

Board of Trustee Minutes of January 22, 2024, Meeting

Pratt Community College

The mission of Pratt Community College is maximum student learning, individual and workforce development, high quality instruction and service, and community enrichment.

- I. **Call to Order:** 6:01 p.m. Trustee Mike Koler, Chair called the meeting to order.
- II. **Pledge of Allegiance** – Pledge of Allegiance was led by Trustee Barrett

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

Trustee(s) Absent: None

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

Administrative(s) Absent:

Media Representation: No representation

- III. **Comment(s) from the Public:** None present.
- IV. **Introduction(s):** – *Jerry Sanko, CIO and Dr. Michael Calvert*
Chris Fontenot, Account Executive with Ellucian, PCC's rep. Ellucian is the provider for PCC's accounting system and student information system.
Larry Johnston, New Director of Athletics for PCC
- V. **Introduction of Awards of Excellence** – *Dr. Michael Calvert, President*
No Awards of Excellence were given.
- VI. **Oath of Office** – *Donna Meier Pfeifer, Board Clerk*
Clerk of the Board, Donna Meier Pfeifer administered the Pratt Community College Oath of Officer to Mark Morgan.

Addition to the Action Item Agenda – *Trustee Eric Scott Killough*

Trustee Eric moved to have approval to add to the general Action Item agenda Electrical Power Technology (EPT) Building Cost. The motion was seconded by Trustee Barrett. With no further discussion the motion was carried out unanimously.

- VII. **Discussion:**
 - A. **MIS Report** – *Dr. Michael Calvert, President*
Instruction & Development/Training Costs
Part A: Cost per Credit Hour and FTE Student - FY 2022-2023
Cost per credit hour - \$130

Cost Per FTE Student - \$3,914

Part B: Development/Training Expenditures per FTE Employee

Expenditure per FTE Employee - \$241

B. HLC Update – Dr. Michael Calvert / Monette DePew, VP of Instruction

1.S – Criterion 1 – Summary

The institution's mission is clear and articulated publicly; it guides the institution's operations.

2.S – Criterion 2 – Summary

The institution acts with integrity, its conduct is ethical and responsible.

3.S – Criterion 3 – Summary

The institution provides quality education, wherever and however its offerings are delivered.

4.S – Criterion 4 – Summary

The institution demonstrates responsibility for the quality of its educational programs, learning environments are support services, and it evaluates their effectiveness for student learning through processes designed to promote continuous improvement.

5.S – Criterion 5 – Summary

The institution's resources, structures, processes, and planning are sufficient to fulfill its mission, improve the quality of its educational offerings, and respond to future challenges and opportunities.

Pratt Community College met the criteria for accreditation; and the Team noted in the report the opportunities for improvement. It is not officially approved, goes from the liaison HLC to the Institutional Action Council (IAC) who will assign a team to read the whole report, present their questions to the liaison, if satisfied it will be brought before the IAC meeting which meets monthly. Anticipating March /April for the report to be presented to the IAC. It will be recorded on the HLC website and be announced once it has gone through the process.

This was a mid-cycle review. Next review date will be in 2029-2030.

Chairman Koler and Trustee Patton expressed their gratitude to everyone who worked on this project to receive this good report.

Dr. Kawanna King and Dr. Tina Doggett have been asked if they would consider being Board Reviewers. Dr. Doggett will take on the Accreditation Liaison Officer (ALO) role.

C. Board of Trustees Retreat – February 16-17, 2024 - Dr. Michael Calvert

Friday, February 16 – Meet and Greet with Dinner

Saturday, February 17 – Breakfast and finish with a lunch

ACCT Presenters:

Douglas B. Houston – most recently served as the Interim Chancellor of the State Center Community College District, his third CEO role in Community Colleges. He is

Chancellor Emeritus of the Yuba Community College District in Northern California. His 45-year career in leadership roles to community colleges, various military units, instructor full and part-time at the university and community college level and as a Physics Professor at West Point.

Brent Hastey – is a former trustee of 12 years. Mr. Hastey has made a career in public service. In addition to being a trustee he has served in civic government and is also a District Governor for the Rotary Club. Mr. Hastey and Mr. Houston have conducted several retreats together.

