Board of Trustees Minutes September 21, 2026, 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.** *Mark Morgan, Trustees Chair*

II. **Pledge of Allegiance** – led by all

Trustees Present: Mark Morgan, Chair, Dean Fitzsimmons, Vice Chair (VC), Michele Hamm, Eric Scott Killough, Ryan Lunt, Kevin Melvin, and Suzan Patton

Trustee(s) Absent:

Administrative Present: Dr. Carl B. Smalls, Present, Linda Austin-Lanterman, VP Finance and Operations, Jerry Sanko, Chief Information Officer, Rachel Steinbarger, Director of Athletics, Barry Fisher, Executive Foundation Director, Institutional Advancement, Alumni Relations, and Donna Meier Pfeifer, Assistant to the President, Foundation Assistant, and Clerk of the Board of Trustees.

Administrative(s) Absent: Monette DePew, VP of Instruction

III. **Comments(s) from the Public –** *Mark Morgan, Chair*
No representation from the public

IV. **Introduction of Guest(s)** – *Mark Morgan, Chair*

V. **Introduction of Award(s) of Excellence –** *Monette DePew, Interim President* /VP Instruction
No award(s) were presented

VI. **Discussion(s):**

A. MIS Report(s) *Lisa Kolm, Coordinator of Institutional Research & Effectiveness*
Lisa was unable to attend to give a report.

1. College-Level Course Section Retentions & Success Rates
2. Institution-wide Grade Distribution
3. Distance Learning
4. Annual Report of Completions by Award Earned
5. Academic Year Headcount Comparisons
6. Academic Year Credit Hour Comparisons
7. PCC Headcount – 10 Year Historical Comparison
8. PCC Credit Hour Production – 10-Year Historical Comparison

Michele Hamm, Trustee– Certificates that are zero degree are they transferring before they get a degree? Numbers for Home Health Aide and Medication Aide are both up is this because of sharing numbers with Barton?

Dr. Tina Doggett – Home Health and Med Aide program has expanded the program last year. Collaborating with Barton does not have anything to do with the short programs.

Suzan Patton, Patton – Reduction in out-of-state international. Is this intentional or fluctuations of enrolment from year to year?

Rachel Steinbarger, Athletics was asked to reduce the number of international student-athletes and place greater emphasis on meeting the new KJCCC requirement that 25% of LOIs be designated for Kansas residents.

In response, each head coach was asked to be more selective in the student-athletes they recruited from outside Kansas, particularly international and out-of-state prospects. Coaches were encouraged to prioritize recruits who best aligned with their program's needs while also increasing opportunities for Kansas student athletes.
This approach was intended to help Athletics meet the new KJCCC LOI percentage requirement while maintaining competitive and sustainable recruiting practices across all programs.

B. John R. Dietrick, P.A. – *Dr. Carl B. Smalls, President*

Dr. Smalls felt reviewing policies was more important at this time. No action was taken.

THE LAW OFFICES OF
JOHN R. DIETRICK, P.A.
EMPLOYMENT, LABOR & CORPORATE LAW

JOHN R. DIETRICK
ADMITTED IN KANSAS AND LOUISIANA

KIMBERLY STREIT VOGELSBERG
ADMITTED IN KANSAS

June 9, 2026

Dear College President:

Thank you for considering our firm, The Law Offices of John R. Dietrick, P.A., ("Dietrick Law") to represent _____ ("College") beginning on or about July 1, 2026, with respect to covered legal services in the areas of employment, labor, and education law as set forth pursuant to the terms in the Addendum ("covered legal services").

I and my colleague, Kimberly Streit Vogelsberg, will be personally responsible for managing any matters assigned to us by you or your designee. A Law Clerk may also provide legal assistance and/or research as well.

Dietrick Law will acknowledge all client communications within seventy-two (72) hours (excluding weekends and holidays) unless otherwise agreed upon. Substantive response times will be based upon the needs of the College and the scope and complexity of the legal matter. Both Dietrick Law and the College commit to timely and prompt communication and responses to aid in high-quality legal representation.

In consideration of Dietrick Law's commitment to remain available and to avoid conflicts that would impair such availability during the retained month to provide legal services, Dietrick Law will bill the College a monthly fee of $500 at the end of each retained month. This fee is earned upon the end of each month that Dietrick Law is retained.

Additionally, Dietrick Law will provide up to three (3) hours of covered legal services at $0 per hour each retained month. These hours do not roll over to the next month if unused.
Any additional time spent providing covered legal services, i.e., billable time exceeding three (3) hours in a retained month, will be billed in accordance with Dietrick Law's standard hourly billing policies. My hourly rate for working on these matters is $300.00; Kimberly's hourly rate is $250.00. Our law clerk hourly rate is $125.00. Generally, Dietrick Law will bill the College for all legal time worked on covered legal matters, including telephone calls, emails, and reasonable travel.

1240 SW OAKLEY | TOPEKA, KS 66604 | (785) 730.2700 | WWW.DIETRICKLAW.COM

We will forward billing statements to your attention - or your designee - monthly. Statements will include a detailed description of services provided, including the date, the person rendering the service, the amount of time involved, as well as the associated cost.

The College retains the right to discharge Dietrick Law at any time. If and when that occurs prior to the end of a month, Dietrick Law will prorate the appropriate portion of the retainer fee for that month as well as the number of hours of covered legal services provided at $0/hour for that month.

If this Engagement Letter fairly represents your understanding and agreement, please sign and date a copy of this Engagement Letter and return it to me either electronically or by mail to the below listed address.

We greatly appreciate the opportunity to work with you and the College and look forward to assisting you with your legal matters. If you have any questions or need additional information, please do not hesitate to contact me.

