

Board of Trustee Minutes of July 18, 2022 Meeting

- I. Trustee Chair Mike Koler called the July 18, 2022 meeting to order at 6:00 p.m.
- II. Pledge of Allegiance was led by the Trustees

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

Trustee(s) Absent: Kim DeClue and Dwane DeWeese

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, Tim Swartzendruber, Athletic Director, Barry Fisher, Executive Foundation Director, Institutional Advancement, Alumni Relations, and Donna Meier Pfeifer, Board Clerk

Administrative(s) Absent:

Media Representation: No representation
- III. **Introduction of Guest(s) – Dr. Calvert, PCC President**
Brandon Steinert, Chief Communication Officer, Barton Community College is in the Doctoral program through Baker University. He will be attending the August 22, 2022 Board meeting.
- IV. **Recognition of Awards of Excellence – Dr. Calvert, PCC President**
None were presented.
- V. **Adjourn Sine die 2021-2022 Session of the Board of Trustee**
Chair Koler asked for a motion to adjourn sine die 2021-2022 session of the Board of Trustee. Motion was made by Trustee Hamm and seconded by VC Barrett. With no further discussion motion carried unanimously.
- VI. **Call to Order 2022-2023 Session of the Board of Trustees**
6:05 p.m. Chair Koler called to order the 2022-2023 session of the Board of Trustees.
- VII. **Election of 2022-2023 Board Officers**
Chair Koler asked for a motion for election of officers for 2022-2023. Trustee Hamm made the motion to elect Trustee Mike Koler as Chair and Trustee Ed Barrett as Vice Chair. Motion was seconded by Trustee Killough. With no further discussion motion carried unanimously.
- VIII. **Special Action for Board Approval: Appointments and Designations**
Chair Koler asked for a motion for Board approval for the following appointments and designations:
 - a. Treasurer – Kent Adams
 - b. Board Clerk – Donna Meier Pfeifer
 - c. Attorney – Tom Black
 - d. Auditor – Allen, Gibbs, Houlik
 - e. Designate Depositories – All banks and Savings and Loans with office in Pratt County.

Motion was made by VC Barrett to approve the afore-referenced appointments and designations as presented. Motion was seconded by Trustee Hamm. With no further discussion motion carried unanimously.

IX. Other Appointments at the Discretion of the Board

a. KACCT Delegate and Alternate –

Delegate - Trustee Eric Killough

Alternate – Trustee Michele Hamm

b. Representative of PCC Foundation Board

Motion was made by VC Barrett to appoint Trustee Eric Killough as KACCT delegate and Trustee Michele Hamm as the alternate and Trustee Stan Reimer for the PCC Foundation Board Ex. Officio. Motion was seconded by Trustee Hamm. With no further discussion motion carried unanimously.

X. Discussion:

A. MIS Report(s) – Lisa Kolm

No report submitted

B. Review 2022/;23 Budget and Reach Consensus to Support Published Budget –

Kent Adams, VP of Finance and Operations

Mr. Adams went over the PCC Budget Book for 2022-2023

Areas covered were:

- | | | |
|---------------------------------|------------------------------|------------------|
| - Planning Facts & Assumptions | - Institutional Aims & Goals | - Grants |
| - Funding History | - Revenue Projection | - Expenditures |
| - HLC Composite Financial Index | - AD Valorem Tax | - Capital Budget |

The Board's consensus was to approve the PCC 2022-2023 Budget as presented.

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

Nothing additional to add

VII. Calendar of Events – Dr. Calvert, President

August 4, 2022 - 9:00 – 10:30 a.m. – ADN Signing Ceremony Partnership program with Barton Community College in Chandler Hall. Board is to let Dr. Calvert know if they will be attending.

VIII. Consent Agenda – Mike Koler, Chair

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

Chair Koler asked if there was an item or items that would like pulled from the agenda for further discussion. Dr. Calvert had two additional verbal additions for personnel to be added: Stewart (Toby) Tobias – Part-time Custodian and Rusty Laverentz, Athletic Director Assistant submitted his resignation, final day will be July 29, 2022.

With no further discussion motion carried unanimously.

Minutes:

Minutes of the Board Trustee Meeting of the June 20, 2022 were presented.

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

IX. Action Items

Chair Koler asked for a motion to add to the agenda's Action Items wrestling mats. Trustee Hamm made the motion to add the wrestling mats to the agenda's Action Items. Motion was seconded by Trustee Killough. With no further discussion motion carried unanimously.

➤ **Wrestling Mats** – *Tim Swartzendruber, Athletic Director*

Chair Koler asked for a motion to accept the administrations recommendation. VC Barrett made the motion to accept the administrations recommendation to accept the bid from Resilite. Motion was seconded by Trustee Reimer.

