

Board of Trustee Minutes of June 17, 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:** 6:03 p.m. Trustee Chair Mike Koler, called the meeting to order.
- II. **Pledge of Allegiance** – Pledge of Allegiance was led by Trustee Eric Scott Killough.

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

Trustee(s) Absent: Ed Barrett

Administrative Present: Dr. Michael Calvert, President, Kent Adams, VP Finance and Operations, Dr. Kwanna King, VP Student Services, Monette DePew, VP 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):** – *Dr. Michael Calvert, President*
Dr. Calvert introduced a former trustee, Mr. Stan Reimer.
- V. **Introduction of Awards of Excellence** – *Dr. Michael Calvert, President*
No awards were presented.
- VI. **Discussion:**
 - A. **MIS Report(s) (Management Information System)**
– *Lisa Kolm, Coordinator of Institutional Research & Effectiveness*

Reports presented:
 - Residence Hall Occupancy Rate – 2023-24 AY Average was 88.3%
 - PCC Transfer Student Outcomes Tracking – Performance of PCC Transfers Out Question - Is the curriculum from other institutions different from PCC's?
Response - This is something that is not surveyed.
 - B. **2024 KBOR Wage Data**
 - Average Wages Earned by Graduates Employed in Kansas Entry Year of Employment
 - Percent of Graduates Employed in Kansas Entry Year of Employment – Percent of 2022
 - Graduate Employed in Kansas in Entry Year of Employment – Pratt 55.7%

- Average Wages Earned by Graduates Employed in Kansas in 2022 – PCC \$42,156
- Percent of Graduates Employed in Kansas in 2022 - PCC 55.8%
- The Promise Act requires a two year commitment to stay in Kansas after completion.

C. Cash Reserves Update

Cash Reserves in Operating Funds - General Fund, Postsecondary Technical Education Fund, Capital Outlay	
General Fund Cash Reserve in Months	
General Fund Cash Balance 06/30/2023 Audit	11193885
Adjustment for June Property Tax Payment	-2271653
General Fund Adjusted Cash Balance 06/30/2023	8922232
General Fund Audited Expenditures for Year Ending 06/30/2023	11086567
General Fund Expenditures Per Month	923880.6
Months of Expenditures in Cash Reserve for the General Fund	9.657343
Postsecondary Technical Education Fund Cash Reserves in Months	
Postsecondary Technical Education Fund Cash Balance 06/30/2023 Audit	2935222
Adjustment for June Property Tax Payment	0
Postsecondary Technical Fund Adjusted Cash Balance 06/30/2023	2935222
Post Secondary Technical Education Fund Audited Expenditures for Year Ending 06/30/2023	5779778
Post Secondary Technical Education Fund Expenditures Per Month	481648.2
Months of Expenditures in Cash Reserve for the Postsecondary Technical Education Fund	6.094121
Capital Outlay Fund	
Capital Outlay Fund Cash Balance 06/30/2023 Audit	1630816
Adjustment for June Property Tax Payment	0
Postsecondary Technical Fund Adjusted Cash Balance 06/30/2023	1630816
Capital Outlay Fund Audited Expenditures for Year Ending 06/30/2023	419225
Capital Outlay Fund Expenditures Per Month	34935.42
Months of Expenditures in Cash Reserve for the Postsecondary Technical Education Fund	46.68088

General Fund Cash Reserve in Months

31-May-24

<u>General Fund Cash Balance 06/30/2023 Audit</u>	\$11,193,885	
<u>Adjustment for June Property Tax Payment</u>	\$ (2,271,653)	
<u>General Fund Adjusted Cash Balance 06/30/2023</u>	\$8,922,232	\$9,143,410
<u>General Fund Audited Expenditures for Year Ending 06/30/2023</u>	\$11,086,567	
<u>General Fund Expenditures Per Month</u>	\$923,881	

Months of Expenditures in Cash Reserve for the General Fund

9.7 9.9

What can be paid for out of general fund? The general fund can be used to pay for any expense of the college.
Budgeted transfers can be made to other operating funds

Postsecondary Technical Education Fund Cash Reserves in Months

<u>Postsecondary Technical Education Fund Cash Balance 06/30/2023 Audit</u>	\$2,935,222	
	\$	
<u>Adjustment for June Property Tax Payment</u>	-	
<u>Postsecondary Technical Fund Adjusted Cash Balance 06/30/2023</u>	\$2,935,222	

Postsecondary Technical Education Fund Cash Reserves in Months

Postsecondary Technical Education Fund Cash Balance 06/30/2023 Audit	\$2,935,222	
Adjustment for June Property Tax Payment	\$ -	
Postsecondary Technical Fund Adjusted Cash Balance 06/30/2023	<u>\$2,935,222</u>	\$2,256,978

Post Secondary Technical Education Fund Audited Expenditures for Year Ending 06/30/2023 \$5,779,778

Post Secondary Technical Education Fund Expenditures Per Month \$481,648

Months of Expenditures in Cash Reserve for the Postsecondary Technical Education Fund

6.1 4.7

What can be paid for out of the Postsecondary Technical Education Fund? Revenues and expenses generated to fund or support Postsecondary Technical Education Fund are paid out of the fund.

