

## Board of Trustee Minutes of November 20, 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:** 6:00 p.m. Mike Koler, Chair called the meeting to order.

II. **Pledge of Allegiance** – Pledge of Allegiance was led Trustees Ed Barrett

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

**Trustee(s) Absent:** Stan Reimer

**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, Eric Rodewald, Interim 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(s):** – *Dr. Michael Calvert, President*  
Mark Morgan - the new elected trustee starting on January 1, 2024.  
Lisa Kolm – Data Coordinator

V. **Introduction of Awards of Excellence** – *Dr. Michael Calvert, President*  
The following were recognized for their outstanding work in preparation for and during Automotive Service Excellence (ASE) Accreditation (every 5 years):

Daryl Lucas	Daniel Meng (Attica)	Dr. Tina Doggett (Support)
Alan Ziegler	Tyler Wells (Kingman)	Theresa Gee (Support)
Max Caldwell		Laurie Ackerman (Support)
		Cathy Blasi (Support)

Recommendation was to add electric vehicles to the automotive curriculum.

Dr. Calvert recognized: VP Lisa Perez-Miller, VP Monette De Pew, Dr. Tina Doggett (ALO) and the Leadership Team, for their hard work and dedication in preparation for the HLC visit.

**Tech Day** – 92 High School students explored the Area of Technology on the PCC campus. PCC gives away a scholarship each year. Faculty, students, and staff who assisted in making the day a success:

Dr. Kwanna King  
Great Western Dining  
EPT: Dave Campbell, Jeff Hoffman, and students  
INT: Chris Nelson  
APT: Ralph Williams, Doug from Kan-Equip and students  
Auto: Alan Ziegler and Max Caldwell  
AG: Barrett Smith, Lori Montgomery, and students  
Allied Health: Erica Meitler and Laurie Ackerman  
Welding: Daryl Lucas  
WOO: Rocky Robinson and Trey Ficken  
Accounting /Business: John Patton, Bruce DeClue, and Sue Rohleder  
Transportation: Tim Renner  
Leah Patterson – worked entry table and took pictures  
Brad Luthe – worked entry table and a tour guide  
Frank Stahl – use of the library  
Billy McReynolds and Dan McReynolds – maintenance set up and problem solvers  
Phillip Leimbach – assisted counselors with logging in  
Coaches: Visited with students – Todd Reller, Daulton Horton, Sean McElwee, Kenny Eddy, Jake Ritz, Brittany Urenda, Maddi Tadrus, Eric Rodewald, Hank Dickman, Ken Kepley, Rocky Robinson, Mathew Scott, Misty Beck

**VI. Oath of Officer:** *Donna Meier Pfeifer, Clerk of the Board of Trustees*

Oath of Officer: Suzan Patton took the Oath of Officer. Trustee Patton’s term will expire December 31, 2025.

**Addition to the General Agenda:** **Trustee Fitzsimmons** asked the Chair for a motion to have an addition to the November Board general agenda action item: *Resolution 23-007 authorizing the offering for sale of lease purchases agreement Certificates of Participation, Series 2024, of Pratt Community College, Pratt, Kansas.* The motion was seconded by Trustee Killough. With no further discussion the motion was carried unanimously.

**VII. Discussion:**

**A. MIS Report(s) (Management Information System) – Lisa Kolm, Data Coordinator**

NCCBP Table - November 2023 presented:

Persistence Rates – Fall 2022 to Spring 2023

Full-time Award Seeking	- 88%	PCC three-year average rate – 86%
Part-time Award Seeking	- 55%	PCC three-year average rate – 54%

Persistence Rates – Fall 2022 to Fall 2023

Full-time Award Seeking	- 50%	PCC three-year average rate – 53%
Part-time Award Seeking	- 25%	PCC three-year average rate – 26%

**B. Enrollment Data as Prepared for Board of Trustees November 2023**

Reports presented:

- Fall Headcount Goal vs Actual by Specified *Academic Program Major*
- Fall Headcount Goal vs Actual by *Athletic Program*
- Fall Headcount Goal vs Actual by *Activity Program*

- On-Line Credit Hour Production (EDUKAN & Pratt On-Line)
- *College Start* Headcount and Credit Hour Production

Trustee Patton expressed the conclusion when recruiting students, the institution needs to recruit quality instructors that attract students. Instructors have the power to bring students in. A quality education requires quality instructors.

