

Board of Trustee Minutes of February 19, 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:** 6:05 p.m. Trustee Mike Koler, Chair called the meeting to order.
- II. **Pledge of Allegiance** – Pledge of Allegiance was led by VC Michele Hamm

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

Trustee(s) Absent: Dean Fitzsimmons

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:** No comments from the public

- IV. **Introduction(s):** – *Jerry Sanko, CIO and Dr. Michael Calvert*

Ellucian Representatives:

David Denig – Senior Vice President - Brad Parmer – Vice President - Chris Fontenot, Account Executive

Lisa Kolm, Data Coordinator

Christina Henson, Audit Manager for Loyd Group, LLC

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

No Awards of Excellence were given.

Addition to the Action Item Agenda – *Trustee Ed Barrett*

Trustee Barrett asked for a motion to add to the Action Item agenda the Independent Auditors Report for the year ended June 30-2023 from the Loyd Group, LLC. The motion was seconded by Trustee Killough. With no further discussion the motion was carried unanimously.

Audit for the Year Ended June 30, 2023

VP Adams introduced Ms. Christina Henson, Audit Manager of Loyd Group, LLC, who presented the audit report.

Compliance with All Ethics Requirements Regarding Independence

Implemented the following safeguards:

1. A separate cold review of the financial statement done at the partner level and,

2. A formal letter of approval and review of the financial statement by management.

Significant Risks Identified

1. Management override of controls over expenditures related to compliance with budgetary and cash basis laws
2. Management override of controls over revenues and expenditures related to compliance with grant requirements.

Current Year Other Deficiencies and Recommendation:

Training New Business Office Staff

– Continue the training process throughout the year and have audit items completed earlier in the year

Capital Assets

Condition – it was noted that the College did not maintain or update the current capital asset and depreciation spreadsheet. It was also noted that it was very difficult to locate some of the assets, with a few that could not be found.

Recommendation – Develop a better tracking system of capital assets. This would include maintaining a record of additions, deletions, and locations of assets.

Outstanding Checks

Condition – Checks outstanding for more than two years fall under the Unclaimed Property Act and are required to be remitted to the Kansas State Treasurer.

Recommendation – Current checks outstanding over two years be remitted to the State. Going forward, at least annually, the outstanding check list should be reviewed, and efforts taken to get checks reissued or voided or sent to the State, as applicable.

Vacation Policy

Condition – It was noted that a handful of employees carried balances over the allowable amount per Board Policy, with the average of carryover at 120 hours or 15 days.

Recommendation – All hours were approved by proper personnel as according to policy. It was recommended that either the policy is amended to allow for special situations, vacation is used, or balances are adjusted to be in compliance with policy.

Financial Statement Disclosures - The financial statement disclosures are neutral, consistent, and clear.

Significant Difficulties Encountered during the Audit

No significant difficulties in dealing with management relating to the performance of the audit.

VI. Discussion:

A. MIS Report(s) (Management Information System) – *Dr. Michael Calvert, President and Lisa Kolm, Data Coordinator*

The following reports presented:

1. Student/Student Services Staff Ratio – Kansas Peer Participants – Cowley, Fort Scott, Highland, Hutchinson, Neosho, and Seward.

2. MIS Student-Athlete Report Fall 2023
Fall 2023 Quick Stats:
 52% of athletes are Kansas residents
 85% of athletes are residing in the residence halls
 79% of residence hall students are athletes
 Athletes produce 43% of the overall Fall 2023 credit hour production
 Developmental coursework makes up 7% of the total athlete credit hour production
 Athletes make up 59% (312/528) of the Full, Degree Seeking headcount
3. Fall to Spring Retention Comparisons Athlete vs. Non-Athlete
 88% Athlete 86% Full-time, Degree Seeking, Non-Athlete
4. PASS Program GPA Comparisons
5. PASS Program GPA 3-Year Comparison Overall Fall Term GPA
6. PASS Program SPA 3-Year Comparison – PASS Fall Term GPA
7. Pass Program GPA 3-Year Comparison – PASS Fall Term GPA with Developmental
8. PASS Program Fall Term GPA Trendline
9. % of PASS Program with Fall Term GPA < 2.0
10. PASS Program Fall Term GPA Comparison

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

Policy states: *Pratt Community College students receiving a PCC scholarship award of \$1,000 or greater annually are required to live in the residence halls.*

Dr. Calvert and Cabinet agreed to again waive this policy for fiscal year 2024-2025.

