

## Board of Trustee Minutes of May 16, 2022 Meeting

- I. Trustee Chair Mike Koler called the meeting to order at 5:35 p.m.
- II. Pledge of Allegiance was led by Trustees

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

**Trustee(s) Absent:** 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, Board Clerk

**Administrative(s) Absent:**

**Media Representation:** No representation

**Action Item Addition:**

Chair Koler asked for a motion to add to the agenda's Action Items the bids for adding Men's and Women's Restrooms in the basement of the Riney Student Center. Trustee Hamm made the motion to add bids for men's and women's restroom in the Riney Student Center to the agenda's Action Items. VC Barrett second the motion. With no further discussion motion passed unanimously.

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

- IV. **Recognition of Awards of Excellence – Dr. Calvert**  
Late Night Breakfast Volunteers:

Great Western Dining Volunteers:

Joshua Mireles, Christina Mireles and Madison Bergkamp

Staff Volunteers:

President Calvert	Mathew Scott
Monette DePew	Quintin Powell
Jerry Sanko	Charles Keefer
Tim Swartzendruber	Kenneth Eddy
Lisa Perez Miller	Jenitra Shields
Kevin Kewley	Brad Luthe – Director of Students & Residence Life

- V. **Discussion:**

**A. MIS Report(s) – Kyle Jackson, Coordinator of Institutional Research & Effectiveness**

PCC Completion / Transfer Rates

Completion Rates - PCC 3 – Year Average IPEDS Grad Rate 41%

Transfer Rates – PCC 3 – Year Average Completed or Transferred Within 3 Years  
65%

**VI. Communication to the Board – Donna Meier Pfeifer, Board Clerk**  
Nothing to report.

**VII. Calendar of Events – Dr. Calvert, President**  
No additions or changes were requested

**VIII. Consent Agenda – Mike Koler, Chair**  
Chair Koler asked for a motion to approve the consent agenda as presented. Trustee Hamm made the motion to approve the consent agenda as presented. Motion was seconded by Trustee Killough.

Chair Koler asked if there was an item or items that would like pulled from the agenda for further discussion. No requests were made.

With no further discussion motion carried unanimously.

**Minutes:**

Minutes of the Board Trustee Meeting of the April 18, 2022 were presented.  
(Complete minutes are listed on <http://prattcc.edu/departmen/board-trustees>)

**IX. Action Items**

➤ **Bids for Men’s and Women’s Restroom Basement of Riney Student Center** –  
*Kent Adams, VP of Finance and Operations*

Chair Koler asked for a motion to accept the Administration’s recommendation bid from J.A. Knight be in the amount of \$115,000.

Motion was made by VC Barrett to accept the Administration’s recommendation bid from J.A. Knight in the amount of \$115,000 for the men’s and women’s restroom in the basement of the Riney Student Center. Motion was seconded by Trustee Hamm.

Mr. Adams had requested bids from the following:

J. A. Knight Construction	Pratt, KS	\$115,000
Kessler Construction	Pratt, KS	Declined due to backlog
Jake Ritz Construction	Pratt, KS	No Response

This is approved for this year’s Capital Outlay.

With no further discussion the motion passed unanimously.

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

Chair Koler asked for a motion to approve the Administration request for the sole-source purchases in the amount of \$30,000 for the following:

1. Vector Solutions - License for staff diversity training in the amount of \$5,000.  
This vendor was selected by Student Services.
2. OculusIT – IT services for security in the amount of \$25,000.

Motion was made by VC Barrett to approve the sole-source purchases from Vector Solutions and OculusIT in the total amount of \$30,000. Trustee Hamm seconded the motion. With no further discussion motion carried unanimously.

- **Blue Cross Blue Shield Renewal** – *Kent Adams, VP of Finance and Operations*  
Chair Koler asked for a motion to approve the administration's recommendation renewal of the Blue Cross Blue Shield Fully Funded Plan with no plan changes.

Trustee Hamm made the motion to approve the administration's recommendation for the renewal of the Blue Cross Blue Shield Fully Funded Plan with no plan changes. Motion was seconded by Trustee Killough.

