

Board of Trustee Minutes of December 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:** 6:00 p.m. Trustee Mike Koler, Chair called the meeting to order.
- II. **Pledge of Allegiance** – Pledge of Allegiance was led by all.

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

Trustee(s) Absent: Dean Fitzsimmons, (Vice Chair)

Administrative Present: Dr. Michael Calvert, President, Kent Adams, VP of Finance and Operations, Dr. Kwanna King, VP of Student Services, Monette DePew, VP of Instruction, Larry Johnston, Director of Athletics, Jerry Sanko, Chief Information Officer, Barry Fisher, Executive Foundation Director, Institutional Advancement, Alumni Relations and Donna Meier Pfeifer, President's Assistant and Clerk of the Board of Trustees.

Administrative(s) Absent: None

Media Representation: No representation

III. **Comment(s) from the Public:**

Rev. Matthew and Kristin Schultz, Don Queal

Kristin Schultz prior had requested information from KORA and wanted to introduce herself to the Board of Trustees

- Expressed her support of Pratt Community College (PCC) is an asset to the Pratt Community
- Concerns with PCC in the areas of transparency, leadership and management

Rev. Matthew Schultz -

- Is a supporter of Pratt Community College
- Bring attention to the Board the growing concerns regarding PCC in the community

Trustee Ed Barrett – encouraged Ms. Schultz or anyone to attend Board of Trustee meetings to hear the reasons why and how decisions are made.

Don Queal - no comments

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

Jason Ghumm, FALC

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

Late Night Breakfast:

PCC Staff and Administration: VP Dr. Kwanna King, VP Monette DePew, Larry Johnston, Kenny McCartney, Sean McElwee, Quintin Powell, Laurisa Eck, and Bard Luthe

Great Western Dining Staff: Brandon Zimmerman, Jordan Davis, Brandy Collins, Ashton Lewis, Jay Ward, Carol Schmidt, Dereck Yadon, Alyson Ellis, and Phil Sutterfield

VI. Discussion:

A. MIS Report(s) (Management Information System) – Lisa Kolm, Data Coordinator (DC)
No reports presented

B. Board Retreat - Mike Koler, Chair and Dr. Michael Calvert, President
- February 15, 2025, Board and President’s evaluations will be discussed.
- Board Training in Cyber Security – could be available electronically

Mike Koler, Chair – Items to be covered:

- Boardmanship – how can we improve
- Publications from ACCT, i.e. literature

C. EPT Building Financial Wrap-Up – Dr. Michael Calvert, President, and VP Kent Adams, VP Finance and Operations

- \$2.3M was the initial estimate
- \$2.1M original contract, change between initial estimate and contract. The Law Company reduced their percentage from 10% to 6% and minor reduction on various estimates.
- Change order of \$100,000 savings
- Total cost of the building was \$2,044,000
- \$107,000 contract for the architecture was not part of the building contract
- \$211,000 less from the initial estimate. This will reduce the amount the trustee of the bond issue will basically reduce the principal amount of \$100,000.

D. “First Fifteen” Dr. Michael Calvert, President

A priority goal for the 2025 Academic Year, the Kansas Board of Regents (KBOR) aims to strengthen and expand early college programs and decrease inequity and variability for students. This initiative, known as the “First 15”, will refine Board policies to ensure equitable access and consistent opportunities for all students, reducing disparities and standardizing dual /concurrent enrollment programs across all system institutions to make them more inclusive and effective. The Board seeks to expand concurrent enrollment to more Kansas high school students within the following parameters:

1. Identify five distinct courses as the “First 15”.
2. Ensure the “First 15” courses are delivered without cost to students.
3. Review student enrollment requirements.
4. Develop a standardized dual/concurrent enrollment framework that applies to all Kansas school districts and dual/concurrent enrollment providers.
5. Implement the “First 15” no later than Fall 2025

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

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

January 16, 2025 – President and Trustees meet the legislatures in Topeka.

Dr. Calvert, Trustees Eric Scott Killough and Dean Fitzsimmons will be representing PCC.

IX. Consent Agenda – Mike Koler, Chair

Chairman Koler asked for a motion to approve the consent agenda as presented.