Topics to be discussed:

1. Role of the Board in Strategic Planning
2. Evaluation of the President and Board's Self Evaluation
3. Advocacy in local, state and national
4. Role of the Board and President

VII. Communication to the Board – Donna Meier Pfeifer, Clerk of the Board
Lisa Perez Miller, Vice President Emeritus Pratt Community College sent a “Beaver” thank you card to the Board of Trustee and Cabinet.

VIII. Calendar of Events – Dr. Michael Calvert, President
February 16 and 17, 2024 – Board Retreat and Workshop.

IX. Consent Agenda – Mike Koler, Chair
Chairman Koler asked for a motion to approve the consent agenda as presented. The motion was seconded by Trustee Fitzsimmons.

Chair Koler asked if there were any discussion topic(s) to be pulled. No discussion topic(s) were requested.

Trustees Morgan and Patton expressed on the financial information it was only expenses, no income, no Capital Outlay. Trustee Patton said that going forward requested additional information and approved the December financials.

Dr. Calvert – Enrollment - The Spring 2024 To-Date is 18.0%. January 1st EDUKAN became PCC. This enrollment growth of 15% with a 9.6% growth for the academic year. EDUKAN there is no scholarship dollars, all \$150 credit hour. EDUKAN adjunct faculty positioned across the country and has 5 terms in this semester.

With no further discussion or comments the motion was carried 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/department/board-trustees>

➤ **Human Resources – Dr. Michael Calvert, President**

JANUARY 2024

APPOINTMENTS

Larry Johnston Director of Athletics
Jack Kuehnel North Campus Farmhand/ Shooting Sports Assistant/ Maint.
Mindy Sluss Coordinator of Special Program Admissions
Chase Ward North Campus Farmhand/CDL Instructor/Maintenance

CHANGE IN STATUS

Bruce DeClue from Student Accounts Coordinator to Director of Financial Aid
Robin Lemon from Office Assistant – Student Services to Student Accounts Coordinator

RESIGNATIONS/TERMINATIONS

Ashlyn Hatle Associate Director of Special Program Admissions
Daulton Horton Assistant Baseball Coach/Instructor
Paige Huber Assistant Director of Admissions
Pam Kuemin Student Success Specialist

RETIREE

Cindy Lambert Student Success Specialist

SEARCHING

Adjunct Clinical Instructors, Allied Health
Admissions Rep./Recruiter
Assistant Baseball Coach/Lateral Position
Assistant Director of Admissions
Bus Drivers (Part Time)
Case Manager
Computer Specialist – Support
Coord. of Institutional Research & Effectiveness
Evening Security Officer
Social Media & Website Manager
Student Success Specialist (2 positions are open)
Welding Instructor
Computer Specialist (Network Ops) (on hold)
Data Services Assistant (on hold)
Director of Marketing Communications & College Relations (on hold)
Office Assistant – Student Services (on hold)

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

Combined General and Vocational Funds

Revenue through December is running \$431K favorable. This compares to \$406K favorable in November. Tuition is over budget \$196K through December due to enrollment growth. Ad Valorem tax is running \$55K favorable and Motor Vehicle Tax is \$22K over budget due to budget time-phasing. Miscellaneous income is favorable by \$158K due mostly to the EDUKAN payment for FY23.

Expenditures are \$483K under budget through December. This compares to \$170K favorable in November. The underrun is in-line with prior months with the exception of November which was low due to budget time-phasing.

Finance Committee Minutes

The finance committee comprised of Board members Suzan Patton and Mark Morgan met with the Vice President of Finance and Operations Wednesday, January 10, 2024. The committee reviewed the cash disbursements for the month of December 2023.

Recommendation: The committee recommends the cash disbursements for the month of December 2023 be approved. No major trends were identified. The presidential and board travel expenses were reviewed.

Recommendation: No problems or exceptions noted.

Other Items: The finance committee requested more detailed financial information on revenue and expenditure. Suggested additional reports be provided to the finance committee to determine what reports the committee would like to see.