Mr. Adams presented the BCBS renewal plan with a 4.1% decrease.  
Single - \$828.58    Family - \$1,883.96 – \$2500/\$5000 - Deductible, 80/20, Office Visit, Copay \$35/\$70

With no further discussion passed unanimously.

- **Policy Reading(s)** - *Dr. Calvert, President*  
Chair Koler asked for a motion to accept Administration's recommendation of no change to the following policies:  
2-01 – *Mission Statement and Statement of Institutional Purpose*  
2-02 – *Statement of Philosophy*  
2-04 – *Institutional Core Values*  
6-01 – *Vision*

Trustee Hamm made the motion to waive the second reading and to accept the Administration's recommendation of no change and to waive the second reading on policies 2-01, 2-02, 2-04 and 6-01. Motion was seconded by VC Barrett. With no further discussion motioned passed unanimously.

## **X. Oral Reports**

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

**Carmen Forest** - Carmen had the following guest speakers in her classes:

#### *Personal/Community Health*

Joy Schwartz, sexual assault/rape culture on campuses

Rocky Robinson, gun information/gun control

Garry Tate, Domestic Violence

Amy Clarkson, Hospice

Eric Larrison - Mortuary behind the scenes tour

#### *Nutrition*

Jodi Drake, Grocery Shopping Savvy for College students

Stephanie Becker, final wrap-up for semester

Then on Monday I am going to be interviewed by Kim DeClue for an article that is with her new job.

### **Misty Beck & Brad Herndon**

✓ The performing Arts Department has been super busy and just concluded the production of *Wizard of Oz*.

✓ Encore will be touring this month and has their finale concert April 24 at 2:30pm

- ✓ Choir and jazz band will have a concert on May 1.
- ✓ We are finalizing plans for the end of the year trip to Tennessee
- ✓ Continuing to recruit hard for Fall 2022! After finishing the musical in early April, Encore began tour season.
- ✓ We have been able to have a modified tour season this year as some schools have been willing to have guests again. We have also performed at a number of nursing homes. These tours have taken us to the communities of Kingman, Cunningham, Turon and Stafford. We have done three church shows as well. Continue our outreach to the nursing homes in Pratt and had our first tornado warning at a nursing home Monday where we helped move residents to the hall shelter areas and then sang in the shelters. There's a first time for everything
- ✓ Encore will host a live music night at N' Cahoots downtown
- ✓ Sing at the auction.
- ✓ Hosted the State Large Choral Group Music Festival for our area in April and Brad has judged several festivals as well. This is a great opportunity for him to renew relationships with colleagues and meet new ones. This is so beneficial for recruiting!

### **VP Monette DePew**

Shooting Team and Rock Robinson – Team participated at Nationals

### **Stephanie Wiese**

Attended the HLC convention in Chicago, attended sessions on assessment of learning (as a member of FALC); incorporating diversity and belonging into curriculum; a program that seeks to build classroom rigor, inclusiveness, support, and engagement; and others.

### **Phi Theta Kappa and Kappa Beta Delta Induction Ceremony**

The Induction Ceremony was in the Riney Student Conference Center.

### **Awards Ceremony**

The annual Awards Ceremony will be held on April 26 at 7:00 p.m. in the auditorium.

### **Science Department**

Science continues their demonstrations/experiments in elementary and middle schools. Intent is to reach out to other schools within the PCC's service area.

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

#### Staff Senate Chili Competition

- After hosting a chili competition in the Fall, Senate decided to create a traveling spatula and shadow box for the winner of the competition each year. Jason Ghumm won the competition year 2022.
- Staff Senate Campus Cookout:  
Hosted the spring campus cookout on April 27th. Appreciation was expressed to Great Western Dining for a great meal, the many campus departments and committees who helped sponsor this event. Thanks for Kim Albright for coordinating this event and to Dr. Calvert for grilling.