Very truly yours,



John R. Dietrick
Managing Partner

Approved:

By: _____
President

Date: _____

By: _____
Board President

Date: _____

Addendum to Dietrick Law Engagement Letter

All covered legal services must be mutually agreed upon; parties acknowledge that Dietrick Law is bound by ethical rules for attorneys. Compliance with ethical duties may prohibit Dietrick Law's representation of clients in certain circumstances, e.g., when a conflict of interest exists or when matters cannot be pursued with competency and diligence.

Covered legal services generally include legal services in the areas of employment, labor, and education law, such as:

- **Board Governance Issues**
  - Bylaws and governance questions
  - KORA/KOMA
  - Fiduciary duty issues, including conflicts of interest questions
- **Policy Development and Review**
  - Board policies
  - Employee handbooks
- **Risk Management and Compliance with State and Federal Laws**
  - FERPA
  - Title VII complaints and workplace investigations
  - Evaluation of certified staff
  - Title IX investigations and hearings
  - Contract analysis and interpretation
  - Responses to the Kansas Human Rights Commission and the Equal Employment Opportunity Commission
- **Employment Law/HR and Personnel Issues**
  - ADA, FMLA, PWFA, USERRA, ADEA, etc.
  - FLSA and Kansas Wage Payment Act
  - Constitutional rights of employees
  - Hiring processes and job description review
  - Disciplinary issues
  - Workplace investigations
  - Terminations and nonrenewals, including settlements and due process hearings
- **Labor Relations**
  - Consultation regarding bargaining proposals
  - Strategic advice and analysis
  - Review of notice letters
  - Advice and counsel through professional staff negotiations, including bargaining and impasse (mediation and fact-finding)
  - Advice and counsel through grievance procedures, representation in grievance mediation and arbitration
  - Kansas Department of Labor hearings

- **Support for Governmental Affairs**
    - Testimony before governing or regulatory bodies on legal implications and impact
    - Legal analysis of bills or proposed regulations
- **Training for Boards and/or Staff**
- **Litigation Referrals and Consultation/Coordination**
- **Other services upon request of client and as agreed upon by Dietrick Law**

Excluded Legal Services:

- Litigation representation; however, Dietrick Law will make referrals and serve as a resource and liaison to litigators
- Real Estate transactions
- Legal issues requiring expertise beyond core competencies in employment, labor, and education law, or which Dietrick Law cannot ethically provide
- Representation, other than general advice, in student and academic matters

Again, all legal services must be agreed upon by both parties; parties acknowledge that the Law Offices of John R. Dietrick, P.A., is bound by ethical rules for attorneys.

C. **Other** – Employee Art Expedition was very interesting and enjoyable.

VII. **Communication to the Board –** *Donna Meier Pfeifer, Clerk of the Board*
There were more 4-H pictures to look at.

VIII. **Calendar of Events** – *Mark Morgan, Chair*
Trustee Lunt requested if March 15, 2027 board meeting be moved to March 22, 2027 due to Spring Break.

XIV. **Consent Agenda** - *Mark Morgan, Chair*
Chair Morgan asked for a motion to approve the consent agenda as presented. The motion was made by Trustee Hamm to approve the agenda as presented. The motion was seconded by Trustee VC Fitzsimmons.

Requested Discussion:
Chair Morgan asked if there was any information to be pulled for discussion?
No requests were made.
With no further discussion motion carried unanimously.

Minutes: *Donna Meier Pfeifer, Clerk of the Board of Trustees*

Complete minutes are listed on https://prattcc.edu/board-of-trustees/

Board of Trustees Minutes August 10, 2026
Special Board of Trustees Meeting
2026-2027 Budget Discussion
August 10, 2026

Board of Trustees Minutes August 31, 2026
Pratt Community College
2026-20274 Public Budget

Board of Trustees Minutes August 31, 2026 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

- Human Resources – *Dr. Carl B. Smalls, President*

SEPTEMBER *2026*

APPOINTMENTS

Tabitha Pauly	Accounts Payable Clerk
Amanda Wade	Psychology Instructor

CHANGE IN STATUS

Jason Deel went from Assistant Women's Basketball Coach/Sports Information Director to Assistant Athletic Director /Sports Information Director

RESIGNATIONS/TERMINATIONS

Parker Howell	Assistant Wrestling Coach / Assistant Fitness Center Coordinator

RETIREMENT

Linda Austin-Lanterman	Vice President of Finance and Operations

FALL ADJUNCT CONTRACTS

Mark Freeman	ART133-O-1E Art for Elementary Classroom Teachers
Jason Ghumm	BIO 278-01-O-OL Anatomy & Physiology
Stephanie Wiese	ENG176-O-1E English Composition I

SEARCHING

Assistant Athletic Trainer
Bus Drivers (Part Time)
Evening Security Officer
Student Success Coach, SR

ON HOLD

Admin Assistant to the VP of Student Services
Assistant Track & Field Coach/Lateral TBD
Assistant Volleyball Coach/Residential Supervisor
Cashier/Bookkeeper
College Health Nurse
Custodian
Data Coordinator
Director of Information Technology
Director of Financial Aid
Director of Students & Residence Life / Residential Supervisor
Online Student Enrollment Advisor
Pratt EDUKAN Online Adjunct Faculty
Purchasing Assistant
Student Success Coach, Specialist
Vice President of Finance and Operations
Vice President of Student Services/Enrollment Management
(hiring an interim through The Registry)

