

Board of Trustee Minutes of November 17, 2025, 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 Mark Morgan, Chair, called the meeting to order.
- II. **Pledge of Allegiance** – Pledge of Allegiance was led by the group.

Trustees Present: Mark Morgan (Chair), VP Dean Fitzsimmons, Michele Hamm, Eric Scott Killough, Mike Koler, Ryan Lunt, and Suzan Patton. Quorum was met.

Trustee(s) Absent:

Administrative Present: Dr. Michael Calvert, President, Linda Austin-Lantermann, VP Finance and Operations, Dr. Kwanna King, VP Student Services, Monette DePew, VP Instruction, Jerry Sanko, Chief Information Officer, Kurt McAfee, Interim Athletic Director, 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 media present

- III. **Comment(s) from the Public:** *Mark Morgan, Chair*
No comments were presented
- IV. **Introduction(s):** – *Chair Mark Morgan and Dr. Michael Calvert, President*
Kevin Melvin – Newly elected PCC Board of Trustee – *Chair Morgan*
Rachel Steinbarger and Brian Kortz – Co-Athletic Directors – *Dr. Michael Calvert, President*
Gun Range: Dr. Tina Doggett – *Dean of Technical Education/Accreditation Liaison Officer*
Rocky Patterson – Wildlife Outfitting & Operations, PCC instructor
Public: Steve Parsons and Mike Miller
- V. **Introduction of Awards of Excellence** – *Dr. Michael Calvert, President*
Pratt High School Go Day Event – the following participated:

Dr. Justin Maughan	Madi Ackerman	Kelbi Richter
Dr. Paul Primrose	Kim Evert	Kenny McCartney
Bruce DeClue	Abbi Munson	Kaylee Smith

Addition to Action Items:

Trustee Koler moved to add the following action item: Approval of additional funding, not to exceed \$40,000 for accounting work being conducted by Meara Welch & Browne to the action items on this evening's agenda.

VC Fitzsimmons moved to approve additional funding, not to exceed \$40,000 for accounting work being conducted by Meara Welch & Browne to be added to this evening's agenda action items. With no discussion the motion was carried unanimously.

VI. Discussion:

A. MIS Report(s) (Management Information System) – *Jerry Sanko, CIO*

Persistence Rates - Fall 2024 to Spring 2025

Fall to Spring Persistence Rate: Full-time Award Seeking 89%, Part-time Award Seeking 50%

Persistence Rates - Fall 2024 to Fall 2025

Fall - Fall Persistence Rate: Full-time Award Seeking 47%, Part-time Award Seeking 23%

B. Audit Update – *Linda Austin-Lanterman, VP Finance & Operations*

Two on-going audits:

1. Meara Welch & Browne – auditors requesting more information going back to 2018. The volume of transactions is high. To have a software system to do all the transactions would be an increase of \$60,000. VP Austin-Lanterman explained in 2022 there was a controller change which the prior controller was employed 10 years.
2. Loyd Group LLC – Regular Audit - auditors were on campus and there is additional information to go through and anticipating more information in December. Anticipate completion in January or February 2026. Present to the Board the completed audit in January for their review and for the Board's approval in February.

- C. **Chandler Hall HVAC Update** - *Linda Austin-Lanterman, VP Finance & Operations*
Notice to all Bidders to Construct was sent out to all Pratt County vendors and seeking vendors. November 18, 2025 interested vendors will be on campus with a bid opening on November 28, 2025.

CHANDLER HALL HVAC

PRATT COMMUNITY COLLEGE

25-1511

ADDENDUM # 1

November 11, 2025

Gravity::Works Architecture
101 S. Star
El Dorado, Kansas 67042



NOTICE TO ALL BIDDERS TO CONSTRUCT

CHANDLER HALL
HVAC REPLACEMENT
PRATT COMMUNITY COLLEGE

You are instructed to read and to note the following described changes, corrections, clarifications, approvals, additions, and deletions for the Construction Documents. This Addendum is to become a part of the Construction Documents for the Work of the project as if bound into the original Construction Documents.

INSTRUCTIONS TO BIDDERS:

1. OMIT AND REPLACE WITH INSTRUCTIONS FOR BIDDERS ATTACHED TO THIS ADDENDUM. (3 PAGES)

BID PROPOSAL:

1. OMIT AND REPLACE WITH BID PROPOSAL ATTACHED TO THIS ADDENDUM (3 PAGES)

END OF ADDENDUM NO. 1

ADDENDUM #1

GRAVITY::WORKS ARCHITECTURE

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INSTRUCTIONS TO BIDDERS

PROPOSAL PROCEDURE

- A. Proposals shall be received at:
- Office of the Vice President of Finance and Operations
Room 43, Benson Education Center
Pratt Community College
348 NE SR 61
Pratt, Kansas 67124

for construction of a new Chandler Hall HVAC Replacement **until 11:00 AM (CST), on Tuesday, November 25, 2025**

Proposals must be mailed, or hand delivered on or before the bid opening date and time listed above.

