

Board of Trustee Minutes of December 19, 2022, Meeting

- I. Trustee Chair Mike Koler called the December 19, 2022, Board of Trustee meeting to order at 6:00 p.m.
- II. Trustee VC Ed Barret led the Pledge of Allegiance.

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

Trustee(s) Absent: Dwane DeWeese and Kim DeClue

Administrative Present: Dr. Michael Calvert, President, Kent Adams, VP of Finance and Operations, Lisa Perez Miller, VP of Students and Enrollment Management, Monette DePew, VP of Instruction, Jerry Sanko, Chief Information Officer, Barry Fisher, Executive Foundation Director, Institutional Advancement, Alumni Relations, and Donna Meier Pfeifer, President's Assistant and Board Clerk

Administrative(s) Absent: Tim Swartzendruber, Athletic Director,

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***
Loyd Group, LLC - D. Scot Loyd, CPA, presented the June 30, 2022 Audit Report
- V. **Introduction of Awards of Excellence – *Dr. Calvert, President***
Late Night Breakfast
 - Café Staff – Phil Sutterfield, Alyson Ellis, Mackenzie McManis, Emily Jade Ryan, and Jay Loard.
 - Housing Staff – Mathew Scott, Kenny McCartney, Quinton Powell, Noah Harris, Carrie McDonald, Henry Dickman, and Kevin Kewley
 - President's Cabinet – Monette DePew, Lisa Perez Miller, Tim Swartzendruber, and Dr. Michael Calvert.
- VI. **Loyd Group LLC – D. Scot Loyd, CPA**
 - A. **Action Item - Approve Loyd Group LLC Audit Report**

Chair Koler asked for a motion to approve Loyd Group LLC PCC Year End June 30, 2022, Audit Report and Communication with Those Charged with Governance as presented.

A motion was made by VC Barrett to approve the Loyd Group LLC PCC Year End June 30, 2022, Audit Report and Communication with Those Charged with Governance as presented. Trustee Hamm seconded motion.

Mr. Scot Loyd went over the audit with the Board.

 - Prior Year Deficiencies – No deficiencies noted in prior year
 - Current Year Other Deficiencies – No deficiencies noted in current year

With no further discussion the motion carried unanimously.

VII. Discussion:

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

Instruction & Development/Training Costs:

- Part A: FY 2022 Cost per Credit Hour \$127 - Cost per FTE Student \$3,818
- Part B: Development/Training Expenditures per FTE Employee
 - FY 2022 Expenditures per FTE Employee \$231

B. COVID-19 – Dr. Michael Calvert, President

There have been no class disruptions this semester due to COVID-19.

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

Nothing to bring before the Board

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

- Board Retreat Date – February 18, 2023, is the tentative date
- April 14 – PTK – Junction City – Honorary: Ethan Paris, Jordyn Sanko, Tamara Radovanov – KACCT meeting to follow the luncheon
- Commencement – May 12, 2023, 1:00 p.m. and 3:00 p.m.

IX. Consent Agenda – Mike Koler, Chair

Chair Koler asked for a motion to approve the consent agenda as presented. Trustee Hamm made a motion to approve the consent agenda as presented. VC Barrett second the motion.

- Lisa Perez Miller, VP of Students and Enrollment Management, went over the Enrollment Update and Board Report as of December 19, 2022.
- 2022-2023 Academic Year credit hour production for the academic year is 25,683 or +7.7%
- Fall 2022 Semester credit hour production is 12,959 or +7%
- Fall 2022 Residence Hall Occupancy is 97.4% or 335 students (*Maximum occupancy is 356*)
- Personnel / Resignation:
Ashley Cordeiro, Women's Soccer Coach and Lucas Cordeiro, Financial Aid

Minutes:

Minutes of the Board Trustee Meeting of the November 21, 2022, general meeting was presented.

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

With no further discussion the motion carried unanimously.