Case Manager
 CDL Instructor
 Faculty Assistant
 Head Women's Soccer Coach
 Maintenance / Bus Driver
 Online Student Enrollment Advisor
 Social Media & Website Manager
 Student Success Coach, Specialist
 On Hold: 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

| | YTD BUDGET | YTD ACTUAL | DIFFERENCE | |
|-----------------------|-----------------------|-------------------|-------------------|-------------|
| REVENUES: | | | | |
| GENERAL FUND | \$2,269,428 | \$2,978,336 | \$708,908 | Favorable |
| VOCATIONAL FUND | \$2,003,321 | \$2,314,104 | \$310,783 | Favorable |
| TOTAL COMBINED | \$4,272,749 | \$5,292,440 | \$1,019,691 | Favorable |
| EXPENDITURES: | | | | |
| GENERAL FUND | \$4,169,750 | \$4,212,171 | (\$42,421) | Unfavorable |
| VOCATIONAL FUND | \$1,070,332 | \$767,954 | \$302,378 | Favorable |
| TOTAL COMBINED | \$5,240,082 | \$4,980,125 | \$259,957 | Favorable |
| NET REVENUE (LOSS) | -\$967,333 | \$312,315 | \$1,279,648 | Favorable |

Revenue is \$1.0M favorable in November. This compares to \$980K favorable in October. Tuition is over budget \$241K due to EDUKAN enrollment. CTE funding was received and \$256K over budget. Miscellaneous revenue is over budget \$536K due to EDUKAN final payout of \$296K and payment plan charges of \$153K.

Expenditures are \$260K under budget in November. This compares to \$168K under budget in October.

Certificate of Deposit (CD) Investments

| | | | | |
|------------------|-----------|-------|------------|-------------|
| The Peoples Bank | 11 Months | 5% | 2/25/2025 | \$1,000,000 |
| The Peoples Bank | 11 Months | 5% | 2/25/2025 | \$1,000,000 |
| The Peoples Bank | 11 Months | 5% | 6/30/2025 | \$4,000,000 |
| The Peoples Bank | 11 Months | 4.19% | 10/25/2025 | \$1,000,000 |
| The Peoples Bank | 6 Months | 4.50% | 5/25/2025 | \$3,000,000 |

ANALYSIS OF BUDGET OVER RUNS 10% OVER YEAR TO DATE

| | | |
|---------|----------------|----------------------|
| 11-1112 | (\$98,792) | OB-EDUKAN |
| | 660 - \$98,792 | Contractual Services |

EXPLANATION: Contractual services \$99K over budget due to budget time-phasing; working with EDUKAN staff to reduce duplicative services.

➤ Finance Committee Minutes December 12, 2024

The finance committee comprised of Board members Eric Scott Killough and Mike Koler met with the Vice President of Finance and Operations, Thursday December 12, 2024. The committee reviewed the cash disbursements, for the month of November 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 November 2024 be approved. No major trends were identified.

The presidential and board travel expenses were reviewed.
Bank statements as of 10/31/24 were reviewed.

Recommendation: No problems or exceptions noted.

Other Items: None

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

Enrollment Update & Board Report-December 9, 2024 (December 16, 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 13, 039, a 0 percent **increase/decrease** for the same period last year. (13, 065, a 0 percent **increase/decrease for the same period last year**).
- Student headcount is 1,284, a 12 percent **increase** for the same period last year. (1,285, a 12 percent **increase for the same period last year**).
- EDUKAN credit hour production is 2,294, a 59 percent **increase** for the same period last year. (2,299, a 59 percent **increase for the same period last year**).
- Pratt Online credit hour production is 2,198, a 39 percent **increase** for the same period last year. (2,222, a 36 percent **increase for the same period last year**).
- Outreach credit hour production is 1,383, a 15 percent **decrease** for the same period last year. **No change in reporting**
- College Start/High School enrollment is 2,146, a 5 percent **increase** for the same period last year. **No change in reporting**
- Credit hour production for the “Nine Core County Region” (Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford) is 5,073, a 8 percent **decrease** from the same period last year. (5,070, an 8 percent **decrease from the same period last year**).