Capital Outlay Fund

31-May-24

Capital Outlay Fund Cash Balance 06/30/2023 Audit	\$1,630,816	
Adjustment for June Property Tax Payment	<u>-</u>	
Postsecondary Technical Fund Adjusted Cash Balance 06/30/2023	<u>\$1,630,816</u>	\$822,815
Capital Outlay Fund Audited Expenditures for Year Ending 06/30/2023	\$ 419,225	
Capital Outlay Fund Expenditures Per Month	\$ \$34,935	

Months of Expenditures in Cash Reserve for the Postsecondary Technical Education Fund

46.7 23.6

What can be paid out of the Capital Outlay Fund? Only revenues and expenditures to support capital needs of the college can be paid out of this fund. A new dorm could not be funded for Capital Outlay.

Housing Fund Cash Reserve in Months

Housing Fund Cash Balance 06/30/2023 Audit	\$ 8,266,173	
Adjustment for June Property Tax Payment	<u>-</u>	
Housing Fund Adjusted Cash Balance 06/30/2023	<u>\$8,266,173</u>	\$9,009,880
Housing Fund Audited Expenditures for Year Ending 06/30/2023	\$1,515,960	
Housing Fund Expenditures Per Month	\$ 126,330	

Months of Expenditures in Cash Reserve for the Housing Fund

65.4 71.3

What can be paid out of the Housing Fund? Only funds related to the housing system and student center are paid from these funds.

Pratt County Valuation			
	2025 Budget	2024 Budget	Change
Real Estate	\$ 109,453,422.00	\$ 107,809,368.00	\$ 1,644,054.00
Personal Property	\$ 1,987,558.00	\$ 2,061,661.00	\$ (74,103.00)
Oil and Gas	\$ 8,209,921.00	\$ 9,302,077.00	\$ (1,092,156.00)
State Assessed Utilities	\$ 67,334,705.00	\$ 82,039,772.00	\$ (14,705,067.00)
Severed Minerals	\$ 29,287.00	\$ 30,408.00	\$ (1,121.00)
Total	\$187,014,893.00	\$ 201,243,286.00	\$(14,228,393.00)
Neighborhood Revitalization Tax Credit	\$ 4,450,241.00	\$ 4,977,519.00	\$ (527,278.00)
Valuation Net of NRC	\$182,564,652.00	\$ 196,265,767.00	\$(13,701,115.00)
Revenue Natural Rate	41.43	35.096	
Actual Mill Levy	42.0*	38.485	
Revenue Generated Over FY24	\$104,062.00		
*Estimated rate			

D. Composite Financial Index and Additional Financial – Kent Adams,
- Kent Adams, VP Finance and Operations

Higher Learning Commission (HLC) – Composite Financial Index

<u>Ratio</u>	<u>2022/23</u>	<u>2021/22</u>	<u>2020/21</u>	<u>2019/20</u>
Primary Reserve Ratio (35%)	3.50	3.50	3.50	3.50
Viability Ratio (35%)	3.50	3.50	3.50	3.50
Return on Net Assets (20%)	0.05	0.47	1.10	0.53
Net Op Revenue Ration (10%)	-0.40	1.0	1.0	0.77
Composite Financial Index	6.65	8.47	9.10	8.30

Additional Financial Ratios and Data

<u>Ratio</u>	<u>2022/23</u>	<u>2021/22</u>	<u>2020/21</u>	<u>2019/20</u>
Debt Ratio	11.2%*	12.4%	12.8%	14.5%

*13.2% including \$1,990,000 COP Issue for EPT Building
Pratt Community College has a Standard and Poor's Rating of A+

E. Budget Calendar and Update - *Kent Adams, VP Operations and Finance*

PRATT COMMUNITY COLLEGE

2024/2025

BUDGET CALENDAR

April 30, 2024	Staff/Administration Budget Planning Session
May 11, 2024	Board Administration Budget Planning Session
June 3, 2024	Budgets to Vice President of Finance
June 17, 2024	Receive Revenue Neutral Rate from County Clerk
June 17, 2024	Board to determine if planning to exceed Revenue Neutral Rate
July 1, 2024	Tentative Budget Ready
July 12, 2024	Budget Document Completed
July 15, 2024	Notify County Clerk of intent to exceed Revenue Neutral Rate
July 15, 2024	Office of the President/Athletic/Personnel/Planning & Institutional Effectiveness, Development, & Student/Enrollment Mgt., Instructional Division, Finance & Operations & Budget wrap-up; agreement to publish budget.
August 16, 2024	Advertise Intent of Board to Consider Resolution to Exceed the Revenue Neutral Rate and Notice of Public Hearing of Final Legal Budget
August 26, 2024	Regular Board Meeting, moved from August 19. 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 6, 2024	File budget with County Clerk & Kansas Board of Regents.