- Staff Senate Staff Feature:  
Continued to feature staff members in the monthly newsletter as a way to get to know staff better and promote what staff are doing on campus.
- Staff Senate Strategic Plan  
The organization is in the beginning stages of developing a new strategic plan with three-four action items to focus on in the coming year. As a part of this process we are reviewing the previous action items set by the group, reviewing the constitution and by-laws, and gathering feedback from fellow staff. The goal is to have the new action items identified and put into a plan by the end of the summer.

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

- Tennis hosted Region VI Tournament at Maize South HS April 30-May 1. Cowley won Region-ranked #1 in nation. Seward County placed 2<sup>nd</sup>-ranked #2 in nation. Barton County placed 3<sup>rd</sup>-ranked #6 nationally. Pratt placed 4<sup>th</sup>-ranked #9 in the nation. NJCAA National Tournament in Tyler, TX, May 16-19.
- NJCAA National Track Meet May 19-21 in Hutchinson.

Social Media

- Gobeaversports.com – website
- Twitter: @PrattBeavers (1627 followers as of May 2; 1593 last month)
- Facebook: Pratt Community College Athletics
- Instagram: @PrattBeavers 740 followers as of May 2, 727 last month)
- Tik Tok: @PrattBeavers

Other

- Fourth Annual Beaver Backer Golf Tournament set for August 20 at Park Hills
- Women’s Flag Football on all three television networks in Wichita!
- Devon Dawson, sophomore wrestler who was NJCAA National runner-up in 285# division, has qualified for U.S. National Team in two different classifications: 130 KG Greco Style and 125 KG Freestyle. Will attend trials in June to see if he makes final spots on team.
- Jacob Mitchell, sophomore wrestler, and Chariah Daniels, sophomore women’s basketball player, selected Male and Female Athlete of Year

Tennis Team – Team qualified see the At Large Bid to go to the National tennis tournament. Team won all single matches and advanced in all single matches. Won #3 double.

Baseball Team – Finished 7<sup>th</sup> in the conference and qualified for the playoffs.

Track Team – NJCAA National will be held in Hutchinson.

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

**Information Technology Project Update:**

Updating media in room 312: (Equipment Delayed)

Matt Pruitt from SolutionZ notified us on 2 May that two pieces of equipment that are core to the project will not arrive prior to June 6<sup>th</sup>. There is no estimated ship date for those items.

**Multi-Factor Authentication (MFA) project: (72% complete)**

- Find a solution (complete)
- Shape environment (network and cloud services) allow for the MFA architecture to be applied. (complete)
- Setup the MFA solution (complete)
- Phased rollout of the solution to the employees
  - Software desktop installation
  - Issuing tokens
  - Training

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

Mobile Device Management (20% complete)

Working with vendor to get the profiles adjusted. Enrolling devices into the system.

**New Welding Building:**

ISP (internet) is in place and three access points installed. Network video recorder, six internal security cameras (two installed) have been received waiting on the four outside cameras. Computer network wiring is complete waiting on desks to arrive in order to put the student computers in.

**Security Compliancy Program**

A new requirement for Gramm Leach Bliley Act (GLBA) compliancy.

Effective this year, institutions are required to adopt a comprehensive and documented information security program focused on safeguarding all institutional data. As part of this, a Chief Information Security Officer (CISO) must be designated to implement and manage your institution's information security program. We have contracted OculusIT (200 hours) to make sure we are on the right track and to have some assistance with the interpretation/understanding of all the Federal compliances, formal documentation assistance, policy and process development, and proper risk assessment for all departments that handle sensitive information is done correctly. Having OculusIT's assistance will allow for an IT employee to get the proper training to fill the role of the CISO and assume the security program responsibilities upon completion of OculusIT contract.

**Planning Summer Projects**

Labs 32 and 34 (49 computers, 1 laptop, two printers) for machine and potential desk replacement.

Faculty and Instructional Technology are reviewing SMARTboard replacement options.

Lockable switch racks for EPT and Automotive.

Removing old security camera equipment from the dorms.

Update dorm common computers (11 computers).

Update 432 (17 computers from the 32/34 replacement).

Teacher machines in rooms 2, 3, 35, 36 replacement.

