

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.

Board of Trustee Minutes of April 17, 2023, Meeting

- I. **Call to Order:** Trustee Chair Mike Koler called the April 17, 2023, Board of Trustee meeting to order at 6:04 p.m.
- II. **Pledge of Allegiance** was led by the VC Ed Barrett

Trustees Present: Mike Koler, Chair, Ed Barrett, Vice Chair (VC), Michele Hamm, Eric Scott Killough, and Stan Reimer

Trustee(s) Absent: Dwane DeWeese and Dean Fitzsimmons

Administrative Present: Dr. Michael Calvert, President, Kent Adams, VP of Finance and Operations, Lisa Perez Miller, VP of Students and Enrollment Management, Monette DePew, VP of Instruction, Tim Swartzendruber, 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 Board Clerk

Administrative(s) Absent:

Media Representation: No representation
- III. **Comment(s) from the Public:**
No public comment(s) brought before the Board.
- IV. **Introduction of Guest(s) – Dr. Michael Calvert, President**
Dr. Jason Kegler
- V. **Introduction of Awards of Excellence – Dr. Calvert, President**
Lisa Perez-Miller - Recognized by the Higher Learning Commission as the HLC Peer Corp Winner of the 2023 Essential Leader Award.
Wrestling – Second in the nation, this is the highest in the history of PCC.
Cheer Team – Cheer won Region VI competition in Olathe. Second in their class in the Nation at the National Cheerleading Competition in Daytona Beach, FL April 5-8.
- VI. **Discussion:**
 - A. **PTK – Dr. Jason Ratcliffe**
Dr. Ratcliffe- felt the turnout for the PTK Luncheon was well attended in Junction City. Ethan Paris, President and Jordyn Sanko, Vice President were recipients of the All-Kansas Award and All-State Scholar Award. Activities PTK have done; 1) Had a very successful Blood Drive last semester and will be having another one before the end of the academic year. Fundraisers: 1) Operation Christmas Child, collected toys for children in Africa. 2) Pie in the Face. Mr. Paris plans to attend Wichita State

majoring in Speech Therapy. Ms. Sanko will be attending Fort Hays State University.

- B. Management Information System (MIS) Report - Lisa Kolm, Data Coordinator**
Kansas Community College peers who participated: Allen, Barton, Cowley, Fort Scott, Garden City, Highland, Neosho and Seward. Ms. Kolm went over the reports:
- Student/Student Services Staff Ratio – information from the Fall 2022
 - Average Section Size, Student/Faculty Ratio & Faculty Load:
 - Part A: Average Class Size: PCC 3-year average credit section size is 15
 - Part B: FTE Student/FTE Faculty Ratio - student/1.0 Faculty Ratio is 16
 - Part C: Instructional Faculty Load:
 - 37 - Full-time faculty 65% of sections taught

C. PCC 2023 / 2024 Budget Calendar – Kent Adams, VP Finance and Operations

April 26, 2023	Staff Administration Budget Planning
May 20, 2023	Board Administration Budget Planning
June 2, 2023	Budgets to Vice President of Finance
June 15, 2023	Receive Revenue Neutral Rate from County Clerk
June 19, 2023	Board to determine if planning to exceed Revenue Neutral Rate
June 30, 2023	Tentative Budget Ready
July 10, 2023	Budget Document Completed
July 14, 2023	Notify County Clerk of intent to exceed Revenue Neutral Rate
July 17, 2023	Office of the President/Athletic/Personnel/Planning & Institutional Effectiveness, Development, & Student/Enrollment Mgt. Instruction Division, Finance & Operations & Budget wrap-up; agreement to publish budget.
August 11, 2023	Advertise Intent of Board to Consider Resolution to Exceed the Revenue Neutral Rate and Notice of Public Hearing of Final Legal Budget
August 21, 2023	Regular Board Meeting, moved from August 15. Plus, Public Hearing on Resolution to Exceed Revenue Neutral Tax-Rate and Public Hearing of Final Legal Budget. Vote to Adopt Resolution and Final Legal Budget
September 5, 2023	File budget with County Clerk and Kansas Board of Regents

- VII. **Communication to the Board** – *Donna Meier Pfeifer, Board Clerk*
Nothing to present before the Board.
- VIII. **Calendar of Events** – *Dr. Michael Calvert, President*
No changes or additions were presented to the Board.