- B. A single lump sum Bid will be taken for all work scope outlined on the Drawings.
- C. Should proposer find discrepancies in, or omissions from the drawings or documents, or should be they in doubt as to their meaning, they shall at once notify the Architect, who will send written instructions to all proposers. Neither the Owners nor the Architect will be responsible for oral instructions.
- D. Before submitting their proposal, each Bidder shall carefully examine all documents pertaining to the work, visit the site of work, and fully inform himself as to all existing conditions under which the work will be performed. Submission of a proposal will be considered presumptive evidence that the Bidder is fully aware of the conditions of the work, requirements of labor and material market and has made allowances in his proposal for all work and all contingencies.
- E. Any Addenda issued during the time of preparation of proposals are to be acknowledged in the Proposal Form and in closing a contract they will become a part thereof.
- F. Pre-Bid Conference: The Pre-Bid Conference will be held on Tuesday, November 18, 2025 at 11:00 AM (CST) at the project site. Chandler Hall.
1. Bidders not able to make the pre-bid conference date:
 - a. The project site shall be available from November 11, 2025, up and until the Pre-Bid Conference as stated above.
 - 1) Bidder shall contact Pratt Community College for access to Chandler Hall a)
 - 2) Bidder shall provide company name with contact name, phone number, and email address on sign up sheet provided by PCC Contact
 - 3) This pre-bid conference, or associated site visit and name on sign-up sheet is **mandatory** for all Mechanical Contractor Bidders.
 2. **Mechanical Contractors not present at Pre-Bid Conference, or not on sign-up list from the open week, will not be allowed to submit bid proposal.**

1.1 CONTRACT DOCUMENTS

INSTRUCTIONS TO BIDDERS - 1

GRAVITY::WORKS ARCHITECTURE

ADDENDUM NO. 1

- G. Drawings and specifications may be obtained from the office of the Architect. Contact Gravity::Works Architecture to coordinate electronic access to the plans via FTP site download.

1.2 COMPLETION TIME

- A. The completion schedule shall be:

1. **December 10, 2025** **Notice to Proceed for successful bidder.**
2. **June 1, 2026** **Project Completion.**
 - a. It is the desire of PCC for the work to not interrupt the classes and student work in Chandler Hall.
 - b. PCC and Contractor, as mutually agreeable, may coordinate days during the work scope calendar to allow for minimal disruption.
 - c. PCC prefers as much work as possible be completed during Spring Break.
 - 1) **March 14-22, 2025.**
3. Extensions of time will be considered for Owner initiated Change Orders and justifiable weather delays.

1.3 LIQUIDATED DAMAGES:

- A. Liquidated Damages shall be assessed at the rate of Two Hundred Fifty Dollars (\$250.00) per calendar day beyond the completion date that the project remains Substantially Incomplete. Substantially Complete shall be defined as the project being ready for it's intended use even though minor times might be incomplete.

1.4 AWARD OF CONTRACT

- A. Contract shall be awarded upon satisfactory proposal from General Contractor provided:
1. Evidence of the experience, qualifications and financial responsibility of the Bidder and his subcontractors are all acceptable to the Owner.
 2. The total of acceptable proposals is within the financial budget for the project.
 3. The Owner reserves the right to reject any or all bids and to waive any informality or irregularity concerning the bids received as it may be in his best interest to do so.
- B. The Contract is anticipated to be awarded on Tuesday, December 9, 2025, at the regularly scheduled meeting of the Pratt Community College Board of Trustees.

1.5 SAFETY

- A. All work shall be in complete accord with the safety requirements of the Occupational Safety Health Act (OSHA) of 1970 and its applicable current standards and regulations.

1.6 BUILDING PERMIT

- A. A Mechanical Permit is required by the City of Pratt – any fees associated with City permits shall be included in the Base Bid. Contractors and subcontractors shall be responsible for verifying any contractor licensing and permit requirements, and their eligibility to perform the required work.

1.7 SALES TAX

INSTRUCTIONS TO BIDDERS - 2

GRAVITY::WORKS ARCHITECTURE

ADDENDUM NO. 1

- A. Materials and equipment incorporated into this project are exempt from State of Kansas Sales Tax. A sales tax exemption certificate will be provided by Pratt Community College to the successful Bidder upon award of the Contract.
- 1.8 BONDING
- A. A performance bond on the part of the contractor for 100% of the contract price shall be filed with the Pratt County Clerk in Pratt, KS.
- 1.9 INSURANCE
- A. All construction contractors and subcontractors are to carry Workman's Compensation Insurance, as required by State law, for all employees who work on Pratt Community Collegec Schools premises, as well as:
 - 1. Manufacturer's and Contractor's Public Liability Insurance as appropriate for the project. (Minimum requirement - \$1,000,000)
 - 2. Property Damage Insurance to protect them from claims for property damage. (Minimum requirement - \$1,000,000)
 - 3. Any and all additional insurance required by the laws of the State of Kansas.
 - B. If any subcontracting is let, prime contractors will be required to ensure the subcontractors comply with the provisions of this plan and with all applicable required federal and state regulations.

END OF INSTRUCTIONS TO BIDDERS

BID PROPOSAL

Pratt Community College
348 NE SR 61
Pratt, Kansas 67124

Re: CHANDLER HALL
HVAC REPLACEMENT
Project Number 12-1511

1. The Undersigned Bidder declares that he has read the Specifications and other Contract Documents, has examined and understands the Plans, has examined the Site of the work and has determined for himself the conditions affecting the work, and he proposes and agrees if this Proposal is accepted, to provide at his own expense, all labor, insurance, superintendence, machinery, plant, equipment, tools, apparatus, appliances, and means of construction, and all materials and supplies and to complete, ready for its intended purpose, the entire work as included under the Contract herein bid upon, in the manner and items prescribed, including all work incidental thereto, according to the Plans and Specifications and such instructions as the Architect/Engineer may give.
2. The Undersigned Bidder, in compliance with the **Contract Documents dated OCTOBER 31, 2025**, hereby proposes to do the work called for in said Specifications and other Contract Documents and shown on said Plans for the said work at the following rates and prices:
3. Bidder shall refer to the Instructions to Bidders of the Project Manual which shall become a part of this Bid Proposal as if attached hereto.
4. Bids shall be mailed or hand delivered to the Office of the Vice President of Finance and Operations,, Room 43, Benson Education Center, Pratt Community College, 348 NE SR Road, Pratt, Kansas, on or prior to **11:00 AM (CST), on TUESDAY, NOVEMBER 25, 2025**, at which time the will be publicly opened and read aloud.