C. National Legislative Summit (NLS) – Washington, DC – February 4 – 7, 2024
 Association of Community College Trustees (ACCT National Legislative Summit (NLS) was attended by Dr. Michael Calvert, President, Trustees Dean Fitzsimmons, and Eric Scott Killough.

Sessions Attended:

- New Trustee Academy – Trustees Fitzsimmons and Killough
- *Overview of the 2024 Community College Priorities*
 - 2024 Community College Federal Legislative Priorities
 - Fund Key Education and Workforce Programs
 - Support Student Access and Success
 - Supplemental Educational Opportunity Grants
 - Childcare Access Means Parents in School
 - Postsecondary Student Success
 - Basic Needs for Postsecondary Student Programs
 - Bolster Job Training and Career and Technical Education
 - Focus Student Tax Policy on Those Who Can Benefit Most
 - End the Taxation of Pell Grants, and Modify the AOTC & LLC
 - Farm Bill – Support Rural Community Colleges
 - Support Dreamers - Enact the Dream Act
 - Strengthen Accountability and Transparency

Presentations by:

- Secretary of Energy Jennifer Granholm
- Secretary of Labor Julie A. Su
Castillo, U.S. Department of Commerce Assistant Secretary of Commerce for
Economic Development
- Virginia Foxx (R-N.C.) – support of short-term Pell grants

- Trustee Fitzsimmons, Trustee Killough, and Dr. Calvert met with the staff of
Congressman Estes
- Trustee Fitzsimmons and Dr. Calvert met with Senator Marshall
- Trustee Fitzsimmons, Trustee Killough and Dr. Calvert met with Senator Moran
- Trustee Killough was a member of the Western Regional Nominating committee

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

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

Items to add:

February 26, 2024 - Academic Olympics

April 1, 2024 – PTK KBD Induction Ceremony– 6:30 p.m. in Room 312

April 12, 2024 PTK Luncheon, Junction City, KS

May 10, 2024 – PCC Commencement 1:00 & 3:00 p.m.

IX. Consent Agenda – Mike Koler, Chair

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

Trustee Barrett made the motion to accept the consent agenda as presented. Motion was seconded by VC Hamm.

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

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/department/board-trustees>

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

FEBRUARY 2024

APPOINTMENTS

Gavin Long

Evening Security Office

Nate Skinner

Welding Instructor – Attica Location (Starting August 2024)

CHANGE IN STATUS

Sean McElwee **from** Assistant Baseball Coach **to** Assistant Baseball Coach/Student Success Specialist

RESIGNATIONS/TERMINATIONS

Henry Dickman Assistant Men's Basketball Coach/Residential Supervisor
Mathew Scott Director of Track & Field and Cross Country/Head Track & Field
 Coach/Residential Supervisor

OTHER

Mario Tursini, Jr. Evening Security Officer (Deceased: February 11, 2024)

SPRING 2024 CONTRACTS

Meagan Etheridge EDU203 Technology for Teachers
Jerry Thompson SOC176-O-1E

ADJUNCT SPRING 2024 CONTRACTS

Kelli Denney HOC102-O-1E Certified Medication Aide
Kelli Denney HOC102-O-2E Certified Medication Aide
Kelli Denney HOC102-O-3E Certified Medication Aide
Julieta Rangel HOC101-O-3E Nurse Aide I
Nikki Schmitz HOC101-O-1E Nurse Aide I
Nikki Schmitz HOC101-O-2E Nurse Aide I
Nikki Schmitz HOC101-O-4E Nurse Aide I
Nikki Schmitz HOC104-O-1E Certified Medication Aide Update

SEARCHING

Adjunct Clinical Instructors, Allied Health
Admissions Rep./Recruiter (2 positions)
Assistant Baseball Coach/ No Lateral Position
Assistant Men's Basketball Coach/Residential Supervisor
Bus Drivers (Part Time)
Case Manager
Computer Specialist - Support
Coord. of Institutional Research & Effectiveness
Electrical Power Technology Program Instructor – Dodge City Location
Head Women's Soccer Coach/Lateral Position to be Determined
Social Media & Website Manager
Student Success Coach, Specialist
Student Success Coach, Sr.
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 January is running \$302K favorable. This compares to \$431K favorable in December. Tuition is over budget \$159K through January due to enrollment growth. Ad Valorem tax is running \$41K unfavorable and Motor Vehicle Tax is \$7K under budget due to budget time-phasing. Miscellaneous income is favorable by \$190K due mostly to the EDUKAN payment for FY23.