Action Item Added to General Agenda

Add Purchase Computers for Vocational Labs to the agenda Action Items.

Chair Koler asked for a motion to approve the addition to the Action Items agenda for the purchase of computers for vocational lab. Trustee Hamm made the motion to approve to purchase computers for the vocation lab and to add the appointment of Dr. Jason Kegler to be added to the agenda. Motion was seconded by VC Barrett. With no further discussion the motion was carried unanimously.

IX. Consent Agenda – *Mike Koler, Chair*

Chair Koler asked for a motion to approve the consent agenda as presented. Trustee Hamm made a motion to approve the consent agenda as presented. Seconded by VC Barrett. With no further discussion the motion was carried unanimously.

Chair Koler asked if any item(s) were to be pulled or open for discussion. Trustee Hamm requested the Human Resources Report on page 18 - Appointments be pulled.

APPOINTMENTS

Jason Kegler – Vice-President of Enrollment Services (Starting 06/01/2023)

Trustee Hamm made the motion to approve the appointment of Dr. Jason Kegler for the position of Vice-President of Enrollment Services starting on June 6, 2023. Motion was seconded by VC Barrett. With no further discussion the motion was carried unanimously.

With no further discussion the consent agenda was approved unanimously.

Departments included in the consent agenda were:

Minutes: *Donna Meier Pfeifer, Board Clerk*

- Complete minutes are listed on <http://prattcc.edu/department/board-trustees>

Human Resources: *Dr. Michael Calvert, President*

Retirement – Darrell Kruse, Custodian/Maintenance

Resignation – Tim Kuemin, Groundkeeper/Custodian

Shelby Wager, Assistant Director of Admissions

Searching:

Adjunct Clinical Instructors, Allied Health	Social Media & Website Manager
Admin Asst to VP of Students &EM	Welding Instructor
Asst. Athletic Trainer	Data Services Assistant (on hold)
Assistant Director of Admissions	Director of IT (on hold)
Automotive Technology Instructor	Custodian (full time/on hold)
Case Manager	Evening Security Officer (full time/on hold)
Custodian/Maintenance	Office Assistant-Student Services (on hold)

Financial Aid Counselor
Groundskeeper/Custodian

Maintenance (full time/on hold
Office Assistant-Student Services

Financial Report: *Kent Adams, VP of Finance and Operations*

Combined General and Vocational Funds

Revenue through March is running \$296K favorable. This compares to \$245K favorable through February. Tuition is \$266K overbudget due to enrollment increase. Ad valorem taxes are \$199K under budget. Motor vehicle taxes are under budget \$42K. Delinquent taxes are over budget \$7K. State revenue was received as budgeted. Miscellaneous income is \$262K over budget due to EDUKAN payment of \$111K for FY22 coming in after the end of the fiscal year and miscellaneous student charges being \$27K overbudget.

Expenditures are \$627K under budget. This compares to \$457K in February. This is normal for this point of the year.

Analysis of Budget Over Runs for 10% Over Year to Date

11-5565	(\$14,656)	OB – Tennis
601 –	(\$19,740)	Travel

Explanation: Travel \$20K over annual budget. Auxiliary funds will cover the annual overrun.

11-5576	(\$26,620)	OB – Wrestling
601 -	(\$18,788)	Travel
700 -	(\$ 7,440)	Supplies
850 -	(\$ 3,978)	Equipment

Explanation: Travel, supplies, and equipment are \$30K over the annual budget. Auxiliary funds will cover annual overrun.

Finance Committee Minutes – Committee recommends the cash disbursements for the month of March 2023 be approved. No major trends were identified. The presidential and board travel expenses were reviewed.

Recommendation: No problems or exceptions noted.

Other Items: No other items were discussed.

**Enrollment Update and Board Report – April 17, 2023 – Lisa Perez Miller,
VP of Students and Enrollment Management**

1. 2022-2023 Academic Year – Credit hour production for the academic year increase for the same period in 2022 is 26,455 or +7.1%.
2. Spring 2023 Semester Enrollment
 - Spring semester credit hour production increase for the same period in 2022 is 11,528 or +10%.
 - Student headcount is 1,057 or a 9 percent increase for the same period in 2022
 - Pratt Online credit hour production is 1,599 or a 27% increase for the same period
 - Outreach credit hour production is 1,373 or 11% increase for the same period
 - College Start/High School enrollment is 1,760 or 20% increase for the same period
 - Credit hour production for the nine-core county region is a 4,802 or 5% increase