- VII. Communication to the Board – Donna Meier Pfeifer, Clerk of the Board**
 - USD 438 – Skyline – Thank You card for the use of the PCC facilities and for PCC’s support
 - Thank You cards from the Miss Kansas delegates were displayed
- VIII. Calendar of Events – Dr. Michael Calvert, President**
 August 23 – 24, 2024 – KACC Quarterly meeting, Kansas City Kansas Community College, Kansas City
 *August 26 - Board Meeting, one week later due to the Public Hearing
- IX. Consent Agenda – Mike Koler, Chair**
 Chairman Koler asked for a motion to approve the consent agenda as presented. VC Hamm made the motion to accept the consent agenda as presented. The motion was seconded by Trustee Fitzsimmons.

Chair Koler asked if there was discussion topic(s) to be pulled.

Discussion:

No discussion topic(s) was/were requested to be pulled.

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**

June 2024

APPOINTMENTS

Abbi Munson	Women’s Flag Football Coach/ Residential Supervisor
Shelbie Bennett	Head Cheer Coach/ Admissions Rep Recruiter

CHANGE IN STATUS

RESIGNATIONS/TERMINATIONS

John Patton	Business Instructor
Sue Rohleder	Controller
Mindy Sluss	Coordinator of Special Program Admissions
Lisa Stinson	Director of Admissions

RETIRING

Tim Renner	Maintenance/ Bus Driver
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SUMMER 2024 CONTRACTS

Bobby Waldschmidt	CDL101-R-1P CDL Theory
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FALL 2024 CONTRACTS

Dave Chambers	BIO125-O-1E General Biology
Meagan Etheridge	EDU139-O-1E Children's Health & Movement
Jeremy Patterson	DRM125-B-2P Technical Workshop
Jeremy Patterson	DRM125-B-1P Technical Workshop

ADJUNCT FALL 2024 CONTRACTS

Kelli Denney	HOC102-O-1E Certified Medication Aide
Kelli Denney	HOC102-O-2E Certified Medication Aide
Julieta Rangel	HOC101-O-2E Nurse Aide I
Nikki Schmitz	HOC101-O-1E Nurse Aide I
Amanda Wade	PSY176-O-1E General Psychology
Amanda Wade	PSY132-O-1E Developmental Psychology
Amanda Wade	PSY201-O-1E Child Psychology

STAFF CONTRACT APPOINTMENTS for 2024-2025

DIVISION OF INSTRUCTION

Laurie Ackerman	Allied Health Secretary (.50 FTE)/ Faculty Secretary(.50 FTE)
Cathy Blasi	Admin Asst. to VP of Instruction (1.0 FTE)
Tina Doggett	Dean of Technical Edu (.70 FTE)/Accreditation Liaison Officer (.30 FTE)
Theresa Gee	Office Asst. Technical Programs & PCC Welding Facility (1.0 FTE)
Johnathan Kuehnel	North Campus Farmhand (.35 FTE) / Shooting Sports (.35 FTE)
Michelle McVey	Library Clerk (.40 FTE)
Erica Meitler	Director of Allied Health (1.0 FTE)
Jake Ritz	Head Rodeo Coach (.67 FTE)/ Grounds & Facilities (.33 FTE)
Hanna Short	Online Learning Coordinator (1.0 FTE)
Frank Stahl	Director of Learning Resources (1.0 FTE)
Brenda Sterneker	Faculty Secretary (.60 FTE)
Chase Ward	North Campus Farmhand (.25 FTE)/ CDL Instructor (.375 FTE)

SEARCHING

Adjunct Clinical Instructors, Allied Health
Assistant Baseball Coach/ No Lateral Position
Assistant Athletic Trainer
Assistant Tennis Coach, Men's & Women's / Lateral Position to be Determined
Bus Drivers (Part Time)
Business Instructor
Career and Technical Education Admissions Representative
Case Manager
Controller
Coordinator of Special Program Admissions
Director of Admissions
Director of Marketing Communications & College Relations
Maintenance / Bus Driver
Office Assistant – Student Services
Social Media & Website Manager
Track & Field Coach/ Lateral Position to be Determined
Computer Specialist (Network Ops) (on hold)
Data Coordinator (on hold)
Data Services Assistant (on hold)

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

Combined General and Vocational Funds

Revenue through May is running \$546 favorably. This compares to \$546 favorable in April. Tuition is over budget \$119K through May due to enrollment growth. Ad Valorem tax is running \$3K favorably and Motor vehicle tax is \$7K under budget due to budget time-phasing. CTE tuition from the state is \$289 favorable. Miscellaneous income is favorable by \$142K due mostly to the EDUKAN payment for FY23 and metal sales.

Expenditures are \$1728K under budget through May. This compares to \$2200K favorable in April. The underrun is due to budget time-phasing.