Expenditures are \$886K under budget through January. This compares to \$483K favorable in December. The underrun is in-line with prior months with the exception of November which was low due to budget time-phasing.

**PRATT COMMUNITY COLLEGE
BOARD OF TRUSTEES
FEBRUARY 19, 2024**

FOR THE MONTH ENDED

JANUARY 31, 2024

ANALYSIS OF BUDGET OVER RUNS 10% OVER YEAR TO DATE

11-5575	(\$19,353)	OB – Rodeo
	660 – (\$ 5,868)	Contractual Services
	700 – (\$15,874)	Supplies

EXPLANATION: Contractual services \$6K over annual budget due to livestock supply contracts. The Rodeo program has increased the number of students. Supplies are \$14K over the annual budget.

**PRATT COMMUNITY COLLEGE
BOARD OF TRUSTEES
February 19, 2024**

FINANCE COMMITTEE MINUTES

The finance committee comprised of Board members Suzan Patton and Mark Morgan met with the Vice President of Finance and Operations, Thursday, February 8, 2024. The committee reviewed the cash disbursements, for the month of January 2024. In addition, the committee reviewed the most current bank statements and budget versus actual revenue and expense by source/department.

Recommendation: The committee recommends the cash disbursements for the month of January 2024 be approved. No major trends were identified.

The presidential and board travel expenses were reviewed.

Recommendation: No problems or exceptions noted.

Other Items: None

General Fund				
REVENUES	Annual Budget	YTD	YTD	YTD
Student Tuition & Fees		Budget	Actual	Variance
General Academic Tuition	959,698.00	750,000.00	625,946.39	124,053.61
Academic Out of State Tuition	0.00	209,698.00	455,081.15	(245,383.15)
	-	-	-	-
Total	959,698.00	959,698.00	1,081,027.54	(121,329.54)
STATE AID				
State Operating Grant	1,414,658.00	1,384,409.00	1,384,409.00	0.00
State Maintenance of Effort Aid	0.00	0.00	0.00	0.00
	-	-	-	-
Total	1,414,658.00	1,384,409.00	1,384,409.00	0.00
GENERAL PROPERTY TAX				
Local Ad Valorem Tax Reduction	\$0.00	\$0.00	\$0.00	0.00
Prior Year Tax	0.00	0.00	0.00	0.00
Ad Valorem Property Tax	7,747,867.00	5,423,506.90	5,346,325.43	77,181.47
In Lieu of Payments of IR	0.00	0.00	0.00	0.00
Motor Vehicle Property Tax	436,994.00	152,948.00	143,346.54	9,601.46
Delinquent Tax	0.00	0.00	1,949.11	(1,949.11)
Recreational Vehicle Tax	0.00	0.00	2,215.73	(2,215.73)
Revitalization Tax Rebate	(200,000.00)	(100,000.00)	(64,370.83)	(35,629.17)
	-	-	-	-
Total	7,984,861.00	5,476,454.90	5,429,465.98	46,988.92
Other Income				
County Out District	0.00	0.00	0.00	0.00
Student Fees - Late	0.00	0.00	0.00	0.00
Misc Student Charges	0.00	0.00	93,760.03	(93,760.03)
Deferral Charge revenue	0.00	0.00	270.00	(270.00)
Other Rental Payments	4,800.00	0.00	0.00	0.00
Interest Income	10,000.00	5,833.38	2,445.19	3,388.19
Reimbursements	0.00	0.00	0.00	0.00
Misc. Income	1,000,000.00	0.00	99,405.86	(99,405.86)
Gain on Sale	0.00	0.00	0.00	0.00
Financial Aid Program Adm	1,945.00	0.00	0.00	0.00
	-	-	-	-
Total	1,016,745.00	5,833.38	195,881.08	(190,047.70)
STATE GRANTS & CONTRACTS				
KSBE Technology Grant	12,401.00	0.00	0.00	0.00