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

		YTD Actual	*August* Actual
510	Administrative Salaries	142,310.95	68,604.79
520	Faculty Salaries	223,176.84	82,201.28
522	Faculty Salaries - Supple	12,733.00	8,766.50
524	Faculty Overload	540.00	540.00
526	Faculty Salaries-Adjunct	5,400.00	1,800.00
530	Professional Exempt	418,738.76	200,104.43
560	Classified Salaries-Hour1	274,393.98	152,318.91
575	Faculty Allowance	4,441.50	1,903.50
590	Company Match FICA	80,230.30	38,130.44
596	Employee Fringe Benefits	3,351.20	3,006.44
601	Travel	47,814.37	44,901.57
607	Copy machine charges	746.28	38.71
608	Charge Card Expense	869.45	0.00
610	Repairs	10,049.08	3,188.18
611	Postage	2,067.33	9.74
615	Advertising	1,107.86	500.00
622	Insurance & Property & Plannin	236,859.69	0.00
625	Athletic Self-Insurance	79,248.00	0.00
631	Telephone	11,176.54	9,990.23
632	Water	1,438.21	1,438.21
633	Natural Gas and Oil	2,712.86	1,221.76
635	Electricity	61,906.42	61,389.64
637	Sewer	723.35	723.35
638	Trash Removal	3,897.24	3,897.24
641	Lease Costs	22,680.14	20,285.04
648	Equipment repairs	672.10	672.10
660	Contractual Services	129,691.42	107,124.31
663	Accounting and Auditing Servic	43,594.00	40,513.00
679	Cable TV	239.14	239.14
681	Membership Dues	38,332.14	38,332.14
700	Supplies and materials	75,992.88	69,793.61
701	Office Supplies	2,043.57	203.56
710	Current Expense	6,371.19	4,092.97
821	Remodeling	4,357.67	0.00
850	Equipment	176,999.30	171,899.30
	TOTAL	$2,126,906.76	$1,137,830.09

PRATT COMMUNITY COLLEGE
Current Operating Fund Revenue
For the Two Months Ending Monday, August 31, 2026

		YTD Actual	*August* Actual
401	General Academic Tuition	$426,022.94	$0.00
402	Non-Credit class Fees	166,380.00	0.00
405	Academic Out of State Tuition	327,050.00	0.00
410	Misc Student Charges	92,536.09	0.00
484	Miscellaneous Income	15,789.26	12,394.26
	TOTAL	$1,027,778.29	$12,394.26

FEBRUARY 2026	Suzan Patton	Mark Morgan
MARCH	Suzan Patton	Mark Morgan
APRIL	Mark Morgan	Dean Fitzsimmons
MAY	Mark Morgan	Dean Fitzsimmons
JUNE	Mark Morgan	Dean Fitzsimmons
JULY	Dean Fitzsimmons	Kevin Melvin
AUGUST	Dean Fitzsimmons	Kevin Melvin
SEPTEMBER	Dean Fitzsimmons	Ryan Lunt
OCTOBER	Ryan Lunt	Michele Hamm
NOVEMBER	Ryan Lunt	Michele Hamm
DECEMBER	Ryan Lunt	Michele Hamm

PRATT Community College

Weekly Enrollment Report
FALL

Academic Year Comparisons

Credit Hours by Term	AY 2026-27 YTD 09/14/2026	% Change from 2025-26 YTD	AY 2025-26 YTD 09/15/2025	AY 2025-26 FINAL	AY 2024-25 YTD 09/16/2024	AY 2024-25 FINAL
Summer	2,872	-20%	3,583	3,578	3,408	3,408
Fall	12,882	-12%	14,563	14,752	13,338	13,095
Spring	0		0	13,833	0	12,106
Total AY Credit Hours	**15,754**	**-13.2%**	**18,146**	**32,163**	**16,746**	**28,609**

Credit Hours by Tuition Plan	AY 2026-27 YTD 09/14/2026	% Change from 2025-26 YTD	AY 2025-26 YTD 09/15/2025	AY 2025-26 FINAL	AY 2024-25 YTD 09/16/2024	AY 2024-25 FINAL
Kansas Rate	9,290	0%	9,310	16,435	9,622	16,600
Non-Kansas Rate	4,621	-32%	6,748	11,785	5,947	9,719
International Rate	1,843	-12%	2,088	3,943	1,177	2,290
Total AY Credit Hours	**15,754**	**-13.2%**	**18,146**	**32,163**	**16,746**	**28,609**

Fall Semester Comparisons

	Fall 2026 After 18 Days of Classes YTD 09/14/2026	% Change from FA25 YTD	Fall 2025 After 18 Days of Classes YTD 09/15/2025	Fall 2025 FINAL	Fall 2024 After 18 Days of Classes YTD 09/16/2024	Fall 2024 FINAL
Overall						
Total Credit Hours	12,882	-12%	14,563	14,752	13,338	13,095
F.T.E.	859	-12%	971	983	889	873
Headcount	1,179	-12%	1,342	1,376	1,313	1,290
Pratt Campus/Outreach						
Pratt Campus	7,114	-17%	8,547	8,427	7,284	7,161
eLearning (all on-line, not video)	4,697	0%	4,718	5,041	4,698	4,551
Outreach (not on-line)	1,071	-17%	1,298	1,284	1,356	1,383
By Division						
Arts & Sciences	8,239	-14%	9,624	9,890	9,090	8,991
Technical Education	4,643	-6%	4,939	4,862	4,248	4,104

eLearning: Pratt On-Line & EDUKAN

	Fall 2026 YTD 09/14/2026	% Change from FA25 YTD	Fall 2025 YTD 09/15/2025	Fall 2025 FINAL	Fall 2024 YTD 09/16/2024	Fall 2024 FINAL
EDUKAN	2,528	6%	2,375	2,617	2,463	2,300
Pratt On-Line	2,169	-7%	2,343	2,424	2,235	2,251
Total PCC eLearning	4,697	0%	4,718	5,041	4,698	4,551

