

## Board of Trustee Minutes of December 18, 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 by the Trustees

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

**Trustee(s) Absent:** None

**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:** Barry Fisher

**Media Representation:** No representation

III. **Comment(s) from the Public:** No public present

IV. **Introduction(s):** – *Dr. Michael Calvert, President*

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

Admissions Tech Day:

Lisa Stinson – Director of Admissions

Paige Huber – Assistant Director of Admissions

Shelly DeClue – Office Assistant - Student Services

Ashlyn Hatley – Associate Director of Special Program Admissions

Kim Lee – Coordinator, Enrollment Services & HS/College Start

Kenny McCartney – Assistant Director of Residential Life

Haley Lindsey – Financial Aid Administrator Certified

VI. **Discussion:**

**A. MIS Report** – No reports were presented.

**B. Board Training /Workshop Potential Dates** – *Dr. Michael Calvert, President*

- PCC was awarded an Acct Workshop/Training Session to be used in 2024.

- February 16 & 17<sup>th</sup> 2024 dates were suggested. Dr. Calvert will contact ACCT

- This will be a PCC structured workshop. Suggested topics were Role of the Board, Strategic Planning, Best Practices, Advocacy.

- Board Self-Evaluation and President's evaluations will be reviewed.

**C. Financing for Electric Power Technology (EPT) Building – Kent Adams, VP Finance & Operations**

Mr. Adams went over the Summary of Bids for Certificates of Participation, Series. Bids were due by 10:00 a.m. on December 12, 2023, 20-year issue. The bidders were Robert W. Baird & Co., Inc. and Bernardi Securities Inc. Decision was to go with Robert W. Baird & Co., Inc. – 4% interest.

Net Interest Cost:	\$983,065.64
Average Net Interest Rate:	4.0386%
True Interest Cost:	4.0512%

The anticipated amount for the project is \$2.2M. Total bonds required \$1,970,000.00.

**D. S&P Global Rating – Kent Adams, VP Finance & Operations**

Credit Highlights

- S&P Global Ratings assigned its ‘A+’ long-term to Pratt Community College, Kan.’s Series 2024 lease-purchase agreement Certificates Of Participation (COPs).
- S&P affirmed our ‘A+’ long-term rating on the City of Pratt’s series 2019 industrial revenue bonds, also issued for the college.
- The outlook is stable.

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

- Fitzsimmons Family - thank you for the memorial for Marilyn Fitzsimmons Gavity.
- Pratt Food Bank – Thank You in memory of Mike Addison

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

January 22, 2024 – Trustee meeting will be one week later due to Martin King Jr. Holiday

February 16 and 17, 2024 – Board Retreat and possible ACCT Workshop

April 12, 2024 – PTK Awards Ceremony in Junction City and quarterly KACC meeting

**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 Patton.

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/departement/board-trustees>
- **Human Resources – Dr. Michael Calvert, President**

**APPOINTMENTS**

Michelle McVey	Financial Aid Admin Assistant/ Library Clerk
Johnie Brooks	EDUKAN – Information Technology
April Durnell	EDUKAN – Management of Strategic & Alignment and Operations
Esther Lahargoue	EDUKAN – Chief Exec Officer – Academic Dean

Kasey McCusker                      EDUKAN – Online Enrollment Service Advisor  
Shiao Ling                              EDUKAN – Information Technology Director

### **CHANGE IN STATUS**

Dr. Kwanna King VP, Enrollment Management TO *Vice President of Student Services & Enrollment Management*

### **RESIGNATIONS/TERMINATIONS**

Katie Feldman                      Financial Aid Admin Assistant/ Library Clerk  
Pake Sipes                              Computer Specialist – Support  
Haley Lindsey                      Director of Financial Aid

### **Retirement**

Lisa Perez Miller                      Vice President of Students Services

### **SEARCHING**

Adjunct Clinical Instructors, Allied Health                      Social Media & Website Manager  
Admissions Rep./Recruiter    Welding Instructor  
Bus Drivers (Part Time)  
Case Manager  
Computer Specialist - Support  
Coord. of Institutional Research & Effectiveness  
Director of Athletics  
Director of Financial Aid  
Electrical Power Technology Instructor – Coffeyville Location  
Evening Security Officer  
North Campus Farmhand (part time possibility of being full time)  
Shooting Sports Assistant (part time possibility of being full time)  
Computer Specialist (Network Ops) (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 November is running \$406K favorably. This compares to \$271K favorable in October. Tuition is over budget \$103K through October due to enrollment growth. Ad Valorem tax is running \$55K favorably and Motor vehicle Tax is \$22K over budget due to budget time-phasing. Miscellaneous income is favorable by \$156K due mostly to the EDUKAN payment for FY23.

