

Board of Trustee Minutes of April 22, 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:** 6:03 p.m. Trustee Mike Koler, Chair called the meeting to order.
- II. **Pledge of Allegiance** – Pledge of Allegiance was led by Trustee Dean Fitzsimmons

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

Trustee(s) Absent: Michele Hamm, Vice Chair

Administrative Present: Dr. Michael Calvert, President, Kent Adams, VP of Finance and Operations, Dr. Kwanna King, VP of Students and Enrollment Management, 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: Monette DePew, VP of Instruction,

Media Representation: No representation

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

- IV. **Introduction(s):** – *Dr. Michael Calvert, President*
Diego Esparza, Director of Student Success Center

- V. **Introduction of Awards of Excellence** – *Dr. Michael Calvert, President*
Cheer Team – Shae Napier, Coach – the team introduced themselves:
Brooklynn Bolte, Orlando Carter, Jordan Cook, Hannah Duskie, Dawson Evert, Devon Evert, Liliana Felts, Brittain Hoyt, Anastasia Johnson, Ashlynn Kurtz, Addison Mathes, Trevelle Means, Julius Minor, Alexia Moore, Angel Morgan, Jazmyn Murry, Vivian Nguyen, Gracie Reagan, Tristin Reasoner, Makenna Ricke, Tanner Riffel, Taylor Shain, Josiah Thomas, Keishaune Thompson, Ke’Rel Thompson, Kendall Werth, Mariah Wood.

This was the team’s fourth trip to nationals and placed 2nd in their division. The scores overall of Kansas, out of every Kansas team, PCC was the highest scoring team in the state of Kansas. PCC Cheer Team have won 5 Conference Titles.

The Cheer Program at PCC is in its 5th year.

- VI. **Discussion:**
 - A. **MIS Report(s) (Management Information System)** – *Lisa Kolm, Data Coordinator (DC)*
No MIS Report(s) presented.

B. Financing of the Electrical Power Technology Building – *Kent Adams, VP of Finance and Operations and Dr. Michael Calvert, President*

Prior to the meeting VP Adams distributed a handout to the Board of Trustees pertaining to the following:

- Unencumbered Cash Operating Funds
 - Audit 6-30-2023 to 12-31-2023
- PCC Composite Financial Index (CFI) and Other Financial Data
 - Higher Learning Commission – Composite Financial Index
- Debt Schedule April 22, 2024
- Sustainability Issues

The Electrical Power Technology (EPT Building is a \$2.2M project, \$1.9M has been borrowed with \$300,000 coming from Capital Outlay. Security Bank is the trustee of the \$1.9M. Vocational Capital Outlay has been increased, which is allowed by the Kansas State Board of Regents (KBOR) for vocational items.

Unencumbered Cash Operating Funds

	Audit	
	6-30-2023	12-31-2023
General Fund (11)	\$11,193,885	\$4,573,499
Postsecondary Technical		
Educational Fund (12)	\$2,935,222	\$2,992,197
Housing Fund (16)	\$8,266,173	\$9,692,313
Capital Outlay (61)	\$1,630,816	\$1,241,045
Total	\$24,026,096	\$18,499,054
Expenditures		
11,12,16, & 61 Funds	\$18,801,530	\$18,801,530
** Months of Operating	15.6 months	12 months
Expenditures Reserve		

** VP Adams will put together a Contribution to Cash Reserves Graphic Chart starting in 1992 to current.

Trustee Barrett - The rational level of cash reserves honoring PCC fiduciary duties to the college and stakeholders and the fiduciary duties of the trustees. It was requested VP Adams show where the institution would be with a 6-month reserve or 9-month reserve. General Funds at the end of the year of it is cash it rolls over. Money cannot be moved unless it has been budgeted. This is a state law.

- PCC Composite Financial Index (CFI) and Other Financial Data

- Higher Learning Commission – Composite Financial Index

Primary Reserve Ratio – Measures sufficiency and flexibility of expendable resources to meet current expenses – Expendable Net Assets/Total Expenses

Viability Ratio – Measures availability of expendable net assets to cover long-term debt – Expendable net Assets/Long-term Debt.

