

Board of Trustee Minutes of February 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:** 6:01 p.m. Trustee Mike Koler, Chair called the meeting to order.
- II. **Pledge of Allegiance** – Pledge of Allegiance was led by Dean Fitzsimmons.

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

Trustee(s) Absent:

Administrative Present: Dr. Michael Calvert, President, Kent Adams, VP of Finance and Operations, Dr. Kwanna King, VP of Student Services, Monette DePew, VP of Instruction, 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: Larry Johnston, Director of Athletics

Media Representation: No representation

- III. **Comment(s) from the Public:**
- IV. **Introduction(s):** – *Dr. Michael Calvert, President*
Kristin Schultz – was here to observe.
Ryan M. Lunt – Trustee Candidate
Jason Ghumm – PCC Biologist Instructor
- V. **Introduction of Awards of Excellence** – *Dr. Michael Calvert, President*
No awards were presented.
- VI. **Board Trustee Candidate Presentation** – *Mike Koler, Chair*
Ryan M. Lunt did his presentation and responded to questions.
Mr. Lunt is a native of Pratt, graduated from Pratt High School in 2001 and completed his general education courses at Pratt Community College. Mr. Lunt is married and has two daughters who are active in the PCC winter and summer theater productions, volleyball camps and basketball games. He received a bachelor's degree in environmental studies from the University of Kansas and started his career in Environmental Scientist. Has worked with federal and state environmental agencies across the country. Past seven years he has been the Environmental, Health, and Safety Manager at Pratt Energy. Mr. Lunt has served on the Pratt Public School Foundation and the Ninnescah Electric Cooperative Board of Trustees. He feels PCC plays a vital role not only in equipping students with the skills and education they need to succeed but also in enriching the local community.

Strongly support PCC's community involvement, ensuring PCC remains engaged with local businesses, organizations, and individuals. Understanding the importance of fiscal responsibility, ensuring PCC remains financially sustainable is important in providing valuable education and opportunities for students and faculty, but also for the Pratt community.

Chair Koler asked for a verbal vote from the trustees:

Dean Fitzsimmons	Abstained	Mike Koler	Yes
Michele Hamm	Yes	Mark Morgan	Yes
Eric Scott Killough	Yes	Suzan Patton	Yes

Board Clerk announced the verbal vote was 1 abstaining and 5 Yes votes.

Board Clerk administered the Oath of Officer. Mr. Lunt responded, "I Do".
Trustee Ryan M. Lunt immediately took part in the meeting.

Addition to the Agenda – Trustee Suzan Patton

Mr. Chairman, Trustee Patton moved to add the Acceptance of the PCC June 30, 2024 Audit to the Action Items of the agenda. The motion was seconded by VC Fitzsimmons. With no further discussion the motion was carried unanimously.

VII. Discussion:

A. MIS Report(s) (Management Information System) – Lisa Kolm, Data Coordinator (DC)

- MIS Student-Athlete Report Fall 2024
- Student-Athlete Overall Fall Term GPA 3-Year Comparison by Sport
- Gave an update on the Jenzabar Implementation "Jenzabar1"
Taking 3 data basis and moving them into one – Financial Aid, Student Information, and General Ledger financial. Currently in Phase II of Phase IV.
- \$1.6M is the cost

B. Waiver Policy 600-11 Student Housing – Dr. Michael Calvert, President

Administrative policy which does not require approval from the Trustees. The purpose of the policy is to ensure dorm capacity. Since COVID the policy has been waived annually. The Administration will again wave it for 2025-2026.

C. National Legislative Summit (NLS Wrap-up) – VC Fitzsimmons, Trustee Erick Scott Killough, Dr. Calvert, President

- Consensus of the group attending the NLS was informative and worthwhile.
- Colleges Pratt, Colby and Seward together meet with Representative Estes and Senators Roger Marshall and Jerry Moran.
- Need to tag the legislators and state on social media.
- Send thank you notes when visits are made.
- Participate in AACC and ACCT meetings.
- Senator Moran is a supporter of education
- \$1.2M is earmarked for directed spending is tied up in reconciliation, hoping to act by mid-March.