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

Enrollment Update & Board Report-January 16, 2024 (January 22, 2024)

1. Spring 2024 Semester Enrollment

- Spring 2024 semester credit hour production is 13,302, a 15 percent **increase** compared to the same period last year. (13, 529, an 18 percent **increase compared to the same period last year**).
- Student headcount is 1,268 or a 24 percent **increase** for the same period last year. (1,318, a 27 percent **increase compared to the same period last year**).
- EduKan credit hour production is 2,754, a 117 percent **increase** for the same period last year. (2,955, a 149 percent **increase compared to the same period last year**).
- Pratt Online credit hour production is 1,899, a 24 percent **increase** for the same period last year. (1,974, a 24 percent **increase compared to the same period last year**).
- Outreach credit hour production is 998, a 22 percent **decrease** for the same period last year. (1,039, a 20 percent **decrease compared to the same period last year**).
- College Start/High School enrollment is 1,735, a 3 percent **increase** for the same period last year. (1,810, a 5 percent **increase compared to the same period last year**).
- Credit hour production for the “Nine Core County Region” (Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford) is 5,091, a 6 percent **increase** for the same period last year. (5,168, an 8 percent **increase compared to the same period last year**).

- Total AY 23-24 (academic year) credit hours are 28,692, or an 8.3 percent **increase** for the same period last year. **(28,919, a 9.6 percent increase compared to the same period last year).**

2. Upcoming All-Campus Recruiting & Enrollment Event Dates

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

3. Housing

- 286.5 residents in housing 83.3 percent filled v. 291 residents and 84.6% filled for the same period last year.

X. Action Items

- **Ratify Waiver Board Policy No. 3-07 – Kent Adams, VP Finance & Operations**
Chairman Koler asked for a motion to ratify Waiver Board Policy No. 3-07 administration request for a sole- purchase of a Dell Server in the amount of \$5,986.92 from Dell Computers. Dell is the campus vendor for computers. The motion was made by Trustee Barrett to ratify policy 3-07 for the sole-source purchase of a Dell Server in the amount of \$5,986.92. Motion was seconded by VC Hamm. With no further discussion the motion was carried unanimously.
- **Foundation Board Trustee Representative (Ex. Officio) – Mike Koler, Chair**
Chairman Koler asked for a motion to nominate a Board Trustee to be an exofacial on the Foundation Board. The motion was made by Trustee Fitzsimmons to nominate Trustee Eric Scott Killough as an exofacial on the PCC Foundation board. The motion was seconded by Trustee Patton. Trustee Killough voiced he would accept the nomination. With no further discussion the motion was carried unanimously.
- **Proposed 2024/25 Tuition and Fee/Room/Board– Kent Adams, VP of Finance & Operation**
Chairman Koler asked for a motion to accept the administrations proposed 2024/25 Tuition and Fee, Room, and Board. The motion was made by VC Hamm to approve the proposed 2024/25 Tuition and Fee, Room and Board as presented. The motion was seconded by Trustee Scott Killough.

Type	2024/25	Dollar Change
In State Tuition	\$73	\$3
Out State Tuition	\$88	\$4
International Tuition	\$116	\$6
Concurrent Tuition	\$66	\$1
General Fees	\$60	\$3
Concurrent Fees	\$30	\$0
EDUKAN	\$150	\$0
Pratt Online (in Sate)	\$133	\$6
Pratt Online (Out State)	\$148	\$7
Pratt Online (International)	\$176	\$9

- Total Net Dollars Generated – Tuition \$70,000 plus Fees \$62,000
- Dormitory Charges all increased 4%
- Dormitory with 4% increase total dollars generated – Room and Board - \$79,000
- All rates Subject to Change if Funding Outlook Changes/or Textbooks Are Included.

With no further discussion the motion was carried unanimously.

- **PCC Electrical Power Technology (EPT) Building** – *Kent Adams, VP Finance & Operation*
Chairman Koler asked for a motion to accept the estimate from The Law Company, Inc. for the construction of the EPT Building as presented. The motion was made by Trustee Barrett to accept the estimate from The Law Company, Inc. for the construction of the EPT Building as presented. Motion was seconded by VC Hamm.

Discussion:

VP Kent Adams shared the project cost came in at \$2,144,693 which was \$111,000 less than the original estimate. The major reason for the decrease was The Law Company took their contractor's fee at 6% instead of the standard 10%, a savings of \$88,000. This is a not to exceed price. If there are any savings to that price the savings come back to PCC. The building will have 3 classrooms, a computer lab, commons area, 3 faculty offices, commons area and restrooms.

Trustee Morgan questioned why a \$2.2M building, an architect was not hired and put bids out on the plan. His preference would have been to have had time to look at the plans, had a discussion before it had been presented for approval.