Outreach

Ground courses that are not on the Pratt Campus	Fall 2026 YTD 09/14/2026	% Change from FA25 YTD	Fall 2025 YTD 09/15/2025	Fall 2025 FINAL	Fall 2024 YTD 09/16/2024	Fall 2024 FINAL
Outreach by Location						
Concurrent Ground*	525	-27%	715	709	786	817
Coffeyville	313	40%	224	224	153	153
Dodge City	233	64%	142	142	91	91
Kingman	0		6	6	0	0
Wichita - WSU Tech	0	-100%	211	203	326	322
Total Outreach by Location	1,071	-17%	1,298	1,284	1,356	1,383

*Concurrent at the HS = Concurrent Enrollment Partnership (subtype of NP - classes taught at the hs, during the hs day, by a hs instructor)
AND Concurrent (subtype of N [ex: automotive at Kingman] - classes taught at the hs, during the hs day, by a college instructor)

College Start / High School Enrollment by High School

This breaks out credit hour productions by High School enrollees in any course (to include CEP, EDUKAN, Pratt Campus, Online, etc.) by the High School in which the student is enrolled	Fall 2026 YTD 09/14/2026	% Change from FA25 YTD	Fall 2025 YTD 09/15/2025	Fall 2025 FINAL	Fall 2024 YTD 09/16/2024	Fall 2024 FINAL
High School						
Attica High School	43	26%	34	31	60	57
Chaparral High School	89	-58%	210	210	249	237
Cunningham High School	92	28%	72	72	100	100
Home School	37	-51%	75	67	31	49
Kingman High School	161	-39%	264	260	267	270
Kiowa County High School	126	117%	58	58	46	46
Macksville High School	28	-20%	35	34	104	124
Medicine Lodge High School	159	-21%	202	192	115	115
Norwich High School	99	-26%	133	130	127	124
Pratt High School	780	10%	708	706	723	705
Skyline High School	81	-5%	85	85	165	153
Stafford High School	22	16%	19	25	9	11
The Learning Center at Pratt	0		5	0	5	5
All other High Schools	83	-21%	105	101	162	150
Total High School	1,800	-10%	2,005	1,971	2,163	2,146

9 Core County Region

	Fall 2026 YTD 09/14/2026	% Change from FA25 YTD	Fall 2025 YTD 09/15/2025	Fall 2025 FINAL	Fall 2024 YTD 09/16/2024	Fall 2024 FINAL
County						
Barber County (BA)	443	31%	337	321	273	258
Comanche County (CM)	64	-6%	68	59	154	165
Harper County (HP)	177	-43%	311	304	357	328
Kingman County (KM)	517	-20%	646	632	730	705
Kiowa County (KW)	156	17%	133	152	116	125
Pratt County (PR)	2,077	-6%	2,219	2,172	2,235	2,184
Reno County (RN)	291	-27%	398	408	263	268
Sedgwick County (SG)	951	14%	831	806	851	828
Stafford County (SF)	137	-9%	150	146	202	214
Total 9 Core County Region	4,813	-5%	5,093	5,000	5,181	5,075

PRATT Community College

Fall 2026
Enrollment Tracking

Fall 2026 Drop/Withdrawal Tracking & Residence Hall Status

	Fall 2026 YTD	Fall 2025 FINAL	Week Classes Begin Aug 18-21 Week 1	Aug 24-28 Week 2	Aug 31-Sep 4 Week 3	Sep 7-11 Week 4
Fall 2025 Comparison Stat - Full-time Drops + Withdrawals			6	3	5	3
# of Full-time Complete Drops	**14**	**24**	3	4	3	4
# of Full-time Complete Withdrawals	**0**	**8**	0	0	0	0
Fall 2025 Comparison Stat - # Residence Hall Check-Outs			0	0	2	1
# Residence Hall Check-Outs	**3**	**12**	0	2	1	0
# Residence Hall Occupants[1]	**296**	**370**	299	297	296	296
Occupancy Rate (348 available[2])	**85%**	**106%**	86%	85%	85%	85%

	Sep 15 20th Day Sep 14-18 Week 5	Sep 21-25 Week 6	Sep28-Oct 2 Week 7	Mid-Term Week Oct 5-9 Week 8	Oct 12-16 Week 9	Oct 19-23 Week 10	Oct 26-30 Week 11
Fall 2025 Comparison Stat - Full-time Drops + Withdrawals	3	0	0	1	0	0	5
# of Full-time Complete Drops							
# of Full-time Complete Withdrawals							
Fall 2025 Comparison Stat - # Residence Hall Check-Outs	0	0	0	1	1	1	0
# Residence Hall Check-Outs							
# Residence Hall Occupants[1]							
Occupancy Rate (348 available[2])	0%	0%	0%	0%	0%	0%	0%

	Last day for W Nov 2-6 Week 12	Nov 9-13 Week 13	Nov 16-20 Week 14	Thanksgiving Week Nov 23-27 Week 15	Nov30-Dec 4 Week 16	FINALS Dec 7-11 Finals
Fall 2025 Comparison Stat - Full-time Drops + Withdrawals	4	0	2	0	0	0
# of Full-time Complete Drops						
# of Full-time Complete Withdrawals						
Fall 2025 Comparison Stat - # Residence Hall Check-Outs	1	1	0	0	0	1
# Residence Hall Check-Outs						
# Residence Hall Occupants[1]						
Occupancy Rate (348 available[2])	0%	0%	0%	0%	0%	0%

[1] Students assigned an 8-week dorm plan are counted as .5 (1/2) here

[2] Max possible occupancy is 356. Spots currently available for a residence hall dorm plan=348

X. **Action Items –** *Mark Morgan, Chair*

- **March 22, 2027 Board of Trustees Meeting** - Chair Morgan asked for a motion to add to the agenda action items to change the March 15, 2027 Board meeting date to March 22, 2027 due to Spring Break. Trustee Hamm made the motion to add to the agenda action items to change March 15, 2027 to March 22, 2027 due to Spring Break. The motion was seconded by VC Fitzsimmons. With no discussion, motion passed unanimously.