Return on Net Assets – Measures return earned on net assets – Change in Net Assets/Total Beginning Net Assets

Net Operating Revenue Ratio – Net profit margin – Operating Surplus/Total Operating Revenue

Composite Financial Index (CFI) Values Range From -4 to 10

- Above The Zone – CFI 1.1 to 10 – No Follow Up Required

- In The Zone – XFI – 0 to 1.0 – Letter of Concern Issued by HLC, Institution Must Respond.

- In the Zone for a Second Year Institution Must Go Through a Panel Review Process

- Below The Zone – CFI -4 to -0.1 – Requires an Institutional Report and a Panel Review Process

Ratio	2022/23	2021/22	2020/21	2019/20	2018/19
Primary Reserve Ratio (35%)	3.50	3.50	3.50	3.50	3.50
Viability Ratio (35%)	3.50	3.50	3.50	3.50	3.50
Return on Net Assets (20%)	0.05	0.47	1.10	0.53	0.89
Net Op Revenue Ratio (10%)	-0.40	1.0	1.0	0.77	1.0
Composite Financial Index	6.65	8.47	9.10	8.30	8.89

Additional Financia Ratios and Data					
Ratio	2022/23	2021/22	2020/21	2019/20	2018/19
Debt Ratio	11.2%*	12.4%	12.8%	14.5%	16.1%

***13.2% Including \$1,990,000 COP Issue for EPT Building**

Pratt Community College has a Standard and Poor's Rating of A+

Debt Schedule April 22, 2024

Description of Financing	Date of Financing	Term Years	Interest Rate	Amount Financed	Balance Due 6/30-2023	Annual Debit Service	Fund Paid From
Track & Field Complex Series 2019	1/19/2019	20	3% to 4%	\$ 2,720,000	\$ 2,420,000	\$185,000	General
Lease Purchase Refunding, Series 2020	2/27/2020	10	1.625% to 2%	\$ 1,280,000	\$ 810,000	\$160,000	General
Refunding COP, Series 2021	6/14/2021	13	0.35% to 0.9%	\$ 1,325,000	\$ 915,000	\$215,000	Housing
COP, Series 2024	1/9/2024	20	4%	\$ 1,970,000	\$ 1,970,000	\$148,000	General
Welding Equipment Lease Purchase	1/7/2022	8	2.90%	\$ 325,000	\$ 278,935	\$45,717	General
Bus Lease Purchase	10/9/2018	7	4.46%	\$ 158,539	\$ 56,225	\$26,312	General
Bus Lease Purchase	9/24/2021	8	2.25%	\$ 200,000	\$ 161,350	\$27,388	General
Fleet Vehicles	3/29/2018	5	3.35%	\$ 73,355	\$ 45,299	\$14,434	General
				\$ 8,051,894	\$ 6,656,809	\$821,851	

Trustee Morgan suggested the Board needs a Facility Committee to be involved pertaining to the facilities and the budget. The committee reviews what they need and presents it to the Board. Request the Board think about this.

Trustee Patton agreed this is a good idea and has merit. There has to be a minimum amount of a project to get the Board involved.

Trustee Barrett – The Board sets policy, the Board defines what the policy within the administration works. It can be expanded or compact the policy. Setting committees to make recommendations to the Board and administration and not to control or determine. That should never be the function of the Board of Trustees.

Sustainability Issues

State Funding – Will be reduced \$37,00 in the next fiscal year. Getting more back in designated areas.

Pratt County Valuation – Anticipating the downward fall will be for 2 – 4 years.

Enrollment – Enrollment has been up due to EDUKAN, several positions that have not been filled.

Spending in Line with Revenue - Faculty negotiations 3-year agreements, cost increase, inflation

Continued Inflation – Intentionally built reserves not knowing what is going to occur and for the reasons expressed.

Unknown – Be as prepared as possible.

