

Board of Trustee Minutes of August 21, 2023, 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:** 6:12 p.m. Mike Koler, Chair called the meeting to order.
- II. **Pledge of Allegiance** – Pledge of Allegiance was led at the special meeting.

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

Trustee(s) Absent:

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, 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 public comment(s) brought before the Board.
- IV. **Introduction of Guest(s)** – *Dr. Michael Calvert, President*
No guests were introduced.
- V. **Introduction of Awards of Excellence** – *Dr. Michael Calvert, President*
WalletHub has ranked *Pratt Community College 2023'S Best Community Colleges 18th in the Nation*. Based on their metrics: cost, student success and career outcomes.
- VI. **Discussion:**
 - A. **MIS Report(s)**
No report was presented.
 - B. **HLC Comprehensive Evaluation Update** –
Lisa Perez Miller VP of Student Service and Monette DePew VP Instruction
 - Updates regarding the college's preparation for the Higher Learning Commission Comprehensive Evaluation on November 13-14, 2023, will be provided.
 - A Mock Visit Team will be on campus Wednesday, September 6 and Thursday, September 7 to meet with college stakeholders in a series of meetings like

what will occur during the actual site visit. Information about the Mock Visit Team and their schedule will be briefed at the meeting.

- The Board is scheduled to meet with the Mock Visit Team on Wednesday, September 6 at 5 pm. The Board's expectations for this meeting will be discussed and reference information distributed.
- An outline of key priorities for the college, from now through the November site visit, will be reviewed.
- The administration will respond to questions regarding the above topics, as well as questions or comments about any of the materials distributed in July concerning the HLC Equity Framework and the college's Campus Equity Framework.
- September 6th – 12:00- 12:45 pm Team will meet with President's Advisory Committee and taxing entities.
- September 6th – 5:00 – 6:00 pm Team will meet with the Board of Trustees
- September 7th – 12:00 – 1:30 pm Team will meet with President's Cabinet

Handouts:

- Mock Visit Schedule – Meet with Board on September 6th at 5:00 p.m.
- Common questions asked by HLC team members to a Governing Board
- HLC Comprehensive Evaluation Preparation Tasking and Timeline
- Standard and Open Pathways for Reaffirmation of Accreditation
- Criteria for Accreditation

**C. Kansas Jayhawk Community College Conference (KJCCC) Updates –
*Dr. Michael Calvert, President and Kent Adams, VP Finance & Operations***

1. New KJCCC Commissioner Mike Saddler informed members that when KJCCC became an official legal entity in 1997, federal income taxes have never been paid.

- a. Explained that KJCCC was a legal entity under NJCAA Region 6 and therefore the feeling was KJCCC was not required to pay taxes.
- b. Currently seeking advice from an attorney and tax accountant as to the best way to self-disclose this to Internal Revenue Service.
- c. Potential fines estimated at \$50,000.
- d. Dues raised for all 21 members by \$1500 to help defray potential costs.
- e. This will be an on-going issue.

2. Kansas Legislative Post-Audit (KLPA)

- a. Audit requested by Rep. Kristey Williams (R- Augusta)
- b. Conducted by staff from Kansas Legislative Division of Post Audit as a normal function of their office.
- c. Seeking information on KJCCC Athletics including Budgets and how different revenue sources (state aid, property taxes, tuition & fees) are used to set budgets, Where Students are from (Rosters), Scholarships, increasing numbers of non-Kansans on rosters, how many in district students are on rosters, etc.

- d. Concerns over lack of Kansas residents having opportunities to compete on athletic teams, stemming from KJCCC rule change in 2016 lifting restrictions on number of non-Kansans on Football and Basketball rosters.
- e. Maximum 8 schools will be audited starting with Butler, Dodge City, Garden City, Hutchinson, Coffeyville and if time allows Highland, Fort Scott, and Barton.
- f. Audit scheduled to be completed sometime in October with results shared in December or early 2024.
- g. Any potential legislation would affect ALL KJCCC members, not just the audited schools (concerning the use of student fees toward scholarships).