➤ **ANALYSIS OF BUDGET OVER RUNS 10% OVER YEAR TO DATE**

11-5572	(\$21,919)	OB – Softball
	601 – (\$10,758)	Travel
	700 – (\$15,843)	Supplies

EXPLANATION: Travel is \$11K over annual budget due to travel.
Supplies are \$16K over the annual budget.

11-5575	(\$63,881)	OB – Rodeo
	601 – (\$11,959)	Travel
	660 – (\$16,205)	Contractual Services
	700 – (\$21,046)	Supplies

EXPLANATION: Contractual services \$16K over annual budget due to livestock supply contracts. The Rodeo program has increased the number of students. Contractual Services and Supplies are \$37K over the annual budget.

➤ **FINANCE COMMITTEE MINUTES JUNE 17, 2024**
No Finance Committee Minutes were presented.

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

Enrollment Update & Board Report-June 10, 2024 (June 17, 2024)

1. Summer 2024 Semester Enrollment

- Summer 2024 semester credit hour production is 3,778, a 54 percent **increase** compared to the same period last year. (3,603, a 49 percent **increase** compared to the same period last year).
- Student headcount is 726, a 50 percent **increase** for the same period last year. (693, a

44 percent **increase** for the same period last year).

- EduKan credit hour production is 2,700, an 89 percent **increase** for the same period last year. (2,508, an 81 percent **increase** for the same period last year).
- Pratt Online credit hour production is 738, a 2 percent **increase** for the same period last year. (751, a 4 percent **increase** for the same period last year).
- Outreach credit hour production is 104, a 10 percent **decrease** for the same period last year. (104, a 16 percent **decrease** for the same period last year).
- College Start/High School enrollment is 214, a 75 percent **increase** for the same period last year. (215, an 81 percent **increase** 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 854, a 30 percent **increase** for the same period last year. (841, a 30 percent **increase** for the same period last year).

2. Fall 2024 Semester Enrollment

- Fall 2024 semester credit hour production is 6,421, a 10 percent **decrease** for the same period last year. (6,998, an 11 percent **decrease** for the same period last year).
- Student headcount is 526, a 5 percent **increase** for the same period last year. (585, a 3 percent **increase** for the same period last year).
- EduKan credit hour production is 442, a 100 percent **increase** for the same period last year. (575, a 338% percent **increase** for the same period last year).
- Pratt Online credit hour production is 1,054, a 30 percent **increase** for the same period last year. (1, 191, a 42 percent **increase** for the same period last year).
- Outreach credit hour production is 466, a 43 percent **decrease** for the same period last year. (483, a 41 percent **decrease** for the same period last year).
- College Start/High School enrollment is 986, a 7 percent **increase** for the same period last year. (1, 065, a 15 percent **increase** 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 2,856, a 10 percent **decrease** for the same period last year. (3, 092, an 11 percent **decrease** for the same period last year).

3. Residence Hall Contract Status for Fall 2024

- 222 housing applications, a 10 percent **decrease** compared to last year. (236 housing applications, a 9 percent **decrease** compared to last year).
-

4. Upcoming All-Campus Recruiting & Enrollment Event Dates

- Multiple Beaver Building Days
 - June 26th
 - July 18th

X. Action Items

➤ **Ratify Waiver Board Policy No. 3-07 – Kent Adams, VP Finance & Operations**

Chair Koler as a motion to Ratify Waiver Board Policy No. 3-07 the administration request for the sole-source purchases in the total amount of \$67,318.60 from the following vendors:

Ellucian Great Plains - \$22,568.00 – annual maintenance, support is only available through Ellucian.

Game One - \$3,855.60 – replacement women’s basketball jerseys, due to the PCC agreement with Game One.

Watch Guard Technology - \$32,950.00 – security software 3-year licensing, Watch Guard Technology has been utilized for network security.

Respondus - \$7,945.00 – annual licensing for online classes, utilized for online class testing security.

The motion was made by Trustee Patton to Ratify Waiver Policy No. 3-07 all items presented and to approve the administration request for sole- source purchases from the stated vendors in the total amount of \$67,318.60. Motion was seconded by VC Hamm. With no further discussion the motion was carried unanimously.

➤ **Approve 2024-2025 Heath Insurance Rates - Kent Adams, VP Finance & Operations / Dr. Michael, President**

Chair Koler asked for a motion to approve the recommendation for United Health Care for renewal for health insurance. The motion was made by Trustee Patton to approve the recommendation for United Health Care 2024-2025 for renewal. Motion was seconded by VC Hamm.

Discussion: Dr. Calvert mentioned, if an employee is full-time, non-faculty, you are guaranteed a single policy, with the option of buying a family policy. Employees have expressed this a strong benefit of working at PCC is the access to affordable health insurance. This rate includes dental, health and pharmaceuticals. BCBS was raising their cost 13.4%. Roundstone Plan is a self-insured plan which has a 90-day runout.