Total of General Fund Rev.	11,388,363.00	7,826,395.28	8,090,783.60	(264,388.32)
REIMBURSED EMPLOYEE BENEFIT FUND				
Transfer-Employee Benefit F	0.00	0.00	0.00	0.00
General Fund	Annual Budget	YTD	YTD	YTD
EXPENDITURES		Budget	Actual	Variance
INSTRUCTION				
General Instruction	487,987.40	196,504.50	92,964.09	103,540.41
Sciences	113,171.48	159,805.00	170,560.00	(10,755.00)
Mathematics	106,261.48	72,215.00	80,538.99	(8,323.99)
Social Sciences	121,614.48	71,466.78	77,680.37	(6,213.59)
Education	580.00	580.00	0.00	580.00
Art	138,554.56	83,427.66	56,761.63	26,666.03
Music/Drama	129,034.48	76,631.78	41,071.12	35,560.66
Academic Olympics	1,200.00	1,200.00	0.00	1,200.00
Communications	121,354.48	106,206.78	109,077.26	(2,870.48)
Humanities	121,349.48	36,181.78	28,906.95	7,274.83
Elearning Center	0.00	0.00	2,622.19	(2,622.19)
Learning Assessment	120,354.48	70,206.78	0.00	70,206.78
Journalism	0.00	1,951.00	0.00	1,951.00
Health, PE & Recreation	122,594.48	72,446.78	9,321.11	63,125.67
Out Reach Operations	111,259.60	65,679.20	3,912.17	61,767.03
Adult Programs	0.00	0.00	0.00	0.00
	-	-	-	-
Total	1,695,316.40	1,014,503.04	673,415.88	341,087.16
ACADEMIC SUPPORT				
Continuing Education	0.00	0.00	0.00	0.00
Library	197,349.84	120,889.98	96,545.32	24,344.66
Academic Administration	269,820.16	158,078.37	163,791.37	(5,713.00)
Curriculum Development	0.00	0.00	0.00	0.00
	-	-	-	-
Total	467,170.00	278,968.35	260,336.69	18,631.66
STUDENT SERVICES				
Counseling and Guidance	299,500.04	174,740.94	143,712.66	31,028.28
Financial Aid Administration	232,307.04	135,512.44	109,099.40	26,413.04
Admissions	376,992.20	225,145.45	166,775.08	58,370.37
Publications and Advertising	110,688.16	62,653.35	55,706.23	6,947.12
Registrar's Office	140,160.16	87,540.51	90,437.00	(2,896.49)
Student Health Nurse	20,200.00	17,032.00	16,036.67	995.33
Student Services	319,517.84	186,541.69	182,775.33	3,766.36
	-	-	-	-
	1,499,365.44	889,166.38	764,542.37	124,624.01

INTERCOLLEGIATE ATHLETICS				
Intercollegiate Athletics	323,121.12	202,066.63	221,146.67	(19,080.04)
Basketball - Men	97,729.40	61,617.15	71,350.94	(9,733.79)
Women Flag Football	86,718.44	50,819.09	52,555.80	(1,736.71)
Cross Country	73,388.44	43,226.59	33,334.39	9,892.20
Tennis	85,118.36	47,470.20	40,598.52	6,871.68
Baseball	130,208.52	71,492.00	84,312.86	(12,820.86)
Track and Field	99,338.32	52,059.12	40,461.32	11,597.80
Basketball - Women	96,199.32	79,731.27	76,953.83	2,777.44
Softball	81,738.32	42,514.09	47,545.32	(5,031.23)
Soccer - Men	78,538.32	52,779.54	47,583.07	5,196.47
Volleyball	95,191.80	60,750.75	64,405.36	(3,654.61)
Rodeo	101,468.32	75,876.53	95,229.36	(19,352.83)
Spirit Squad	98,428.32	62,666.52	30,233.76	32,432.76
Soccer - Women	75,238.40	38,094.20	15,825.69	22,268.51
Training Room	76,448.40	83,152.40	78,066.70	5,085.70
Wrestling	94,803.44	63,354.09	65,881.90	(2,527.81)
	-	-	-	-
Total	1,693,677.24	1,087,670.17	1,065,485.49	22,184.68
STUDENT ACTIVITIES				
E-Sports	45,201.00	29,442.30	20,129.90	9,312.40
	Annual Budget	YTD	YTD	YTD
INSTITUTIONAL SUPPORT				
		Budget	Actual	Variance
General Institutional Support	810,404.52	670,693.11	668,179.36	2,513.75
Executive Management	387,450.36	225,987.71	221,835.33	4,152.38
Development	117,859.04	68,701.94	64,708.55	3,993.39
Planning & Assessment	116,422.56	67,913.16	72,792.14	(4,878.98)
HLC - Accreditation	13,000.00	13,000.00	12,746.49	253.51
Fiscal Operations	400,189.44	233,443.84	254,032.10	(20,588.26)
Office of VP Finance & ops	237,785.40	138,708.15	155,169.33	(16,461.18)
IT Department	1,190,599.78	791,137.00	541,654.86	249,482.14
Personnel	151,278.04	88,895.69	83,410.38	5,485.31
Security Services	182,310.00	106,347.50	70,045.27	36,302.23
	-	-	-	-
Total	3,607,299.14	2,404,828.10	2,144,573.81	260,254.29
Maintenance of Buildings	1,135,572.36	688,423.00	779,393.23	(90,970.23)
Maintenance of Grounds	10,700.04	6,741.69	7,500.00	(758.31)
	-	-	-	-
Total	1,146,272.40	695,164.69	786,893.23	(91,728.54)
GRANTS				
Comm College Tech Grant	12,401.00	11,415.63	11,415.63	0.00
Comm College Tech Grant Match	12,401.00	11,415.63	11,415.63	0.00
	-	-	-	-