Quotes received:

*Resilite	\$47,934.60
Dollamur	\$31,899.58
EZ Flex	\$27,965.49

Mr. Swartzendruber explained the Resilite mats are a better quality mat, comes with a 3 year guarantee, and the company installs the mats.

With no further discussion motion carried unanimously.

➤ **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 for the purchase of the Lincoln Electric VRTEX Welding Simulator in the amount of \$79,107.11. Motion was made by VC Barrett to approve the administration recommendation of the Lincoln Electric VRTEX Welding Simulator in the amount of \$79,107.11. Motion was seconded by Trustee Hamm.

Mr. Adams explained this will replace the welding simulator at Pratt that was transferred to Attica. PCC is approved for SENSE certification and is required to purchase equipment through Lincoln Electric.

With no further discussion the motioned carried unanimously.

➤ **Approve 2022-23 Annual PO's** – *Kent Adams, VP of Finance and Operations*

Chair Koler asked for a motion to approve the 2022-23 Annual PO's. Motion was made by Trustee Killough to approve the 2022-23 Annual PO's. Motion was seconded by Trustee Reimer. With no further discussion carried unanimously.

➤ **Computer Purchase** - *Kent Adams, VP of Finance and Operations*

Chair Koler asked for a motion to accept the administration recommendation for sole-source purchase of 48 Dell Computers at a cost of \$1,179 per unit for a total cost of \$56,592. Motion was made by Trustee Killough and seconded by Trustee Hamm. With no further discussion motion carried unanimously.

➤ **Athletic Insurance** - *Kent Adams, VP of Finance and Operations*

Chair Koler asked for a motion to accept the administration recommendation of the \$1,000 deductible excess/secondary coverage and the catastrophic coverage

from Dissenger Reed due to availability of primary coverage policy for uninsured student/athletes. Motion was made by Trustee Hamm and seconded by VC Barrett.

Bids were requested for athletic insurance from August 1, 2022 through July 31, 2023. With no further discussion motion carried unanimously.

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

3-10 Code of Ethics for Trustees - VC Barrett made the motion to waive the second reading and to accept the Administration's recommendation of no change to policy 1-03 *Code of Ethics For Trustees*, Motion was seconded by Trustee Killough.

VC Barrett requested the policy be reviewed and meets the ACCT best practices. With no further discussion motion carried unanimously.

4-10 Gift Policies and Procedures – VC Barrett recommended administration return with a board policy and governance that would state a professional gift policy that is ethical and adopt a new policy. Policy as written would pertain to the Foundation.

VC Barrett made the motion that the Board request the administration to formulate a draft policy on *Gift Policies and Procedures* within a reasonable amount of time to present to the Board. Motion was seconded by Trustee Killough.

Dr. Calvert expressed a governing board policy should acknowledge the fact there is a Foundation and be involved in conversation, aware of limitation and relations to the Foundation. Contain a statement expressing “ethical and best practices”. Having a Memorandum of Understanding (MOU) discuss with Foundation Board.

With no further discussion motion carried unanimously.

X. Oral Reports

Faculty Report – Dave (Kip) Chambers, PHEA President

Misty Beck – Summer Camp had over 150 kids participated in this production
Online Summer Sessions will be completed in two weeks and going well.

Staff Senate Report – Charles Keefer, Senate President

Nothing additional to add

Athletic Report – Tim Swartzendruber, Athletic Director

Nothing additional to add.

Chief Information Officer – Jerry Sanko

Nothing additional to add

Foundation Report – Barry Fisher, Executive Director

Nothing additional to add

KACCT – Michele Hamm, KACCT Past President

Nothing additional to add

ACCT/NLS – Dr. Calvert, President

Trustees Ed Barrett and Eric Killough and Dr. Calvert will be attending the ACCT Leadership Congress in New York City, October 26 – 29, 2022.

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

Other:

Nothing was presented

XI. Wrap Up

Comments from the Public – No representation from the public

Comments from the President – Dr. Calvert, President

COVID – PCC is continuing to track cases new variance.

Active Shooter Table Top – Dr. Calvert will be contacting Tim Branscom, Pratt County Emergency Manager

Comments from the Board Vice Chair – Mike Koler, Chair

Chair Koler expressed appreciation to everyone who worked on the budget book.

XII. Executive Session for Non-Elected Personnel Matters

XIII. Meeting Adjourned – Mike Koler, Chair

7:06 p.m. Chair Koler asked for a motion to adjourn. Motion was made by VC Barrett and seconded by Trustee Hamm. With no further discussion motion carried unanimously.

Minutes Recorded by:

Donna Meier Pfeifer, Board Clerk