- **March 22, 2027 Board of Trustees Meeting** - Chair Morgan

  Chair Morgan asked for a motion to approve moving the March 15, 2027 meeting date to March 22, 2027 due to Spring Break. Motion was made by Trustee Lunt to move the March 15, 2027 Board meeting date to March 22, 2027 due to Spring Break. The motion was seconded by Trustee Patton. With no discussion, motion passed unanimously.

- **Ratify Waiver Board Policy No. 3-07** – *Linda Austin-Lanterman, VP Finance and Operations*

  No items were brought before the Board.

- **Policy Review(s)** *Mark Morgan, Chair*

  Policy 3-07 Purchases – *Dr. Carl Smalls, President*

  Chair Morgan asked for a motion to approve Policy 3-07, *Purchasing*. VC Fitzsimmons made the motion to approve Policy 3-07 *Purchasing* as presented. The motion was seconded by Trustee Patton.

  Discussion: Dr. Carl Smalls, President, had no changes to the policy.

  After a lengthy discussion regarding "what does local mean" and should 7.5% remain or increase, and if so, what amount and how will that effect bidders if it too high.

  Chair Morgan called for a vote.

  Yes, voting means to accept the policy as is

  No, voting means not to accept it, and going to research it and bring it back later.

  Yes Vote - 3 No Vote – 4 Motion was not passed,

  Chair Morgan will take this to KSAB for their input and bring it to the Board at the October 19 meeting.

PRATT Community College

BOARD POLICY

Number	3-07
Policy Type	Executive Limitations
Adoption	11-25-1968
Deletion	
Revision	08-26-2024
Review Date	08-26-2024

PURCHASING

The President, as executive officer and purchasing agent for the Board of Trustees, is charged with the responsibility of approving, refusing to grant, or adjusting all requisitions made by staff members.

Supplies and equipment should be purchased locally if possible. Consideration should be given to price, quality, availability, and service after sale (if applicable) in making the purchase decision.

When price quotes are taken on purchases under $5,000, quotes will be obtained from local vendors f they offer the item to be purchased. Where a local vendor does not have the lowest price quote and the local price quote is not more than 7.5% above the lowest price quote, the College will accept the price quote from the local vendor. Unless there is just cause for other action, such as quality, availability and/or service after the sale, the low price quote will be accepted.

Purchases of $5,000 or more require written or electronically submitted bids as specified under purchase requirements listed below. Pratt County vendors will have the opportunity to bid if they offer the item to be purchased. Where a local vendor does not have the lowest price quote and the local price quote is not more than 7.5% above the lowest quote, the College will accept the price quote from the local vendor. Unless there is just cause for other action, such as quality, availability, and/and or service after sale, the low bid will be accepted.

Purchases are made according to the following regulations:

1. Expenditures less than $35,000 can be approved by the President in accordance with the approved budget. The President will compare prices when feasible to insure best price and value for the College.
2. Expenditures greater than $35,000 require Board action.
3. Items costing less than $5,000: competitive price quotes are secured.
4. Purchases exceeding $5,000 require a minimum of three written or electronically submitted bids.
5. Purchases exceeding $35,000 require a minimum of three sealed bids.
6. Purchases of services exceeding $35,000 must be let to a bonded vendor. The bonding requirement must be part of the bid specifications.

If three bids are not received, the President shall decide whether to accept one of the bids or to see new bids. When competitive written, electronically submitted, or sealed bids are taken, a day preceding a Board meeting may be designated by the Administration for receiving and opening bids. All bidders and the public are invited for the bid openings. The President's office or designee is authorized to open bids at such times and tabulate results, which will be available for public examination. All bid purchases must be reported to the Board at its regular meetings.

Sole Source Purchases: Sole source purchases, i.e., purchases not subject to bids, are authorized for the following instances:

1. To assure compatibility with existing equipment or technology

2. When the goods or services are being purchased from a vendor authorized as having a "protected sales territory".
3. If a purchase or service is an emergency that is time critical and could result in a work stoppage or a critical health/safety situation.
4. Equipment or technology purchased directly from a manufacturer.
5. Grant specified vendor.

The President is authorized to determine if a purchase or repair is an emergency. If an emergency exists, purchases can exceed the above limits provided the Board Chair, or in their absence, the Vice Chair, approvals. The Board will be asked to ratify such action at the next regular Board meeting. Approval authority in these instances is limited to $35,000.

The Board reserves the right to reject any or all bids.

Revision Dates: 08-26-2024, 03-20-2017, 11-15-2010, 04-30-2007, 01-22-2007, 02-19-1996, 01-20-1992.

Chair Morgan asked for a motion to approve policy *3-07a Equipment Purchasing Policy for Federal Grants Pratt Community College and 3-07b Micro-purchase for Federal Grant Pratt Community College* with no changes. Trustee Hamm made the motion to waive the second reading on policies 3-07a and 3-07b with no recommended changes. The motion was seconded by VC Fitzsimmons. With no further discussion motion carried unanimously.