C. PCC Budget Calendar – Kent Adams, VP of Finance and Operations

April 30, 2024	Staff/Administration Budget Planning Session
May 18, 2024	Board Administration Budget Planning Session
June 3, 2024	Budgets to Vice President of Finance
June 17, 2024	Receive Revenue Neutral Rate from County Clerk
June 17, 2024	Board to determine if planning to exceed Revenue Neutral Rate
July 1, 2024	Tentative Budget Ready
July 12, 2024	Budget Document Completed
July 15, 2024	Notify County Clerk of intent to exceed Revenue Neutral Rate
July 15, 2024	Office of the President/Athletic/Personnel/Planning & Institutional Effectiveness, Development, & Student/Enrollment Mgt., Instructional Division, Finance & Operations & Budget wrap-up; agreement to publish budget.
August 16, 2024	Advertise Intent of Board to Consider Resolution to Exceed the Revenue Neutral Rate and Notice of Public Hearing of Final Legal Budget
August 26, 2024	Regular Board Meeting, moved from August 19. Plus, Public Hearing on Resolution to Exceed Revenue Neutral Tax-Rate and Public Hearing of Final Legal Budget. Vote to Adopt Resolution and Final Legal Budget
September 6, 2024	File budget with County Clerk & Kansas Board of Regents.

May 18, 2024 -The Board Administration Planning Session instead of May 11th.

August 26, 2024 - Board Meeting is one week later.

The PCC Website is the official publication location for any public meetings. It will be sent to the paper also.

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

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

April 23rd – Awards and Recognition Ceremony 7:00 p.m. Carpenter Auditorium

May 3rd - Scholarship Auction

May 10th – Commencement 1:00 p.m. and 3:00 p.m.

August 26th – Board of Trustee Meeting

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.

Motion was seconded by Trustee Fitzsimmons.

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

Dr. Michael Calvert asked for the Human Resources report be pulled.

- Dean Senter – EPT instructor in Coffeyville is retiring,

- Otto Orosco EPT instructor in Dodge will be relocating to Coffeyville.

- Position in Dodge City has been filled, no name was stated

- Nate Skinner – Welding instructor in Attica

- Bobby Waldschmidt, welding instructor is relocating to Pratt to replace Daryl Lucas who is retiring.

- Automotive department – Kingman position is not filled

- Dr. Kwanna King has looked into an office in Hutch has an outreach company

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**

APRIL 2024

APPOINTMENTS

William Barlow

Head Women’s Soccer Coach/Assistant Men’s Soccer Coach

Jeremy Patterson

Computer Specialist – Software Support

Johnathan White

Custodian

Nate Skinner

Welding Instructor – Attica Location (Starts in August 2024)

CHANGE IN STATUS

Otto Orosco **from** EPT Instructor – Dodge City Location **to** EPT Instructor – Coffeyville Location (Change starts in August 2024)

Bobby Waldschmidt **from** Welding Instructor – Attica Location **to** Welding Instructor – Pratt Location (Change starts in August 2024)

RESIGNATIONS/TERMINATIONS

William Barlow	Head Women's Soccer Coach/ Assistant Men's Soccer Coach
Sarah Lindner	Assistant Athletic Trainer
Gavin Long	Security Officer
Tyler Wells	Automotive Technology Instructor – Kingman Location

RETIRING

Dean Senter	EPT Instructor – Coffeyville Location
Daryl Lucas	Welding Instructor – Pratt Location

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
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

SEARCHING

Adjunct Clinical Instructors, Allied Health
Admissions Rep./Recruiter
Assistant Baseball Coach/ No Lateral Position
Assistant Men's Basketball Coach/Residential Supervisor
Automotive Technology Instructor – Kingman Location
Bus Drivers (Part Time)
Career and Technical Education Admissions Representative
Case Manager
Director of Marketing Communications & College Relations
Electrical Power Technology Program Instructor – Dodge City Location
Security Officer
Social Media & Website Manager
Student Success Coach, Sr.
Women's Flag Football Coach/ Lateral Position to be Determined
Computer Specialists (Network Ops) (on hold)
Data Services Assistant (on hold)
Office Assistant – Student Services (on hold)

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

Combined General and Vocational Funds

Revenue through March is running \$520K favorable. This compares to \$27 favorable in February. Tuition is over budget \$163K through March due to enrollment growth. Ad Valorem tax is running \$8K unfavorable and Motor Vehicle Tax is \$8K under budget due to budget time-phasing. CTE tuition from the state is \$289 favorable. Miscellaneous income is favorable by \$47K due mostly to the EDUKAN payment for FY23.