A. BID PROPOSAL: Chandler Hall – HVAC Replacement
348 NE SR 61
Pratt, Kansas 67124

Base Bid: It is the intent that the Base Bid shall represent all costs associated with the construction of all work shown on the plans and as specified herein whether or not all items are specifically addressed in the lump sum description.

The undersigned proposes to perform the following work including, HVAC, plumbing, electrical, and allowances outlined in the Project Manual:

LUMP SUM _____

(\$ _____)

B. TIME OF COMPLETION

- a) Notice to proceed will be provided by December 10, 2025.
- b) Bidder understands that the full scope of work is to be completed by June 1, 2026.
- c) The construction time quoted herein may only be altered by Change Order or as outlined in Division 1 of this Project Specification.

BID PROPOSAL
GRAVITY::WORKS ARCHITECTURE

ADDENDUM NO. 1

- d) Completion date is subject to Liquidated Damages as outlined in Divis

C. ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

D. CONTRACT AWARD OR BID REJECTIONS: The Bidder understands that his competence and responsibility, time of completion, as well as any other factors of interest to the Owner will be consideration in making the award. The Owner reserves the right to reject any or all bids and to waive any informality or irregularity concerning the bids received as it may be in his best interest to do so.

E. LIQUIDATED DAMAGES: The undersigned agrees that if awarded the Contract, they will complete the work within, or by, the dates shown in Section B above.

1. The undersigned agrees that if Substantial Completion, as described in the Bidders Instructions, of the Contract exceeds the completion proposed above, unless the period for completion is extended in accordance with the General Conditions, a measure of Liquidated Damages in the amount of **Tow Hundred Fifty Dollars (\$250.00)** per **calendar** day will be assessed by the Owner against the Contractor for the delay and said sum shall be deducted from his contract amount, being conclusive as to the failure of completion within the time specified, regardless of actual damage suffered.

F. ANTI-DISCRIMINATION CLAUSE:

1. Equal Employment Opportunity: During the performance of this agreement, Bidder understands and acknowledges acceptance and compliance with the following by signature and submittal of Bid.
 - a. The Contractor and Sub Contractor(s) will not discriminate against any employees or applicant because of race, color, religion, sex, or national origin. The Contractor and Sub Contractor(s) will take affirmative action to ensure that applicants are employed and that employees are treated during employemnt without regard to ther race, color, religion, sex, or national origin. Genetic Testing and screening is also prohibited. Such action shall include, but not be limited to, the following employment, promotion, demotion, or transsfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other formes of compensation; and selection for training, including apprenticeship. The Contractor and Sub Contractor(s) agree to post noticers to be provided by the Agency in conspicuous places, available to employees and applicants for employment, setting forth the provisions of this non-discrimination clause.
 - b. The Contractor and Sub Contractor(s) will state in all solicitations or adverstisements for employees placed by or on behalf of the Contractor and Sub Contractor(s) that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, or national origin.

G. DECLARATION: The undersigned declares the following:

1. The undersigned hereby declares that the only parties interested in this proposal are named herein, that this proposal is made without collusion with any other person, firm or corporation, that

BID PROPOSAL

GRAVITY:WORKS ARCHITECTURE

ADDENDUM NO. 1

no employee of Pratt Community College., officer or agent, is directly or indirectly financially interested in this Bid.

2. The undersigned has carefully reviewed all the Bid and Construction Documents and has examined the location for the Work, is satisfied as to all quantities, conditions, provisions, and the sources for supplies. The undersigned also understands that in signing and submitting the Bid Form along with an approved Bid Guarantee, all right is waived to plead any misunderstandings and agrees to be bound by all terms, conditions, provisions, and statements made therein,

Dated this _____ day of _____, 20_____.

H. SIGNATURE OF BIDDER:

(corporate seal, when applicable)

If an Individual _____ doing business as:

If a Partnership:

By: _____,
member of firm.

If a Corporation _____
By Title: _____

(SEAL)

Business Address of Bidder _____

Telephone Number _____ Fax Number _____

Email _____

BID PROPOSAL

GRAVITY::WORKS ARCHITECTURE

ADDENDUM NO. 1

D. GLBA & Cyber Risk Assessment – *Tevin Manuel, Chief Security Advisor and Founder* **Gramm-Leach-Bliley Act –**

1. Enacted in 1999 as a federal law in the United States.
2. Aimed at protecting the privacy and security of consumer financial information.
3. Applied to financial institutions, including universities handling financial aid and student loans.
4. Key provisions of GLBA
 - a. Financial Privacy Rule
 - b. Safeguards Rule
 - c. Pretexting Provisions

Importance of GLBA Compliance

- Legal obligations
- Safeguarding student privacy
- Strengthening cybersecurity
- Maintaining eligibility for federal funding
- Demonstrating ethical leadership

Opportunities to Strengthen Our Cybersecurity Posture

Non-Compliant areas where Pratt can strengthen its cybersecurity posture:

1. Approved Software Listing and Addressing Unauthorized Software
 - Pratt did not have an approved software listing in place, and was not reviewing software inventories monthly to identify unauthorized software. Pratt has begun developing an approved software listing and will conduct monthly software inventory reviews identify unauthorized software.
2. Enforcing Data Retention
 - Pratt has records retention standards, automating and enforcing these policies digitally will reduce the risk of retaining data longer than necessary and improve compliance

Ransomware: A Growing Threat to Higher Education

1. 23% increase in attacks against schools, colleges, and universities
2. Ransom demands in higher education now average over \$550,000
3. System Downtime: Attacks can halt operations for days or weeks, disrupting classes, payroll, and student services.