Total	24,802.00	22,831.26	22,831.26	0.00
SCHOLARSHIPS				
Scholarships/Work Study	0.00	16,313.49	0.00	16,313.49
TRANSFERS				
Non-Mandatory Transfers	388,963.08	0.00	0.00	0.00
Mandatory Transfer	0.00	0.00	0.00	0.00
	-	-	-	-
Total	388,963.08	0.00	0.00	0.00
Allocation to Voc Funds				
Miscellaneous Expense	0.00	0.00	116.47	(116.47)
Total General Fund Exp.	10,568,066.70	6,438,887.78	5,738,325.10	700,562.68
Vocational Fund	Annual Budget	YTD	YTD	YTD
REVENUES		Budget	Actual	Variance
Non-Credit class Fees	464,799.00	400,000.00	436,700.61	(36,700.61)
Vo Tech Out-of-State Tuition	175,000.00	140,000.00	141,190.85	(1,190.85)
State Operating Grant - Vocat.	1,201,730.00	1,201,730.00	1,201,730.00	0.00
Vo/Tech Out-District Aid	0.00	0.00	0.00	0.00
Technical Innov Internship	0.00	0.00	0.00	0.00
CTE State Funding	300,000.00	257,130.00	257,130.00	0.00
County Out-Dist Tuition P	0.00	0.00	0.00	0.00
Ad Valorem Property Tax	0.00	0.00	0.00	0.00
In-Lieu of Payments of IR	0.00	0.00	0.00	0.00
Motor Vehicle Property Tax	0.00	0.00	0.00	0.00
Delinquent Tax	0.00	0.00	0.00	0.00
Recreational Vehicle Tax	0.00	0.00	0.00	0.00
Revitalization Tax Rebate	0.00	0.00	0.00	0.00
Prior Year Tax	0.00	0.00	0.00	0.00
Perkins Career Clusters	0.00	0.00	0.00	0.00
Tech Ed Equipment Grant	0.00	0.00	0.00	0.00
Perkins Program Improvement	152,364.00	0.00	0.00	0.00
KBOR Nursing Grant	0.00	0.00	0.00	0.00
Innovative Technology Grant	0.00	0.00	0.00	0.00
Vocational Capital Outlay	389,587.00	0.00	0.00	0.00
Transfer from General Fun	0.00	0.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00
Gain on Sale	0.00	0.00	0.00	0.00
Transfer-Employee Benefit F	0.00	0.00	0.00	0.00
	-	-	-	-
Total Vocational Fund Rev.	2,683,480.00	1,998,860.00	2,036,751.46	(37,891.46)
Vocational Fund	Annual Budget	YTD	YTD	YTD
EXPENDITURES		Budget	Actual	Variance

