

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 July 17, 2023, Meeting

I. **Call to Order:** 6:00 p.m. Chair Mike called to order

II. **Pledge of Allegiance** was led by the Trustees

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

Trustee(s) Absent: Dwane DeWeese

Administrative Present: Dr. Michael Calvert, President, Kent Adams, VP of Finance and Operations, Lisa Perez Miller, VP of Student Services, Dr. Kwanna King, VP of Enrollment Management, Monette DePew, VP of Instruction, Tim Swartzendruber, Director of Athletics, Jerry Sanko, Chief Information Officer, and Donna Meier Pfeifer, President's Assistant and Clerk of the Board of Trustees.

Administrative(s) Absent: Barry Fisher, Executive Foundation Director, Institutional Advancement, Alumni Relations

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**

Tom Black, PCC Attorney and Dr. Esther Lahargoue, EDUKAN CEO will be attending the meeting prior to the executive session.

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

KBOR 2023 Data Quality Award – Lisa Kolm, Data Coordinator, was present to receive the award. The award is based on a specific data collection that was compiled a year ago. Departments or positions that contributed towards the annual data collection were recognized:

Data Service Office Staff

Student Accounts Office Staff

Student Success Office Staff

Financial Aid Office Staff

Registrar Office Staff

Cathy Blasi

Admissions Office Staff

VI. **Adjourn Sine Die 2022 – 2023 Session of the Board of Trustee – Chair Mr. Mike Koler**

6:04 p.m. Chair Mr. Koler asked for a motion to adjourn the sine die 2022-2023 session of the Pratt Community College Board of Trustees. Motion was made by Trustee Mr. Fitzsimmons to adjourn; motion was seconded by VC Mr. Barrett. With no further discussion the motion was carried unanimously.

VII. Call to Order 2023-2024 Session of the Board of Trustees – Chair Mr. Mike Koler
6:05 p.m. Chair Koler called the 2023-2024 Session to order.

Addition to Agenda - Chair Koler asked for a motion to add to the agenda's action item Resolution #23-003. Trustee Hamm made the motion to add Resolution #23-003 to the agenda's action items. Motion was seconded by Trustee Fitzsimmons. With no further discussion the motion was carried unanimously.

VIII. Election of 2023-2024 Board Officers – Chairman Mr. Koler

Chair Koler asked for a motion for the election of 2023-2024 Board Officer. Trustee Hamm made the nomination to elect Mike Koler for Chair for one year. Motion was seconded by Trustee Mr. Fitzsimmons and nomination ceased. With no further discussion the motion was carried unanimously.

Trustee Fitzsimmons made the motion to nominate Trustee Ed Barrett for vice chair. Trustee Barrett declined the nomination.

Trustee VC Barrett made the motion to nominate Trustee Michele Hamm for vice chair and to cease the nomination. Motion was seconded by Trustee Fitzsimmons. With no further discussion the motion was carried unanimously.

IX. Special Action for Board Approval: Appointments and Designations – Chair Mr. Koler

Chair Koler asked for a motion for Board approval for the following appointments and designations:

- a. Treasurer – Kent Adams
- b. Board Clerk – Donna Meier Pfeifer
- c. Attorney – Tom Black
- d. Auditor – Loyd Group
- e. Designate Depositories – All banks and Savings and Loans with an office in Pratt County

The motion was made by Trustee Barrett to approve the afore-referenced appointments and designations as presented. Motion was seconded by VC Hamm. With no further discussion the motion was carried unanimously.

X. Other Appointments at the Discretion of the Board

Chair Koler asked for a motion to appoint the following:

- a. KACC Delegate and Alternate
- b. Representative for PCC Foundation Board, Ex Officio

The motion was made by Trustee Barrett that Trustee Killough continue as KACC representative and Trustee Mr. Stan Reimer as alternate. Motion was seconded by VC Hamm. With no further discussion the motion was carried unanimously.

The motion was made by Trustee Barrett to nominate Trustee Reimer to be the Board's PCC's Foundation representative as Ex Officio. Motion was seconded by VC Hamm. With no further discussion the motion was carried unanimously.

XI. Discussion:

A. MIS Report(s) – Dr. Calvert, President

No report(s) were presented.

B. Review 2023 - 2024 Budget and Reach Consensus to Support Published Budget –
Kent Adams, VP of Finance and Operations

Mr. Adams went over the PCC Budget Book for 2023-2024. PCC website will be the official public site but will also be published in the Pratt Tribune.