Note - Taxpayer dollars do not fund scholarships. All scholarship dollars, with the exception of an in-county student are privately funded or student fees.

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

Nothing to report.

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

August 25-26, 2023, KACC Quarterly meeting at Cloud County Community College in Concordia

IX. Consent Agenda – Mike Koler, Chair

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

Chair Koler if there were any discussion topic(s) to be pulled. No discussion topic(s) were requested. With no further discussion the motion was carried unanimously.

Departments included in the consent agenda:

Minutes: Donna Meier Pfeifer, Clerk of the Board of Trustees

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

Human Resources – Dr. Michael Calvert, President

APPOINTMENTS

Maxwell Caldwell	Automotive Technology Instructor
Christopher Jefferson	Assistant Women’s Basketball Coach/Residential Supervisor
Ross Russell	Assistant Rodeo Coach
Brittany Slief	Cashier/Bookkeeper
Bobby Waldschmidt	Welding Instructor – Attica Location
Johnathan White	Custodian/Maintenance

CHANGE IN STATUS

Laurie Ackerman **from** Allied Health Secretary/Nursing Secretary **to** Allied Health Secretary/Faculty Secretary

Bruce DeClue **from** Cashier/Bookkeeper **to** Student Accounts Coordinator

Juanita Kepka **from** Student Accounts Coordinator **to** Accounts Payable Clerk

Leah Patterson **from** Financial Aid Clerk/Faculty Secretary **to** Admin Assistant to
VP of Students & Enrollment Management
Michael Emmott **from** Custodian **to** Evening Custodian

RESIGNATIONS/TERMINATIONS

Kim Albright	Account Payable Clerk
Mike Allison	Maintenance/Drywall/Painter
Audra Rogers	Director of Marketing Comm & College Relations

SEARCHING

Adjunct Clinical Instructors, Allied Health
Admissions Rep./Recruiter
Bus Drivers (Part Time)
Case Manager
Computer Specialist (Network Ops) Computer Specialist (Server Ops)
Custodian
Director of Marketing
Communications & College Relations
Financial Aid Admin Assistant/Library Clerk
North Campus Farmhand (part time with possibility of being full time)
Shooting Sports Assistant (part time with possibility of being full time)
Welding Instructor
Business & Accounting Instructor (on hold)
Coord. of Institutional Research & Effectiveness (on hold)
Data Services Assistant (on hold)
Evening Security Officer (full time, on hold)
Office Assistant – Student Services (on hold)

Financial Report – Kent Adams, VP of Finance and Operations

Combined General and Vocational Funds

Revenue – through July is running \$59K favorable. The only revenue in July was a small amount of tuition and miscellaneous income.

Expenditures – are \$114K under budget through July.

ANALYSIS OF BUDGET OVER RUNS FOR 10% OVER YEAR TO DATE

For The Month Ended July 31, 2023 there is no budget over runs more than 10% of the annual budget.

FINANCE COMMITTEE MINUTES

The finance committee met with the Vice President of Finance and Operations, Friday August 11, 2023. The committee reviewed the cash disbursements for the month of July 2023.

Recommendation:

The committee recommends the cash disbursements for the month of July 2023 To 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 & Board Report – August 14, 2023 (updates as of August 21, 2023)

1. **Fall 2023 Semester Enrollment**

- Fall Semester credit hour production is 11,284 or a 1.1 percent increase for the same period last year. **(12,141 or -2.7 percent decrease)**
- Student headcount is 874 or a -4 percent decrease for the same period last year. **(959 or -9 percent decrease)**
- EduKan credit hour production is 1,044 or a -10 percent decrease for the same period in 2022. **(1,188 or -3 percent decrease)**
- Pratt Online credit hour production is 1,130 or a -2 percent decrease for the same period in 2022. **(1,331 or -6 percent decrease)**
- Outreach credit hour production is 896 or a -24 percent increase compared to the same period last year. **(952 or -34 percent decrease)**
- College Start/High School enrollment is 1,046 credit hours or a 0 percent increase/decrease for the same period in 2022. **(1,177 or -21 percent decrease)**
- Credit hour production for the “Nine Core County Region” (*Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford*) is 4,417 credit hours, which is a -2 percent increase for the same period in 2022. **(4,971 or -15 percent decrease)**