XI. Written Reports – *Jason Ghumm*

- **Faculty Report** – *Jason Ghumm, PHEA President*

  In June, Amber Graves and Stephanie Wiese attended a virtual conference hosted by The Belfer National Conference for Holocaust Education. The conference outlined best practices in teaching about the Holocaust, shared resources for use in lectures and group work, and provided a forum for teachers to exchange effective strategies. PCC's English department had interest due to the teaching of *Night*, by Elie Wiesel in on-campus English Comp. II courses.

- **Athletic Report** – *Rachel Steinbarger, Director of Athletics*

  Women's Soccer
  - Clara Touya received Week 1 Player of the Week honors.
  - In Week 2, goalkeeper Maisie Moore was named KJCCC Division II Goalkeeper of the Week.
  - During the week of September 7, the women's soccer team received votes in the Top 20 national rankings.

  - **Tennis:** Hosted Oral Roberts on September 4 and 5 and defeated them 6-1.
  - All coaches continue to hold student-athletes accountable through study hall requirements and community engagement opportunities.
  - In August, our student-athletes completed **18 community engagement activities and 650 hours of community service.**
  - We are continuing to make positive updates and improvements to the locker rooms and Athletic Department facilities.
  - We are excited to partner with both **Skyline High School** and **Pratt High School** to host special nights with their students and families at our volleyball games.

- **PCC Athletics Golf Tournament**: We had a great turnout, with 12 teams in attendance. Student athletes were actively involved throughout the event, connecting with community members and sponsors. Cheer helped kick off the event and added to the energy and excitement of the tournament.

➢ **Rodeo Update** – *Dr. Tina Doggett, Dean of Technical Education/Accreditation Liaison Officer*

Pratt Community College Rodeo

October 8–10, 2026 | June – October Planning Checklist

September

	Task	Notes
☐	Construction almost completed and inspected	
☐	Plans for event week finalized	
☐	Announcer briefed on run of show and confirmed to have NIRA corporate sponsor announcement scripts	
☐	Signs/banners finalized and ordered	
☐	Confirm all stock contractor logistics	
☒	EMS / first aid plan finalized and communicated	*Done*
☐	Walk-through of arena with all key staff	
☐	Contestant registration confirmed / entry list locked	
☐	Prep school visit materials (info flyers, giveaways, schedule)	
☐	Intramural rodeo logistics finalized (signup, prizes, schedule for Oct 6)	
SAFETY & COMPLIANCE		
☐	Distribute one-page event day communication tree to all staff and volunteers	
☒	Confirm chain of command for emergencies — who calls what in each scenario	*Done*
☐	Share weather contingency plan with all staff, vendors, and key volunteers	
☒	Draw process confirmed with coaches — who manages draw and how results go to announcer	*Done*
☒	Confirm NIRA results submission process and deadline	*Done*
NIRA		
☒	Confirm all NIRA approval documents on file in National Office: approval app, ground rules, insurance, memberships, ambulance listing, animal conveyance	*Done*
☒	Confirm ambulance will be ON SITE — required before any activities can begin per NIRA rule	*Done*
☒	Confirm veterinarian service — on site or available within 1 hour of emergency	*Done*
☒	Security: confirm local police/sheriff briefed on event, crowd expectations, and any activist intentions	*Done*
☐	Finalize credentials for all staff, judges, and contestants	

☐	Confirm national sponsor banners and flags on hand and will be displayed at all performances; confirm announcer has NIRA sponsor scripts	
☐	Schedule Grand Entry rehearsal before first performance	
☒	Confirm dust control (water truck) is arranged and scheduled if needed	*Done*
☐	Confirm injured animal conveyance equipment staged and accessible at arena	
☐	Confirm all chute personnel assigned: 2 chute openers, flagger, score runner, cattle loading crew, rough stock loading crew, 2 calf untiers, 3 stripping chute, flank picker, goat crew, barrier puller	
CONTESTANTS		
☒	Send contestant information packet — parking, check-in location, schedule, payout details	*Done*
☐	Confirm go-round draw schedule and communication method to contestants	
CONCESSIONS		
☐	Place full supply order for all concessions food and beverages	Athletics has this section
☐	Confirm concessions setup and teardown schedule for each event day	
☐	Confirm nightly revenue tracking and reconciliation process with Athletics	
☐	Brief concessions staff on health/safety protocols and food handling requirements	
☐	Confirm signage for concessions stand — menu board, pricing, payment options accepted	
☐	Coordinate with trash/waste crew on concessions-specific waste removal	
MARKETING		
☐	Distribute posters/flyers to feed stores, restaurants, co-ops, and farm supply shops in Pratt County and neighboring counties — PCC Rodeo Team assist with distribution	*In progress – will have posters ready for Rodeo Team to distribute*
☐	Ask sponsors to display event signage at their businesses	*In progress – will have posters ready for Rodeo Team to distribute*
☐	Post in local Facebook community groups	*In progress / currently doing*
☐	Run social countdown posts — '30 days out', '2 weeks out', '1 week out'	*In progress / currently doing*
☐	Coordinate with PCC student communications — campus screens, student email, announcements	*In progress / currently doing*
☐	Contact Pratt Chamber of Commerce to include event in their communications	*In progress / currently doing – sent them the Save the Date but will send an updated schedule as we get closer*
☐	Promote student life rodeo event to students via student life channels	*Will coordinate with Student Life Coordinator*
☐	Signage installed around campus and arena	*Not completed yet but is on the to do list*
☐	Book radio spots if budget allows — run through event week	*In progress, working with area broadcast stations*
COACHES HOSPITALITY		
☐	Order all breakfast food and beverage supplies for Oct 8–10	
☒	Confirm tent, tables, and chairs staged for setup during event week	*Done*
RECRUITING		
☐	Recruiting table materials printed (program info, QR code, contact cards)	
☐	Confirm who staffs the recruiting/interest table and when	