3. **Spring 2025 Semester Enrollment**

- Spring 2025 semester credit hour production is 9, 009, a 16 percent **decrease** from the same period last year. (9,708, a 16 percent **decrease from the same period last year**).
- Student headcount is 808, a 12 percent **decrease** from the same period last year. (902, a 15 percent **decrease from the same period last year**).
- EDUKAN credit hour production is 1, 105, a 14 percent **decrease** from the same period last year. (1,335, a 27 percent **decrease from the same period last year**).
- Pratt Online credit hour production is 1, 443, a 2 percent **decrease** from the same period last year. (1,506, a 10 percent **decrease from the same period last year**).
- Outreach credit hour production is 858, a 1 percent **decrease** from the same period last year. (969, a 1 percent **decrease from the same period last year**).
- College Start/High School Enrollment is 1,279, a 5 percent **decrease** from the same period last year. (1,385, a 12 percent **decrease from the same period last year**).
- Credit hour production for the “Nine Core County Region” (Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford) is 3,274, a 25 percent **decrease** from the same period last year. (3,524, a 25 percent **decrease from the same period last year**).

X. Action Items

- **Action on Board Trustee Ed Barrett Resignation – Mike Koler, Chair**
Chair Koler asked for a motion to accept Trustee Ed Barrett’s letter of resignation. Trustee Hamm made the motion to accept Trustee Ed Barrett’s letter of resignation. Motion was seconded by Trustee Patton.

Recommended Board of Trustees Procedure to Fill Vacant Board Positions was distributed to the Trustees.

1. References KSA 25-2022; PCC Board Policy 1-04 By-laws
2. Legal Qualifications – U.S. Citizen, registered voter and resident of Pratt County. Cannot be employed by Pratt Community College (PCC).
3. An advertisement will be in the Tri-County Tribune and on the PCC website.
4. Candidates to appear at the February 17, 2025 Board meeting
5. Trustees are to send Chair Koler names and contact information, he will comply a list and send it out to the Board.

- **Ratify Waiver Board Policy No. 3-07 – Kent Adams, VP Finance & Operations**
No waiver Board was presented.
- **Policy Review – First Reading – Dr. Michael Calvert, President**
No policy for review was presented.

XI. Written Reports

- **Faculty Report – Dave (Kip) Chambers, PHEA President**
No reports submitted
- **Athletic Report – Larry Johnston, Director of Athletics**
Updates on the following were given, Men’s Basketball, Women’s Basketball, Esports, And Volleyball. Wrestling will host the NJCAA South Central District Wrestling Tournament on Saturday, February 15, 2025.
- **Information Technology Project Update – Jerry Sanko, Chief Information Officer**
Moving Etrieve to the Cloud
 - Implementation
 - Hybrid server setup (complete)
 - Test data upload (scheduled)
 - Data upload
 - Estimated Go-Live (March 2025)**Security Compliancy Program**
 - Creating the written information security program (WISP) (in Tandem review)
 - Firewall policy audit (scheduled)
 - Data Classification Policy (in Tandem review)
 - 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)
- Risk assessment (in process)

Alertus

- Rolling out dispatcher configurations (was delayed with the Windows 11 roll out but now is Complete)
- Training and department level test (20% complete)
- Full scale test (planning)

New SIS Jenzabar (J1)

- Implementation (July 2024 – July 2026)
- Assign tasks (on going)
- Business process discovery Student Registration Nov 22 (complete)
- Business process discovery JFA setup and config Dec 2-4 (complete)
- Business process discovery Student Advising Dec 4 (complete)
- Business process discovery Student Life Dec 5 (complete)
- Business process discovery Admissions Jan 16
- Business process discovery General Ledger Jan 21
- Business process discovery Accounts Payable Jan 22
- Business process discovery Fixed Assets Jan 23
- Chatbot (deployment complete)
 - On going updates of answers to the questions from ask a human.
- Data Lake House (Analytics, Data warehouse, and reporting)
 - Advance level training Dec 12

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

- Implementation
- Configuration document tasks
- Developing scripts for current CRM functionality (admissions, registration) to be used for Campus Marketplace integration
- Contract payment provider (Authorize.net)
- Estimated Go-Live (March 2025)

New EPT building

- Setting up lab and classrooms
- Installing Viewsonics (waiting on equipment for HDMI and USB over Ethernet)
- Installing teacher podiums (Installing)
- Installing computers (complete)

Changing Security Camera network

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

Data Services Department Update:

- Preparing data for the Legislative Luncheon (complete)
- Preparing data for the annual NCCBP & NCCCPC collections. (complete)
- Preparing data for the KBOR Fall Census collection. (complete)
- Assisting with project management of Jenzabar implementation.

