

Cloud County Community College

BOARD OF TRUSTEES

January 28, 2020

Present: Greg Askren, Ellen Anderson (by ZOOM), Richard Hubert, Jim Koch, Patricia Macfarlane, Jesse Pounds; President
Dr. Adrian Douglas, Diane Leif, Clerk.

Others Present:

Attorney-Justin Ferrell; Jim Lowell-Blade Empire, Kayla Sicard-KNCK; Matt Bechard, Gwen Carnes, Maizy Ferrell, Kristina Frost, VP Amber Knoettgen, VP Pedro Leite, Tom Roberts, Beth Whisler, Mark Whisler, Chris Wilson, Caesar Wood

New Employees: Brandon Galm, English Instructor; Aubrey Anderson, Mental Health Counselor; Robert Zima, Math Instructor and Jonah Hardacre, IT

Cheer: Trista Blocker, Sophie Jebose, Phillipe Lazbal, Shelby Preston, Matilyn Riley, Kelee Siebold, Rebecca Thornton, Yannick Landwehr

Dance: Kenzie Hegemann, Tiffany Humphrey, Rebecca Thornton

Wrestling: Aiden Connors, Toby Gavette, Dante Harper, Blayne Harris, Quentin Jiner, Blake Leiszler, Jose Lopez, Kobryn Mann, Kevin Murry, Nate Normandin, Joel Ostrom, Brandon Rohr, Carlos Sanchez, Chandler Schoenberger, Elwin Trejo, Albert Werden

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- I. The meeting was called to order by Chairman Jesse Pounds at **5:05** pm in Room 257 of the President's Addition.
 - II. **Pledge of Alligiance**
 - III. **Adoption of the Agenda** – Jim Koch moved and Pat Macfarlane seconded to adopt the agenda as presented. Motion passed.
 - IV. **Guest Comments: NONE**
 - V. **Introductions and Highlights** – The four new employees were brought forward by the Board for introductions. Matt Bechard, Athletic Director introduced the Cheer Squad for Coach Stephanie Downie who was unable to attend, he also introduced the Dance Squad for coaches Jolie Casper and Kris Farmer who were unable to attend. Matt went on to explain these young ladies practice and train hard like all the athletes and he was proud to bring them forward. Head Coach Cody Cole and Asst. Coach Doug Moore brought their wrestling team up for introduction to the Board. The wrestlers are currently 25th in the nation, they are entering into post season play and will begin Jayhawk duals.
 - VI. **Consent Agenda** – Ellen Anderson moved and Greg Askren seconded to approve the Consent agenda to include the approval of the minutes of the December 17, 2019 Regular Board meeting and the January 14, 2020 Special Board Organization meeting minutes; the Treasurer's Report; and the Purchasing and Payment of Claims as presented. Motion passed.
 - VII. **Reports:**

- A. **President Dr. Adrian Douglas** – thanked our new Board Chairman, Jesse Pounds and the rest of the Board for their dedication and continued support of the College. She reminded us of our college mission statement and the guiding values we strive to live by.
- 1). *College* – on January 6 the Executive Team held their Executive Retreat off campus. They set priorities for the upcoming year based on the strategic plan. 1. HLC; 2. Increasing enrollment overall; 3. Streamlining the budget process; and 4. Facilities planning. Dr. Douglas recently attended the KBOR/Council of Presidents meeting where Deputy Secretary for KS Dept. of Commerce, Patty Clark spoke about retaining talent in Kansas; identifying and focusing on needed industries; how we make small businesses grow. Conversations will continue amongst the community college network. Dr. Douglas also attended the Flint Hills Regional Leadership Conference to discuss the economic development of Junction City, Manhattan and Wamego. Issues discussed were recruitment of businesses, maintaining local talent, transportation and working with Ft. Riley. The latest Legislative Update discussed the draft form of The Kansas Promise Act. This is ONLY for community and technical colleges. Goal is to up and running by fall 2021 for Kansas High School graduates going into 10 prescribed fields of study. We are excited about this plan but it has a long way to go.
 - 2). *Employees* - Our Spring Convocation was planned for January 13 but was postponed due to weather. We will now share the State of the College and celebrate employee longevity awards during the spring In-service March 6. We have received the resignation of Tasha Riggins, speech and communications instructor effective at the end of this spring term. Tasha is taking an Asst. Professor position at Baker University. This allows her to be closer to family with her new baby.
 - 3). *Community* – Plans and activities are underway to celebrate Black History Month. Everyone is invited to join us for a themed celebration each Thursday through the month of February at 7:00 PM in Cook Theatre. The program intended to mark MLK in January was cancelled due to bad weather will now be dedicated February 6.
- B. **Vice President for Academic Affairs & Student Success, Pedro Leite**
- 1). *Academics Affairs* – the Kansas Board of Regents (KBOR) informed the college that they would be losing 10% of its state funding. Leite explained that the loss is due to the College not meeting its performance agreement with KBOR. It was discovered Pedro's predecessor did not submit a report correctly, there was data missing and some of the numbers were inaccurate. Pedro went on to congratulate Dr. Douglas for going before the Kansas Board of Regents this month to defend the College and he is happy to report Dr. Douglas was able to have KBOR reinstate the 10% cut in state funding allowing the College to maintain 100% of its state funding.
 - 2). *Student Affairs* – *the enrollment for SP20, right now sits at a 3% increase. Pedro expects this to drop as we continue to clean up student accounts for non-payment, non-attendance and other student reasons. He is hoping to finish with a 1.5% overall increase.*
 - 3). *HLC* – *the first draft has been reviewed by our consultant, the document is limited to 35,000 words we currently are at around 78,000. In addition, we are reviewing/updating 112 policies and procedures. The visit is scheduled for October 26-27, 2020.*
- C. **Vice President for Administrative Services, Amber Knoettgen**
- 1). *Financials* – we are currently working on an Excel in CTE (SB 155) course fee report for KBOR. Heather Morgan, Executive Director at KACCT is compiling the information from all community