Areas that were covered:

- Planning Facts & Assumptions
- Institutional Aims & Goals
- Grants
- Funding History
- Revenue Projection
- Expenditures
- HLC Composite Financial Index
- AD Valorem Tax
- Capital Budget

The Board's consensus was to approve the PCC 2023-2024 Budget as presented.

C. HLC Equity Framework – Lisa Perez-Miller, VP Student Services

- HLC Comprehensive Evaluation visit is scheduled for November 13-14, 2023
- Need to review the role of equity in accreditation and quality assurance, both from HLC's perspective and the value Pratt Community College places on equity through policies, practices, instruction, and services. HLC's strategic plan EVOLVE 2025 states that equity is critical and notes that an equity framework should permeate at all levels of the institution including students, staff, faculty, and governing boards.
- HLC's goals focus on their commitment to modeling fairness, quality and access for all learners, and the emphasis and importance of all students having equitable access to higher education.
- Resource materials were distributed at the meeting, including an outline of Pratt Community College's Equity Framework. A brief overview of this information will be provided, with the understanding that a deeper discussion will be held at the August 21st Board meeting, which will allow time for members to review the resource materials.
- In August, the Board will also be updated on the preparation and timeline for the Comprehensive Evaluation, including the Mock Team Visit scheduled for September 6-7, 2023.
- Ms. Perez-Miller also provided to the Board the following information:
 - HLC Definitions of Diversity, Equity, Accessibility, and Inclusion
 - Relationship Within the Triad
 - EVOLVE - Equity in Access and Success Survey
 - PCC Initiative Supporting Equity, Inclusion and Serving the Public Good
 - Equity Framework Action Plan
 - This information is to provide educational awareness of how the Commission looks at equity and to provide the Trustees with information to make them feel comfortable when having this conversation when the team is on campus.

XII. Communication to the Board – Donna Meier Pfeifer, Clerk of the Board

Nothing to present before the Board.

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

- All Employee Meeting – August 7, 2023 – 8:30 a.m. in the Cafeteria
- KACC Quarterly Meeting – August 25-26, 2023, at Cloud County Community College, Concordia, Kansas
- HLC Mock Visit – September 6 - 7, 2023

XIV. Consent Agenda – Mike Koler, Chair

Chair Koler asked for a motion to approve the consent agenda as presented. Trustee Fitzsimmons made a motion to approve the consent agenda as presented. Seconded by Trustee Barrett.

Chair Koler asked if there were any discussion topics to be pulled. No discussion topics were requested. With no further discussion the consent agenda was approved 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/departement/board-trustees>

Human Resources – June 2023: *Dr. Michael Calvert, President*

APPOINTMENTS

Tyler Dallis

Art Instructor

Jeremy Rupe

Vocal & Instrumental Music Instructor

CHANGE IN STATUS

Carrie McDonald **from** Assistant Women’s Basketball Coach/Residential Supervisor **to** Social Media and Website Manager

RETIREMENT

RESIGNATIONS/TERMINATIONS

Carrie McDonald - Assistant Women’s Basketball Coach/Residential Supervisor

Audra Rogers - Director of Marketing Communication & College Relations

DECEASED

Dee Pritchett – June 26, 2023, Library Clerk

SEARCHING

Adjunct Clinical Instructors, Allied Health

Admin Asst to VP of Students & EM

Admissions Rep./Recruiter

Assistant Rodeo Coach/Lateral pos. (to be determined)

Assistant Women’s Basketball Coach/Residential Supervisor

Business & Accounting Instructor

Case Manager

Welding Instructor

Computer Specialist (Network Ops)

Data Services Assistant (on hold)

Computer Specialist (Server Ops)

Custodian (full time, on hold)

Coord. of Institutional Research & Effectiveness

Evening Security Officer

Custodian/ Maintenance

Office Assistant-Student Services

Director of Marketing Communications &

(on hold)

College Relations

Maintenance (full time, on hold)

Evening Custodian

Library Clerk, Part-time

North Campus Farmhand/Maintenance

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

- Combined General and Vocational Funds

Revenue through June is running \$18K favorable. This compares to \$178K favorable through May. Tuition is \$163K overbudget due to enrollment increase. Ad valorem taxes are \$432K under budget. Motor vehicle taxes are over budget \$63K. Delinquent taxes are over budget \$14K. State revenue was received as budgeted. Miscellaneous income is \$225K over budget due to EDUKAN PAYMENT of \$111K for FY22 coming in after the end of the fiscal year and miscellaneous student charges being \$81K overbudget.

Expenditures are \$517K under budget through June. This compares to \$487K in May.

