

## Board of Trustee Minutes of February 21, 2022 Meeting

I. Trustee Chair Mike Koler called the meeting to order at 6:00 p.m.

II. Pledge of Allegiance was led by Trustee Vice Chair Ed Barrett

**Trustees Present:** Mike Koler, Chair, Ed Barrett, Vice Chair (VC), Kim DeClue, Michele Hamm, and Stan Reimer

**Trustee(s) Absent:** Dwane DeWeese and Eric Killough

**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, Admin. Asst. to President and Clerk of the Board

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

**Media Representation:** No representation

III. **Introduction of Guest(s) – Dr. Calvert**

Jason Ratcliffe, PTK Sponsor and Kyle Jackson, Document Management Coordinator

IV. **Recognition of Awards of Excellence – Dr. Calvert**

No Recognition of Awards of Excellence were presented.

### Agenda Addition:

Chair Koler asked for a motion to add to the agenda's Action Item the Approval of the Lease Agreement between the Pratt Airport Authority and Pratt Community College. Trustee Reimer made the motion to add the approval of the airport lease to the action items of tonight's Board meeting. Motion was seconded by Trustee Hamm. With no further discussion motion passed unanimously.

### V. **Discussion:**

#### A. **COVID-19 – Dr. Calvert**

- 1 positive case on campus and isolating in a residence hall
- Testing is ongoing and currently have 269 vaccinated students
- With the decline of cases in the state and in Pratt County Dr. Calvert's request to the Board was to remove the "masks required - to masks recommended" starting February 22, 2022. It will be reinstated if necessary. Faculty and staff have the option to request students to wear masks due to health reasons, etc. and expect students to respect this request. Currently there is a sufficient supply of testing materials. College Health has home tests that can be sent home with students.
- Board agreed to have administration do whatever they feel is appropriate.

#### B. **PCC Role with Pratt County Fair – Dr. Calvert and Lisa Perez Miller**

- PCC will continue to have a presence and support the Pratt County Fair, which may include an event sponsorship or one-evening both hosting. We continue to confer with the Pratt County Fair Board as they identify opportunities for us to consider.

Ms. Perez-Miller expressed the reason PCC participated at the fair was to 1.) support the fair activities, 2.) for recruiting purpose, 3.) college relations and community engagement. Recruitment and college relations has decreased substantially over the past several years, in particular because of lower fair attendance. Direction is to shift the focus to be purposeful, utilizing PCC resources, work with the Pratt County Extension and Fair committee. Be a sponsor to assist in underwriting some of the expense, i.e. entertainment, event costs etc. \$1500 would have banner on display, posters, be included in a number of media and promotional events. PCC supports and contributes \$1500 - \$2,000 annually to the livestock auction.

Kansas State Fair - Trustee DeClue questioned if KACCT would consider having a booth at the Kansas State Fair and each college do a day? Trustee Hamm will present this to the KACCT Board.

### **C. MIS Report – Kyle Jackson**

Mr. Jackson explained the following MIS reports:

- MIS Student-Athlete Report Fall 2021

#### Fall 2021 Quick Stats:

- 54% of athletes are Kansas residents
- 90% of athletes are residing in the residence halls
- 79% of residence hall students are athletes
- Athletes produced 41% of the overall Fall 2021 credit hour production
- Developmental coursework makes up 8% of the total athletes' credit hour production.
- Fall to Spring Retention Comparisons Athlete vs. Non-Athlete
- Pass Program GPA 3-Year Comparison– PASS Fall Term GPA
- Pass Program GAP 3-Year Comparison - PASS Fall Term GPA with Developmental
- PASS Program Fall Term GPA Trendline
- % of PASS Program with Fall Term GPA < 2.0
- PASS Program Fall Term GPA Comparison

PASS program has been very productive and beneficial to the institution and students.

### **VI. Phi Theta Kappa (PTK) – Jason Ratcliffe**

Mr. Ratcliffe is the History and Political Science instructor, as well as the sponsor for PTK. Current membership is 20 students. Most universities will give a \$500 scholarship for a PTK transfer for joining. Recruiting new members is ongoing throughout Fall and Spring semesters.