D. Trustees Retreat Wrap-up – Trustees and Dr. Michael Calvert, President

- The Retreat was held on campus, Saturday, February 15, 2025
- Variety of subjects were brought up and discussed

E. Barton Nursing Partnership – Dr. Michael Calvert, President

- Barton ADN Nursing Partnership three-year commitment expires June 30, 2025
- 10 – 12 students for The ADN and the LPN programs from Pratt
- Barton Community College (BCC) has extended an offer of \$170,000 per year for a 3-year agreement. Dr. Calvert has countered \$130,000. PRMC has offset to date with \$50,000.
- Graduates go to work, few stay in Pratt but mostly in the surrounding area
- Tammy Smith, CEO of Pratt Regional Medical Center (PRMC) expressed in an email to Dr. Calvert stating the importance PRMC feels the nursing program is to PRMC, and the community, region and state. The email was distributed to those attending.
- Overall, this region and Kansas is facing a health care workforce and specifically a nursing shortage.
- PCC add another allied health program
- Would like to take action on whether to extend the partnership or not at the March 17th board meeting.

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

IX. Calendar of Events – Dr. Michael Calvert, President
April 29, 2025 Awards & Recognition Ceremony – Carpenter Auditorium 7:00 p.m.

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

Chair Koler 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**

APPOINTMENTS

Ashley Cook	Associate Vice President of Finance & Operations
Philip Redrick	Women's Head Track & Field Coach
Brad Richardson	Custodian / Maintenance
Madison Ackerman	Admin Assistant – Office of Admissions

CHANGE IN STATUS

Kim Lee **from** Coordinator of Enrollment Services & HS/College Start & Interim Director of Admissions **to** Director of Admissions

Quintin Powell **from** Head Track Coach /Residential Life Supervisor **to** Men's Head Track & Field Coach/ Residential Life Supervisor

Brittany Slief **from** Cashier / Bookkeeper **to** Online Student Enrollment Advisor

RESIGNATIONS/TERMINATIONS SEARCHING

Adjunct Clinical Instructors, Allied Health
Adjunct EKG Technical Instructor
Adjunct Phlebotomy Instructor
Assistant Athletic Director
Assistant Registrar
Bus Drivers (Part Time)
Case Manager

Maintenance/Bus Driver
Pratt EDUKAN Online Adjunct Faculty
Registrar
Social Media & Website Manager
Student Success Coach, Specialist
Cashier/Bookkeeper

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

Combined Financial Statement Analysis – December 2024

Combined General and Vocational Funds				
	YTD BUDGET	YTD ACTUAL	DIFFERENCE	
REVENUES:				
GENERAL FUND	\$8,030,985	\$8,805,382	\$774,397	Favorable
VOCATIONAL FUND	\$2,629,465	\$2,877,521	\$248,056	Favorable
TOTAL COMBINED	\$10,660,450	\$11,682,903	\$1,022,453	Favorable
EXPENDITURES:				
GENERAL FUND	\$6,699,043	\$6,040,440	\$658,603	Favorable
VOCATIONAL FUND	\$1,613,963	\$1,233,301	\$380,662	Favorable
TOTAL COMBINED	\$8,313,006	\$7,273,741	\$1,039,265	Favorable
NET REVENUE (LOSS)	\$2,347,444	\$4,409,162	\$2,061,718	Favorable
Revenue is \$1,022K favorable in January. This compares to \$962 favorable in December.				
Tuition is over budget \$168K due to EDUKAN enrollment. CTE funding was received and is \$256K over budget. Ad Valorem Taxes are \$40K over budget and Motor Vehicle taxes are \$18K				
over budget after the January payment. Miscellaneous revenue is over budget \$539K due to				
EDUKAN final payment of \$296K and payment plan charges of \$153K,				
Expenditures are \$1,039K through January. This compares to an underrun of \$957K in December.				