E Learning Center	114,867.00	67,005.75	0.00	67,005.75
Accounting / Business	158,287.96	94,350.06	62,509.39	31,840.67
Agriculture Sciences	213,527.02	125,776.23	126,702.46	(926.23)
Agriculture Power Tech	153,376.32	42,082.00	45,479.20	(3,397.20)
Wildlife Outfitting and Operations	62,337.00	28,922.50	16,158.52	12,763.98
Allied Health	219,821.44	131,958.99	89,325.34	42,633.65
Welding	131,117.00	77,339.10	86,852.94	(9,513.84)
Vocational Instruction	350,430.81	152,480.16	92,887.21	59,592.95
Automotive Technology	193,544.32	152,953.52	169,949.00	(16,995.48)
Electrical Power Distribution	237,644.60	240,729.82	260,774.00	(20,044.18)
Modern Distribution & Sales Management	0.00	0.00	0.00	0.00
Nursing	175,000.00	95,507.62	84,546.70	10,960.92
Network Technology	158,342.96	93,950.06	64,148.94	29,801.12
Out Reach Operations	83,920.68	48,953.73	0.00	48,953.73
Business & Industry	0.00	0.00	0.00	0.00
	-	-	-	-
Total	2,252,217.11	1,285,003.79	1,099,333.70	185,670.09
ACADEMIC SUPPORT				
Continuing Education	0	0	0	0.00
Vocational Administration	152,684.00	85,417.65	85,416.65	1.00
	-	-	-	-
Total	152,684.00	85,417.65	85,416.65	1.00
PERKINS GRANTS				
KBOR Nursing Grant	0.00	0.00	0.00	0.00
Perkins Leadership Grant	0	0.00	0.00	0.00
Program Improvement	114,867.00	16,882.26	16,882.26	0.00
Tech Prep	0.00	0.00	0.00	0.00
Vocational Capital Outlay	0.00	128,226.88	128,226.88	0.00
Vocational Cap Outlay Match	0.00	38,906.88	38,906.88	0.00
Tech Ed Equipment Grant	0.00	0.00	0.00	0.00
	-	-	-	-
Total	114,867.00	184,016.02	184,016.02	0.00
Allocations	1,534,585.00			
Transfer				
Miscellaneous	500,000.00	0.00	0.00	0.00
Total Vocational Fund Exp.	4,554,353.11	1,554,437.46	1,368,766.37	185,671.09

➤ **Enrollment Update & Board Report -February12, 2024 (February 19, 2024)**

Dr. Kwanna King, Students and Enrollment Management

1. Spring 2024 Semester Enrollment

- Spring 2024 semester credit hour production is 13,110, a 15 percent **increase** compared to the same period last year. (13,107, a 14 percent increase compared to the same period last year).
- Student headcount is 1,279, or a 21 percent **increase** for the same period last year. (1,283, or a 21 percent increase for the same period last year).
- EduKan credit hour production is 2,780, a 121 percent **increase** for the same period last year. (2,832, a 120 percent increase for the same period last year).
- Pratt Online credit hour production is 1,899, a 17 percent **increase** for the same period last year. (1,854, a 16 percent increase for the same period last year).
- Outreach credit hour production is 1,027, a 22 percent **decrease** for the same period last year. (1,027, a 24 percent decrease for the same period last year).
- College Start/High School enrollment is 1,715, a 1 percent **decrease** for the same period last year. (1,699, a 1 percent decrease for the same period last year).
- Credit hour production for the “Nine Core County Region” (Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford) is 5,058, a 6 percent **increase** for the same period last year. (5,031, a 6 percent increase for the same period last year).
- Total AY 23-24 (academic year) credit hours are 28,500, or an 8.2 percent **increase** for the same period last year. (28,497, or an 8 percent increase for 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

- 281.5 residents in housing, 81.8% filled v. 291 residents and 84.6% filled for the same period last year. (The data for housing has been unchanged since last week’s and Y-T-D reporting.)

X. Action Items

- **Approval of the Independent Audit Report for June 30, 2023 – VP Kent Adams**
Chairman Koler asked for a motion to approve the Financial Statements with Independent Auditor’s Report for June 30, 2023 as presented by Christina Hensen, Audit

Manager of Loyd Group, LLC.

Trustee Morgan made a motion to table the Approval of the Independent Audit Report for June 30, 2023 until the March 18, 2024 Board meeting. The motion was seconded by Trustee Barrett.

Discussion: The audit report was distributed by Ms. Hansen prior to the meeting being called to order. Trustees were seeing the audit report for the first time and felt they needed more time to review the audit report.