X. Action Item(s)

- **Ratify Waiver of Board Policy No. 3-07 – Kent Adams, VP of Finance and Operations**
Chair Koler asked for a motion to accept the administration recommendation to approve the sole-source purchase for licensing for Turnitin Plagiarism software in the amount of \$5,997. Turnitin is the software PCC uses for plagiarism identification on student papers. Trustee Hamm made a motion to accept the administration recommendation for the licensing for Turnitin Plagiarism software in the amount of \$5,997. Trustee Reimer seconded the motion.
With no further discussion the motion carried unanimously.

➤ **Policy Reading(s) - *Dr. Michael Calvert, President***

No reviews were brought before the Board

➤ **2023 – 2024 Tuition / Fees / Room and Board – *Kent Adams, VP of Finance & Operations***

Chair Koler asked for a motion to approve the 2023 – 2024 Tuition / Fees / Room and Board as presented by administration. Trustee Hamm made the motion to approve the 2023 - 2024 Tuition / Fees / Room and Board as presented by the administration. VC Barret seconded the motion.

Mr. Kent Adams, *VP Finance and Operations* went over the proposed increases:

2023-2024 Tuition and Fees:

Technology Fee, new this year - \$10.00

With the increase in the Total Net Dollars Generated – Tuition \$36,000 + Fees \$33,000

In State Tuition/Fees for Select College Based on 2022/23 Pratt Community College is third at \$127.00, with Cowley at \$140.00 and Dodge City at \$136.00.

2023-2024 Room and Board

With the increase the Total Net Dollars Generated - \$55,728

With no further discussion the motion was carried unanimously.

➤ **EDUKAN Consortium Agreement – *Dr. Michael Calvert, President***

Chair Koler asked for a motion to approve the Resolution EDUKAN Consortium Agreement – Dodge City Community College, Pratt Community College, Seward County Community College; Educational Servicers (Western Kansas Community College Virtual Education Consortium) as presented. VC Barrett made the motion to approve the Resolution EDUKAN Consortium as presented. Motion seconded by Trustee Reimer. With no further discussion the motion was carried unanimously.

Agenda Addition to Action Items – *Mike Koler, Chair*

Letter of Authorization – *Kent Adams, VP Finance and Operations*

Chair Koler asked for a motion to add Letter of Authorization for Credit Card Services to the agenda under Action Items. A motion was made by Trustee Hamm to add a *Letter of Authorization* for credit card services to the agenda. Motion was seconded by VC Barrett. With no further discussion the motion was carried unanimously.

➤ **Letter of Authorization – *Kent Adams, VP of Finance and Operation***

Chair Koler asked for a motion to approve the Letter of Authorization for credit card services. VC Barrett made a motion to authorize Kent Adams, VP of Finance and Operations, to contract credit card services for Pratt Community College. Motion was seconded by Trustee Hamm. With no further discussion the motion was carried unanimously.

XI. Written Reports

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

Nothing additional to add nor questions asked

Athletic Report - *Tim Swartzendruber, Athletic Director*
Was not present

Chief Information Officer – *Jerry Sanko, CIO*
Nothing additional to add nor questions asked

Foundation Report – *Barry Fisher, Director*
Nothing additional to add nor questions asked

KACCT – *Michele Hamm, Past President*

KACCT approved:

- Fully fund tier/non-tier funding
- Half-million to each institution for cyber security
- 2.6 million to each institution for HS Navigator to help advise students and counsel K-12
- Capital Outlay fully funded
- KACCT does not support KBOR's voluntary merger/consolidation bill (unanimously opposed)

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

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

Other:

Nothing was presented before the Board

XII. Wrap Up

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

- Christmas Dinner / Party went well
- KBOR withdrew from the Legislative agenda “KACCT does not support KBOR's voluntary merger/consolidation bill”.
- Legislative Luncheon had 5 legislators on campus

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

Chair Koler expressed appreciation to the Trustees, Dr. Calvert and the Cabinet for their time and appreciation while he was unavailable.

XIII. Executive Session for Non-Elected Personnel Matters

XIV. Meeting Adjourned – *Ed Barrett, Vice Chair*

7:20 p.m. Chair Koler asked for a motion to adjourn the general session. VC Barrett made the motion to adjourn the general meeting. Trustee Hamm second the motion. With no further discussion the motion was carried unanimously.

Minutes Recorded by:

Donna Meier Pfeifer, Board Clerk