Fall Semester - Attended a regional conference in October. The region covers Kansas and Nebraska. Conference covered Leadership Presentation, Team Building exercise, and a College Fair. Mr. Ratcliffe felt it was very beneficial to those who attended.

Fundraiser - *Pie Your Professor* which was successful. Jason Ghumm and Roy Clark were the proud recipients!

American Red Cross Blood Drive (ARC) - Held an ARC Blood Drive. Received recognition from the ARC region for the increased in blood units to over 30 from previous years.

Spring Semester – ARC Blood Drive scheduled for February 2<sup>nd</sup> had to be cancelled due to inclement weather. Rescheduled to April 21, 2022 in the Dennis Lesh Sports Arena.

PTK Induction Ceremony date has not yet been set.

PTK All State Luncheon - PTK Honorary Students will be awarded and recognized at the April 1<sup>st</sup> luncheon in Junction City. Kent Adams will be representing PCC. PTK is an opportunity towards leadership if students take the initiative to make it happen.

- VII. Communication to the Board** – *Donna Meier Pfeifer, Clerk of the Board*  
Thank You letter from the Justin Cowboy Crisis Fund for the Roger Blasi Memorial  
Thank You card for the gift to Christian Women’s Fellowship in Memory of Evelyn Frazer, signed by Cathy Blasi.

- VIII. Calendar of Events** – *Dr. Calvert, President*  
April 01, 2022 – PTK and KACCT – Will be held in Junction City. Trustees need to let Board Clerk know by March 14, 2022 if they are planning on attending.

- IX. Consent Agenda:**  
Chair Koler asked for a motion to approve the consent agenda as presented. Motion was made by VC Barrett to approve the consent agenda as presented. Motion was seconded by Trustee Hamm. With no further discussion motion carried unanimously.

**Minutes:**

Minutes of the Board Trustee Meeting of the January 10, 2022 were presented.

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

**Personnel Action** – *Information provided by Rita Pinkall, Director of Personnel*

**APPOINTMENTS**

Mathew Scott	Dir. of Track & Field and Cross Country/ Head Track & Field Coach/ Res. Sup.
Jason Deel	Asst. Women’s Basketball Coach/ IT General Support
Anders Lindanger	Document Management Specialist
Brittany VanRoyen	Head Volleyball Coach/Student Success Specialist
Jenitra Shields	Women’s Flag Football Coach/Residential Supervisor

**RESIGNATIONS/TERMINATIONS**

Dedra Koehn	Athletic Training Room Support (temporary)
-------------	--

**CHANGE IN STATUS**

Kenny Eddy **from** Asst. Men’s Basketball Coach/Residential Supervisor **to** Head Men’s Basketball Coach  
Cheryl McCollum **from** Temporary Switchboard **to** Regular PT Receptionist/  
Switchboard Operator

Verbal Addition: No verbal additions were presented

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

Revenue through January is running \$3K favorable. This compares to \$71K favorable in December. Tuition is \$51K under budget due to low enrollment. Ad Valorem tax is \$163K unfavorable due to budget time-phasing. Motor vehicle taxes are \$49K over

budget. Excel CTE is \$110K favorable due to increased high school CTE courses. Miscellaneous income is over budget \$58K due to payment plan revenue.

Expenditures are running \$938K favorable in January. This compares to an underrun of \$849K in December. Current trend is favorable, but will need to monitor expenditures in January when spring enrollment can be better determined.

**Weekly Enrollment Report** – *Lisa Perez Miller, VP Students/Enrollment Management*

**Enrollment Update & Board Report – February 14, 2022**  
*(Updates as of February 21 are noted in red below)*

1. **2021-2022 Academic Year** – Credit hour production for the academic year is 24,669 or -3.5% less than the figure reported on February 17, 2021. *(24,717 or -3.2%)*