How is PCC Mitigating Ransomware Risk

- Endpoint Detection and Response (EDR) to continuously monitor systems and contain suspicious activity
- Performing regular backups and maintaining an isolated copy to ensure recovery if systems are compromised.
- Conducting external and internal vulnerability scans to identify and remediate weaknesses before they can be exploited.
- Faculty and staff are participating in quarterly phishing simulations and receiving ongoing used education to reduce human risk.
- An annual risk assessment is conducted
- Operating an Email Security Gateway (ESG) to block malicious messages, phishing attempts and suspicious attachments
- Vendor risk management program to evaluate the security of third-party providers that handle sensitive data

Final Notes:

- Goal is to address the identified issues,, reassess compliance with implementation Groups 1 and 2, and introduce implementation Group 3 controls for next year's annual CLBA-required risk assessment.
- Risk assessment has been conducted and reviewed
- Noncompliant controls are being addressed

E. Board Retreat Date – Dr. Michael Calvert, President

Saturday, February 28, 2026 Board; Room 312, 8:30 a.m. breakfast, lunch Noon,

Discussion Items:

- Board's Goals and how do you measure those goals
- President and Board Evaluations
- What is the Board's direction
- Run the college like a business - Springfield

F. Other

Trustee Killough – Disruption in the cafeteria needs more supervision. Students do not feel comfortable; this is not Great Western Dining's (GWD) responsibility. A person of authority needs to be present. Request was made to GWD to extend the serving time for lunch to 1:30 p.m. Request was declined. It was suggested to have Alyson Ellis, GWD Regional Director to be present at the December 15th Board meeting.

Artificial Intelligence (AI) – There are schools turning everything over to AI and it is working.

Chair Morgan attended ACCT *Chairman Training* session. "All institutions have the same problems, just at different stages". *Creating Navigators* – every student has a Navigator who knows the students name, where they are from, their classes and follows the student throughout their year. It was expressed "colleges need to be run like a business".

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

Lincoln, Jackson, Hayes, and Truman Piester sent a 4-H Thank You card with pictures.

Robert V. Hemphill – Outstanding Alumni Award recipient Virgil "Virg" Hemphill, attended PCC in 1948-49, graduate of FHSU in 1952 sent a card of appreciation for being selected.

Karen Baird expressing gratitude to PCC for keeping college business as closely as possible in the community. Expressing the growing relationship with the college will support other businesses and grow the partnership within the community.

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

Board Retreat – February 28, 2026

IX. Consent Agenda – Mark Morgan, Chair

Chairman Moran asked for a motion to approve the consent agenda as presented. Trustee Hamm made the motion to accept the consent agenda as presented. The motion was seconded by Trustee Eric.

Chair Morgan asked if there was discussion topic(s) to be pulled. No requests were made. 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*

November 2025

APPOINTMENTS

Emilie Steffen-Smith	Assistant Registrar
Rachel Steinbarger	Co-Director of Athletics
Brian Kortz	Co-Director of Athletics
Ashley Smith	Director of Marketing Communications & College Relations

CHANGE IN STATUS

RESIGNATIONS/TERMINATIONS

Philip Redrick	Women's Head Track Coach
Casey Moses	Assistant Baseball Coach/Residential Supervisor

FALL 2025 CONTRACTS

Mark Freeman	Art for Elementary Classroom Teachers
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ADJUNCT FALL 2025 CONTRACTS

SEARCHING

Adjunct Clinical Instructors, Allied Health
Bus Drivers (Part Time)
Custodian
Maintenance / Bus Driver
Welding Instructor – Pratt, KS

On Hold:

Adjunct EKG Technical Instructor (on hold)
Adjunct Phlebotomy Instructor (on hold)
Assistant Athletic Director (on hold)
Case Manager (on hold)
Cashier/Bookkeeper (on hold)
Computer Specialist (Network Ops) (on hold)
Data Coordinator (on hold)
Financial Aid Admin Assistant .60FTE (on hold)
Student Success Coach, Specialist (on hold)