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

- The number of residence hall contracts processed to date is 96 percent or 331.5 students compared to 104 percent or 358 students on 8/15/2022. **(There are 332 residence hall occupants or a 96.5 percent occupancy rate compared to 335 residence hall occupants or a 97.4 percent occupancy rate during the same time period in Fall 2022)**

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

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

X. **Action Items**

➤ **Addition to the Action Items – Purchase Computers for Vocational Labs**

Chair Koler asked for a motion to add Purchase Computers for Vocational Labs to the Action Items which is a sole-source purchase in the amount of \$71,404.76. The motion was made by Trustee Reimer to add Purchase Computers for Vocational Labs to the Action Items which is a sole- source purchase in the amount of \$71,404.76. The motion was seconded by VC Hamm. With no further discussion the motion was carried unanimously.

- **Purchase Computers for Vocational Labs**– *Kent Adams, VP Finance & Operations*
Chair Koler asked for a motion to approve the purchase of 68 Dell computers to update the vocational computer labs in the total amount of \$71,404.76. The motion was made by VC Hamm to approve the sole-source purchase of 68 Dell computers, cost of \$1,050.07 per unit in the total amount of \$71,404.76 to upgrade vocational computer labs. The motion was seconded by Trustee Fitzsimmons.

Mr. Adams – This will be funded out of the Vocational Capital Outlay.

With no further discussion the motion was carried unanimously.

- **Ratify Waiver Board Policy No. 3-07** – *Kent Adams, VP Finance & Operations*
Chair Koler asked for a motion to Ratify Waiver Board Policy No. 3-07 for the following sole-source purchases in the total amount of \$85,568.30:
Presto Sports - \$9,000.00 – licensing fee for the Athletic website - this is a conference vendor.
Tandem Cyber Ops - \$26,964.00 – firewall to assist in protection against cyber-attacks - only source for this software.
Graphic Edge – Game One - \$7,558.94 – women’s basketball gear - contract with Graphic Edge – Game One.
Chilton Billiards – \$7,548.00 - new pool tables and replacing felt on existing tables - only nearby company that will come on site to assemble tables and re-felt.
Pro Lawn Sprayers - \$12,247.95 – Grasshopper mower to spray and fertilize - only manufacturer of this attachment that fits on the Grasshopper mower.
Sauder Education - \$22,249.41 – furniture purchase for the upper commons area – was the only vendor that could meet the delivery timeframe.

The motion was made by Trustee Barrett to Ratify Waiver Board Policy No. 3-07 in the total amount of \$85,568.30 for the afore-listed vendors for the sole-source purchases. Motion was seconded by VC Hamm. With no further discussion the motion was carried unanimously.

- **Bid Results Used Digger Truck for EPT Dodge City Community College** – *Kent Adams, VP Finance and Operations*

Chair Koler asked for a motion to accept the administration’s recommendation for the Bucket Truck Ranch to be accepted in the amount of \$49,000. The motion was made by Trustee Fitzsimmons to accept the administration’s recommendation to accept the bid from Bucket Truck Ranch in the amount of \$49,000. The motion was seconded by Trustee Barrett.

Bids were requested from the following vendors for a used digger truck for the EPT program in Dodge City. The results were received as follows:

<u>Vendor</u>	<u>Bid</u>
<u>Bucket Truck Ranch</u>	<u>\$49,000</u>
Southwest Truck	Nothing Available

The vehicle from the Bucket Truck Ranch is a 2014 IH7300 4X4, with 54,000 miles, 6,407 engine hours, and 2,124 PTO hours.

With no further discussion the motion was carried unanimously.