**Expenditures** are \$170K under budget through November. This compares to \$623K favorable in October. The underrun is in-line with prior months with the exception of October which was high due to budget time-phasing.

### **Finance Committee Minute**

The finance committee comprised of Board members Ed Barrett and Stan Reimer met with the Vice President of Finance and Operations, Monday, November 8th and 11th, 2023. The committee reviewed the cash disbursements for the month of November.

#### **Recommendation:**

- The committee recommends the cash disbursements for the month of November 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 & Board Report - Dr. Kwanna King, Enrollment Management**

Fall 2023 Semester Enrollment

- Fall Semester credit hour production is 13,081 or a 1 percent increase for the same period last year. (13,125 for fall 23 or a 1 percent increase for the same period last year)
- Student headcount is 1,144, a 5 percent decrease for the same period last year. (1,149 or a 5 percent decrease for the same period last year)
- EduKan credit hour production is 1,446, a 15 percent increase for the same period in 2022. (unchanged)
- Pratt Online credit hour production is 1,586, a 6 percent increase for the same period in 2022. (1,630 for fall 23 semester or a 5 percent increase for the same period last year)
- Outreach credit hour production is 1,622, a 15 percent decrease compared to the same period last year. (unchanged)
- College Start/High School enrollment is 2,048 credit hours, a 4 percent decrease for the same period in 2022. (unchanged)
- Credit hour production for the “Nine Core County Region” (Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford) is 5,494 credit hours, a 0 percent increase/decrease for the same period in 2022. (5,500 credit hours or a 0 percent increase/decrease for the same period last year)
- Total 23-24 AY credit hours are 26, 735, a 6.1 percent increase for the same period last year. (total 23-24 AY credits are 27,001 or a 5.1 percent increase for the same period last year).

Spring 2024 Semester Enrollment

- Spring 2024 semester credit hour production is 11,372, a 10 percent increase compared to the same period last year. (11,594 credit hour production or an 8 percent increase compared to the same period last year)
- Pratt Online credit hour production is 1,646, a 28 percent increase for the same period last year. (1,672 credit hour production or a 24 percent increase for the same period last year)
- Outreach credit hour production is 920, a 5 percent decrease for the same period last year. (977 credit hour production or a 13 percent decrease for the same period last year)
- College Start/High School enrollment is 1,494, a 27 percent increase for the same period last year. (1,573 or a 14 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 4,654, a 14

percent increase for the same period last year. (4,723 or a 9 percent increase for the same period last year)

- Upcoming All-Campus Recruiting & Enrollment Event Dates

## X. Action Items

### Addition to the Action Item Agenda – *Trustees Fitzsimmons*

Motion was made by Trustee Fitzsimmons to approve the administration's request to add to the general Action Item Agenda to serve alcohol (beer/wine) in the Hall of Fame room in the Bensons Education building on Tuesday, January 9, 2024 and Thursday, January 18, 2024 as PCC hosts two home wrestling matches. The Athletic Hall of Fame is an approved room to serve alcohol by Board Policy 3-10. The motion was seconded by Trustee Killough. With no further discussion the motion was carried out unanimously.

Trustee Barrett moved to authorize the request to service alcohol in the Hall of Fame room for events held on January 9<sup>th</sup> and January 18, 2024. Motion was seconded by Trustee Reimer. 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 accept the administration recommendation for the purchases in the total amount of \$54,920.00 for the following:

Siemens HVAC Panel Upgrade - \$34,500.00, Siemens only works through BCS in this area.

Graphic Edge - \$20,420.00, baseball gear, agreement with Graphic Edge.

The Motion was made by Trustee Barrett to accept the administration recommendation of sole-source purchases as stated in the total amount of \$54,920.00. The motion was seconded by Trustee Fitzsimmons. With no further discussion the motion was carried unanimously.

### ➤ **Request to Grant Emeritus Title to Lisa Perez Miller** – *Dr. Michael Calvert, President*

Chair Koler asked for a motion to accept the request from administration to grant Lisa Perez Miller Emeritus title in her retirement which will recognize her stellar career at Pratt Community College but provide context in her work within the higher education sector in her retirement. The motion was made by Trustee Killough to accept the administration request to grant Lisa Perez Miller Emeritus the title in her retirement. The motion was seconded by Trustee Fitzsimmons. With no further discussion the motion was carried unanimously.

It was the consensus of everyone in the room this title was very well deserved for her 39 years and 11 months of dedication to the institution, to the students and a mentor to many faculty and staff.