**2. Spring 2022 Semester Enrollment**

- Spring Semester credit hour production is 10,440 or -5% less than the same period last year. *(10,488 or -4%)*
- Student headcount is 965 or -5% less than the same period last year. *(973 or -4%)*
- EduKan credit hour production is 1,456 or -14% less than enrollment for the same period in 2021. *(1,510 or -10%)*
- Pratt Online credit hour production is 1,261 or -19% less than the same period in 2021. *(1,255 or -18%)*
- Outreach credit hour production is 1,238 or -7% compared to the same period last year. *(1,238 or -7%)*
- College Start/High School enrollment is 1,492 credit hours or +6% increase compared to the same period in 2021. *(1,492 or +7%)*
- Credit hour production for the “Nine Core County Region” (*Barber, Comanche, Harper, Kingman, Kiowa, Pratt, Reno, Sedgwick, Stafford*) is 4,584 credit hours or -3% decrease compared to the same period in 2021. *(4,583 or -3%)*

**3. EduKan Spring Term start dates:**

- Spring Term 1 & Spring Term 2 Last Date to Enroll: January 7 - **completed**
- Spring Term 3 Last Date to Enroll: January 28 - **completed**
- Spring Term 4: Last Date to Enroll: March 3

**4. Spring 2022 Residence Hall Occupancy**

- Residence hall occupancy is 81% or 275 students compared to Spring 2021 for the same period. *Note: Maximum occupancy is 356; currently 16 spots are being used by staff or set aside for COVID-19 quarantine/isolation rooms. Spots available for a residence hall dorm plan=340.*

**X. Action Items**

**Ratify Waiver of Board Policy No. 3-07** – *Kent Adams, VP of Finance and Operations*  
No sole-source purchase(s) were presented.

**Approval of Lease Agreement with Pratt Airport Authority** – *Kent Adams*

Lease agreement between Pratt Airport Authority and Pratt Community College was an added action item to the evening's agenda. Due to the short timeframe to review the document, Trustees requested to have it brought back and be included in the March 21, 2022 agenda Action Items. No action was taken.

**Policy Second Reading(s) – Dr. Calvert, President**

Chair Koler asked for a motion to approve policies 4-01 *Public Records and Providing Access Thereto* and 7-01 *Scholarship Policy for Pratt County High School Senior Grant* with no recommended changes by administration. Motion was made by VC Barrett to approve policies 4-01 and 7-01 and accept them as presented and to waive the second reading. Motion was seconded by Trustee Reimer. With no further discussion motioned passed unanimously.

**XI. Oral Reports**

**Faculty Report – Carol Ricke, PHEA President**

Faculty are working on completing their SPUR reports this spring.

Daryl Lucas: Auto instructors went to the *Cars for Charity* show and spoke to around 300 high school students. This is a focused recruiting event for the Automotive Department. Instructors demonstrated and discussed the difference between a 1931 model A Sports Coupe and a 2021 Mach E Ford mustang - this is the electric version of the mustang. Show was at Century 2 with Mel Hamblen Ford as the cooperating dealer.

Tyler Wells and Jason Burkenbaugh hosted an exploration into *Technology Day* at Kingman High School. 8th, 9th and 10th graders attended and toured facilities. The purpose of the day was to allow younger students to meet instructors and learn about future classes they could enroll in at Kingman High School. Both instructors felt it was a meaningful event which may lead students to take PCC classes.

Welding and Automotive Department held an open house on February 10<sup>th</sup> for parents and future students at Kingman from 6:00pm till 8:00pm. Tuesday, Feb. 15, a *No Boys Allowed* welding clinic was held at Kingman High School. A *Girl Welding Clinic* is also planned for April 22<sup>nd</sup> with Pratt High School.

Carmen Forest: Ms. Forest gave a virtual Olympic presentation to the first graders at SW Elementary school. "Students were good listeners, and proudly showed their torch snacks (Cheetos in an ice cream cone) and other Olympic paraphernalia".

Heather Wilson: Information has been distributed to high schools regarding the 2022 *Academic Olympics* event transitioning from a virtual event back to our campus. Ceramics, Mixed Media and Graphic Design contests were added as art options, the business department opted for hosting a Business Presentation contest in lieu of a written test. Vocal Music – Solo and Vocal Music - Duet contests is a carryover from last year. Academic Olympics on our campus is February 28, 2022.