➤ **Architecture/Mechanical/Electrical Engineering/Civil Engineering**

Chair Koler asked for a motion to approve the administration recommendation for the total fees and compensation prior to Execution of Design Build Amendment. Trustee Barrett made the motion to authorize the expenditure of \$107,778.00 for a new EPT building. Motion was seconded by VC Hamm.

The Law Company

• Schematic Design -	\$10,000.00
• Design Development -	\$20,000.00
• Construction Documents -	\$45,500.00
Civil Engineering	
Construction Documents -	\$13,500.00

Preconstruction Estimating

• Pre-construction budgets -	\$3,500.00
Geotechnical Services & Report -	\$4,000.00
Field Survey	\$4,700.00
Design/Builder Fee on Design	\$6,578.00

Total Fees & compensation prior to Execution of Design Build Amendment
\$107,778.00.

Mr. Adams explained this portion would be funded through Vocational Capital Outlay money. Additional dollars would be needed for actual construction \$1.8M and funded through Certificate of Participation (COP) to fund it. Working with Duvaqn????? This issue would be subject to notice and protest. 5% or more voters in Pratt County this could become a problem in moving forward with financing. Location options: 1) east of the current EPT facility, 2) space north of the entrance between the parking lot and Hwy 61, 3) using part of the Foundation land south of the college. No decision has been made at this point.

Dr. Calvert commented on identifying potential donors within the industry of the lineman program. Cash reserves could be another funding source. Application has been made for ear marks through Senator Jerry Moran but was turned down. Senator Moran said they prefer equipment requests to a facility. Would like to have this in place a year from now. The faculty are persistent in having a more highly visible location on campus.

With no further discussion the motion was carried unanimously.

➤ **Trustee Replacement Procedure – Dr. Michael Calvert, President**

Trustee H. Dwane DeWeese submitted his resignation letter to the Pratt Community College Board of Trustees due to health matters on August 21, 2023, prior to the meeting.

Filling of Board Vacancies Pursuant to K.S.A 71-201(15) - To appoint a member to fill any vacancy on the board of trustees for the balance of the unexpired term. When a vacancy occurs, the board shall publish a notice one time in a newspaper having general circulation in the community college district stating that the vacancy has occurred and that it will be filled by appointment by the board not sooner than 15 days after such

publication. Interested person(s) apply for vacancies and present at the next regular Board meeting after the public notice.

Dr Michael Calvert – The Board could follow and generate the announcement and pursue a replacement as early as next month (September) if a decision is made at this meeting. If the Board is comfortable with 6 trustees and appointment someone later. Or if the board announces the process, candidates submit their applications and come before the Board. The Board has the option to accept or not.

Chair Koler asked for a motion to either start the recruiting process or not. VC Hamm made the motion to start the recruitment process. The motion was seconded by Trustee Reimer. With no further discussion the motion was carried unanimously.

Will start the process and have candidate(s) representation at the October 16th meeting.

➤ **Policy Review(s): First Reading**

No policy was brought before the Board for review.

XI. Written Reports:

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

Performing Arts Department – Misty Beck- Encore has 20 members, held a four-day camp.

➤ **Athletic Report** – *Tim Swartzendruber, Athletic Director*

Shae Napier – Cheer Coach – Team attended camp at NW Missouri State and received a Silver Bid to National Cheer competition in Daytona Beach, FL. The fourth consecutive year Cheer has received a bid to National competition.

5th Annual Beaver Backer Golf Tournament was held on August 18 at Park Hills Country Club. PCC was well presented. Athletes and Cheer Squad was out and assisting where needed.

Chris Jefferson – hired as Assistant Women’s Basketball coach/Resident Life Supervisor.