3. Spring 2023 Residence Hall Occupancy is 85.8 % compared to 78.5% for the final Spring 2022 semester.
4. Summer 2023 Semester Enrollment credit hour production is 1,065 or 3% increase compared to 2022 student
 - Student Headcount is 209 or 0%
5. Fall 2023 Semester Enrollment – is 3,461 or +8% increase same period last year
 - Student Headcount is 232 or +5% for the same period last year

XI Action Item(s):

Ratify Waiver of Board Policy No. 3-07 – Kent Adams, VP of Finance and Operations

Chair Koler asked for a motion to accept the administration request for the sole-source purchases of the following in the total amount of \$79,719.49:

1. Thimesch Electric – \$3,439.89 - electrical work in the wrestling room under the assumption this work was at no cost to PCC. Sole-source purchase due to fact that PCC paid 50% of the bill.
2. Dell Computers - \$2,800.84 – purchase of computers, Dell being the preferred provider for PCC
3. Dell Computers - \$73,478.76 (\$1,080.57 each) – upgrade the vocational computer labs with 68 computers. This will be funded by the Capital Outlay. Dell being the preferred provider for PCC.

The motion was made by Trustee Hamm to accept the administration request for sole-source purchase of Dell computers and Thimesch Electric in the total amount of \$79,719.49. Motion was seconded by Trustee Reimer.

With no further discussion the motion was carried unanimously.

Purchase Computer for Vocational Labs – Kent Adams, Finance and Operations

Chair Koler asked for a motion to approve the purchase of computers for vocational labs. Motion was made by VC Barrett to approve the purchase of computers for vocational labs. Motion was seconded by Trustee Hamm.

This will be funded through the Capital Outlay. Grant pays for 50% and PCC has to match that. The administration requests approval to purchase computers to update the vocational computer labs. The purchase is a sole-source purchase for 68 computers at a cost of \$1,080.57 per unity from Dell computers in the total amount of \$73,478.76. Purchase is due to using all Dell computers at PCC.

With no further discussion the motion was carried unanimously.

➤ **Policy First Reading - Dr. Michael Calvert, President**

Chair Koler asked for a motion to accept the administration's recommendation of no change for the following policies first reading:

- 2-01 Mission Statement and Statement of Institutional Purpose
- 2-02 Statement of Philosophy
- 2-04 Institutional Core Values
- 3-08 Communication and Counsel to the Board
- 3-09 Asset Protection
- 4-11 Trustee / Board Development and Travel Policy

- 5-03 Senior Level Administrative Residency Policy
- 6-01 Vision

The motion was made by VC Barrett to accept the administration's recommendation of no change to afore-reference policies and to waive the second reading. The motion was seconded by Trustee Reimer.

Trustee Killough express the 5-03 *Senior Level Administrative Residency Policy* he is against the policy. Trustee Hamm explained to have the senior level administrative be a part of the community and to be more involved. Dr. Calvert - The board has the right to waive the policy should the situation present itself.

Discussion: - 4-11 Trustee / Board Development and Travel Policy
It was the consensus of the Trustees to have the wording "the lowest quoted" be removed from the first paragraph. Policy will be revised and brought back for a second reading at the May 15, 2023, Board meeting.

VC Barrett made the motion to waive the second reading as written for policies:

- 2-01 Mission Statement and Statement of Institutional Purpose
- 2-02 Statement of Philosophy
- 2-04 Institutional Core Values
- 3-08 Communication and Counsel to the Board
- 3-09 Asset Protection
- 5-03 Senior Level Administrative Residency Policy
- 6-01 Vision

Motion was seconded by Trustee Reimer.

With no further discussion the motion was carried unanimously.

XI. Written Reports:

- ✓ **Faculty Report** – *Dave (Kip) Chambers, PHEA President*
 - Stephanie Wiese attended the HLC Convention in Chicago.

Barton Community College faculty assessment leader and trainer outlined their wo-year training and service program that begin a new set of faculties each year for 10 months of training/project work plus 10 months of service on the assessment committee. This process will help Barton create a culture of assessment in which faculty are able to write the HLC- required assessment narratives which showcase the process that lead to assessment practices used in classes, disciplines, and programs. HLC wants to see our struggles and evolving ideas, not only results.