Health Insurance Bids:

	BCBS	United Health
Single	\$1,101.67	\$1,019.96
Family	\$2,501.93	\$2,357.01
Deductible	2500/5000	2500/5000
Maximum out-of-pocket	6350/12700	6000/1200
Coinsurance	80/20	80/20
Rx	15/50/250	10/45/90/250
Dental	25/75 100% 50% 50%	25/75/ 100%50%50%
	Fully Insured	Fully Insured

With no further discussion the motion was carried unanimously.

- **Approval to Notify Pratt County Clerk Board’s Intention to Exceed the Revenue Neutral Rate**
- *Kent Adams, VP Finance and Operations / Dr. Michael Calvert, President*

Chair Koler as for a motion to approve the administration’s request to notify the Pratt County Clerk of the PCC Board’s intent to exceed the Revenue Neutral rate. VC Hamm made the motion to notify the Pratt County Clerk of the PCC Board’s intent to exceed the revenue neutral rate. Motion was seconded by Trustee Patton.

Discussion: Dr. Calvert explained there is nothing being approved by this request. It is asking the Board’s support to consider exceeding the Revenue Neutral Rate from what PCC received from the taxpayers last year.

With no further discussion the motion was carried unanimously.

- **Property, Casualty and Liability Insurance Pricing**
- *Kent Adams, VP Finance & Operations / Dr. Michael President*

Chair Koler asked for a motion to accept the administration recommendation to renew with KERMP. The motion was made by Trustee Fitzsimmons to accept the administration recommendation to renew with KERMP. Motion was seconded by VC Hamm.

Discussion: Mr. Adams expressed this is a consortium. Workers Comp is not a part of this.

	<u>2024-2025</u>	<u>2023-2024</u>	<u>Change</u>
Property, Casualty, & Liability with KERMP	\$406,870	\$376,119	\$30,751
Worker’s Compensation	\$0	\$0	\$0
Sub-Total	\$406,870	\$376,119	\$30,751
Buy Down Wind/Hai Deductible from %500,000 to \$250,000* (Waiting on pricing)		\$0	\$0
Total	<u>\$406,870</u>	<u>\$376,119</u>	<u>\$30,751</u>

With no further discussion the motion was carried unanimously.

- **Approval of Truck Bid - Kent Adams, VP Finance & Operations / Dr. Michael President**
Mr. Adams – bids were sent out for a maintenance work truck and received no reply.

- **Approval of Computer Numeric Control (CNC) Plasma Cutter Bid**
- *Kent Adams, VP Finance & Operations*

Chair Koler asked for a motion to accept the administration recommendation of the Lampton Welding Supply, Inc. bid in the amount of \$195,917.50 for a CNC Plasma Cutting Table, including delivery, installation, and training. The motion was made by VC Hamm to accept the administration’s recommendation for the purchase of a CNC Plasma Cutter from Lampton Welding Supply, Inc. This was the only bid received. Motion was seconded by Trustee Patton.

Received an ARPA Grant from the Department of Commerce. In 2022 Daryle Lucas recommended this CNC Plasma Cutter Table would add more capability to the program.

Discussion – Questioned if this was a necessity since there were already tables. This table is not a duplication of the current tables. The capabilities are different. The grant would need to be revised if there was going to be a change. This was part of the \$778,000 grant (COVID relief dollars) institution received. The institution must match 50% of the grant. Mr. Adams is working with the Department of Commerce to extend the grant by 6 months to be able to obtain the CNC machine. The Board would like a statement from Bobby Waldschmidt, welding instructor, to explain the need / advantage for this piece of equipment along with pictures and information of the machine.

A motion was made by Trustee Morgan to table the administration recommendation to purchase the CNC Plasma Cutting Table from Lampton Welding Supply Inc.'s bid of \$195,917.50 and have additional information provided. Motion was seconded by Trustee Fitzsimmons. With no further discussion the motion was carried unanimously.

➤ **Policy Review – First Reading**

Chair Koler asked for a motion to approve the administrative recommendation of no change to Policies: *1-08 Position Description for Board of Trustees, 3-04 Compensation and Benefits, and 3-05 Financial Condition.*

The motion was made by VC Hamm to approve the administrative recommendation of no change to Policies *1-08 Position Description for Board of Trustees, 3-04 Compensation and Benefits, and 3-05 Financial Condition* and to waive the second reading. The motion was seconded by Trustee Fitzsimmons. With no further discussion the motion was carried unanimously.

XI. **Written Reports:**

➤ **Faculty Report – Dave (Kip) Chambers, PHEA President**

Justin Maughan – The research group submitted a paper which was accepted for publication. Paper is titled “*Light Scattering from Spherical and Irregular Particles Over a Wide Angula Range.*” They recently submitted another paper titled “*A New Mixing Rule for Imaginary Refractive Indices of Aerosols or Colloids in the Rayleigh Regime.*”

Misty Beck – The Performing Arts Department trip in May went well and did three great performances.

Sumner Music Theatre Camp will be The Lion King. More than 100 campers with middle school, high school, and college leaders. Recruiting continues.