Certificate of Deposit (CD) Investments

The Peoples Bank	11 Months	5.0%	02/25/2025	\$1,000,000*
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The Peoples Bank	11 Months	5.0%	06/30/2025	\$4,000,000
The Peoples Bank	11 Months	4.19%	10/25/2025	\$1,000,000
The Peoples Bank	6 Months	4.50%	05/25/2025	\$3,000,000

* Renewal Rate Expected of about 4%

Cash Reserve Estimate By Fund – January 2025				
	General Fund	Post Secondary Fund	Housing Fund	Capital Outlay Fund
7/1/2024	\$11,703,366	\$3,881,650	\$7,785,416	\$1,017,682
YTD Revenue	\$8,805,382	\$2,877,521	\$1,780,923	\$386,166
YTD Expenditures	\$6,040,440	\$1,233,300	\$859,366	\$74,521
1-31-2025	\$14,468,308	\$5,525,871	\$8,706,973	\$1,329,327

ANALYSIS OF BUDGET OVER RUNS 10% OVER YEAR TO DATE

11-1112	(\$72,610)	OB-EDUKAN
	660 - \$98,792	Contractual Services

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

FINANCE COMMITTEE APPOINTMENTS

<u>Month</u>	<u>Member 1</u>	<u>Member 2</u>
Jan-25	Michele Hamm	Mike Koler
Feb-25	Michele Hamm	Mike Koler
Mar-25	Michele Hamm	Mike Koler
Apr-25	Michele Hamm	Vacant
May-25	Michele Hamm	Vacant
Jun-25	Michele Hamm	Vacant
Jul-25	Mark Morgan	Vacant
Aug-25	Mark Morgan	Vacant
Sep-25	Mark Morgan	Vacant
25-Oct	Mark Morgan	Suzan Patton
25-Nov	Mark Morgan	Suzan Patton
25-Dec	Mark Morgan	Suzan Patton

FINANCE COMMITTEE MINUTES

February 28, 2025

The finance committee comprised of Board Trustees Michele Hamm and Mike Koler met with Kent Adams, Vice President of Finance and Operations, Friday February 14, 2025. The committee reviewed the cash disbursements for the month of January 2025. In addition, the committee reviewed the most current bank statements, budget versus actual revenue and expense by source/department.

Recommendation: The committee recommends the cash disbursements for the month of January 2025 be approved. No major trends were identified.

The presidential and board travel expenses were reviewed.

Bank statements as of 01/31/25 were reviewed.

Recommendation: No problems or exceptions noted.

Other Items: None

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

Enrollment Update & Board Report-February 10, 2025 (February 17, 2025)

1. 2024-2025 Academic Year

- Credit hour production for the academic year is 28, 225, or a .7 percent **decrease** for the same period in 2024. (28, 236, or a .9 percent **decrease** for the same period)

2. Spring 2025 Semester Enrollment

- Spring 2025 semester credit hour production is 11, 713, a 10 percent **decrease** from the same period last year. (11, 724, or an 11 percent **decrease** for the same period last year).
- Student headcount is 1, 159, a 9 percent **decrease** from the same period last year. (1, 166, or a 9 percent **decrease** from the same period last year).
- EDUKAN credit hour production is 1, 921, a 29 percent **decrease** from the same period last year. (1, 969, or a 29 percent **decrease** from the same period last year).
- Pratt Online credit hour production is 2, 028, a 6 percent **increase** from the same period last year. (2, 011, or a 6 percent **increase** from the same period last year).
- Outreach credit hour production is 1,110, a 7 percent **increase** from the same period last year. (1, 113, or an 8 percent **increase** from the same period last year).
- College Start/High School Enrollment is 1,790, a 2 percent **decrease** from the same period last year. (1, 773, or a 3 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, Stafford) is 4, 523, a 11 percent **decrease** from the same period last year. (4, 520, or an 11 percent **decrease** from the same period last year).

3. Residence Hall Occupancy

- 284, a 2.2 percent **increase** from the same period last year. (283, or a 1.9 percent **increase** from the same period last year).