Insight on online course design that increases inclusion and equity by increasing user-friendliness (per student perspectives), such as creating for various digital formats and devices and working diligently to eliminate bugs and other hurdles. As well, reducing academic language and tone helps students succeed. High-touch practices early in the semester with Admissions "owning" a student early on and monitoring attendance, assignment submissions, etc. also increases student retention achievement.

Related to institution-wide decision making on online instruction, the need for a campus faculty/staff who monitors Dept. of Ed standards and requirements as well as improvements in instructional design was presented.

Ralph Williams: Ag Power students attended a Precision Planting clinic in Newton. Clinic was a professional development venture to gain new information pertaining to seeding row crops. Students got exposure to the latest fertilizer technology capable of applying 3 separate plant foods in or near the seed trench while planting. Technology allows controls to be monitored and adjusted automatically with sensors reporting to on-board computers.

Attended Job-a-Thon in Pratt with 4 students visiting with young people from area high schools about internship opportunities. Work hard with “soft skills” including effective oral communication .

Dr. Justin Maughan: The STEM (Science, Technology Engineering and Math) Club has sprouted. March 28th the science faculty and several STEM Club members performed a science outreach show for the 4th, 5th and 6th graders at the Cunningham school. Science outreach shows are an excellent way to foster curiosity and enthusiasm for science, connections with PCC service area communities and proved Co-Curricular activities for STEM club members. April 20th an outreach show will be presented at the Pratt Library.

Jerry Haskell: Everyg held a cover up school in their pole facility. Students were able to watch the classroom part and then watch the field work on the first day. Students learned the importance of covering what they are working around and how to use the cover up.

John Patton: Students working on developing their resumes, learning job interviewing skills and setting up LinkedIn profiles.

Misty Beck: Performing Arts Dept. – Completed the campus run of Schoolhouse Rock Live on April 2, 2023. A major community service initiative is taking one-hour musical production. Encore will be performing in nursing homes and church shows. Final concert is April 23rd at 2:30 p.m. followed by the Encore Christian Show at the Front Porch in Pratt at 7:00 p.m. Jazz Band and choir will have their last concert on Sunday, May 7 at 2:30 p.m.

- ✓ **Athletic Report** - *Tim Swartzendruber, Athletic Director*
 - Track has four individuals who have qualified for National Outdoor Meet
 - Tennis defeated Seward County and Barton in conference matches. Region VI Meet is April 21-22, 2023 in Great Bend.

Chief Information Officer – *Jerry Sanko, CIO*
Information Technology Project Update:

Replace Computers in Rm 438 and EPT May - June
Replace computers in Rm 438 and EPT (68)
Replace staff/faculty machines that are 8+ years old (68) using the machines from 438 and EPT

Rm 110, Rm 4, Automotive, Attica and Kingman computer July – August
Rm 110, Rm 4, Automotive, Attica and Kingman computer replacements (68 machines)
Replace staff/faculty machines that are 6+years old and classroom instructor use machines (40 from 110/4).

Security Compliancy Program

Creating the written information security program (WISP) (completed)
Active Directory audit (completed)
Firewall policy audit (scheduled)
Data Classification Policy (draft 1)
New Password policy is in effect
Privacy policy (draft 1)
Third Party Vendor Access Nondisclosure Agreement (draft 1)

Removing old security camera equipment from the dorms. No change.

ViewSonic Podiums in rooms 2, 3, 35, 36 replacements. (Complete)

Chemistry Room upgrade (est. time June)

Using Viewsonic from Welding and installing it into the Chemistry Room.

Alertus (no change)

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.

New SIS

Exploring different Student Information Systems (now – January 2024)
Research Different SIS platforms
Demos
Contracting (July 2024)
Implementation (July 2024 – July 2026)

Summer Projects

Staff Faculty Technology Training Development (Viewsonic, Zoom, Teams and other)
Projector replacement and maintenance

Data Services Department Update:

IPEDS Spring survey has been submitted
Assisted with HLC Institutional Annual Update
Assisted with HEERF reporting

Foundation Report – Barry Fisher, Director Campaign

Working to complete the fundraising for the Track and Soccer facility. Contacting several potential donors for the Rodeo project.

Outstanding Alumni Award

It was decided to make a change to our process for selecting the Outstanding Alumni Award winner. Instructional Council will no longer be making the selection. The PCC Foundation Board will now take over those duties.