Monette DePew, VP Instruction

Faculty member, is working on curriculum updates over the summer and developing new courses. Faculty Assessment of Learning Committee (FALC) is gathering assessment data from Fall 23 and /Spring 24 to be presented at the Aug/Sept. faculty and Board. Two FALC members are building an assessment guide to present with current and new faculty in Aug/Sept. Professional development is occurring through selected webinars, trainings, etc.

- **Athletic Report** – *Larry Johnston, Director of Athletics*
Abbie Munson – New head Flag Football coach coming from Fort Scott Community College where she was the Head Coach and will start on Monday June 17, 2024. Coach Munson will bring 10 student-athletes with her.

Shelbie Bennett – New Head Cheer Coach will start on Monday June 24, 2024. Coach Bennett spent time at Coffeyville Community College and Garden City Community College where she was an assistant cheer/dance coach.

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

EDUKAN integration

- Canvas
 - Student user script (Complete)
 - Instructor user script (Complete)
 - Course import (Test Complete)
 - Student to course script (Complete)
 - Instructor to course import (Complete)
 - Develop the schedule of reports to import. (Complete)
- Create the EDUKAN Canvas M365 Enterprise Application (Complete)
- Create EDUKAN Group to access the Enterprise Application (Complete)
- Establish “go live” date. (Complete)
- fixing any issues that arise. (on-Going)

Student Multifactor Authentication (MFA):

- Pushing out MFA to all students and prospective students.
- Develop process for applying MFA with M365 as the main single sign on hub. (Complete)
- Setting up a test group of students and testing the process (Complete)
- Developing the documentation for communicating the instructions with students (in-process)
- Rolling out to students:
 - EDUKAN (Complete)
 - All other students (12 June 2024)
 - Prospective students (12 June 2024)

Security Compliancy Program

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

- Incident Response Plan (in Tandem review)
- Vendor Management workflow map (in Tandem review)
- Monthly Tandem Cyber Posture Briefing
- GLBA and GDPR audit (complete)
- Risk assessment (in process)

Alertus

- Installation complete on server. (Complete)
- 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. (Complete)
- Developing and testing Panic button and Active Harmer activation, confirmation and sending alert notifications. (Complete)
- Testing user configuration (Complete)
- Testing dispatcher configurations (Complete)
- Training (user and dispatcher) (in development)
- Rolling out user configurations (in progress)
- Rolling out dispatcher configurations
- Complete test

New SIS

- Research Different SIS platforms (complete)
- 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) (Complete)
- Recommendation to Cabinet (Complete)
- Board approval (18 March 2024) (Complete)
- Contracting Reviewed and to be signed after (18 March 2024) (Complete)
- Implementation (July 2024 – July 2026)
 - Starter pack July 1
 - Project plan
 - Access to Cloud Premier
 - Access to Chatbot

Summer Projects

Moving to the Windows 11 Operating System

- Testing all applications (in-process)
- Planning rollout
- Training
- Rollout
- 365 Cleanup
- Active Directory Cleanup

Data Services Department Update:

- NC-SARA (State Authorization Reciprocity Agreements) data report has been submitted
- *Compiling data for the KBOR KSPSD Academic Year Submission is underway [due in August]

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

Scholarship Auction

36th Annual Scholarship Auction Income Report

Sponsorships	\$ 54,475.00	47.4%
Fund the Need Donations	\$ 20,206.00	17.6%
Ticket and Table Sales	\$ 3,569.00	3.1%
Live Auction Sales	\$ 25,147.37	21.9%
Silent Auction Sales	\$ 10,909.41	9.5%
Employee Raffle Sales	\$ 510.00	0.4%
Total Auction Income	<u>\$ 114,816.78</u>	100.0%

Kansas Advancement Professionals (KAP)

Attended the 2024 Annual KAP Conference on June 12 & 13 at Barton Community College. Topics to be covered include Data Entry Standards, Donor Recognition, Alumni Association Creation, Artificial Intelligence in Advancement, Scholarship Award Process, Planned Giving How-To, Leveraging Relationships Across Campus, CRMs and Donor Databases. I will be making a short presentation that covers our fundraising success with the *Bill Keller Family Sports Complex* which has led to the new Pratt Athletic Training Center fundraising initiative.

Presentation will be focused on:

- Our forward-thinking approach to the projects
- Collaboration between community leaders
- Development of a more interconnected community
- Cultivation of general support for the college

Topics covered at KAP were alumni and association development. Barton County Community College went through the process and shared their information. Garden City was approved for a personalized license tag for Garden City Community College. Speaker from WSU spoke on planned giving. 2025 will be held in Kansas City at Johnson County Community College.

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

KACCT June 24 Meeting Recap - Heather Morgan

1. Met in person in Andover at the Butler CC campus. All colleges were represented except for Independence which had a conflict with the scheduled meeting.
2. Presentation was provided from the auditing firm of Loyd and Associates about common audit findings they have encountered in municipal audits and items that Community College Trustees need to be looking for to ensure their college is in compliance with required statutes related to municipal budgets, federal financial aid, and other state and federal legal requirements.