Event Week — Oct 6–7

	Task	Notes
☐	Livestock / stock contractor arrives and settles	
☐	Arena final setup: gates, chutes, arena dirt dragged	
☐	PA and lighting final check — full nighttime walkthrough of arena	
☐	Safety / EMS team on site and briefed; ambulance parking location communicated	
☐	Large animal vet on-call confirmed and contact info distributed to all key staff	
☐	Rodeo team visits local K-12 schools (Mon–Wed)	
☐	Oct 6 — Intramural / student life rodeo event held	
☐	Warm-up pen open and ready for contestant use	
☐	Contestant check-in table open with credentials and run order	
☐	Recruiting/prospective student table set up at arena entrance	
NIRA		
☐	Hold pre-rodeo production meeting — assign all staff jobs, confirm roles	
☐	Meet with stock contractor — review schedule, hang-up policy, injured animal procedure	
☐	Meet with pickup men — confirm they carry ropes; review hang-up protocol	
☐	Meet with bull fighters — review performance expectations	
☐	Meet with arena director and chute bosses (riding events and timed events)	
☐	Meet with vet/animal care staff — review injured animal removal procedure and conveyance	
☐	Grand Entry rehearsal completed before first performance	
☐	Run timed event cattle and bucking stock through arena	
☐	Stake barrels, goats, and electric eye; confirm all markers in correct position	
☐	Put up and check barrier; cut barrier and breakaway string	
☐	Confirm all NIRA national sponsor banners and flags displayed in arena	
☐	Check arena conditions: before first performance and before each performance	
☐	Confirm livestock feed ordered and in place; contestant stalls and parking accessible	
☐	Confirm tractor and operator on site	
CONCESSIONS		
☐	Set up concessions area — equipment, signage, supplies staged and ready	
☐	Test all equipment (grill, warmers, POS/card reader) before first performance	
☐	Stock coolers and refrigerated items day before opening	
☐	Confirm staffing roster for each of the 3 event days	
MARKETING		
☐	Daily social posts showing livestock arriving, arena setup, team warmups	
☐	Go live on Facebook/Instagram for a quick arena preview	
☐	Tag willing contestants in posts to expand reach “who to watch”	

☐	Send final email/social push — gate times, parking info, donation box, beef raffle	
☐	Ensure PCC main social accounts are sharing and amplifying all posts	
COACHES HOSPITALITY		
☐	Set up tent, picnic tables, and chairs in coach/staff hospitality area	
☐	Stock beverage station — water, sports drinks, coffee supplies	
☐	Confirm breakfast delivery/setup plan for Oct 8, 9, and 10 mornings	

Oct 8–10 — Event Days

	Task	Notes
☐	Morning crew briefing each day	
☐	Ambulance and large animal vet on site before any performance or slack begins — all 3 days	
☐	Go-round draw conducted and communicated to contestants each day	
☐	Results recorded officially after each go-round	
☐	Award ceremony / buckle presentation	
☐	Stock contractor departure coordinated	
☐	Thank local schools for hosting team visits – send thank you card	
NIRA		
☐	Each morning: check arena conditions, work and water arena, confirm all equipment ready	
☐	Check stakes, barrel markers still in place; check barrier and cut barrier/breakaway string	
☐	Confirm all bucking chute gates open freely after arena tractor work	
☐	Pre-performance check in each day: announcer, stock contractor, sound man, arena director, chute bosses	
☐	Post-performance meeting each day: review production, identify improvements	
☐	Send rodeo results and champion action photos to local/regional media and post on social immediately after each performance	
FINANCE & ACCOUNTING		
☐	Prize payout distributed to winners per established process	
☐	Check payout distributed to contractors per established process	
CONTESTANTS		
☐	Contestant hospitality area open and stocked each day	
☐	Contestant check-in staffed through end of each performance	
CONCESSIONS		
☐	Open concessions stand at least 60 min before each performance	
☐	Monitor inventory throughout each day and restock as needed	
☐	Collect, count, and secure concessions revenue after each performance	
☐	Close and clean concessions area after each night's performance	
☐	Final concessions teardown, equipment return, and leftover supply disposition after Oct 10	

☐	Submit concessions revenue report to VP Finance & Operations & Tina (Tina - save in Teams folder for records)	
MARKETING		
☐	Live video, information about event, recap videos, etc (see marketing schedule for more)	
☐	Encourage attendees to tag the event in their own posts	
☐	Capture testimonials and candid video for next year's promotion	
☐	Thank you post	
RECRUITING		
☐	Capture prospective student contact info at recruiting table each day	
COACHES HOSPITALITY		
☐	Set up and serve breakfast each morning before performance (all 3 days)	
☐	Restock water and beverages throughout each day	
☐	Break down and store tent, tables, and supplies after Oct 10	
POST-EVENT		
☐	Submit all NIRA final reports and official results to National Office per required deadline	
☐	If rodeo was streamed/televised: submit footage to Julie Jutten (Julie@collegerodeo.com) and Greg Teagarden (gteagarden@piranhashows.com)	
☐	Pay all outstanding vendor invoices per college procurement process	
☐	Return or store any rented/borrowed equipment	
☐	Compile full financial reconciliation — revenue vs. expenses – keep copies in Teams folder for historical records	
☐	Send sponsor thank-you notes with final event recap and attendance numbers; post thank-you to all on social	
☐	Send volunteer thank-you notes or emails within 1 week	
☐	Send recap email blast with photo highlights and final results	
☐	Follow up with prospective students who signed up at recruiting table	
☐	Save all metrics (attendance, social reach) in Teams folder	
☐	Conduct formal debrief with coaches, student life, and marketing while fresh — write up lessons learned and self-evaluation for 2028 planning team (save in Teams folder)	

- **Shooting Sports Report**

  Shooting Sports Report – *Dr. Tina Doggett, Dean of Technical Education @ Accreditation Liaison Officer*

  Waiting for Dr. Smalls to have some time and get his direction if we are going to continue going forward with what they have started or going to readjust.