4. Spring 2025 Registration Key Dates and Deadlines

- **EDUKAN Sessions**
 - Session Four (8 wks) Begin 3/10/2025- End 5/2/2025
 - Session Five (8 wks) Being 3/17/2025 – End 5-9-2025

5. Upcoming On-Campus Recruiting Events

- February 24 Academic Olympics
- February 24 Roam the Dome 1p-3p

6. 2025 Beaver Building Days

- April 24th
- May 20th
- May 29th (EPT)
- June 11th
- June 25th
- July 8th (EPT)
- July

XI. Action Items

- **Ratify Waiver Board Policy No. 3-07 – Kent Adams, VP Finance & Operations**
Board Policy No. 3-07 Ratify Waiver for January 2025. No sole-source requests were presented.
- **Acceptance of the Pratt Community College June 30, 2024 Audit -**
Kent Adams, VP Finance and Operations

Chair Koler asked for a motion to Accept the Pratt Community College June 30, 2024 Audit as presented. The motion was made by VC Fitzsimmons to Accept the PCC June 30, 2024 Audit as presented. The motion was seconded by Trustee Patton.

With no further discussion was carried out unanimously.

- **Policy Review – First Reading – Dr. Michael Calvert, President**
Chair Koler asked for a motion to approve *Policy 1-02 Governing Style* as presented. The motion was made by Trustee Patton to approve *Policy 1-02 Governing Style* and to waive the second reading. The motion was seconded by VC Fitzsimmons.

Discussion: Dr. Calvert, Administration recommended to remove the word ~~diversity~~ and add *differing in*.....

Mr. Chairman: Trustee Patton moved to amend her motion on *Policy 1-02 Governing Style* with the administration recommended modifications to line two and to waive the second reading. The motion was seconded by VC Fitzsimmons. With no further discussion motion was carried unanimously.



BOARD POLICY

Number	1-02
Policy Type	Governance
Adoption	11-20-1995
Deletion	
Revision	02-17-2025
Review Date	02-17-2025

GOVERNING STYLE

In its governance, the Board will emphasize outward vision rather than internal operations, encourage differing diversity in viewpoints, strategic leadership and planning rather than administrative detail, clear distinction of board and presidential roles, collective rather than individual decisions, the future rather than the past or present, and being proactive rather than reactive.

- Chair Koler asked for a motion to accept *Policy 1-04 BY-LAWS* as presented. The motion was made by Trustee Morgan to waive the second reading and accept *Policy 1-04 BY-LAWS* as presented. The motion was seconded by VC Fitzsimmons. With no further discussion was carried out unanimously.
- Chair Koler asked for a motion to accept *Policy 4-08 Role and Responsibility for Student Success* as presented. The motion was made by VC Fitzsimmons to waive the second reading and accept *Policy 4-08 Role and Responsibility for Student Success* as presented. The motion was seconded by Trustee Morgan. With no further discussion was carried out unanimously.

XII. Written Reports

- **Faculty Report – Dave (Kip) Chambers, PHEA President**
PCC’s Art instructor Tyler Dallis has been selected to receive the 2025 Excellence in Arts Education Award and will be recognized in a ceremony taking place on March 13th in Topeka. This recognition celebrates Tyler’s “outstanding contributions to arts and culture in Kansas.”

Jerry Haskell

Jerry Haskell, Otto Orosco, and Jacob Windholz will be traveling to San Antonio to the Fifth Annuals Trainers Conference and trade show. Learn about new technologies and safety training in the electrical field along with new ways to teach younger students.

Angie Tatro

The Accounting and Business department had the Accreditation Council of Business Schools and Programs (ACBSP) site visit team on campus on Feb 3-4. The team visited several campus areas and departments, students, and advisory board to verify information. The site team gave the administration and the business faculty several strengths and areas of

opportunity. A follow-up about reaffirmation for the Accounting and Business department will come from the Associate Degree Board of Commissioners later in the semester.

➤ **Athletic Report – *Larry Johnston, Director of Athletics***

Flag Football

Nayeli Vazquez became the first ever Flag Football athlete signed out of the state of Oklahoma. Head coach Abbi Munson, an Oklahoma native, was very excited about the signing. Vazquez starred for East Central High School's championship-winning team in the fall of 2024, playing an instrumental role in bringing home the state title for her Fighting Cardinals team during the sport's inaugural season of competition.

Wrestling

The Pratt Community College wrestling team clinched its fifth consecutive KJCCC championship with another undefeated 7-0 record in conference duals.