3. A presentation was provided by the Ulman Policy group about how the upcoming Fair Labor Standards Act (FLSA) changes will impact higher education and the recent lawsuits which have been filed in Texas in an attempt to stop the changes. It is HIGHLY likely that the July 1 regulations which increase the amount below which colleges have to pay overtime from approximately \$35,500 to \$43,800 to go into effect and colleges should start preparing for the second increase which could go into effect on January 1 which would move the threshold to \$58,600. Colleges need to be making plans to ensure employees are converted to hourly and start tracking time and are paid appropriately under the new regulations. Most colleges shared that they will be limiting work hours to avoid overtimes payments.
4. Jee Hang Lee, President and CEO of the National Association of Community College Trustees from Washington DC presented on the many federal regulations that will be changing effective July 1 and the benefits of ACCT membership and support for community colleges.
5. Kathy Sexton, former long-time city/county manager provided excellent boards Manship training and talked through why it is important for boards to work together and how to deal with difficult situations.
6. An HLC liaison provided an overview of what colleges need to be aware of in terms of the most frequent HLC findings and how to avoid such issues.
7. South Central Kansas legislators joined the group for breakfast. A presentation from colleges around the state was provided highlighting business and industry partnerships, collaboration, and the flexibility of community colleges to meet the needs of industry.
8. A final legislative wrap up was provided as well as how much state funding each college should expect next year. Issues related to expanding academic offerings at community colleges were also discussed.
9. The FY 2025 contracts, budget, and dues for KACC were approved by membership.
10. Online Community College Finance Training will be held June 5th at 4 pm via zoom. Next meeting in person meeting will be August 23rd and 24th, 2024 at Kansas City Kansas Community College (Kansas City, KS). December 6th and 7th, 2024 at Labette Community College (Parsons, Kansas). April 2025 PTK Event in Topeka

Recap of KACC meeting held at Butler CC's Andover campus on May 31 – June 1, 2024 and attended by Dr. Michael Calvert (President Pratt CC) (Saturday only), Dr. Kwanna King & Pratt CC Trustee Eric Scott Killough. The following are Trustee Killough's "takeaways" from the meeting.

ACCT President Jee Hang Lee presented in person at the meeting.

Mr. Lee spoke about the need for Trustees to assist their presidents with efforts to diversify their college's revenue pool.

Mr. Lee reported a 40 percent reduction in FAFSA completion reported for this year.

Mr. Lee reported that by 2031 70% of all new jobs will require higher education.

ACCT is advocating heavily for "skill-based hiring." He introduced us to nationwide discussions around the idea that we will start to see more applications asking for "skills" rather than "degrees." The question Mr. Lee asks is, "How can skills, courses, and training become part of the discussion rather than just bachelor's degrees?"

Mr. Lee wanted trustees to be aware of the resources available through ACCT (much on their website) including Governance 101; Advocacy 101 (coming soon); a resource library; a news feed; online policy templates, toolkits, research reports & other resources.

ACCT hosts an "In the Know with ACCT" podcast.

ACCT is designing a module series for the training of Board Chairs. One of Mr. Lee's chief concerns is the quality of Board Chairs and their preparedness. So too, he is concerned with Boards micromanagement of presidents. He is also concerned with the "I'm so smart I've got 5 questions to ask of the CFO" attitude in Board meetings.

ACCT supports 4 policy procedure seminars per year.

ACCT is working through the Farm Bill to increase SNAP (Supplemental Nutrition Assistance Program).

Mr. Lee pointed out that boards need increased guidance when it comes to interpreting State and Federal law.

Mr. Lee encourages a Chairman succession plan be developed at each college.

Boards should be checking frequently with their president and ask if he/she is doing "well" and is comfortable with their job. Be proactive.

Boards should be building alliances with other governing bodies.

State Budget

Community Colleges will be receiving \$100,000 each in July of 2025. This will continue for several years (Heather will provide that exact number). This money is for deferred maintenance and needs to be put in a separate account.

\$7,000 per APN & LPN staff member at each CC in the new budget as a grant for nursing faculty. This needs to be done outside of the faculty master agreement. This is in support of the challenge Nursing Programs face in hiring quality faculty.

Diversity, Equity, and Inclusion (DEI)

HB 2105 prohibits universities, community colleges and technical colleges from requiring statements about diversity, equity, or inclusion as a condition of admission, financial aid or

hiring. House 81-40 Senate 28-11

July 1, 2024, a requirement goes into effect mandating that all DEI training held on campus be made available on the CC website. This includes contracted DEI training companies who now must allow the CC to post their training Power Point slides, etc. If a vendor won't comply, you can break their contract due to their non-compliance with State Law. The aim of this law is to show what the training consists of.