**C. HLC Review / Next Steps – Dr. Michael Calvert / Monette DePew/ Lisa Perez Miller**

- The team’s draft report will be submitted to HLC. The draft report will be shared with Dr. Calvert for “fact-checking”. Cabinet and ALO will read the report and will note factual errors and make suggested corrections. HLC team recommendations, opinions, views, etc. are not subject to fact-checking. This stage should be completed within 2-3 weeks.
- Fact-checked documents will be sent to HLC, report will be reviewed and finalized.
- HLC will send notification email to Dr. Calvert, the institution’s CEO, with an “Action Letter” and the final report. The report will contain information regarding the “Required Institutional Response to Evaluation Report.” HLC expects the institution’s CEO to acknowledge receipt of the report withing two weeks.
- Institution may choose to submit an additional written response in the form of a letter to the institutional Action Committee, which is the decision-making body for HLC.

**D. Economic Impact and Community Engagement Report 2022 / 2023 – Kent Adams, VP Finance and Operations**

The complete report can be found on the PCC website by clicking on the link.  
<https://prattcc.edu/sites/default/files/pdf/economic-impact-report-2022-2023.pdf>

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

- Pratt Area Chamber of Commerce Thank You for the College’s membership
- Thank You from the *Young Guys* Rodeo group. PCC Rodeo was a sponsor.

**IX. Calendar of Events – Dr. Michael Calvert, President**

Reminder the upcoming quarterly KACC meeting on December 1-2 at the Seward Community College, Liberal, Kansas.

Trustees Eric Scott Killough and Dean Fitzsimmons and Dr. Calvert will be attending the ACCT National Legislative Summit, February 4-7<sup>th</sup> in Washington, DC.

**X. 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 VC Hamm.

Chair Koler asked 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/department/board-trustees>

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

**RESIGNATIONS/TERMINATIONS**

Verbal- Thomas Gaskell, Head Women's Soccer Coach and Admissions Counselor

**FALL 2023 CONTRACTS**

Misty Beck	DRM233 Course Development Exploration of Music Theatre
John Patton	BUS178 Introduction to Business
Angie Tatro	BUS162 Introduction to Word Processing Course Development
Angie Tatro	ACC111 Introduction to Accounting Course Development

**SPRING 2024 CONTRACTS**

Misty Beck	DRM223-O-1E Exploration of Music Theatre
Dave Chambers	BIO125-O-1E General Biology
Tyler Dallis	ART128-O-1E Art Appreciation
Meagan Etheridge	EDU277-O-1E Children's Literature
Meagan Etheridge	EDU278-O-1E Exceptional Child
Sarah Jackson	MTH126-O-1E Technical Mathematics
Sarah Jackson	MTH178-O-1E College Algebra
Ken Kepley	HPR224-R-1P Exercise Techniques
Sarah Lindner	HPR292-R-1P Care and Prevention of Sports Injuries
Paul Primrose	PSC175-O-1E Introduction to Geology
Jason Ratcliffe	HST131-O-1E Survey of Civilization I
Jeremy Rupe	MUS176-O-1E Introduction to Music
Frank Stahl	PHL276-O-1E Introduction to Ethics
Frank Stahl	PHL123-R-1P Comparative Religion
Angie Tatro	BUS162 Introduction to Word Processing
Angie Tatro	ACC111-O-1E Introduction to Accounting
Jerry Thompson	SOC176-O-1E
Amanda Wade	PSY132-O-1E Developmental Psychology
Amanda Wade	PSY176-O-1E General Psychology

**SEARCHING**

Adjunct Clinical Instructors, Allied Health  
Admissions Rep./Recruiter  
Bus Drivers (Part Time)  
Case Manager  
Director of Athletics  
Electrical Power Technology Instructor – Coffeyville Location  
Evening Security Officer  
North Campus Farmhand (part time with possibility of being full time)  
Shooting Sports Assistant (part time with possibility of being full time)  
Social Media & Website Manager  
Welding Instructor  
Computer Specialist (Network Ops) (on hold)  
Coord. of Institutional Research & Effectiveness (on hold)  
Data Services Assistant (on hold)  
Director of Marketing Communications & College Relations (on hold)  
Office Assistant – Student Services (on hold)

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

**Combined General and Vocational Funds**

**Revenue** through October is running \$271K favorably. This compares to \$102K favorable in September. Tuition is over budget \$85K through October due to enrollment. Ad Valorem tax is running \$8K favorably and Motor Vehicle Tax is \$22K over budget. Miscellaneous income is favorable by \$156K due mostly to the EDUKAN payment for FY23.