### ➤ **Ratification for Board Resolution 23-008** – *Kent Adams, VP Finance and Operations*

Chair Koler asked for a motion to Resolution 23-008 authorizing Pratt Community College, to enter into a Lease Purchase transaction, the proceeds of which will be used to pay the costs of acquiring, constructing, and equipping certain building improvements in Pratt, Kansas; and approving the execution of certain documents in connection

therewith. The motion was made by Trustee Barrett. The motion was seconded by VC Hamm. Vote being Aye: 7 and Nay: 0.

With no further discussion the Chair Koler declared the Resolution duly adopted and the Resolution was then duly numbered Resolution No. 23-008.

**Addition to the Action Item Agenda – Trustee Stan Reimer**

Trustee Reimer made a motion to add to the general Action Item agenda a request for waiver of Board Policy 4-10 *Gift Policy and Procedures* to name a specific office area in recognition of a long-serving employee. The motion was seconded by Trustee Patton to waive policy 4-10 *Gift Policy and Procedures* to the general Action Item agenda. With no further discussion the motion was carried unanimously.

VC Hamm made the motion to waive Policy 4-10 *Gift Policy and Procedures* to recognize Lisa Perez-Miller by naming the Office of Admissions in her honor. The motion was seconded by Trustee Fitzsimmons. With no further discussion the motion was carried unanimously.

➤ **Policy Review(s): First Reading**

No policy reviews were presented to the Board.

**XII . Written Reports:**

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

Mr. Chambers expressed on behalf of the faculty gratitude to the Board of Trustees and administration for their support. Welcomed Trustees Suzan Patton and Mark Morgan for their service and look forward in working with them.

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

**News**

The work on the Baseball field is showing progress and is scheduled to be turfed and completed by February 1<sup>st</sup>, 2024!

Wrestling is ranked #2 in the NJCAA and wrapped up the fall semester with a successful showing at the Barton Community College Cougar Open on Sunday, December 10<sup>th</sup>.

Four Beavers had their hands raised in victory at the end of the day in their respective weight classes. All total, Pratt had 11 wrestlers earn a medal:

125 lbs – Kaden Spragis, Champion	174 lbs – Drew Withington, 2 <sup>nd</sup> Place
125 lbs – Levi Glover, 3 <sup>rd</sup> Place	174 lbs – Trystian Juarez, 3 <sup>rd</sup> Place
133 lbs – Kolton Field, Champion	184 lbs – Blacke Jouret, Champion
157 lbs – Nick Carlson, 2 <sup>nd</sup> Place	285 lbs – Cayden Winter, Champion
165 lbs – Johnny Thomas, 2 <sup>nd</sup> Place	285 lbs – Luke Young, 3 <sup>rd</sup> Place

The Beaver grapplers return to action when they host a tri-match on Tuesday, January 9<sup>th</sup> with Neosho County at 5:30 p.m. and face off with Cloud County at 7:00 p.m. The Beavers dual Barton Community College in the Beaver Dome on Thursday, January 18<sup>th</sup> at 7:00 p.m.

Men's Basketball has won 3 of their last 4 contests to finish the first semester 5-and-6 overall and 3-and-4 in conference which puts the Beavers in 8<sup>th</sup> place in the Division I KJCCC standings. The Beavers defeated Dodge City, 79-67; Colby, 87-75; and a road win to finish the semester downing Independence 78-74. The Beavers resume play on Wednesday, January 3<sup>rd</sup> at NJCAA #1 and undefeated South Plains College (13-0) at 6:00 p.m. in Levelland, Texas. The Men return home on Saturday, January 6<sup>th</sup> at 4:00 p.m. to host Cloud County Community College.

Women's Basketball finished the fall 7-and-5 overall and 2-and-5 in conference knocking off then #25 Barton County 99-to-89 with 17 3's made. The Beavers also defeated Colby 67-to-45. Individually, sophomore Princess Anderson was named KJCCC D1 Women's Basketball Player of the Week in back-to-back weeks highlighted by a 42-point performance against then #15 Dodge City in a 90-to-88 Beaver loss. Thanksgiving week, Anderson led the Beavers with 36 points in the victory over the Barton and scored 30 points at Garden City. Her 30-point performances garnered her NJCAA D1 Women's Basketball National Player of the Week. Anderson, who signed to play at Wichita State, leads the country in scoring with 292 points scored at 24.3 points per game. The Women return to action at home on Saturday, January 6<sup>th</sup> at 2:00 p.m. against Cloud County

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

**Information Technology Project Update:**

**Rm 110, Rm 4, Automotive, Attica and Kingman computers - 44% 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 (23 computers)
- Room 110 complete (26 computers)

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

**Security Compliancy Program**

Changing companies for Cybersecurity operations from OculusIT to

Tandem Cyber Ops. 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. In Process.

### **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 December (waiting on student departure for end of semester to complete cable runs).
- Move computers, monitors and TVs into new office.