➤ **Financial Report – Linda Austin-Lanterman, VP Finance and Operations**

PRATT COMMUNITY COLLEGE
Current Operating Fund
31-Oct-25

	<i>YTD</i>	October
	Actual	Actual
510 Administrative Salaries	331,784.69	83,907.25
520 Faculty Salaries	521,272.51	148,473.81
522 Faculty Salaries - Supple	2,827.50	1,315.00
526 Faculty Salaries-Adjunct	11,797.39	8,197.39
528 Faculty Salaries-Summer S	7,924.00	0.00
530 Professional Exempt	739,869.16	185,499.17
560 Classified Salaries-Hour1	450,948.40	112,730.88
575 Faculty Allowance	29,104.52	6,218.10
589 College Work Study	2,347.74	1,828.62
590 Company Match FICA	158,312.83	40,749.09
593 Unemployment Insurance	11,266.00	0.00
596 Employee Fringe Benefits	8,151.06	2,108.66
601 Travel	69,679.02	7,820.86
607 Copy machine charges	3,883.69	1,411.80
608 Charge Card Expense	17,704.31	2,579.34
610 Repairs	63,242.93	22,331.99
611 Postage	3,702.43	62.01
613 Printing	1,420.00	400.00
615 Advertising	6,004.47	(175.00)
622 Insurance & Property & Plannin	229,964.24	28,903.23
625 Athletic Self-Insurance	88,264.00	12,000.00
626 Conference and Workshop Fee	299.00	0.00
631 Telephone	23,989.50	5,648.76
632 Water	2,511.72	750.52
633 Natural Gas and Oil	4,533.44	1,458.51
635 Electricity	112,310.30	26,606.73
637 Sewer	1,572.06	532.39
638 Trash Removal	7,599.02	1,915.03
641 Lease Costs	77,382.24	5,595.70
660 Contractual Services	122,033.87	28,006.46
663 Accounting and Auditing Servic	26,531.16	5,816.16
669 Snow Removal/Grading	6,250.00	800.00
679 Cable TV	956.49	239.13
681 Membership Dues	125,926.70	586.00
683 Suppliers and materials	307.00	0.00
700 Supplies and materials	321,193.32	130,337.49
701 Office Supplies	3,180.41	567.12
710 Current Expense	7,586.75	3,269.25
715 Game Administration	80.56	0.00
735 Special Projects	615.00	615.00
850 Equipment	292,949.70	15,101.69
TOTAL	\$3,897,279.13	5894,208.14

PRATT COMMUNITY COLLEGE
Current Operating Fund Revenue
October 31, 2025

	<i>YTD</i>	October
	Actual	Actual
401 General Academic Tuition	\$442,248.31	\$301,588.94
402 Non-Credit class Fees	\$433,452.27	\$57,718.57
405 Academic Out of State Tuition	\$613,511.00	\$306,254.00
410 Misc Student Charges	\$36,198.57	\$86,515.78
421 State Operating Grant	\$750,792.00	\$0.00
437 Deferral Charge revenue	\$695.00	\$315.00
441 Ad Valorem Property Tax	\$94,565.00	\$18,300.48
443 Motor Vehicle Property Tax	\$190,230.20	\$55,199.38
444 Delinquent Tax	\$24.30	\$21.70
446 Recreational Vehicle Tax	\$1,753.61	\$369.37
447 Revitalization Tax Rebate	\$7,515.54	\$0.00
479 Other Rental Payments	\$3,370.00	\$0.00
481 Interest Income - Health Ins	\$12.53	\$0.00
484 Miscellaneous Income	\$3,342.48	\$104.37
487 KSBE Technology Grant	\$427,520.00	\$0.00
TOTAL	<u>\$3,005,230.81</u>	<u>\$826,387.59</u>

Investment Type

People's Bank	Acct #	Rate	Amount	Maturity Amount	Term	Maturity Date
CD	6559	4.21%	\$ 300,000.00	\$ 306,249.90	6 months	12/27/2025
CD	1113	4.09%	\$ 1,046,164.38	\$ 1,085,320.56	11 months	1/25/2026
CD	1606	4.09%	\$ 1,046,164.38	\$ 1,085,320.56	11 months	1/26/2026
CD	6602	4.21%	\$ 3,066,945.21	\$ 3,130,838.64	6 months	11/25/2025
CD	1205	4.19%	\$ 1,000,000.00	\$ 1,038,342.27	11 months	10/25/2025
CD	6657	4.11%	\$ 5,108,383.56	\$ 5,212,304.00	6 months	3/20/2026
CD	6908	4.21%	\$ 6,000,000.00	\$ 6,124,997.96	6 months	12/27/2025
CD	6542	4.21%	\$ 2,150,000.00	\$ 2,194,790.94	6 months	12/27/2025
			\$ 19,717,657.53	\$ 20,178,164.83		

Legacy Bank	Acct #	Rate	Amount	Maturity Amount	Term	Maturity Date
CD	1469	4.18%	\$ 950,000.00	\$ 972,966.33	7 months	1/27/2026
Totals			\$ 20,667,657.53	\$ 21,151,131.16		
Interest Earned				\$ 483,473.63		

Finance Committee

Month	Member 1	Member 2
Oct-25	Mark Morgan	Suzan Patton
Nov-25	Mark Morgan	Suzan Patton
Dec-25	Mark Morgan	Suzan Patton

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

Enrollment Update & Board Report-November 10, 2025

(November 17, 2025)

1. Summer 2025 Semester Enrollment

- Summer 2025 semester credit hour production is 3,583, a 5 percent **increase** from the same period last year.
- Student Headcount is 691, a 6 percent **increase** from the same period last year.
- EDUKAN credit hour production is 2,363, a 1 percent **increase** from the same period last year.
- Pratt Online credit hour production is 1, 007, a 37 percent **increase** from the same period last year.
- Outreach credit hour production is 76, a 27 percent **decrease** from the same period last year.
- College Start/High School Enrollment is 240, a 15 percent **increase** from the same period last year.
- Credit hour production for the “Nine Core County Region” (Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, and Stafford) is 849, a 6 percent **increase** from the same period last year.