Expenditures are \$229K under budget through March. This compares to \$2195K favorable in February. The underrun is due to budget time-phasing.

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

Month of March 31, 2024

11-557	(\$50,811)	OB – Rodeo
	601 – (\$ 6,092)	Travel
	660 – (\$15,705)	Contractual Services
	700 – (\$15,363)	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 March 18, 2024**

The finance committee comprised of Board members Suzan Patton and Dean Fitzsimmons met with the Vice President of Finance and Operations, Tuesday, April 16, 2024. The committee reviewed the cash disbursements, for the month of March 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 March 2024 be approved. No major trends were identified. The presidential and board travel expenses were reviewed.

Recommendation: No problems or exceptions noted.

Other Items: The committee was updated on interest being paid on the Warrant Checking Account at the rate of 1.5%, Freedom Account at 3%, and two \$1,000,000 11-month CD's at 5%.

➤ **Weekly Enrollment Report - Dr. Kwanna King, VP Student Services & Enrollment Management**

Enrollment Update & Board Report - April 22, 2024

1. Spring 2024 Semester Enrollment

- Spring 2024 semester credit hour production is 13,281, a 15 percent **increase** compared to the same period last year. (13,273, a 15 percent **increase** compared to the same period last year).

- Student headcount is 1,301, or a 23 percent **increase** for the same period last year. (1,300, a 23 percent **increase** for the same period last year).
- EduKan credit hour production is 2,915, a 126 percent **increase** for the same period last year. (2,913, a 126 percent **increase** for the same period last year).
- Pratt Online credit hour production is 1,934, a 21 percent **increase** for the same period last year. (1,928, a 21 percent **increase** for the same period last year).
- Outreach credit hour production is 1,045, a 24 percent **decrease** for the same period last year. (1,045, a 25 percent **decrease** for the same period last year).
- College Start/High School enrollment is 1,737, a 1 percent **decrease** for the same period last year. (1,737, 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 5,087, a 6 percent **increase** for the same period last year. (5,079, a 6 percent **increase** for the same period last year).
- Total AY 23-24 (academic year) credit hours are 28,668, or an 8.4 percent **increase** for the same period last year. (28,660, an 8.3 percent **increase** for the same period last year).

2. Summer 2024 Semester Enrollment

- Summer 2024 semester credit hour production is 1,918, a 80 percent **increase** compared to the same period last year. (2,150, a 75 percent **increase** compared to the same period last year).
- Student headcount is 353, a 69 percent **increase** for the same period last year. (405, a 64 percent **increase** compared to the same period last year).
- EduKan credit hour production is 1,473, a 111 percent **increase** for the same period last year. (1,656, a 96 percent **increase** compared to the same period last year).
- Pratt Online credit hour production is 293, a 38 percent **increase** for the same period last year. (342, a 53 percent **increase** compared to the same period last year).
- Outreach credit hour production is 72, a 31 percent **decrease** for the same period last year. (Data has remained unchanged since last week’s enrollment report.)
- College Start/High School enrollment is 160, a 290 percent **increase** for the same period last year. (171, a 317 percent **increase** compared to the same period last year).
- Credit hour production for the “Nine Core County Region” (Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford) is 427, a 111 percent **increase** for the same period last year. (458, a 109 percent **increase** compared to the same period last year).

3. Fall 2024 Semester Enrollment

- Fall 2024 semester credit hour production is 2,846, a 18 percent **decrease** for the same period last year. (3,231, a 12 percent **decrease** compared to the same period last year).
- Student headcount is 229, a 1 percent **decrease** for the same period last year. (261, a 3 percent **increase** compared to the same period last year).
- EduKan credit hour production is 22, a 10% percent **increase** for the same period last year. (22, a 57 percent **increase** compared to the same time period last year).
- Pratt Online credit hour production is 596, a 48 percent **increase** for the same period last year. (664, a 47 percent **increase** compared to the same period last year).
- Outreach credit hour production is 24, a 95 percent **decrease** for the same period last year. (51, a 91 percent **decrease** compared to the same period last year).
- College Start/High School enrollment is 522, a 110 percent **increase** for the same period last year. (665, 91 percent **increase** compared to the same period last year).
- Credit hour production for the “Nine Core County Region” (Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford) is 1,353, a 14 percent **increase** for the same period last year. (1,645, a 25 percent **increase** compared to the same period last year).