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

- KBOR Fall Census Collection has been certified.
- KBOR Follow-up Collection is underway, and data is being prepared for reporting.
- IPEDS Winter Collection is now open.

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

#### **Year-End Gifts for Rodeo Project**

Included in the December 1938 Memo was a request asking donors to consider gifts of \$1,000 or more to support the Rodeo Renovation Project. These gifts qualify for 60% Kansas Tax Credits. Through this initiative, the Foundation received a donation and a pledge of \$10,000 by the end of year 2023.

**Year-End Appeal** - The Annual Year-End Appeal letters were sent out.

#### **2024 Scholarship Auction – May 3, 2024**

- Beginning to acquire items for the 2024 Scholarship Auction

- Items available for sponsorship
- Securing sponsorships

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

ACCT Connect is an excellent resource for Trustee training. ACCT describes the resource as "A virtual learning community to support ACCT members and the institutions they serve." The site can be reached at <https://connect.acct.org/>

FAFSA is being simplified. Within the improved framework students will be required to supply less information. Additionally, the formula used to account for business and farm income is changing which could have a negative impact on those students whose parents have high assets, regardless of income. On the positive side, estimates are that 14,000 additional Kansans will be eligible for federal financial aid. This may reduce the need for institutional scholarships

Trustee Killough and Dr. Calvert will be joining KACC Executive Director Heather Morgan at the State Capital on the morning of January 18, 2024, for an opportunity to speak with legislators.

Trustee Killough will be attending ACCT's National Legislative Summit in Washington D.C. from February 4-7.

The PTK awards ceremony is scheduled for April 12, 2024, in Junction City. Immediately following will be the quarterly KACC meeting.

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

The following will be attending the ACCT National Legislative Summit, February 4-7, 2024, Washington, DC:

- Dr. Michael Calvert, President; Trustees Eric Scott Killough and Dean Fitzsimmons.

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

➤ **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. Met Student Leadership Group of Encore students along with Cabinet.
6. Met with new Trustee Mark Morgan as part of trustee orientation.
7. Facilitated interviews candidates with search committee meeting for new Director of Athletics.
8. Hosted annual Christmas party.
9. Participated in KBOR Performance Agreement meeting where PCC appealed and was granted full funding (for any new state dollars).
10. Attended Performing Arts production of "A Christmas to Remember".
11. Attending KACC meetings in Liberal.

12. Helped serve Late Night Breakfast to students prior to final exams with Cabinet.
13. Hosted and presented to KCCLI group on campus.
14. Hosted annual Legislative Luncheon on campus.
15. Presented at Leadership of South-Central Kansas group in Pratt.
16. Hosted President's Community Advisory Council meeting.
17. Participated in Allied Health Program Advisory Board meeting.

Participated in KBOR Performance Agreement meeting where PCC appealed and was granted full funding (for any new state dollars) – *Dr. Michael Calvert, Monette DePew, and Lisa Kolm*

- KBOR has a performance agreement process all public institutions must subscribe to.

- The current funding structure for any new funding available is determined by:

- ✓ **100%** – institution maintained the baseline or improved from the baseline in four or more of the indicators:
- ✓ **90%** - institution maintained the baseline or improved from the baseline in three of the indicators:

- PCC appealed to increase from 90% to 100% on indicator 6: *Increase the percent of Pratt campus students successfully completing Comp I in the Fall, enrolling in Comp II the following Spring and receiving a "C" or better.*

- PCC won the appeal and is now eligible for 100% of the new funding state dollars this year

Higher Learning Commission – *Dr. Michael Calvert*

Had not received any feedback from HLC at the time of the meeting.

Athletic Director Search – interviewed with 4 candidates – doing references calls and hope a selection is made before the Christmas break.

Training Center Proposal in Conjunction with the City of Pratt (next to the track)

- Contain indoor tennis courts, locker rooms, restrooms in event areas, wrestling area, turf area. PCC has been involved in this project for the past two years. Cost approximately 6 million.
- PCC has not committed any funding. Dr. Calvert is interested, and feels it would give additional space for PCC student athletes and students in general.
- Good opportunity for community engagements at all levels for recreational programs.
- Dr. Calvert expressed PCC is interested but only if PCC has a financial commitment that it will only be privately funded dollars. PCC will not commit to any tax dollars and the group supports this and understands.
- \$2.6M has been committed from other sources.
- The City owns the property and had to go before the City Commission.

➤ **Comments from the Board Chair** – *Mike Koler, Chair*

A recognition and a gift were presented to Trustee Stan Reimer who was retiring from the Board for his 15 years of dedication, effort, and support of his role as trustee, to PCC, and the community of Pratt.

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

**XV. Meeting Adjourned – *Mike Koler, Chair***

At 7:11 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 VC Hamm. With no further discussion the motion was carried unanimously.

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