2. Fall 2025 Semester Enrollment

- Fall 2025 semester credit hour production is 14,824, a 14 percent **increase** from the same period last year. (14,831, a 14 percent **increase** from the same period last year).
- Student Headcount is 1,380, a 7 percent **increase** from the same period last year. (1,382, an 8 percent **increase** from the same period last year).
- EDUKAN credit hour production is 2,647, a 16 percent **increase** from the same period last year. (2,651, a 16 percent **increase** from the same period last year).
- Pratt Online credit hour production is 2,460, a 12 percent **increase** from the same period last year. (2,464, a 12 percent **increase** from the same period last year).
- Outreach credit hour production is 1,287, a 7 percent **decrease** from the same period last year. (1,287, a 7 percent **decrease** from the same period last year).
- College Start/High School Enrollment is 1,980, a 7 percent **decrease** from the same period last year. (1,983, a 7 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, and Stafford) is 5,029, a 1 percent **decrease** from the same period last year. (5,029, a 1 percent **decrease** from the same period last year).

3. Fall 2025 Dorm/Overflow Occupancy

- 372 occupants, 20.1 percent **increase** (299 occupants) from the same period last year. 24 students are housed at a local hotel. (371 occupants, 20.1 **increase** (299 occupants) from the same period last year. 24 students are housed at a local hotel).

4. Spring 2026 Semester Enrollment

- Spring 2026 semester credit hour production is 7,844, a 14 percent **increase** from the same period last year. (8,509, a 14 percent **increase** from the same period last year).
- Student headcount is 571, a 6 percent **increase** from the same period last year. (633, a 3 percent **increase** from the same period last year).
- EDUKAN credit hour production is 354, a 29 percent **decrease** from the same period last year. (458, a 30 percent **decrease** from the same period last year).
- Pratt Online credit hour production is 1,390, a 32 percent **increase** from the same period last year. (1,528, a 31 percent **increase** from the same period last year).
- Outreach credit hour production is 389, a 28 percent **decrease** from the same period last year. (411, a 38 percent **decrease** from the same period last year).
- College Start/High School Enrollment is 719, a 6 percent **increase** from the same period last year. (816, a 10 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, and Stafford) is 2,525, a 12 percent **increase** from the same period last year. (2,738, an 8 percent **increase** from the same period last year).

5. Spring 2026 Housing Applications

- 6 new housing applications have been processed

6. On-Campus Recruitment Event

- Tech Day on November 13th
- Academic Olympics & Roam the Dome-2/23/2026

X. Action Items

- **Ratify Waiver Board Policy No. 3-07** – *Linda Austin-Lanterman, VP Finance & Operations*
No Ratify Waiver Board Policy No. 3-07 was presented
- **Ratify Vehicle Financing** – *VP Linda Austin-Lanterman*
Chair Morgan asked for a motion to accept the Administration recommendation for a lease purchase agreement with Fusion Bank with 5-year term with monthly payments at the interest rate of 4.04%. The motion was made by VC Fitzsimmons to approve the Administrations recommendation for a purchase lease from Fusion Bank 5-year term with monthly payment interest rate of 4.04%. The motion was seconded by Trustee Lunt.

Quotes and all leases can pay off early with no pre-payment penalties.

- SJN Bank of Kansas of 5.10% up to 7-year term
- The Peoples Bank 4.79% with a .5% loan fee with term of 5-years
- Legacy Bank with 5.65% with 5-year term
- Fusion Bank with 5-year terms, monthly payments interest rate 4.04%

Administration recommended the lease purchase from Fusion Bank, 5-year term, monthly payments with interest rate of 4.04%. All leases can pay off early with no pre-payment penalties. CD interest rate is higher than the 4.04% the interest will make the payment.

With no further discussion the motion was carried out unanimously.

- **Gun Range Location** – *Dr. Michael Calvert, President, Linda Austin-Lanterman VP Finance and Operations, Dr. Tina Doggett, Dean of Technical Education/Accreditation Liaison Officer*

Chair Morgan asked for a motion to approve the administration request for the Gun Range location only as outlined in the Board agenda. The motion was made by Trustee Patton to approve the administration request for only the Gun Range location. The motion was seconded by Trustee Lunt.

Proposal for a New Clay Target Facility

Project Overview

The Pratt Gun Club, in partnership with Pratt Community College, is proposing the development of a new clay target shooting facility located in the southwest corner of the 120-acre grass pasture owned by the college along Highway 61. This facility will serve as a home for both collegiate and local shooters, offering a valuable practice environment and a recruitment tool for the Pratt Community College Shooting Team.

Key Features of the Proposal:

- **Location:** Southwest corner of the college-owned pasture on Highway 61.
 - **Benefits:** Serving as a practice facility for collegiate athletes and local shooters, as well as hosting educational programs like hunter education field days.
 - **Safety Measures:** Rigorous safety protocols, limited access, and trained supervision to ensure safe operation.
 - **Noise Control:** Situated away from neighboring properties, with a terrace to block noise and shot fallout.
-

Funding:

We believe the bulk of the funding for the project can be obtained through grants, private donations and the existing funds from the land sale of the previous gun club.

Range Safety & Usage:

Only authorized shooters from the Pratt Community College Shooting Team and the Pratt Gun Club will have access, with strict safety protocols in place for all events and practices.

Contact Information

Rocky Robinson
Phone: 620.388.4242
Email: rockyr@prattcc.edu

Steve Parsons
Phone: 316.706.7407
Email:

With no further discussion the motion was carried out unanimously.

➤ **Policy Review – First Reading – Dr. Michael Calvert, President**

Chair Morgan asked for a motion to accept the administration request to approve the *Policy 5-10 Agreement Between Pratt Community College and Pratt Higher Education Association* Effective July 1, 2025 through June 30, 2028. Motion was made by VP Fitzsimmons to accept the administration request to approve the *Policy 5-10 Agreement Between Pratt Community College and Pratt Higher Education Association*. Effective July 1, 2025, through June 30, 2028. Motion was made by VP Fitzsimmons. The motion was seconded by Trustee Hamm.