4. Upcoming All-Campus Recruiting & Enrollment Event Dates

- Multiple Beaver Building Days
 - April 23rd
 - April 26th EPT
 - May 14th
 - May 23rd

X. Action Items

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

Chair Koler as a motion to approve the administration request for sole-source purchases in the total amount of \$15,276.09 for the following:

1. Redvector - \$5,000.00 - Live Safe app annua license is only available through Redvector.
2. Game One - \$6,261.19 – PCC Athletics shirts – sole-source due to the agreement with Game One formerly Graphic Edge.
3. Black Squirrel - \$4,014.90 – contractual service for timing at the Region 6 Track & Field meet. PCC is hosting sole-source due to vendor availability.

The motion was made by Trustee Barrett to waive policy 3-07 in the instance of the Live Safe app annual license, the instance for ratification of the instance of athletic shirts and

contractual services from Black Squirrel for the track and field Region 6 event Pratt is hosting. The motion was seconded by Trustee Patton.

With no further discussion the motion was carried unanimously.

- **Bids for Washer and Dryer – Kent Adams, VP of Finance and Operations**
Bids were requested from the following vendors for washers and dryers for the residence halls including delivery and installation. The funds will be out of the Housing Funds.

Speed Queen Front Load Horizon Washers (17)
Speed Queen Gas Dryers, OPL (15)

Commercial Laundry Sales & Service	\$68,164.61	(Wichita)
Skaggs Ace Hardware	\$77,000.00	

Chair Koler asked for a motion to approve the administration's recommendation of accepting the bid from Commercial Laundry Sales & Service in the amount of \$68,164.61 to be accepted. Motion was made by Trustee Fitzsimmons to approve the administration's recommendation to accept the bid from Commercial Laundry Sales & Service in the amount of \$68,164.61. The motion was seconded by Trustee Morgan. With no further discussion the motion was carried unanimously.

- **Policy Review – First Reading**

Policy 6-01 Vision

Chair Koler asked for a motion to approve the administrative recommendation of no change to *Policy 6-01 Vision*. The motion was made by Trustee Barrett to waive the first reading and affirm *Policy 6-01 Vision*. The motion was seconded by Trustee Patton. With no further discussion the motion was carried unanimously.

Policy 7-01 Scholarship Policy for Pratt County High School Graduate Grant

Dr. Michael Calvert – This policy has been modified over time. Community service requirement at different scholarship levels, dollar amount and tuition. The community service requirement has been removed because PCC was not getting applicants. It has benefited the institution. Continued GPA of 2.5 or higher. The Pratt County High School Graduate Grant cannot be used in conjunction with another PCC scholarship award. Last year \$91,000 was spent on this scholarship and funded out of the General Fund. This is the only scholarship paid out of the General Fund. Return on the investment is students pay fees, get state aid.

Chair Koler asked for a motion to approve the administrative recommendation of no change to *Policy 7-01 Scholarship Policy for Pratt County High School Graduate Grant*. The motion was made by Trustee Barrett to waive the first reading requirement and approve *Policy 7-01 Scholarship Policy for Pratt County High School Graduate Grant*. The motion was seconded by Trustee Patton. With no further discussion was carried unanimously.

XI. Written Reports:

- **Faculty Report** – *Dave (Kip) Chambers, PHEA President*
Misty Beck - Performing Arts – Continue to do performances and recruiting and preparations for the Tennessee trip in May.

Paul Primrose presented a talk entitled, “A Novel Route to Aspirin Using Iron (III) Trichloride as a Catalyst” at Peru State College (PSC) in Peru, Nebraska.

Kip Chambers - STEM Club – Kip Chamber, Justin Maughan, Jason Ghumm and Paul Primrose will be supervising science demonstrations presented by STEM Club members to students in PCC service elementary schools. PCC club sponsors will be doing demonstrations culminating with the implosion of a 55-gallon barrel. STE will be selling plants for their fundraiser.