colleges before submission. The Extraordinary Cost Project is due later this week, Amber is working closely with Mary LaBarge to show historical data over the past 5 years in the WET and Drone programs. The Business Office and HR are currently working on getting 1098's and W-2's out. The 2018-2019 Audit is on the agenda for Board approval later this evening.

2). *Facilities* – the cafeteria floor was installed over winter break and we are very pleased with the look. The outside staircase in Lot #3 is slowly coming down. The Ag Facility is missing 4 pieces, the contractor is waiting on the manufacturer to send and will begin erecting sometime next week. Housing is currently at 87% occupancy. Auxiliary Services is busy with settling students into dorm life.

3). IT – the Jenzabar upgrade is complete and we are working on the security camera project.

D. **Student Senate Representatives** – NONE

E. **Meetings the Board Members attended** – Jim Koch attended the Foundation Meeting and Jesse Pounds attended Pros of Con.

VIII. **Discussion Items: NONE**

IX. **Action Items:**

A. Pat Macfarlane moved and Greg Askren seconded to accept the 2018-2019 Audit. Motion passed.

B. Pat Macfarlane moved and Jim Koch seconded to *accept* the \$10,000.00 grant from JIIST on behalf of Cloud County Community College for the one-time purchase of a CDL truck for use in the CDL program at the Geary County Campus. Motion passed.

Jim Koch moved and Greg Askren seconded to *match* the \$10,000.00 JIIST grant from Continuing Education Fund 13. Motion passed.

C. Greg Askren moved and Jim Koch seconded to approve the transfer of \$10,000.00 from Capital Outlay – Fund 61 to the Turbine Repair Fund – Fund 60. Motion passed.

D. Greg Askren moved and Pat Macfarlane seconded to approve the Board of Trustees Handbook as presented at the December 14, 2019 meeting. Motion passed.

X. **Other: NONE**

IX. **Executive Session:**

A. *Consultation with Legal Counsel*

Jesse Pounds moved and Greg Askren seconded to recess into executive session to consult legal counsel on matters protected by the attorney/client privilege in order to protect the attorney/client privilege and the board's position in litigation, potential litigation and administrative proceedings for **10 minutes** with all 6 of the Board members (Ellen Anderson on ZOOM), Dr. Douglas, Amber Knoettgen, Pedro Leite, Chris Wilson and Justin Ferrell, and return to open session in this room at 6:25 PM. Motion passed.

Jim Koch moved and Pat Macfarlane seconded to recess into an additional executive session to consult legal counsel on matters protected by the attorney/client privilege in order to protect the

attorney/client privilege and the board's position in litigation, potential litigation and administrative proceedings for **10 minutes** with all 6 of the Board members (Ellen on ZOOM), Dr. Douglas, Amber Knoettgen, Pedro Leite, Chris Wilson and Justin Ferrell, and return to open session in this room at 6:36 PM. Motion passed.

No Decision.

B. Non-Elected Personnel

Jim Koch moved and Greg Askren seconded to recess into executive session for **20 minutes** with all 6 of Board members (Ellen Anderson on ZOOM), Dr. Douglas, Amber Knoettgen, Pedro Leite, Chris Wilson and Justin Ferrell to discuss personnel matters pertaining to non-elected personnel in order to protect the privacy interests of the person(s) to be discussed, and that we return to open session in this room at 6:58 PM. Motion passed.

Greg Askren moved and Jim Koch seconded to recess into an additional executive session for **30 minutes** with all 6 of Board members (Ellen on ZOOM), Dr. Douglas, Amber Knoettgen, Pedro Leite, Chris Wilson and Justin Ferrell to discuss personnel matters pertaining to non-elected personnel in order to protect the privacy interests of the person(s) to be discussed, and that we return to open session in this room at 7:30 PM. Motion passed.

No Decision.

Pat Macfarlane moved and Greg Askren seconded to adjourn the meeting at 7:27 pm. Motion passed.

Diane Leif, Clerk of the Board
Cloud County Community College
Board of Trustees