Dr. Calvert – the basic plan has been shared with the Trustees through the process and has been approved. What is being asked of the Trustees is the final costs as they come in. The \$2.2M is coming in under that. The challenge was finding a general contractor in Pratt County to do a project of these sizes. J D Knights and Sons contractors expressed some challenges. The timeline for completion hopefully would be by August for the 2024 Fall semester.

Trustee Mark Morgan felt the process should have been: 1) an architect hired to do the design, 2) Trustees approve the design, 3) project be put out for bids.

Trustee Suzan Patton expressed she is more comfortable when a drawing is done. With the number of construction companies in Kansas there should be competition involved in the \$2.2M cost.

Trustee Ed Barrett – This needs to be discussed at a Board retreat or at another time to re-evaluating the current processes so the Board and administration can come to an agreement.

Chairman Koler asked if there was any further discussion on this motion, no additional discussion was requested. All in favor of accepting the final estimate from The Law Company, Inc.:

AYE - 6 - Opposed - 0. Trustee Mark Morgan abstained from voting.

With no further discussion the motion was carried out by majority vote.

- **Policy Review(s): First Reading – 3-10 Alcohol Exemption Policy**
Chairman Koler asked for a motion to accept the administrations recommendation to approve *3-10 Alcohol Exemption Policy*. Motion was made by VC Hamm to approve the administration recommendation for *3-10 Alcohol Exemption Policy* and to waive the second reading. The motion was seconded by Trustee Barrett. With no further discussion the motion was carried unanimously.

XII . Written Reports:

- **Faculty Report – Dave (Kip) Chambers, PHEA President**
No report was submitted.
- **Athletic Report – Larry Johnston, Director of Athletics**
Baseball Field is anticipating completion by February 1, 2024. Baseball season begins February 2nd and 3rd at Allen County. The first home game is scheduled for February 17th versus Northern Oklahoma College -Tonkawa.

Wrestling continues to be ranked #2 in the latest NJCAA poll. Five wrestlers have a top 10 spot in the NJCAA individual rankings with 141 lbs Easton Taylor and 165 lbs Cayleb Atkins each earning a number one ranking.

125 lbs - #5 Kaden Spragis	165 lbs - #1 Cayleb Atkins
141 lbs - #1 Easton Taylor	184 lbs - #3 Blake Jouret
149 lbs - #4 Gabe Mald	

Men's Basketball – Currently are 5- and 10 overall and 3 and 7 in the conference puts them in 9th place in the Division I KJCCC standings.

Women's Basketball – Currently at 7 and 8 overall and 2 and 8 in the conference.

Track & Field – Indoor season at Graduate Classic in Lincoln, NE Joseph Michel qualified for NJCAA National clocking at 6.8 in the 60-meter dash, two-hundredths faster than the qualifying standard of 6.83. Beavers finished with six personal records and 11 top eight finishes.

Softball – Opens their season on February 3rd.

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

Room 110, Rm 4, Automotive, Attica and Kingman computers (62% complete)

August - December (Computers Received and being imaged)

- Rm 110, Rm 4, Automotive, Attica and Kingman computer replacements (68 machines)
- Attica complete (6 computers)
- Kingman complete (5 computers)
- Room 4 complete (23 computers)
- Room 110 complete (26 computers)
- Automotive complete (6 computers)
- Ag power complete (2 computers)

Replace staff/faculty machines that are 6+ years old and classroom instructor use machines (40 from 110/4).

Security Compliancy Program

- Changing companies for Cybersecurity operations from OculusIT to Tandem Cyber Ops. complete
- Server, firewall, end point protection logs are being sent to the Security Information Event Management System (SIEM)
- Slack Communication are setup with Tandem Cyber
- Creating the written information security program (WISP) (completed)
- Active Directory audit (completed)
- Firewall policy audit (scheduled)
- Data Classification Policy (draft 1 complete)
- New Password policy is in effect
- Privacy policy (draft 1)
- Third Party Vendor Access Non-Disclosure Agreement (draft 1 complete)
- Incident Response Plan (draft 1 complete)
- Vendor Management workflow map (draft 1 complete)

Alertus

- Installation complete on server.
- Completed the first meeting with selected members of the Crises Intervention Team and Alertus to better understand the integration between the College Crises Plan and Alertus.
- Developing and testing Panic button and Active Harmer activation, confirmation and sending alert notifications. In Process.