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

Track & Field - Travel \$4K over annual budget. Supplies \$13K over annual budget. Auxiliary funds will cover annual overrun.

Spirit Squad - Over annual budget \$19K. Auxiliary funds will be offset partially.

Wrestling -Travel, Supplies, and Equipment are \$32K over the annual budget. Auxiliary funds will cover annual overrun.

- Finance Committee Minutes – The finance committee met with the Vice President of Finance and Operations, Monday July 10, 2023. The committee reviewed the cash disbursements for the month of June 2023.

- Recommendation: The committee recommends the cash disbursements for the month of June 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 – July 17, 2023 – *Dr. Kwanna King, VP of Enrollment*

Enrollment Update & Board Report – July 10, 2023 (updates as of July 17, 2023)

1. **2023-2024 Academic Year** – Credit hour production for the academic year is 11, 258 or a 0.6 percent increase for the same period in 2022. (11,703 or 2.3% increase)
2. **Summer 2023 Semester Enrollment**
 - Summer Semester credit hour production is 2,289 or a 16 percent increase for the same period last year. (2,275 or 16% increase)
 - Student headcount is 458 or a 12 percent increase for the same period last year. (456 or 13% increase)
 - EduKan credit hour production is 1,290 or a 17 percent increase for the same period in 2022. (Unchanged)
 - Pratt Online credit hour production is 680 or a 21 percent increase for the same period in 2022. (666 or 19% increase)
 - Outreach credit hour production is 124 or a 0 percent increase/decrease compared to the same period last year. (124 or 7% increase)
 - College Start/High School enrollment is 118 credit hours or a -6 percent decrease for the same period in 2022. (113 or -10% decrease)

- Credit hour production for the “Nine Core County Region” (*Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford*) is 632 credit hours, which is an 11 percent increase for the same period in 2022. (626 or 11% increase)

3. **Fall 2023 Semester Enrollment**

- Fall Semester credit hour production is 8,969 or a -3 percent decrease for the same period last year. (9,428 or -1% decrease)
- Student headcount is 657 or a -7 percent decrease for the same period last year. (693 or -5% decrease)
- EduKan credit hour production is 389 or a -33 percent decrease for the same period in 2022. (494 or -22% decrease)
- Pratt Online credit hour production is 905 or a -4 percent decrease for the same period in 2022. (945 or -4% decrease)
- Outreach credit hour production is 869 or a -27 percent decrease compared to the same period last year. (866 or -29% decrease)
- College Start/High School enrollment is 952 credit hours or a -1 percent decrease for the same period in 2022. (942 or -5% decrease)
- Credit hour production for the “Nine Core County Region” (*Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford*) is 3,753 credit hours, which is a -4 percent decrease for the same period in 2022. (3,917 or -4% decrease)

4. **Fall 2023 Residence Hall Contracts To-Date**

- The number of residence hall contracts processed to-date is 84 percent or 288 students compared to 90 percent or 309 students on 7/11/2022. (86% or 297 student housing applications v. 90% or 309 student housing applications as of 7/18/2022.

Note: Maximum possible occupancy is 356. Spots currently available for a residence hall contract is 344.

5. **Upcoming All-Campus Recruiting & Enrollment Event Dates**

- None scheduled prior to the start of the Fall 2023 semester.

XV. **Action Item(s):**

➤ **Resolution #23-003 – Kent Adams, VP of Finance and Operations**

Chair Koler asked for a motion to approve Resolution #23-003. The motion was made by Trustee Mr. Barrett to approve Resolution #23-003 on the Deferred Compensation Plan. The motion was seconded by Trustee Mr. Fitzsimmons.

Mr. Adams explained Resolution #23-003 is authorizing a deferred compensation plan for any employee of Pratt Community College in Pratt, Kansas. This does not replace KPERS.

With no further discussion the motion was carried unanimously.

- **Ratify Waiver of Board Policy No. 3-07 – Kent Adams, VP of Finance and Operations**
Chair Koler asked for a motion to approve the administration recommendation for the following sole source purchases in the total amount of \$30,958.08:
T&D Powerskills LLC - \$17,500.00 – EPT training – only source for this software.
Student fees cover the cost.
VEEAM Cloud Connect - \$3,816.00 – data backup and recovery - only source for this software.
Graphic Edge - \$9,642.08 – volleyball gear – contract with Graphic Edge

VC Hamm made the motion to approve the administration recommendation for the sole source purchases in the total amount of \$30,958.08 for the aforementioned items. The motion was seconded by Trustee Barrett. With no further discussion the motion was carried unanimously.