Ralph Williams: Department has been wanting to include seeding technology in Ag Power classes with a way to simulate planter operation. Prairieland Partners donated \$2,000 of the cost for a new planter row unit reducing the cost to \$500 for Ag Power. With this row unit the department can make a hydraulic drive system for the seed

meter, add a shop vacuum, and monitor harness to register seed drop. Plan is to show how seed is spaced in the row with a moving conveyor to catch seeds in the position they would fall from the unit. Would like to have the system portable for demos in the shop and off campus.

**Staff Senate Report** – *Charles Keefer, Senate President*

No report submitted

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

News

- Men's Basketball 6-11 conference, 11-12 overall
- Women's Basketball 1-16 conference, 2-19 overall
- Wrestling participated in Region Tournament the weekend of February 12. National Wrestling Meet March 4-5 in Council Bluffs, IA. Currently ranked #4 in nation.
- Indoor Track Region VI meet held February 19. National Indoor Meet March 4-5 in Pittsburg, KS.
- Baseball opened season at Allen County. Record 1-1.
- Softball opened season February 10.

Social Media

- Gobeaversports.com – website
- Twitter: @PrattBeavers (1536 followers as of February 9; 1512 last month)
- Facebook: Pratt Community College Athletics
- Instagram: @PrattBeavers 655 followers as of January 3, 631 last month)

Other

- Hospitality Room scheduled for tonight, February 21, when we host Hutchinson in men's basketball. Sponsored by Meigs and Associates.
- Mathew Scott hired as Director of Track and Cross Country. Will also serve as Head Cross Country Coach.
- Brittany VanRoyen hired as Head Volleyball Coach. Began February 10<sup>th</sup>.
- Jenitra Shields will begin as Head Women's Flag Football Coach on March 1<sup>st</sup>.
- Jason Deel hired as Assistant Women's Basketball Coach/IT support person., began February.

**Chief Information Officer** – *Jerry Sanko*

**Information Technology Project Update:**

Updating Media in Room 312: (Receiving Equipment)

- Scheduling the installation of power outlets for TVs and switching equipment.

Computer Lab Upgrades:

- Received the last 21 machines on 7 February. Plan on installing them over Spring Break.

Multi-Factor Authentication (MFA) Project:

- Our Cybersecurity Insurances requires MFA on our systems. Researching multiple options to find the best solution for our environment.

Comprehensive Leave Management and Time Matrix: (no change to the project)

New Welding Building:

Ordering equipment (switch cabinet, 4 external security cameras).

Using firewall and switch from Winfield and 12 computers from 438/EPT change out.

Getting quotes on internet service.

Planning Summer Projects:

Data Services Department Update:

- New Employee Anders Lindanger
- Onboarding New Employee: Anders Lindanger has joined PCC as the Document Management Specialist. His primary responsibilities will include administration of the Etrieve system, building forms, configuring workflows, developing surveys, and creating reports. Mr. Anders graduated from Sterling college with a Bachelor's Degree in Business Management in 2019, and earned a Master's Degree in Management Information Systems from Friends University in 2020.
- Providing SPuR Data for Academic Program review.
- Finalizing Athletics Rosters

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

**Auction:**

Darrell and Irene Shumway have donated a one-week vacation stay in Myrtle Beach, SC. This is a two-bedroom, ocean front Marriott property. It is only available on the dates of: checking in on 10/15/22 and checking out on 10/22/22.

Reminder: The 34<sup>th</sup> Annual Scholarship Auction is May 6<sup>th</sup>. ***Please consider sponsoring one of our auction items.*** Tickets for the event are \$50. Reserved Table for 8 is \$375 which includes 8 tickets.

**Campaign**

Monthly Campaign Leadership Committee meetings will resume in February.

**Donor Marquee**

The Donor Marquee is installed and displayed in the Benson Education Commons area. Updating the content on the screens will be done on a regular basis.