The Beavers will host the NJCAA South Central District Wrestling Tournament on Saturday, February 15 in the Beaver Dome. Matches get underway at 9:00 a.m. The Women's team is ranked 12th in the Nation!

TENNIS

The first rankings of the spring season are out! The Men's and Women's teams both achieved the highest rankings in program history! The Women's team is ranked 12th in the National. Men's is currently ranked 3rd.

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

Moving Etrieve to the Cloud - Completed

- Working on the hybrid server connection to cloud

New SIS Jenzabar (J1) - Completed

- Business process discovery Admissions January 16
- Business process discovery General Ledger January 21
- Business process discovery Accounts Receivable January 27
- Business process discovery Purchasing January 28
- JFA training session 2 January 29
- Business process discovery Budget February 4

Chatbot (deployment) Completed

- Kick off integration meeting with EDUKAN February 5
- Advance level training December 12

➤ **Foundation Report – *Barry Fisher, Executive Director***
Year-End Appeal

A total of \$8,071 from this year's end-of-year appeal.

Lynda K. Beck Gift

Received all equity assets from the Lynda Beck Trust. Waiting on approximately \$50,000 in cash to be transferred.

Scholarship Auction & Golf Tournament

Working on our fundraising solicitations for the auction and golf tournament.
Solicitations for athletic advertising packages will also be included in this process.

KACC (Kansas Association of Community Colleges) – *Eric Scott Killough, Trustee*

KACC meeting and event dates:

August 2025 – KACC meeting at Garden Community College

December 2025– KACC meeting at Cowley Community College

April 2026 - PTK event in Topeka

May 2026 - KACC meeting at Allen Community College

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

Attending: Trustees - Dean Fitzsimmons and Eric Scott Killough

President – Dr. Michael Calvert

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

Nothing brought before the Board

➤ **Other – Nothing brought before the Board**

XIII. Wrap Up

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

1. Participated in Kansas Board of Regents meeting virtually.
2. Participated in Technical Education Authority meeting virtually.
3. Facilitated Taxing Entities meeting.
4. Met along with Monette DePew, Principals and Superintendents from Attica, Medicine Lodge and Chaparral to discuss Automotive and Welding partnership.
5. Participated in weekly president's calls.
6. Met with several new employees in the orientation process.
7. Met with potential trustee replacement candidate(s).
8. Attended KJCCC quarterly meeting virtually.
9. Met with Heather Morgan and several legislators in the statehouse promoting the community college budget request.
10. Participated in ACCT National Legislative Summit with Trustees Killough and Fitzsimmons. Met with Kansas legislative delegation in the process.
11. Attended annual Pratt Area Chamber of Commerce Gala.
12. Presented the PCC annual Economic Impact Study to the city and county commissions.
13. Participated in NJCAA President's Advisory Committee meeting
14. Participated in NJCAA Finance Committee meeting.
15. Met along with Cabinet, Performing Arts Student Leadership Group.
16. Met with EDUKAN staff during their recent campus visit.
17. Met with ACBSP accreditation team during their campus visit.
18. Attended First 15 Committee meeting virtually.

19. Participated in NJCAA Board of Regents special called meeting.
20. Participated in annual Board of Trustee retreat.

Additions

Wrestling

PCC hosted the Regional District Wrestling tournament, with 8 Kansas teams and 3 teams from Oklahoma. 200 matches. PCC lost the match to Northwest Tech in overtime. PCC ranks 6 in the nation. The National tournament will be in Council Bluff.

Administrative Negotiation – 3-year contract with the faculty association expires at the end of the academic year.

Board Retreat – Dr. Calvert expressed appreciation to the Trustees for the retreat and the conversion that was had.

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

Chair Koler appreciated the Board for their cooperation and participation in the retreat.

Welcomed Trustee Ryan M. Lunt to the Board.

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

XV. Meeting Adjourned – *Mike Koler, Chair*

7:25 p.m. - Chair Koler asked for a motion to adjourn the general session. The motion was made by Trustee Killough and seconded by Trustee VC Fitzsimmons.

With no further discussion the motion was carried out unanimously.

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