➤ **Chief Information Officer** – *Jerry Sanko, CIO*

Information Technology Project Update:

Rm 110, Rm 4, Automotive, Attica and Kingman computer August – December
(waiting on the purchase order)

- Rm 110, Rm 4, Automotive, Attica and Kingman computer replacements (68 machines)
- Replace staff/faculty machines that are 6 plus years old and classroom instructor used 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 complete)
- New Password policy is in effect
- Privacy policy (draft 1)

- Third Party Vendor Access Non-Disclosure Agreement (draft 1 complete)
- Incident Response Plan (draft 1 complete)

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

Chemistry Room upgrade (est. time June) (scheduled for Sunday/Monday 13/14 August)

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

Moving Security Office

- Replacing 12 CCTV cameras (4 Pan, Tilt, Zoom cameras on poles) to IP cameras (waiting on purchase order)
- Move computers, monitors and TVs into new office.

Summer Projects

- Staff Faculty Technology Training development (Viewsonic, Zoom, Teams and other) (complete)
- Projector replacement and maintenance
- Maintenance is complete
- Replacing projectors in Rooms 2, 3, 4, and 438 NLT 15 August.
- Installing three TV/Monitors in 419, 24 and 114 (one is in, waiting on shipping for room 114 and 419.)

Data Services Department Update:

- KSPSD data collection is being finalized; lock date is Aug. 25; certification date is Sep. 8
- Data in support of upcoming SPuR program reviews is being compiled
- Registration for the IPEDS 2023-2024 report cycle is due in August

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

Baseball Project

Mabee Foundation - Working on a grant request to support the renovation of Stanion Field (Baseball). Once the final price quotes are in the grant request will be submitted.

A review of the proposal will be in September.

Rodeo Project

Construction of the new horse barn is progressing. Received a \$10,000 gift and pledge from Kent and Deb Goyen in support of the rodeo renovation project. Continue to schedule meetings with potential donors for this project.

- **KACC – Eric Scott Killough, Secretary**
 - Colby Community College recently had all 39 nursing graduates pass the NCLEX nursing exam.
 - Ft. Scott Community College new president is Dr. Jason Kegler. Outgoing Ft. Scott CC president Johnston has been appointed to serve on the Kansas Board of Regents.
 - The next KACC meeting is at Cloud Community College in Concordia August 25 & 26.
- **ACCT/NLS – Dr. Michael Calvert, President**
Dr. Calvert will be attending:
 - ACCT Leadership Congress, October 9-12, 2023, Las Vegas, NV,
 - ACCT National Legislative Summit, February 4-7, 2024, Washington, DC,
- **AACC (American Association of Community Colleges) – Dr. Michael Calvert, President**
Dr. Calvert will be attending:
 - AACC Commission, Committee Board Mtg, Nov. 14-17, 2023, Washington, D.C.
- **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. Participated in EDUKAN Board meetings virtually.
 6. Attended Pratt County Fair.
 7. Participated in KJCCC meeting at KCKCC.
 8. Attended Pratt Area Chamber of Commerce Coffee at South Central Community Foundation.
 9. Participated in Taxing Entities Meeting.
 10. Facilitated All-Employee Meeting.
 11. Met with President’s Advisory Council.
 12. Attended SPuR Kickoff meeting.
 13. Attended Senator Jerry Moran’s Town Hall Meeting at N’Cahoots.
 14. Supported Staff at Student Move in Day.
 15. Participated in New Student Institute.
 16. Participated in the Annual Beaver Backer Golf Tournament.
 17. Met with several new employees as part of the orientation process.

Dr. Kwanna King – Dr Calvert recognized Dr. King and her volunteer Paint Group Party for their time and efforts in painting needed areas in the dorms. Move in day on Sunday, August 13th was well attended by staff.

Senator Jerry Moran was in Pratt and had the opportunity to address other issues besides the EPT project.

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

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

XIV. Meeting Adjourned – *Mike Koler, Chair*

7:33 p.m. Chair Koler asked for a motion to adjourn the general session. Trustee Fitzsimmons made the motion to adjourn the general session. Motion was seconded by Trustee Hamm. With no further discussion the motion was carried unanimously.

General Session Minutes Recorded by:

Donna Meier Pfeifer, Board Clerk of the Board of Trustees