 BOARD POLICY	Number	5-10
	Policy Type	Personnel
	Adoption	09-15-2003
	Deletion	
	Revision	10-21-2019
	Review Date	11-20-2023
	Replace	11-17-2025

AGREEMENT BETWEEN PRATT COMMUNITY COLLEGE AND PRATT HIGHER EDUCATION ASSOCIATION

<I:\Personnel\PHEA\2022-2025\2022-2025 Master Agreement.pdf>

This replaces Agreement of:

11-17-2025, 11-20-2025, 10-21-2019, 06-20-2016, 09-13-13, 02-18-08, 12-11-06, 05-19-03, 08-17-00

With no further discussion the motion was carried out anonymously.

➤ **Action Item Addition – Mike Koler**

Mr. Chairman, Trustee Koler moved to add approval of additional funding, not to exceed \$40,000 for accounting work being conducted by Meara Welch & Browne to the action items on tonight's agenda. The motion was seconded by Trustee Hamm.

Dr. Calvert explained this was the original not to exceed \$20,000. The charge for the transactions was higher than anticipated and additional \$20,000 for evaluations and reports not to exceed \$40,000. If they feel they need to reach further, they will explain their findings then a decision will need to be made to either pay them or to go with what we have. Estimated completion time anticipating January.

Company has a software system that will go through and match transactions. This is cheaper than having their staff do it. This allows them to go through the system to review the transactions through the last 3 to 4 years.

With no further discussion the motion was carried out unambiguously.

XI. Written Reports

➤ **Faculty – Jason Ghumm, PHEA President Incoming**

Dr. Justin Maughan – Science, Technology, Engineering, and Mathematics (STEM) Science – STEM show coming this year to Liberty Middle School. The momentum within the STEM club/class has been building; and that is good. Along with yearly activities, including Academic Olympics and science shows at local middle or primary schools, most recently STEM faculty and students answered the call to assist Admissions by putting on a short science show (with the help of PCC students) on the Lesh Gym floor for Nickerson High School students who were visiting the campus.

Daryl Lucas – Welding – things being one in the shop- Resume writing / professional development

- Students attended the Industrial Trade Show in Wichita
- Sophomores are currently learning Pipe fitting/Tig welding stainless and Aluminum/tubing notching, bending and rolling, and Plasma table operation.
- Freshman have finished the thermal cutting and OSHA 10 training. They have started beginning arc welding and forklift operation

Jobs completed for area businesses

- 2 well pits for 4 Brothers water well service
- metal sales to several area patrons

Stephanie Wiese – English Instructor and Sarah Jackson – Math Instructor

Participated in the Kansas Community College Corequisite Symposium at Barton County Community College on Friday, October 24th, representing the English faculty. The gathering's purpose was informal discussion among English and Math faculty regarding the format of face-to-face and online Coreq courses. The state has provided professional development for both English and Math Coreq courses via KBOR but is not providing specific course parameters. The meeting provided an opportunity for faculty from community colleges across the state to share ideas and find support.

Here at PCC our face-to-face English Composition Coreq, set as a pre-Comp. I boot camp, providing students with practice in grammar, paragraphing, reading, and essay writing. The other schools with representatives at the symposium have created full-semester Coreq sections to support students in their corresponding Comp. 1 class. I was pleased to learn the PCC's Coreq is providing students with instruction in grammar, paragraphing, reading, and essay writing – as taught in previous developmental courses – that other schools' Coreq have replaced with “just in time” individual practice where needed but with challenges in garnering student interest and attendance, which we are not experiencing.

➤ **Athletic Report** – *Kurt McAfee, Interim Director of Athletics*

Sports Fall Update

Women's Soccer team wrapped up the season with a 6–10–1 record. The **fourth-highest winning percentage in PCC history**. This year was marked by noticeable growth and determination. With **21 freshmen and 4 sophomores**, this young group is poised to become a serious force in the KJCCC next season.

Men's Soccer team experienced a year of highs and lows. They needed a win over Allen in the final match to reach the playoffs, but fell 2–0, finishing the season **6–8–2**. Despite the tough ending, Coach Kewley remains optimistic with most of the roster expected to return.

Cross Country

Coach Deel's squad wrapped up its season at the NJCAA Region VI / KJCCC cross Country Championship hosted by Colby Community College on Friday, October 24. The KJCCC consistently features multiple nationally ranked programs – including several in the top ten and has a history of national champions.

Despite the highly competitive field, several of our students' athletes recorded new personal bests, demonstrating strong progress and resilience throughout the season.

Esports

The Beavers League of Legends team received the number one seed of the tournament and will play the University of California – Santa Cruz (SCSC), the University of California – Los Angeles (UCLA), North Carolina State University (NCSU), and the university of Washington (UW) in the group stage. Pratt was placed I group one of the Shirima division. The Shirima division is made up of the top 40 school competing in the 2025 CLOL fall warm up tournament,

“For our program to not only add League of Legends, but to then receive the number one seed in the same semester is a testament of the players and how hard they have worked and bought into the culture of our program,” said head esports Coach Charles Keefer”.

Basketball season is officially underway, and the Beavers are off to a great start. The women are **3–0** and the men are **2–1**. Both squads are exciting to watch and have tremendous talent.