- KACC Special Data Request
- IPEDS Winter Collection now open

➤ **Foundation Report – Barry Fisher, Executive Director
Meigs/Konold Endowed Scholarship**

Michael and Gloria (Meigs) Konold have established a \$25,000 endowed scholarship fund in honor of Gloria’s sister, Janean Meigs.

“In 1976 I lost my older sister, Janean Meigs, to severe depression. Knowing her love for learning, tennis, music and her ability to excel in most anything she tried, we are establishing the Meigs/Konold Endowed Scholarship to honor her memory. After attending Pratt Community College, she went on to earn degrees in journalism and law from the University of Kansas. PCC was a place of fond memories and a great school to begin a college career for Janean, Mike, me and all our siblings. The intent of this scholarship is to help provide to future students the same opportunities for higher education that were provided to us.”

*Gloria & Michael Konold
PCJC 1967-68*

Year-End Appeal

The Annual Year-End Appeal letters were mailed with the November 1938 MEMO. Anticipating receiving gifts throughout December and into January.

Lynda K. Beck Gift

Received the distribution paperwork from Bar Harbor Wealth Management for Lynda Beck's gift. All assets will be transferred in-kind to the PCC Foundation's account at The Peoples Bank.

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

KACC meeting and event dates:

- January 16, 2025 – Donuts with Legislators – Topeka Capital 7:00 a.m. to 9:00 a.m.
- August 2025 – KACC meeting at Garden Community College
- December 2025– KACC meeting at Cowley Community College
- April 2026 - PTK event in Topeka
- May 2026 - KACC meeting at Allen Community College

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

February 9 – 12, 2025 – Washington, DC – Attending, Dr. Michael Calvert, President, Trustees Eric Scott Killough and Dean Fitzsimmons, Vice Chair

➤ **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 Kansas Board of Regents meeting virtually
2. Participated in Technical Education Authority meeting virtually.

3. Facilitated Taxing Entities meeting
4. Met with Student Athlete representatives along with Cabinet
5. Met with students in residence halls conducting “Pizza with the President” feedback sessions.
6. Attended Chamber of Commerce “State of Agriculture” in Pratt County meeting at 4-H Building.
7. Met with Marcus Garsetcki, Barton CCC President to further discuss Nursing partnership. An update will be provided at the board meeting.
8. Met virtually with Invenergy regarding potential collaborative opportunities for PCC and/or community colleges in Kansas.
9. Participated in Kansas Association of Community Colleges meetings in Parsons.
10. Helped serve late night breakfast to students prior to the start of final exams.
11. Facilitated PCC President’s Advisory Council meeting.
12. Met with PCC faculty/staff and Pratt Gun Club representative to further discuss options for shooting range.
13. Participated in ACCT webinar preparing for the National Legislative Summit in February.
14. Participated in Alertus Security Training.
15. Participated in Allied Health Advisory Committee meeting.
16. Participated in weekly president’s calls
17. Attended PCC Christmas Party
18. Facilitated Annual PCC Legislative Luncheon.

Barton Nursing Program Partnership – PCC met in the fall with their representatives

- ADN agreement is a 3-year agreement and will expire upcoming spring semester
- LPN agreement is in year 2 of the 3-year agreement
- Conversation on linking the agreement with the same 3-year process
- Barton would like to see financially for the partnership to continue. PCC is gathering data on where graduates are and the impact of the program before it is officially presented to the Board. Is there value in having Barton offer the nursing program in Pratt.
- PRMC through their foundation is providing \$50,000 a year

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

No comments were made

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

XIV. Meeting Adjourned – *Mike Koler, Chair*

7:29 p.m. - Chair Koler asked for a motion to adjourn the general session. The motion was made by Trustee Barrett and seconded by Trustee Hamm. With no further discussion the motion was carried unanimously.

General Session Minutes Recorded by:

Donna Meier Pfeifer

Clerk of the Board of Trustees