Chairman Koler asked who was in favor of tabling the audit approval and include it in the Action Items of the March 18, 2024 board agenda. Without further discussion the motion was carried unanimously.

➤ **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- purchases in the total amount of \$14,154.50 for the following:

Mitchell 1 - \$3,576.00 – Mitchell1 service manual license – only available through Mitchell 1.

Game One - \$3,276.00 – wrestling shoes – Game one formerly Graphic Edge

Jake Ritz - \$3,030.00 – spring 2024 roping calves for the Rodeo program – due to lack of vendors.

Zane Edmondson - \$4,272.50 – spring 2024 roping calves for the Rodeo program – due to lack of vendors

Motion was made by VC Hamm to Ratify Waiver Policy 3-07 in the total amount of \$14,154.50 for the aforementioned items and to waive the second reading. The motion was seconded by Trustee Patton.

With no further discussion the motion was carried unanimously.

➤ **Approval of Semi-Truck for CDL Program – Kent Adams, VP of Finance & Operations**

Chairman Koler asked for a motion to accept the administrations recommendation of the Truck Center Companies 2018 International, LT bid in the amount of \$58,000.00. The motion was made by Trustee Morgan to approve the administration’s recommendation of the Truck Center Companies 2018 International LT bid in the amount of \$58,000.00. Motion was seconded by Trustee Barrett.

Bids requested:

Southwest Truck Parts	No Bid Submitted
GTG Peterbuilt	No Response
Central Truck Equipment	No Response

The Wrays, LLC:

2014 Freightliner, Columbia, 10 speed, 142,479 miles	\$56,000
2015 Freightliner, Cascadia, 10 speed, 166,957 miles	\$28,000
2016 Freightliner, Cascadia, 10 speed, 354,352 miles	\$30,000

Truck Center Companies

*2018 International LT, 10 Speed,46,278 miles	\$58,000
2017 Freightliner, Cascadia, 13 speed, 435,819 miles	\$49,000

Mr. Adams and Trustee Morgan will go and look at the vehicle to make sure it meets all the requirements for the CDL program.

With no further discussion the motion was carried unanimously.

- Chairman Koler asked for a motion to accept the administrations recommendation of the Priefert bucking bid in the amount of \$42,244.18. The motion was made by Trustee Patton to accept the administration’s recommendation of the Priefert bucking bid in the amount of \$42,244.18, The motion was seconded by VC Hamm.

<u>Bomgaar’s (Priefert)</u>	\$51,321.92
*Priefert	\$42,244.18

<u>Farm Ranch Store</u>	
(Priefert)	\$50,335.96
(WW Mfg)	\$40,741.96

Diamond Cross Arena	No Response
Red River Arenas	No Response

Mr. Adams spoke with Jake Ritz, the rodeo coach, and Priefert is a strong and known brand and PCC currently has some Priefert equipment on campus.

With no further discussion the motion was carried unanimously.

- **Policy Review(s): First Reading – 4-01 Public Records and Providing Access Thereto**
Chairman Koler asked for a motion to accept the administrations recommendation to approve *4-01 Public Records and Providing Access Thereto* with no changes. The motion was made by VC Hamm to approve the administration recommendation for *4-01 Public Records and Providing Access Thereto* 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**
Misty Beck - The Performing Arts Department
 - Valentine’s Dinner and Show – February 12, 2024
 - The Broadway Review Show schedule March 22, 23, and 24, 2024
 - Pep Bank performing at home basketball games
 - Recruiting and fundraising is going good
 - Summer Music theatre Camp will be *The Lion King, Jr.*, registration is open and anticipating this will be the largest the department has done.
 - JJ will attend the KMEA conference in February.

Jason Ghumm – Is beginning the process of joining Pikes Peak CC and Colorado State University in attempting to create a Curriculum for Undergraduate Research Experience (CURE) using CRISPR.

