, September 23 @ 2:00pm.
- o Highland Community College-Wednesday, September 25 @ 2:00pm.

Men’s Soccer home game:

- o Crowder College – Monday, September 23 @ 4:00pm.

**Social Media**

Follow Pratt Athletics on the following social media accounts:					
<b>GENERAL ACCOUNTS</b>	<b>TWITTER</b>	<b>FACEBOOK</b>	<b>INSTAGRAM</b>	<b>TIKTOK</b>	<b>HASHTAG</b>
<b>PRATT ATHLETICS</b>	<a href="#">@PrattBeavers</a>	<a href="#">Pratt Community College Athletics</a>	<a href="#">@prattbeavers</a>	<a href="#">@prattbeavers</a>	#DefendtheDam

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

**Moving Etrieve to the Cloud**

- Board Approval (Complete 26 August)
- Contract (Complete)
- Implementation Kick off 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)
- 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 (was delayed with the Windows 11 roll out but now is in progress)
- 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 (17 September)
  - Assign tasks
  - Creating VPN access



### **Chatbot**

- Gained Access (Complete July 1)
- Collecting base line questions and answers (in progress)
- Deploying to websites
  
- Data Lake House (Analytics, Data warehouse, and Reporting)
  - Gained Access (Complete July 1)
  - Received entry level admin training (Complete)
  - Setup Hybrid connectors (in progress)
  - Advance level training

### **Replacing EDUKAN's Customer Relationship Management (CRM) with Jenzabar Campus Market Place.**

- Demonstration January 2024 Complete
- Recommendation to Cabinet (Complete)
- Board Approval (16 September Pending)
- Contracting
- Implementation
  - Project Kick off
  - Project plan

### **New EPT building**

- Biweekly meeting participation (ongoing until completion)
- Planning building network (complete)
- Planning security camera infrastructure (complete)
- Connecting EPT to main campus network
  - Fiber connectivity (complete)
  - Installing network to core switches (parts on order)
- Setting up lab and classrooms
  - Installing viewsonics
  - Installing teacher podiums
  - Installing computers

### **Changing Security Camera network**

- Planning (complete)
- Server installation (complete)
- Camera network segmentation (in process)

### **Data Services Department Update:**

- Fall 2024 20th Day is September 17
- KBOR KSPSD AY2024 collection has been submitted.
- IPEDS Fall collection closes October 16
- Supporting data reports for SPuR are being compiled

- **Foundation Report** – *Barry Fisher, Executive Director*  
**2024 Outstanding Alumni Awards Ceremony and Reception for:  
 Scott Megaffin, Chief Executive Officer, Board Member, Adiso Therapeutics**  
 Awards Ceremony • 10/21/2024 • 3:00PM • Carpenter Auditorium  
 Reception • immediately following • Commons Area

**Beaver Backer/Athletics Advertising**

Beginning in September the Foundation will be working with the Athletic Department on solicitations for advertising packages for athletics. Many of these businesses also support the college in other areas. As these asks are made, we will focus on again acknowledging and thanking these supporters for other gifts they have made throughout the year.

**New Questionnaire**

Currently designing a questionnaire to accompany an upcoming 1938 MEMO offering donors and supporters the choice of receiving newsletters via traditional mail or through email. Transitioning to electronic delivery serves as a cost-saving initiative but also gives us the capability to provide enriched content such as embedded videos and additional resources accessible via links. This approach has demonstrated its effectiveness in fostering stronger connections with our valued donors.

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

**KACC August 24 Meeting Recap**

1. Met in person in Kansas City, Kansas on the KCKCC campus.
2. Presentation from EAB related to higher education trends and the impact of Artificial Intelligence (AI) on the world.
3. A presentation was provided by Heather Morgan about trends in Kansas higher education.
4. A marketing presentation was provided by KCKCC to help ensure colleges understand the return on investment that they should be measuring related to their marketing spending.
5. Seth Carter, President of Colby CC gave an update on the Presidents meeting which covered many issues including what colleges are charging in tuition.
6. Greg Mosier, President of KCKCC gave a tour of the new lab they have developed to serve multiple business partners as well as Panasonic.
7. Next meeting will be held on December 6<sup>th</sup> and 7<sup>th</sup> at Labette CC in Parsons.

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

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

– Attending - Trustee Eric Scott Killough and Dr. Michael Calvert, President

- **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. Participated in Taxing Entities meeting.
4. Attended Kansas Board of Regents Meeting virtually.
5. Attended Pratt Area Chamber of Commerce annual luncheon.