The KJCCC remains one of the toughest conferences in the country. Where truly any team can beat any team on any given night. Coach Jefferson and Coach Eddy are fired up for what's ahead.

Wrestling has also launched its season, opening at the *Friends University Falcon Open*. The first home dual is scheduled for **January 15**, when Beavers host rival Barton County in the **Battle of 281**. The winner's belt has **never left PCC** since the rivalry began and fully intend to keep it that way.

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

Security Compliancy Program

- Security update to Board 17 November
- Penetration test. Date not set
- Conducted Desktop security process test. (Pass)

New SIS Jenzabar (J1)

- Implementation (July 2024 – July 2026)
- Oct 20-21 JFA Go-Live
- Nov 10 Data extraction
- Nov 17-21 First Pass (pulling information from our current systems into the new system, validating data mapping, translation tables, verification of data)

Go Live

JFA November 2025

- J1 June 12 2026 (minus HR)
 - Advancement June 24th and 25th
 - JRM June 29th and 30th
 - J1 Human Resources January 2027
- J1 HR January 2027

Transition from implementation team

- Meetings with Hypercare team (TBD)
- Cut over (TBD)

Changing Security Camera System

- Project overview and set the priority of work August 26 (Complete)
- Project started the week of 13 October

Building Access Control system (Replacing current system (dorm entrances only) and adding all doors in dorms and classroom buildings)

- Project Manager site visit July 14 (Complete)
- Project overview and set the priority of work August 26 (Complete)
- Project starts the week of 13 October
- Hardware installation
 - Novotny Hall

- Porter Hall
- Wojciechowski Hall
- Beck Hall
- Scholarship Hall
- North Hall (different lock set)
- Software
 - Initial training
 - Setup/Configuration
 - Programming Integration

Data Services Department Update:

- KBOR Fall Census Collection due November 21
- SPuR data reports due to program leads December 1
- IPEDS Winter Collection opens December 3
- National Community College Cost & Productivity Project due December 17

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

Outstanding Alumni Award

A recording of the Outstanding Alumni Award Ceremony is available on the PCC YouTube Channel: youtube.com/watch?v=_F0iDoilPCg

Annual Fundraising Appeal

Our annual fundraising appeal letter will be mailed in late November. Donors will be given the option to select a particular program to support with their gift.

Tax Credits – Pratt Health Foundation

We received a check for \$231,429 from the Pratt Health Foundation to support our nursing program partnership with Barton Community College. Of that total, approximately \$100,000 has been designated for scholarships.

➤ **KACC (Kansas Association of Community Colleges)** – *Eric Scott Killough, Trustee*
KACC meeting locations and dates:

- December 5-6, 2025 Garden City Community College, Garden City
- April 2026 – meeting will be held via zoom – date TBD
- June 2026 – Allen Community College, Lola
- August 2026 – Barton Community College, Great Bend
- December 2026 – Neosho Community College, Chanute

➤ **ACCT Leadership Congress, New Orleans** was attended by Trustee Eric Scott Killough, who serves as secretary of ACCT, and Trustees Mark Morgan and Ryan Lunt.

Presentations:

1. Stacking Success: Reimaging Pathways for Today's Learners
2. Real World Applications of AI at Community Colleges
3. Driving Student Success: Leveraging The 4 Disciplines of Execution to Boost Completion, Retention, and Persistence
4. Building a Strong Board of Trustees
5. From Leadership to Learning: How Trustees and Presidential Support Advanced AI Adoption in Education.

6. AI in Action: Transforming Teaching and Learning in Community Colleges

- **ACCT/NLS (Association of Community College Trustees / National Legislative Summit)**
- **AACC – (American Association of Community Colleges) – *Dr. Michael Calvert***
2026 Conference – April 10-14, 2026 in Seattle, WA
- **Other** – Nothing brought before the Board

XII. **Wrap Up**

- **Comments from the President – *Dr. Michael Calvert, President***
 1. Participated in Technical Education Authority meeting virtually.
 2. Facilitated Taxing Entities meeting.
 3. Participated in weekly president's calls.
 4. Participated in several J-1 meetings.
 5. Participated in NJCAA Board of Regents meeting virtually.
 6. Participated in NJCAA President's Advisory Committee meeting.
 7. Facilitated several new employee orientation sessions.
 8. Participated in NJCAA Finance Committee meeting.
 9. Attended and presented at ACCT Leadership Congress in New Orleans.
 10. Attended and spoke at PCC Alumnus of the Year Ceremony.
 11. Met with Kelly Arnberger, Cunningham Superintendent and county commissioners from Kingman and Pratt County regarding strategies to address challenges with state assessed utilities from Northern Natural Gas.
 12. Met with Student-Athletes as part of Student Leadership luncheons.
 13. Hosted and provided campus tour for the Kansas Community College Leadership Institute (KCCLI) class.
 14. Spoke with the Leadership League of South-Central Kansas class.
 15. Welcomed Tech Day participants to campus.

Comments from the Board Chairman – *Mark Morgan, Chair*

Welcomed Brian Kortz and Rachel Steinbarger, Co-Athletic Directors to PCC and the Community of Pratt.

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

XIV. **Meeting Adjourned – *Mark Morgan, Chair***

Chair Morgan asked for a motion to adjourn the general meeting. VP Fitzsimmons made the motion to adjourn the general meeting. The motion was by Trustee Hamm. With no further discussion the motion was carried out unanimously.

General Session Minutes Recorded by:

Donna Meier Pfeifer

Clerk of the Board of Trustees / Admin. Asst. to President