Tyler Dallis:

- Fort Hays State University – took a student for a ceramics workshop, observed how to use a Speedball underglaze for image transfers and silk screening onto clay. Student has been using the skill in the classroom .
- Moss-Thoms Gallery of Art in the Schmidt Foundation Center for Art and Design at FHSU to the reception of an MFA thesis exhibition. This was a figurative show about grief, healing and acceptance. Hays Arts Center viewed *the 5 State Photography Competition and Exhibition*. January 19 attended another MFS Exhibition called, *Terra Et Intus*.
- January 27 took part in Vernon Filley Art Museum called *Dug Deeper*.
- Vernon Filley Art Museum Lunch and Learn on April 5th will demonstrate how to create an Indigenous coil pot of the Cherokee nation.
- *The Quill* - Mr. Dallis has entered images of his ceramic work and photography to be Published.
- Submitted artwork called, *And So We Walked* to the 25th San Angelo National Ceramic Competition at the Angelo Museum of Fine Art in San Angelo, TX.

- **Athletic Report** – *Larry Johnston, Director of Athletics*
Wrestling – Number 3 nationally ranked attended the NJCAA South Central district Tournament. Pratt came into the tournament having recently finished their regular season 7-0 and won their fourth straight Kansas Jayhawk Community College conference championship. The Beavers will represent PCC in all weight classifications as they advance to Council Bluffs, Iowa for the NJCAA Men’s Wrestling Tournament on March 1st & 2nd at the Mid-America Center. Eight of the ten PCC wrestlers made it to the podium and were runner-up at the 2024 NJCAA South Central District Tournament. **Pratt Men’s Wrestling was the 2023-2024 KJCCC Champions. The Plague will be placed in the Hall of Fame room.**

Tennis – Men’s tennis is ranked 6th in the nation.

Women’s Basketball – Princess Anderson, PCC sophomore Guard, was named conference player of the week for the fourth straight week. Princess leads the nation in points scored and recently scored 48 points in one game. She will break the PCC record if she can score 51 points.

- **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)

Room 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)
- Monthly Tandem Cyber Posture Briefing

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) Complete
 - 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
- Received quote for TPZ pole camera installation and additional cameras for extended coverage on the Southeast side of campus.

Data Services Department Update:

- IPEDS winter collection has been submitted
- KBOR Follow-Up collection is being finalized.

- **Foundation Report** – *Barry Fisher, Executive Director*
Tax Credits

Foundation is supporting a major fundraising effort for the development of an athletic training facility planned to be constructed near the track and soccer complex. This facility holds significant promise for PCC Athletics/Student Activities, the local school districts, the Pratt Recreation Department, and the wider community.

36th Annual Scholarship Auction

Preparation for the auction has started and seeking donated items. Requesting items be delivered to the Foundation office by April 1, 2024, so that we can guarantee they will appear in the auction book.

The Rodeo Alumni Auction instead of doing a silent auction they will be doing it online. They will have 4 live value items at the event. Donors that supported the rodeo project will be recognized.

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

ACCT/NLS – *Dr. Michael Calvert, President*

Detailed report under Discussion C – NLS Wrap-up

- **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. Met Student Leadership Group of Student Athletes along with Cabinet.
6. Met with Jenzabar staff prior to their discovery meeting.
7. Attended KJCCC meeting at Barton Community College.
8. Met several times via Zoom with Dr. Doug Houston in preparation for board retreat.
9. Participate in ACCT National Legislative Summit and met with Kansas Legislators with Trustees Killough and Fitzsimmons.
10. Made ask of potential donor with others in support of proposed new athletic training facility.
11. Hosted President's Community Advisory Council meeting.
12. Attended Kansas Board of Regents Meeting in Topeka.
13. Attended Dinner with Board of Regents along with Trustee Killough.
14. Met with Kansas legislators in statehouse.
15. Participated in annual Board Retreat with ACCT facilitators.

Dr. Calvert thanked the Trustees for their time and participation and energy at the retreat and felt it a good exercise.

Trustee Emeritus Dwane DeWeese - Dr. Calvert and Donna Meier Pfeifer visited with Emeritus DeWeese. Presented him his plaque and his Alumnus of the Year Award.

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

Chairman Koler expressed appreciation to:

- Trustees Dean Fitzsimmons and Eric Scott Killough, and President Dr. Calvert for representing PCC at the NLS conference.
- Retreat went well and appreciated everyone taking out of their schedules to attend

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

XV. Meeting Adjourned – *Mike Koler, Chair*

At 7:20 p.m. Chairman Koler asked for a motion to adjourn the general session. VC Hamm made the motion to adjourn the general session. Motion was seconded by Trustee Barrett. With no further discussion the motion was carried unanimously.

General Session Minutes Recorded by:

Donna Meier Pfeifer

Clerk of the Board of Trustees