**Expenditures** are \$623K under budget through October. This compares to \$186K favorable in September. The larger underrun is due partially to budget time-phasing.

➤ **Enrollment Update & Board Report-November 13, 2023 (updates as of 11/20/2023)**  
*VP Dr. Kwanna King, Enrollment Management*

1. **Fall 2023 Semester Enrollment**

- Fall Semester credit hour production is 13,065 or a 2 percent **increase** for the same period last year.
- Student headcount is 1,141, or a 5 percent **decrease** for the same period last year.
- EduKan credit hour production is 1,446 or a 15 percent **increase** for the same period in 2022.
- Pratt Online credit hour production is 1,570 or an 8 percent **increase** for the same period in 2022.
- Outreach credit hour production is 1,622 or a 15 percent **decrease** compared to the same period last year.
- College Start/High School enrollment is 2,048 credit hours or a 4 percent **decrease** for the same period in 2022.
- Credit hour production for the “Nine Core County Region” (Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford) is 5,485 credit hours, which is a 0 percent **increase/decrease** for the same period in 2022.
- Total 23-24 AY credit hours is 24,807 or a 4.1 percent **increase** for the same period last year. **(25,250 or a 4.6 percent increase for the same period last year)**

2. **Spring 2024 Semester Enrollment**

- Spring 2024 semester credit hour production is 9,460 or a 5 percent **increase** compared to the same period last year. **(9,903 or a 6 percent increase compared to the same period last year).**

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

- **None scheduled**

XI. **Action Items**

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

Chair Koler asked for a motion to accept the administration recommendation for the total purchase of \$20,954.00 for the following:

Galarza’s Stucco - \$7,800.00 – repair stucco on Riney Student Center – only firm that responded to the request for service.

Graphic Edge - \$4,454.00 – basketball gear and basketballs – agreement with Graphic Edge.

B&B Hydraulics - \$8,700.00 – repairs for the bucket truck hydraulics – closest hydraulic repair facility to Pratt.

The motion was made by Trustee Barrett to Ratify Waiver Board Policy No. 3-07 in the total amount of \$20,954.00 sole-sources purchases for the afore-listed vendors. Motion was seconded by VC Hamm. With no further discussion the motion was carried unanimously.

➤ **Approve Resolution 23-007 on Intent to Issue COP's EPT Building –**  
*Kent Adams, VP Finance and Operations*

Chair Koler asked for a motion to authorize Resolution 23-007 the offering for sale of lease purchase agreement Certificates of Participations, series 2024 of Pratt Community Collete, Pratt, Kansas. The motion was made by Trustee Fitzsimmons to authorize Resolution 23-007 for the offering sale of lease purchase agreement Certificates of Participation, series 2024 of Pratt Community College, Pratt, KS. The motion was seconded by VC Hamm.

Kent Adams explained this is authorizing the institution to offer these bonds for sale, approximately \$1,990,000. This will be Vocational Capital Outlay Funds. No specific amount has been set. The document also included the Notice of Certificate Sale. Mr. Adams will be meeting with analysts on the ratings on the 28<sup>th</sup> of November. Anticipating to market these by December 12, 2023. Notice of Protest period expires on December 1, 2023. Refinancing interest rates can be done two (2) times.

With no further discussion the motion was carried unanimously.

➤ **Policy Review(s): First Reading**

Chair Koler asked for a motion to upgrade the policy with the current 3 year agreement. Policy 5-10 *Agreement Between Pratt Community Collee and Pratt Higher Education Association*. Motion was made by VC Hamm to approve Policy 5-10 *Agreement Between Pratt Community Collee and Pratt Higher Education Association* and to waive the second reading. Motion was seconded by Trustee Barrett. Agreement can be found on the following site:

<I:\Personnel\PHEA\2022-2025\2022-2025 Master Agreement.pdf>

With no further discussion the motion was carried unanimously.

**XII . Written Reports:**

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

John Patton – Marketing class will be meeting with Jim Lemon, Beaver Bites, to develop a marketing plan heavily towards promoting pizza. Next semester the advertising class will be building on a plan to create an ad campaign.