Blueprint for Literacy

SB 438 establishes the Kansas Blueprint for Literacy that will redesign the teaching of reading to focus on evidence-based research including phonemic awareness, phonetics, fluency, vocabulary, and comprehension. The bill prioritizes a comprehensive approach to retain Kansas educators in the science of reading, structured literacy, and literacy screening and assessment tools. The bill also modifies various scholarship programs. House 98-22 Senate 34-3 (*KACC has been given a seat on this committee and Heather will be the representative.)

HLC & Accreditation (Andrew Lootens-White Vice President of Accreditation Relations, HLC)
Verifying that institutions meet standards established by peers, review by peers. The process is currently being revised.

Promoting institutional self-knowledge

Providing assurance to the public and maintaining confidence in higher education

Works with the Federal Government and State Governments to ensure aligned objectives/results

Criteria for Accreditation

1. Mission
2. Ethical and Responsible Conduct
3. Teaching & Learning: Quality, Resources & Support
4. Teaching & Learning: Evaluation & Learning
5. Institutional Effectiveness, Resources & Planning

Compliance with Criteria

Evaluation at the Core Component and Criterion Levels

- Met (all of its core components need to be met)
- Met with Concerns
- Not met

Program Review and HLC Expectations

The institution ensures the quality of its educational offerings. Maintains a practice of regular program reviews and acts upon the findings. PCC uses the Services and Programs under Review Process for program review.

Findings might include:

No systematic/schedule of program review

Too early to evaluate program review process/not fully implemented

Evidence of program reviews in making improvements or informing financial planning? We

want to see it.

Alumni outcomes not defined and/or tracked

Adverse/unfavorable actions of specialized accreditor or state authority

The governing board must be trained and knowledgeable; deliberations reflect priorities; reviews the reasonable and relevant interests of the institution's internal and external constituencies; preserves its independence; delegates day-to-day management.

Cash reserve formula varies from institution to institution. Rule of thumb is a minimum of 90 days of operating cash. Fewer than 90 days will draw HLC's focus.

Math Pathways

It's taking a look at aligning math courses that are more relevant to a specific program, rather than college algebra being the end-all. This has been an ongoing movement sponsored by KBOR for the last 2 years.

President Ruda (Garden City CC) has not seen the level of cannibalism that he sees in Topeka and declares that community colleges are in fact under attack. This is in reference to the "mission creep" of universities now being able to offer Associates Degrees.

Voter registration forms are required by law to be widely available to students. A pamphlet has been approved and will be distributed to each college with information encouraging scholars to register to vote as well as vote. The distribution of the pamphlets is voluntary, but voter registration forms must be "widely" available. Former AACC Executive Director George Boggs is championing this effort and will send materials to each college for review and possible disbursement.

The next KACC meeting will be Friday August 23 (3:00 p.m. – 7:00 p.m.) & Saturday August 24 (7:00 a.m. – 12:00 p.m.) at Kansas City Kansas Community College.

The next ACCT Leadership conference will be October 23-26 in Seattle. Trustee Killough will be attending as a representative of PCC, KACC, and for duties relating to his role as a member of the ACCT Western Regional Nominating Committee.

- **ACCT/NLS – Dr. Michael Calvert, President**
ACCT Leadership Congress - Oct. 23 – 26, 2024 - Seattle, WA

Trustee Killough is serving on two ACCT committees:
Western Region Hiring Committee and Western Region Award Nominating Committee

- **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 virtually.
 3. Welcomed students to Beaver Building Day.
 4. Attended part of KACC meetings in Andover.
 5. Attended virtual ACCT Legal issues webinar.
 6. Met virtually with KASB Legal Staff regarding upcoming faculty reduction in force appeal.
 7. Attended Miss Kansas pageant.
 8. Participated in NJCAA Finance Committee meeting.
 9. Hosted President’s Advisory Council meeting on campus.
- **Comments from the Board Chairman – Mike Koler, Chairman**
No comments from the Board Chair.

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

7:40 p.m. Trustee Patton moved the Board to go into executive session for the discussion of non-elected personnel for a period of 30 minutes with a 5-minute break. The motion was seconded by Trustee Dean Fitzsimmons. The motion passed unanimously.

7:45 p.m. Executive Session which included VP Kent Adams ,VP Monette DePew and Dr. Michael Calvert, President.

7:55 p.m. Dr. Calvert left the executive session.

8:15 p.m. Dr. Calvert rejoined the executive session

8:15 p.m. Trustee Killough moved to leave the executive session. Motion was seconded by Trustee Morgan.

8:15 p.m. Trustee Patton made the motion to resume the executive session for 15 minutes. Motion was seconded by Trustee Morgan.

8:26 p.m. Trustee Fitzsimmons made the motion to leave executive session and return to the general session. Seconded by Trustee Patton.

8:26 p.m. General session was resumed.

XIV. Meeting Adjourned – Mike Koler, Chair

8:26 p.m. Chairman Koler asked for a motion to adjourn the general session. Trustee Fitzsimmons made the motion to adjourn the general session. The 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