6. Participated in NJCAA President's Advisory Commission meeting.
7. Conducted numerous new employee orientation meetings.
8. Met with donor to secure additional funding for athletic department.
9. Participated in Legal Overview of College Athletics webinar.

Dr. Calvert had no additional items to be brought before the Board.

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

Chair Koler had no comments or items to present before the Board.

**XIII. Kansas Open Meeting Training – David Cunningham, KASB Attorney**

Mr. David Cunningham gave a short training presentation on the *Kansas Open Meetings Act (KOMA)* And *Kansas Open Records Act (KORA)*.

Information regarding open meetings and open records is located on the website:

[www.ag.ks.gov/divisions/administration/open-goveronment](http://www.ag.ks.gov/divisions/administration/open-goveronment).

**Kanas Open Meeting Act (KOMA)**

- Ensures public access to information that forms the basis for public decision-making
- Public's right to know about the deliberations and decisions of public governing bodies
- Principal of democratic governance; electorate must be informed

**Requirements of KOMA:**

1. Provide notice to public
2. Notice must be personal
3. Can be written or oral
4. Must be given in reasonable time
5. Do not confuse with Rights of Trustees
6. Public participation
7. It is a right to watch, not speak

**When is it a Meeting?**

1. Any interactive communication
2. By a majority of the membership of the College board of trustees
3. Four board members
4. For the purpose of discussing college business

**Serial Meetings**

1. Collectively involve a majority of board members
2. Share a common topic of discussion concerning College business
3. Are intended by any or all the participants to reach agreement on a matter that would require binding action to be taken by the board.

### **Potential Problems**

1. Social gatherings
2. Informal gatherings
3. Meetings initiated by outside groups
4. Retreats and study sessions
5. Telephone meetings
6. Serial meetings
7. E-mail

### **Recording of Meetings**

1. KOMA requires cameras and recording devices be allowed
2. No right to record executive session
  - a. Executive session confidentiality
  - b. Legal risk if there is talk outside of executive session
  - c. Best practice is for the board to relocate for executive session

### **Personal Liability**

1. A violation of the KOMA can result in fines of up to \$500 per violation for individual board members
2. The College's insurance will not cover board members who violate the law  
The College may not cover board members who violate the law

### **Kansas Open Records Act (KORA)**

#### **Requirements of KORA**

1. Purpose – An Act wherein the legislature declared the public policy of the state to be that public records shall be open for inspection by any person unless otherwise provided by the act.
2. The Act applies to public agencies, including community colleges (K.S.A. 45-217 (i))
3. A public record is any recorded information, regardless of form, characteristics, or location, which is made, maintained, kept by or in the possession of the school. K.S. A. 45-217(j).
4. The term does not include records which are owned by a private person or entity and are not related to functions, activities, programs or operations funded by public funds.
5. However, a "private person" does not include a college officer or employee who is acting pursuant to his or her official duties. K.S., A 45-217(j)(3)(A). It also does not include records made, maintained or kept by a college board member. K.S. A 45-217(j)(3)(B).
6. Appoint a freedom of information officer who is knowledgeable about KORA and available to assist the public.

- XIV. Executive Session for Non-Elected Personnel Matters (If needed) – Chair Mike Koler**  
Trustee Killough moved that the Board recess for an executive session not to exceed 5 minutes and resume at 8:28 p.m. for the purpose of discussion on employee performance.

Those invited to attend:

Board of Trustees, Mike Koler, Dean Fitzsimmons, Ed Barrett, Michele Hamm, Eric Scott Killough, Mark Morgan and Suzan Patton.

Administration: Dr. Michal Calver, President, and Monette DePew, VP Instruction.  
The motion was seconded by VC Fitzsimmons. Motion carried.

8:28 p.m. Chair Koler opened executive session.

8: 32 p.m. Chair Koler adjourned the executive session

8:32 p.m. Chair Koler called the meeting back to open session

**XV. Adjourn Meeting – *Chair Mike Koler***

8:36 p.m. Chair Koler asked for a motion to adjourn the open session. The motion was made by Trustee Barrett to adjourn the open session. Motion was seconded by VC Fitzsimmons. Motion carried and meeting adjourned.

Recorder for the open session:

Donna Meier Pfeifer,

Clerk of the Board