Heather Wilson - Speech Communication and Interpersonal Communication courses carved pumpkins as a group class project. The assignment involved language and working together in a group. Each group had to come up with a design for a pumpkin face and then had to write directions on how to carve that pumpkin face, without using shape names. The groups then swapped directions and had to use their peers' directions to carve the pumpkin.

Misty Beck - Performing Arts Department - *Matilda* was a success! Encore has been performing at area events including the Hot and Cold Truck Show and Pratt Jam and will perform at Christmas *in the Park*. Currently doing the fall nursing home tours. Pep Band is preparing to start playing for home conference basketball games, Choir and Jazz Band are getting ready for their fall concerts on November 19, Kids' Choir will perform there as well. Department Christmas Show will be Dec 1 and 2 at 7:30pm and Encore will sing with Lorrie Morgan in her Christmas Show in Kingman on December 3.

➤ **Athletic Report – Eric Rodewald, Interim Director**

Wrestling is ranked #2 in the NJCAA and began their season on Saturday, November 4<sup>th</sup> at the Falcon Invite in Wichita at Friends University. The following Beavers earned medals:

125 lbs – Levi Glover, 2<sup>nd</sup> Place

174 lbs – Peyton Besco, 1<sup>st</sup> Place

141 lbs – Easton Taylor, 2<sup>nd</sup> Place

174 lbs – Drew Withington, 2<sup>nd</sup> Place

149 lbs – Gabe Maki, 4<sup>th</sup> Place

184 lbs – Blake Jouret, 1<sup>st</sup> Place

165 lbs – Cash Thomas, 2<sup>nd</sup> Place

Blake Jouret was KJCCC Wrestler of the Week 1 for his championship at the Falcon Invite, going 5-0 in the tournament winning 4 matches by fall, including a first period fall in the 184-pound finals.

Men's Basketball season has begun opening the season with a tough 87-85 loss to North Idaho College.

Women's Basketball won a pair of games in the Beaver Dome to start the season 2-0. Defeating Western Oklahoma State College 80-54 and Tabor College JV 78-54. All 14 players, including 9 Kansans, participated in both games led by Wichita State signee Princess Anderson with 20 and 15 points respectively.

Baseball Field – January 31, 2024 is the target date for completion.

Women's Cross Country freshman Madison Butler finished 53<sup>rd</sup> at the NJCAA Region VI Championships on October 27<sup>th</sup> in a time of 22:57.52 for the Beavers best finish.

Men's Cross Country freshman Achilles Matchers finished 80<sup>th</sup> at the NJCAA Region VI Championships in a time of 30:46.89 for the top time for the Men's team.

Men's Soccer finished 4-10-1 overall and 5<sup>th</sup> in conference with 3-9 record.

Women's Soccer finished 3-9-4 overall and 5<sup>th</sup> in conference with 2-8-2 record.

Volleyball finished 9-23 overall and 9<sup>th</sup> in conference with 0-16 record.

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

**Information Technology Project Update:**

**Rm 110, Rm 4, Automotive, Attica and Kingman computers** (28% complete)

August - December (Computers Received and being imaged)

Rm 110, Rm 4, Automotive, Attica and Kingman computer replacements (68 machines)

- Attica complete (6 computers)
- Kingman complete (5 computers)
- Room 4 complete (22 computers)

Replace staff/faculty machines that are 6+years old and classroom instructor used machines (40 from 110/4).

### **Security Compliancy Program**

- Changing companies for Cybersecurity operations from OculusIT to Tandem Cyber Ops. 90% complete.
  - Server, firewall, end point protection logs are being sent to the Security Information Event Management System (SIEM)
  - Slack Communication are setup with Tandem Cyber
- Creating the Written Information Security Program (WISP) (completed)
- Active Directory audit (completed)
- Firewall policy audit (scheduled)
- Data Classification Policy (draft 1 complete)
- New Password policy is in effect
- Privacy policy (draft 1)
- Third Party Vendor Access Non-Disclosure Agreement (draft 1 complete)
- Incident Response Plan (draft 1 complete)
- Vendor Management workflow map (draft 1 complete)

### **Alertus**

- Installation complete on server.
- Completed the first meeting with selected members of the Crises Intervention Team and Alertus to better understand the integration between the College Crises Plan and Alertus.
- Developing and testing Panic button and Active Harmer activation, confirmation and sending alert notifications.