Scholarship Auction

May 5. Tickets are \$50. Reserved Tables for 8 are \$375. If you would like to purchase tickets or a table, please contact Donna Meier Pfeifer, 620-450-2240 or 620-770-1148 - email donnamp@prattcc.edu. Goal is \$100,000 and as of now \$50,000 has been raised.

- ✓ **KACCT** – *Eric Scott Killough, KACCT Secretary*
PTK Awards April 14, 2023 KACCT Board Meeting / Junction City, KS
KACCT finances are in order with all college membership dues paid in full.

President's Report:

The evaluations on KACCT Executive Director Heather Morgan will be sent out in the coming week with a two-week time period for trustees and their presidents to go over it and return it.

Executive Director's Report:

A bill to fund community colleges for out of state/country students using the same formula as that used for technical colleges did not make it out of committee.

Director Morgan discussed the potential authorizing of affiliation between Fort Hays State University (FHSU), Northwest Kansas Technical College, and Northcentral Kansas Technical College. If passed, this would relegate the existing board of directs of the technical schools to an advisory capacity to the president of FHSU. Director Morgan has identified which community college service areas will be most affected. Director Morgan stated the position of KACCT is in trying to protect the opportunity for students to get the most affordable higher education options in their regions.

Director Morgan reported that the Kansas Board of Regents (KBOR) is opposing KACCT having a direct appointment to the Technical Education Authority (TEA). The trouble appears to center around a bill being forwarded that would give KACCT a direct appointment to TEA. Director Morgan addressed an apparent feeling on the part of both KBOR and TEA that they should be the ones appointing the person representing the community colleges rather than the community college presidents or the trustees. Director Morgan outlined the understanding on KACCT's part that trustees hold policy and fiduciary responsibility over the institutions, KBOR does not.

Director Morgan provided a status update related to where Community Colleges currently stand in the budget process. The budget looks very favorable at this point.

Headwinds:

Director Morgan identified an imminent threat to the community college construct in Kansas. Director Morgan stated that "people who have no background in higher education are talking and that should be a concern. Serious conversations need to be held at our June meeting concerning local control of community colleges. Many who don't have community colleges in their district are making comments about matters that don't affect them, specifically related to the property taxes paid in certain counties. There are strong headwinds against community colleges."

Director Morgan asked for consideration of a statewide economic analysis of community colleges that will cost \$45,000 in total for the statewide analysis. An additional school-by-school independent study can be tacked on at a cost of \$8,000 for each school that chooses to participate.

ACCT/NLS – Dr. Michael Calvert, President

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

Other:

Nothing was presented.

XII. Wrap Up

Comments from the President – Dr. Michael Calvert, President

1. Participated in weekly President’s meetings.
2. Participated in Technical Education Authority meeting.
3. Met with several new employees in their orientation process.
4. Attended NJCAA President’s Advisory Commission meeting virtually.
5. Participated in EDUKAN Board meeting virtually.
6. Participated in NJCAA Board of Regents meeting virtually.
7. Met with Track/Soccer Field Management Committee.
8. Attended HLC Annual Conference in Chicago
9. Attended AACC Annual Conference in Denver
10. Participated in AACC Commission on Small and Rural Colleges in Denver.
11. Conducted VP of Student Services interviews.
12. Attended “no boys allowed” auto clinic in Attica.
13. Met with Superintendents from Medicine Lodge, Harper-Chaparral and Attica to discuss Auto and Welding partnerships.
14. Met with AG, EPT, Woo and AG Student Leadership Group with Cabinet.
15. Facilitated All-Employee meeting.
16. Attended NJCAA Annual Convention and Board of Regents meeting in Charlotte, NC.

President Calvert thanked Trustee Killough and Kent Adams for representing PCC at the PTK luncheon in Dr.

Calvert’s absence. Possibility there will be a statewide economic impact study regarding value and benefits of community colleges in the state. Currently in the state budget \$250,000 allocation for all the community colleges.

Comments from the Board Chair – Mike Koler, Chair

Chair Koler had no comments.

XIII. Executive Session for Non-Elected Personnel Matters

XIV. Meeting Adjourned – Ed Barrett, Vice Chair

7:12 p.m. Chair Koler asked for a motion to adjourn the general session. VC Barrett moved to adjourn the general session. Seconded by Trustee Hamm. With no further discussion the motion was carried unanimously.

General Session Minutes Recorded by:

Donna Meier Pfeifer, Board Clerk