- **Wind and Hail Deductible Buydown – Kent Adams, VP of Finance and Operations**
Chair Koler asked for a motion to approve the administration recommendation to not purchase the wind and hail deductible buydown renewal coverage at \$52,470. The motion was made by Trustee Barrett to approve the administration recommendation to not purchase the wind and hail deductible buydown coverage. The motion was seconded by VC Hamm. With no further discussion the motion was carried unanimously.

- **Athletic Insurance - Kent Adams, VP of Finance and Operations**

Bids requested for athletic insurance from August 1, 2023 through July 31, 2024. The results received as follows:					
EXCESS	Deductible	Deductible	Deductible	Deductible	Current Year
	\$250	\$500	\$1,000	\$2,500	\$1,000 Ded
Dissenger Reed	No Response	\$55,008	\$48,921	\$37,869	\$52,416
First Agency	No Response	No Response	NA	NA	
Risk Strategies	No Response	No Response	No Response	No Response	
Players Health	No Response	No Response	No Response	No Response	
CATASTROPHIC					
Dissenger Reed	\$14,521				\$14,176
First Agency	No Response				
Risk Strategies	No Response	No Response	No Response	No Response	
Players Health	No Response	No Response	No Response	No Response	

Chair Koler asked for a motion to approve the administration recommendation to accept the \$1,000 deductible excess/secondary coverage and the catastrophic coverage from Dissenger Reed due to availability of primary coverage policy for uninsured student/athletes. The motion was made by VC Hamm to accept the administration recommendation. The motion was seconded by Trustee Barrett. With no further discussion the motion was carried unanimously.

- **Policy Review(s): First Reading**
No policy was brought before the Board for review.
- **Approve 2023-24 Annual PO's - Kent Adams, VP of Finance and Operations**
Chair Koler asked for a motion to approve the administration recommendation of the 2023-24 Annual PO's. The motion was made by Trustee Fitzsimmons to approve 2023-24 POs as presented. The motion was seconded by VC Hamm. With no further discussion the motion was carried unanimously.

XI. Written Reports:

✓ **Faculty Report –Dave Chambers**

Misty Beck, Drama and Theatre

- The Tennessee Trip, the students received rave reviews for their performances, especially at Graceland.
- Summer Music Theatre Camp – 142 campers aged 3 – finishing 5th grade and 40 sixth grade and above helpers. Many of our current students are from Pratt and the surrounding area started in the kid's programs as 4-5 years old. The camp is a good recruiting tool.
- Jeremy (JJ) Rupe is back on campus and preparations were made for Encore camp.
- Recruitment and paperwork will continue through July.

Dave (Kip) Chambers, Science

- Greenhouse renovation is continuing and is on schedule to be completed before the Fall Semester. The plants will be used as representative specimens for the classroom instruction in BIO II and Environmental Science. Long range goals are to begin using the facility for basic research projects that will be incorporated into the science curriculum. The greenhouse will continue to serve as a resource for the STEM Club.

Paul Primrose, Physical Science

- Chemistry and Geology Lab Renovation is underway. The new student lab benches will be more functional, each having eye-level shelving space above the benchtops. There will be an ADA compliant workspace.
- PCC hosted the ASM Materials Camp. This camp provides middle school and high school teachers with science materials and techniques that can be used to teach math and core science principles. Lu Bitter, USD 382's science coordinator, was instrumental in bringing such a camp to the PCC campus. Twelve teachers from around the state of Kansas attended the camps making use of a Kiln provided by staff from ASM, lab space and lab equipment made available by PCC.

✓ **Athletic Report - Tim Swartzendruber, Athletic Director**

News

- Volleyball, men's soccer, women's soccer will report on July 31
- Cheer hosting a camp July 23-27; will attend a camp at Northwest Missouri July 29-30 with chance to qualify for National Cheer competition in Daytona Beach, FL
- Volleyball first match August 17 at Cowley
- Men's soccer and women's soccer host Seward County on August 19
- Cross Country has first meet August 25
- * Seven teams (baseball, women's soccer, men's tennis, women's tennis, volleyball, women's basketball, wrestling) achieved NJCAA Academic Team of the Year status based on having team GPA of 3.0 or above
- * 56 students received NJCAA Academic All-American status based on a GPA of

3.0 or above

* Overall athlete GPA for 2022-23 was over 3.0

Other

* Fifth Annual Beaver Backer Golf Tournament - August 18 at Park Hills Country Club
- Sarah Lindner, Assistant Athletic Trainer, started July 5

✓ **Chief Information Officer** – *Jerry Sanko, Chief Information Officer*

Information Technology Project Update:

- **Replace computers in Rm 438 and EPT May - June**
- Replace computers in Rm 438 and EPT (68) (May 4th and 5th the machines are scheduled to arrive, and the replacement is scheduled to start 16 May) (complete)
- Replace staff/faculty machines that are 8+ years old (68) using the machines from 438 and EPT (complete)

- **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)
- Incident Response Plan (draft 1 complete)

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

Chemistry Room upgrade (est. time June)

- Using Viewsonic from Welding and installing it into the Chemistry Room.
- Construction is underway waiting to install the Viewsonic.