### **New SIS**

- Research Different SIS platforms
- Demos (February 2024)
  - Jenzabar Discovery and Demo (25 January, Demo 7–8 February 2024)
  - Ellucian Discover and Demo (24 January, Demo 20-21 February)
- Contracting (July 2024)
- Implementation (July 2024 – July 2026)

### **Moving Security Office** 16% complete

- Replacing 12 CCTV cameras (4 Pan, Tilt, Zoom cameras on poles) to IP cameras (Equipment received)
- Running network cabling to new cameras (delayed on getting CAT6) two cameras are completed and wiring for the other inside cameras is due to be completed by the end of November.
- Move computers, monitors and TVs into new office.

### **Data Services Department Update:**

- The KBOR Fall Census Day Collection is due December 1
- Staff have finalized data for the National Community College Costs & Productivity Project
- Work is underway for the KBOR Follow-up Collection due in February.
- Data Services has collaborated with Admissions to kick-off the Fall 2024 report cycle for Admissions.

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

**Donor Wall – Track and Soccer Facility**

A completed detailed diagram of the Donor Wall was sent to the welding program. The design includes a small plaque at the bottom that reads “Donor Wall built by the Pratt Community College Welding Program.

**Year-End Appeal**

The Annual Year-End Appeal letters will be mailed in late November. Donors will have the option to support the program(s) of their choice (technical, academic, activity or athletic) or make a gift to the general scholarship fund. For people doing tax planning, included in the appeal is information pertaining to tax credits that are available for donations of \$1,000 or more for the Rodeo Renovation Project.

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

The KACC meeting is December 1-2 at Seward Community College in Liberal, Kansas.

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

Dr. Calvert will be attending;

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

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

Dr. Calvert attended:

AACC Commission, Committee Board Mtg, Nov. 14-17, 2023, Washington, D.C.

➤ **Other:**

Nothing was presented.

### **XIII. Wrap Up**

➤ **Comments from the President – Dr. Michael Calvert, President**

1. Participated in weekly President’s meetings.
2. Participated in Technical Education Authority meeting virtually.
3. Participated in NJCAA Board of Regents meeting virtually.
4. Attended NJCAA President’s Advisory Commission meeting virtually.
5. Participated/Facilitated several EDUKAN transition meetings.
6. Met Student Leadership Group of International students along with Cabinet.
7. Attended Center for Economic Development and Business Research (CEDBR) event on campus with several community members.
8. Participated in Taxing Entities Meeting.
9. Was a judge for Beaver Fever week for student activities.
10. Met with several new employees as part of the orientation process.
11. Participated in “Pizza with the President” meetings with students in residence halls.
12. Attended Performing Arts performance of “Matilda”.
13. Attended Bill Hlavichek’s funeral.
14. Met with new Trustee Suzan Patton as part of trustee orientation.
15. Began review of candidates with search committee meeting for new Director of Athletics.
16. Facilitated All-Employee meeting with HLC topic.
17. Facilitated Board work session with HLC topic.

18. Participated in HLC Team site visit.
19. Attended AACCC Commissions and Fall meetings in Washington, DC.

Dr. Calvert distributed an ACCT handout to the Board *Advancing America's Community Colleges – Joint Legislative Agenda for the 118<sup>th</sup> Congress (2023 – 2024)*. Short Term Help – “to get people to work ready faster” with credentials and with shorter term classes. The purpose is get more people trained and involved and reduce financial aid assistance.

Artificial Intelligence (AI) – how is this going to impact institutions, how can it be checked, how to adapt to this, etc. There will be training on this.

Perkins Grant – will be at PCC from 9:00 – 11:00 a.m. presenting and anyone could attend. Perkins Grant has 8 different pathways that there will be discussion on.

Legislative Luncheon – Monday, December 11<sup>th</sup> at 11:30 a.m., Riney Student Center cafeteria.

- **Comments from the Board Chair – Mike Koler, Chair**  
The 6100Board is in support of the expansion of Hwy 54. Dr Calvert will do a draft letter of support and send it to the Board for their approval.

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

- XV. Meeting Adjourned – Mike Koler, Chair**  
At 7:46 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  
Clerk of the Board of Trustees