New SIS

- Research Different SIS Platforms
- Demos (February 2024)
 - Jenzabar Discovery and Demo (25 January, Demo 7–8 February 2024)
 - Ellucian Discover and Demo (24 January, Demo 20-21 February)
- Contracting (July 2024)
- Implementation (July 2024 – July 2026)

Moving Security Office 16% complete

- Replacing 12 CCTV cameras (4 Pan, Tilt, zoom cameras on poles) to IP cameras (Equipment received)
- Running network cabling to new cameras (delayed on getting CAT6) two cameras are completed and wiring for the other inside cameras is due to be completed by the end of December (waiting on student departure for end of semester to complete cable runs).
- Move computers, monitors and TVs into new office.

Data Services Department Update:

- IPEDS Winter Collection is due February 7
- KBOR Follow-up Collection is due February 23

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

Tax Credits

The entire allotted tax credits for the 2023 tax year were used. Utilized \$500,000 in tax credits resulting in \$883,333 in gifts for the Capital Outlay Fund. The funds will be used to support the Rodeo Renovation Project, the Stanion Field Renovation Project and to finalize the Track and Soccer Complex fundraising campaign.

Year-End Appeal

Received \$7,575.00 in appeal giving as of January 22, 2024.

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

Dr. Calvert and Trustee Eric attended KACC’s ‘Donuts with Legislators’ in Topeka on January 18 where KACC State budget concerns were shared. The goals are maintaining FYE 2024 budget for FYE 2025; \$14.3M Apprenticeship/Business Partnerships; Fully fund Capital Outlay, including \$5M for 10 schools that historically haven’t been included in Capital Outlay; \$6.5M in cybersecurity funding; Fully fund Excel in CTE and tiered/non-tiered funding.

ACCT/NLS – Dr. Michael Calvert, President

Dr. Calvert, Trustees Dean Fitzsimmons, and Eric Scott Killough will be attending the National Legislative Summit (NLS) in Washington D.C. from February 4 – February 7. Dean and Eric are both enrolled in the New Trustee Academy offered at the Summit.

➤ **AACC (American Association of Community Colleges) – Dr. Michael Calvert, President**

➤ **Other:**

Nothing was presented.

XIII. Wrap Up

➤ **Comments from the President – Dr. Michael Calvert, President**

1. Participated in weekly President’s meetings.
2. Participated in Technical Education Authority meeting virtually.
3. Participated in NJCAA Board of Regents meeting virtually.
4. Attended NJCAA President’s Advisory Commission meeting virtually.
5. Hosted All-Employee meeting and welcome back breakfast.
6. Met with several new employees as part of new employee orientation.
7. Worked with ALO and VPs to finalize HLC Review Errors and Fact Check before submitting.
8. Presented PCC Annual Economic Impact Study to Pratt County Commissioners.
9. Presented PCC Annual Economic Impact Study to Pratt City Commissioners.
10. Worked with ACCT staff in planning annual board retreat.
11. Attended KBOR meeting in Topeka.
12. Met with legislators as part of Donuts with the legislators KACC event.

Pratt Area Chamber of Commerce Gala, February 1, 2024.

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

No additional comments.

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

7:10 p.m. Trustee Barrett – Mr. Chairman, I move that the Board recess for an executive session not to exceed 10 minutes, after a 5-minute break, for the purpose of discussion of non-elected personnel. Invited to attend were the trustees, all trustees were present, Dr. Michael Calvert, President, and Larry Johnston, Director of Athletics. Chairman Koler will start the executive session at 7:15 p.m.

7:15 p.m. Chairman Koler called the executive meeting to order.

7:25 p.m. Trustee Barrett made the motion to adjourn the executive session seconded by Trustee Fitzsimmons. The motion was passed unanimously.

XV. Meeting Adjourned – *Mike Koler, Chair*

At 7:26 p.m. Chairman Koler asked for a motion to adjourn the general session. Trustee Fitzsimmons made the motion to adjourn the general session. Motion was seconded by Trustee Morgan. With no further discussion the motion was carried unanimously.

General Session Minutes Recorded by:

Donna Meier Pfeifer

Clerk of the Board of Trustees