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 – March 2024)
- Research Different SIS platforms
- Demos (moved from July/August to February 2024)
- 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:

- Work is underway for the KBOR KSPSD data collection

✓ **Foundation Report** – *Barry Fisher, Director*

Campaign – Scholarships

Dr. William Wojciechowski has made a \$250,000 gift and pledge to be added to the *Bill and Terri Wojciechowski Endowed Scholarship*.

Track Donor Wall – This will be a free-standing stainless-steel structure with a panel with black lettering for each donor. The PCC Welding students will do the engraving with a laser engraving/etching machine. The donor wall will be near the entrance of the track. The PCC Welding program will also build a donor wall for the Rodeo project.

✓ **KACC** – *Eric Scott Killough, KACCT Secretary*

- The formerly named Kansas Association of Community College Trustee (KACCT) is now the *Kansas Association of Community Colleges (KACC)*.

- The Legislative Post Audit (LPA) has started their athletic audit related to the number of out-of-state and international athletes and how athletics are funded.

- The KACC quarterly meeting is August 25-26 at Cloud County Community College in Concordia. All Trustees are encouraged to attend.

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

Dr. Calvert will be attending:

ACCT Leadership Congress, October 9-12, 2023, in Las Vegas, NV,

ACCT National Legislative Summit, February 4-7, 2024, in Washington, DC,

✓ **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. Participated in NJCAA Board of Regents meeting virtually.
4. Attended NJCAA President's Advisory Commission meeting virtually.
5. Gave welcome at Beaver Building Days.
6. Participated in EDUKAN Board meetings virtually.
7. Met with cabinet members with Ellucian Representatives.

Chair Mike Koler and Dr. Michael Calvert, President went and met with Trustee Dwane DeWeese regarding his health status and his role as a Trustee of the Board. The Board entrusted Chair Koler and Dr. Calvert to offer Trustee DeWeese the Pratt Community College Trustee Emeriti. Trustee DeWeese understood the Board needs active members and that there is an attendance policy to be followed. Dr. Calvert revisited Trustee Mr. DeWeese and reviewed what was

presented prior. Trustee DeWeese asked for 30 days to think about it. If Trustee DeWeese decided to resign Dr. Calvert offered to draft a letter for him to review. President Calvert informed Mrs. Sue DeWeese and daughter that he and Mr. Koler had met with Trustee DeWeese.

H. Dwane DeWeese has also been selected to receive the 2023 Outstanding Alumni Award.

Comments from the Board Chair – Mike Koler, Chair
Chair Koler had nothing to report.

XIII. Executive Session for Non-Elected Personnel Matters

7:15 p.m. Trustee Killough - Mr. Chair, I move the Board go into executive session not to exceed 30 minutes to consult with the college attorney regarding on-going negotiations with EDUKAN and our partners. Those requested to attend included Kent Adams, VP Finance and Operations, Monette DePew, VP of Instruction, Lisa Perez-Miller, VP of Student Services, Dr. Kwanna King, VP of Student Enrollment, Jerry Sanko, CIO, PCC attorney Tom Black, EDUKAN CEO, Dr. Esther Lahargoue and Dr. Michael Calvert, President. Motion was seconded by Trustee Fitzsimmons. With no further discussion the motion was carried unanimously. Chair Koler stated the executive session would start at 7:22 p.m.

7:22 p.m. The Board went into executive session. Trustee Eric Scott Killough chose not to attend the executive session. Trustees present: Mike Koler, Chair, Ed Barrett, Dean Fitzsimmons, Michele Hamm, Vice Chair, Stan Reimer.

7:37 p.m. Trustee Barrett made the motion to exit from executive session. Motion was seconded by Trustee Fitzsimmons. With no further discussion motion passed unanimously.

XIV. Meeting Adjourned – Mike Koler, Chair

7:38 p.m. Chair Koler asked for a motion to adjourn the general session. Trustee Barrett made the motion to adjourn the general session. Motion was seconded by Trustee Fitzsimmons. With no further discussion the motion was carried unanimously.

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