- **Athletic Report** – *Larry Johnston, Director of Athletics*
Outdoor Track and Field National Qualifiers thus far:
100M- Joseph Michel, Kareem Small
200M- Joseph Michel

Pratt will host the Region VI/KJCCC Outdoor Track and Field Championships on May 2-4

Esports

Received the third seed in the NJCAA Overwatch 2 open series playoffs and will get a first-round bye and play in the second round on Wednesday, April 17 at 7:30 pm. The team will also travel to Manhattan, KS to take part in the Wildcat League finals on April 20.

Cheer Team

The team finished second in the intermediate large coed junior college division at NCA College Nationals.

Tennis

The tennis team will travel to the Region VI/KJCCC Championships on April 26-27 in Arkansas City, KS.

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

EDUKAN integration

- Canvas
 - Student user script (in-process)
 - Instructor user script (EDUKAN Staff is developing)
 - Course import (Test Complete)
 - Student to course script (Test Complete)
 - Instructor to course import (in-process)
 - Develop the schedule of report imports.

- Create the EDUKAN Canvas M365 Enterprise Application (Complete)
- Create EDUKAN Group to access the Enterprise Application (in-process)
- Establish “go live” date.

Student Multifactor Authentication (MFA):

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
 - All other students
 - Prospective students

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

Data Services Department Update:

- IPEDS Spring Survey Collection has been submitted.
Preliminary work for the KBOR KSPSD AY Collection is underway

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

Auction

Funds raised so far: \$59,375

One items available for sponsorship: \$250 - Apple Air Pods Pro

Important Dates

May 3, 2024 Scholarship Auction – Dennis Lesh Sports Arena 6:00 PM

May 4, 2024 Bill Keller Family Sports Complex Dedication time 10:30 AM

May 4, 2024 Donor Wall dedication recognizing all donors for the project.

Mr. Fisher thanked everyone who attended the rededication ceremony for Stanion Field and thanked Bill and Cindy Keller for their generosity.

- **KACC** (Kansas Association of Community Colleges) – *Eric Scott Killough, Secretary*
The State budget has been approved with new student success money available and new money to help with deferred maintenance. We stand to receive slightly more than last year. The next KACC meeting will be at Butler CC May 31st and June 1st. Eric will attend.
- **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. Participated in NJCAA Board of Regents at NJCAA Annual Convention in Charlotte, NC.
 4. Attended NJCAA President’s Advisory Commission meeting in Charlotte, NC.
 5. Attended Higher Learning Commission conference in Chicago, IL.
 6. Participated in AACC Commission of Rural Small Colleges at AACC Annual Conference in Louisville, KY.
 7. Attended and presented at AACC Conference in Louisville, KY.
 8. Held Pizza with President meetings in the residence halls acquiring student feedback on their experiences at PCC.
 9. Attended retirement luncheon for EPT Instructor Dean Senter in Coffeyville.
 10. Participated in Pratt Area Chamber of Commerce Strategic Roundtable discussion.
 11. Attended PCC Performing Arts presentation of “A Night on Broadway”.
 12. Met with Pratt Gun Club representative in further discussion of potential location for new gun range.
 13. Participated in Taxing Entities meeting.
 14. Hosted President’s Community Advisory Council meeting.
 15. Met with Technical Programs Group of Students along with Cabinet.
 16. Attended Kansas Board of Regents Meeting virtually.
 17. Attended retirement reception for Hutchinson Community College President, Carter File.
 18. Facilitated All-Employee meeting.
 19. Helped cook lunch for all employees in celebration of HLC visit success.

- 20. Gave welcome at Phi Theta Kappa, Kappa Beta Delta induction ceremony.
- 21. Attended Stanion Field rededication ceremony.

Dr. Michael Calvert – HLC - potential changes in accreditation, consistent conversation pertaining to credentialing and alternative credentials. Very complicated, a lot tied to industry credentials not consistent to higher education. Bachelor's degree in 3 years.

NIL – Name, Image, and Likeness - get paid to be athlete, person is now a professional. Matt Dorety refers to NIL as “Now It’s Legal”!

- **Comments from the Board Chairman** – *Mike Koler, Chairman*
Complemented the dedication to the Keller's.

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

XIV. Meeting Adjourned – *Mike Koler, Chair*

At 7:35p.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 Trustee Fitzsimmons. With no further discussion the motion was carried unanimously.

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