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

CIO Project Report

Information Technology Project Update:

New SIS Jenzabar (J1)

- Implementation (July 2024 – March/April 2027)
- Practice
- Validating process
- Data Validation
- Reports and Form updates and creations
- Integrations (Bookstore, Cafeteria, Library, Building access control, Canvas, Softdocs)
- Develop training plans
- Go Live
    - JFA October 2025 (Complete)
    - J1 March 12 - April 2, 2027
        - Advancement (April 12-13, 2027)
        - JRM (April 19-20, 2027)
- Transition from implementation team
    - Meetings with Hypercare team (TBD)
    - Cut over to regular support (TBD)
    -

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
        - Benson (Complete) Exterior door parts on order
        - Riney (Complete)
        - Gwaltney (Complete)
        - Chandler (Complete)
        - Dudrey (Complete)
        - EPT (Complete)
        - Install additional Gateways (wireless door access points) (Woj 3, Scholarship 3, North 3, Beck 1) Still waiting on 10 gateways.
    - Software
        - Finishing up hardware installs (Installing additional Gateways)
        - Programming doors into the cloud system (reconfigure after gateways are installed)
        - Setup up access for employees (on-going)
    - Go Live

- Employee access moves from keys. (in progress)
- Exterior door access schedule (fixing craftmanship issues) (Complete)

ISP/Phone/Dorm Internet/Campus Wireless/PA/Intercom Project

- RFP sent out to Companies (June 2026) (Complete)
- Select Company Board approval (June 2026) (Complete)
- Kickoff meeting (23 June) (Complete)
- Discovery (Complete)
  - Verification of existing network cabling (Complete)
  - Verification of current network switches (Complete)
- Business ISP Connection (Complete)
  - Running Fiber from Room 0 to Computer Center (Complete)
  - Migration of existing SC connection to the new Fiber run (Complete)
  - Setting up new public IP addresses on edge device (Complete)
  - Cutover to SC (Complete)
  - Update external DNS with new Public Ips (Complete)
- Phone System (Complete)
  - Ordering phone equipment (Complete)
  - Letter of Agency for porting phone number to SC (Complete)
  - Installation of equipment (Complete)
  - Training (Handouts sent additional training during in-service)
  - Cutover to SC (Complete)
- MDU Equipment for dorms (Complete)
- Wi-Fi (EPT waiting on Fiber run, WiFi is operational as guest)
- PA/Intercom patch is in place. Site survey for new system proposal and researching grant opportunities.

Data Services Department Update:

KBOR KSPSD AY data collection has been finalized
Fall 20th day (census) data will soon be compiled
Fall IPEDS survey collection period Sep 16-Oct 28

- Foundation – *Barry Fisher*

Rodeo Arena Fundraising Update

Cash Donations: $36,500
In-Kind Donations: $9,255
Total: $45,755
AOTT: $40,000

Reminder: The dedication ceremony for the new rodeo facilities will be held at 6:30 p.m. on October 8. The celebration will kick off the rodeo event.

Scholarship Management

A few weeks ago, we participated in a demonstration of AwardSpring. I continue to believe it would be a critical tool for improving the scholarship management process.

The estimated annual cost is approximately $11,800. This expense would be funded through an administrative fee assessed to our endowed funds. Discussion of proposed fee is included on the agenda for September 16, 2026, Foundation Board meeting.

- KACC – *Eric Scott Killough, Trustee – Secretary*

  Nothing to report.

- ACCT/NLS (Association of Community College Trustees / National Legislative Summit)
  Dr. Carl B. Smalls, President and Eric Scott Killough, Trustees will be attending the Leadership Congress in Chicago.

- AACC – (American Association of Community Colleges)

- Other

XII. Wrap Up - *Mark Morgan, Chair*

- President's Report – *Dr. Carl B. Smalls, President*
  Will wrap up his Internal Listening Tool with the Foundation. Met with Portor Loomis Peoples Bank. Looking forward to getting a broader perspective. 15 interviewed entities will wait until Once it is completed it is going to be a game changer for everyone.
  It is going to educate me and then allow me to educate the Board as well as who will need a second.

- Comments from the Board Chair – *Mark Mogan, Chair*
  Appreciates everybody hanging in there. I think we are heading in the right direction. I feel confident about the future.

XIII. Executive Session for Non-Elected Personnel Matters (If needed)
6:36 p.m. Suzan Patton, Trustee made the motion to go into executive session for personnel for 15 minutes and to include Board of Trustees and Dr. Carl B. Smalls, President attending with a five-minute break to start at 6:45 and out by 7:00 p.m. Motion was seconded by Eric Scott Killough, Trustee. With no discussion the motion carried unanimously.
7:00 p.m. – return to general session. Donna Meier Pfeifer, Clerk of the Board returned.

XIV. Adjourn Meeting – *Mark Morgan, Chair*
7:01 p.m. Motion was made by Michele Hamm, Trustee to adjourn the general session. Motion was seconded by VC Dean Fitzsimmons. With no discussion, motion was carried unanimously. Meeting was adjourned.

Donna Meier Pfeifer
Open Session Recorder
Clerk of the Board
August 31, 2026