**KACCT – Michele Hamm, KACCT Past President**

Trustee Hamm attended the legislative meeting in Topeka. Was very well attended by trustees and presidents from nearly all KACCT schools. Because of the invitation and location, the pass-through meet-and-greet reception was easy for legislators to stop and visit. Following the event, Heather Morgan, KACCT Executive Director, updated KACCT members on upcoming meetings and activity. State Treasurer, Lynn Rogers, stopped in to encourage colleges and individuals to claim unclaimed property and presented KACCT with a check for money owed to colleges. Individuals attended committee meetings, observed the house and senate side of things, and met with legislators. Met with Nancy Ingram and discussed Heather's upcoming evaluation and the process that will be used to collect forms from trustees and presidents.

**ACCT/NLS – Dr. Calvert, President**

Nothing to report

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

Nothing to report

**Other:**

Nothing was presented

**XII. Wrap Up**

**Comments from the Public** – No representation from the public

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

1. Participated in Taxing Entities meeting
2. Participated in weekly Presidents meetings
3. Participated in KBOR meeting in person
4. Attended legislative hearings on higher education budget in person
5. Participated in Technical Education Authority Virtual meeting
6. Held bi-monthly President's Advisory Council
7. Helped organize and participated in Board of Trustees annual retreat
8. Participate in NJCAA President's Advisory Council meeting and Board of Regents meeting
9. Participated with President's Cabinet in virtual meeting with Student Leadership Council.
10. Participated in ACCT Virtual Town Hall meeting
11. Participated in KACCT Legislative Breakfast in Topeka with 2 trustees
12. Participated in KBOR Board of Academic Affairs Standing Committee appeal of PCC Performance Agreements
13. Participated in annual negotiations training virtually
14. Participated in Rural Community College Pathways webinar
15. Participated in Modern Distribution Sales and Management Advisory Committee meeting

President Calvert updated the Board on the service area conflict with Attica, Chaparral, and Medicine Lodge school districts in terms of delivering the approved Welding Program to be taught in Attica at the school. PCC has allowed WSU Tech to teach the welding program for 2021-2022. With PCC gaining approval for the welding program

earlier than anticipated, PCC has received resistance from the school districts. Attempts have been made to meet and discuss the matter, but have not received any response back.

Dr. Calvert, in communication with WSU Tech president, allowed them one more year to teach. WSU Tech President sent emails to 2 of the 3 school superintendents stating, "PCC and WSU Tech have partnered and agreed 2021-2022 would be WSU Tech's last year".

Welding Program in Attica – Superintendent feels PCC cannot replicate what WSU Tech is doing. WSU Tech is giving their students opportunities to get better jobs in Wichita. The welding program is an Industry Approved Certificate and Degree program. The courses are set. PCC has denied WSU Tech to teach the welding program for academic year 2022-2023. There is an appeal process and PCC has received an appeal from KBOR with a list of questions and items and a response date of March 4, 2022.

Mr. Adams and Dr. Calvert met with the Attica superintendent in Attica regarding raising the rent on the automotive facility. The only way this arrangement can work is through the SB155 funding. Based on the money PCC was bringing in and the investment, equipment, and instructor an increase is not feasible. He would take it up with his board.

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

Chair Koler thanked the Trustees and Dr. Calvert for attending the February 18 and 19, 2022 Board of Trustee Retreat.

**XIII. Executive Session for Non-Elected Personnel Matters**

7:15 p.m. Trustee Hamm moved the Board to recess for an Executive Session and not to exceed 60 minutes to conduct the annual evaluation of the President with a 5 minute break. VC Barrett seconded the motion. With no further discussion passed unanimously.

7:20 p.m. went into executive session, in attendance was Dr. Michael Calvert, Trustees Mike Koler, Ed Barrett, Kim DeClue (zoom), Michele Hamm, and Stan Reimer.

8:02 p.m. VC Barrett moved to leave the executive session. Trustee Reimer seconded the motion. With no further discussion the motion passed unanimously.

**XIV. Meeting Adjourned**

8:02 p.m. VC Barret moved to adjourn the general session. Trustee DeClue seconded the motion. With no further discussion the motion passed unanimously. Meeting was adjourned.

Minutes Recorded by:  
Donna Meier Pfeifer, Board Clerk