**Data Services Department Update:**

Compiling data for the KBOR Performance Agreement Goals

Preparing monthly National Student Clearinghouse data submissions

Beginning data preparations for annual KBOR KSPSD collection  
 SPuR review Period ended April 15 - Feedback reports have been compiled  
 Continuing with Goal Tracking reports, Track Recruiting reports, Enrollment Reports, and other daily/weekly/monthly reports.  
 Etrieve was upgraded April 25<sup>th</sup>  
 Several forms were migrated to Etrieve from the old Online forms system (Apr 14th)  
 Working on several updates and improvements to existing processes  
 Working with Softdocs to assist with authentication changes, as well as to plan one-on-one training

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

The 34<sup>th</sup> Annual Scholarship Auction was a tremendous success. Set a new record! The fundraising goal for the auction was \$90,000. Total as of the date of this report is \$99,889. Typically receive some gifts after the event. It is still possible that we will reach the \$100,000 mark. Happy to report that we had 100% participation from the Board of Trustees and from the PCC Administration. Your generosity was critical to the success of the event. Thank you!

**Our Fundraising Target**



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

Trustee Hamm and Dr. Calvert filled out the evaluation form for Heather Morgan, KACCT Executive Director. KACCT June 3-4, 2022 will be at Colby Community College.

**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**

1. Participated in Taxing Entities meeting.
2. Participated in weekly Presidents meetings.
3. Participated in KBOR meeting in person.
4. Participated in Technical Education Authority Virtual meeting.

5. Held bi-monthly President's Advisory Council on campus.
6. Attended AACC Annual Conference in New York City.
7. Participated with President's Cabinet in virtual meeting with Student Leadership Council.
8. Facilitated All-Employee meeting
9. Participated in Faculty negotiations with Administrative Team.
10. Met with Nursing Advisory Council virtually.
11. Participated in KJCCC meeting in Hutchinson.
12. Gave welcome at Student Academic and Athletic Awards recognition.
13. Helped cook lunch staff cookout/picnic.
14. Participated in leadership panel for Leadership 2000+.
15. Attended ITC Scholarship recognition for EPT students.
16. Attended PCC 34th annual scholarship auction.
17. Facilitated budget discussion with faculty and staff.
18. Helped cook and serve late night breakfast for students.
19. Attended ACCT Western Regional virtual meeting.
20. Participated in commencement exercises.

Nursing Program – Waiting on the final approval from Barton Community College (BCC) for the ADN program. KSBN did a complimentary site visit on the PCC campus in conjunction with BCC. Official report will be in June 2022.

Memorandum of Understanding (MOU) – In conversation with BCC to do the LPN program. If accomplished it would most likely be in the Fall of 2023.

If PCC suspends the LPN program the college has 18 months to maintain it and a Director of Nursing on staff is required. Even without a program. To bring the program back is basically starting at step 1. Dr. Calvert's recommendation is to deactivate the program, not suspend it.

With the consensus and approval from the Board, Dr. Calvert will write a letter to KSBN stating PCC will discontinue the LPN program.

Campus Culture Task Force – Cabinet has agreed to 2 of their recommendations:

1. Reinstate the Longevity Pay Policy – estimated impact to the annual budget of \$25,000. Tool for retention bonus and potential employee recruitment.
2. Friday Work Hours – Close the offices on campus at Noon on Friday. A 36 hour work week, pay remains the same as a 40 hour week. Implement the policy for one year, assess it, obtain feedback, review it and a decision made from this information. This does not mean the campus closes on Friday's, just the offices. Ms. DePew will work with the faculty schedule and options pertaining to classes. This would start May 31, 2022.

Instituting a Chat Bot on the home webpage. This would be 24 – 7, for customer service and accessible on the web.

The Board's consensus was to go forward with the recommendations.

**Comments from the Board Vice Chair** – *Mike Koler, Chair*  
Chair Koler had nothing to report.

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

**XIII. Meeting Adjourned**

6:19 p.m. Chair Koler asked for a motion to adjourn the general session. VC Barrett made the motion to adjourn the meeting. Motion seconded by Trustee Hamm. Motion carried unanimously.

Minutes Recorded by:  
Donna Meier Pfeifer, Board Clerk