

Cloud County Community College
BOARD OF TRUSTEES
May 26, 2020
ZOOM Meeting during COVID-19 Crisis

Present: Ellen Anderson, Greg Askren, Richard Hubert, Jim Koch, Patricia Macfarlane, Jesse Pounds; Interim President-Amber Knoettgen, Diane Leif-Board Clerk.

Others Present:

Attorney-Justin Ferrell; Jim Lowell Blade - Empire, Toby Nosker - KNCK; Keela Andrews, Matt Bechard, Gwen Carnes, Kim Cashman, Linda Champlin, Brent Cox, Joy Cunningham, Sue Darby, Susan Dudley, Spencer Farha, Shelly Farha, Cathy Forshee, Kristina Frost, Jamison Gross, Cindy Lamberty, Christopher Langsford, Jessica LeDuc, Todd Leif, Laura Leite, VP Pedro Leite, Drew Mahin, Andy Meyers, Carleen Nordell, Stefanie Perret, Stephanie Pitchford, Monte Poersch, Kay Reed, Tom Roberts, Jennifer Schroeder, Maram Soden, Deb Taylor, Kit Thompson, Josh Urban, Beth Whisler, Mark Whisler, Chris Wilson, Amanda Wolf, Caesar Wood, Christy Wood, Cassie Wurtz, Jennifer Zabokrtsky

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- I. The virtual meeting was called to order by Chairman Jesse Pounds at **5:00 PM**.
 - II. **Pledge of Alligiance**
 - III. **Adoption of the Agenda** – Pat Macfarlane moved and Ellen Anderson seconded to amend the agenda to include Legal Services Renewal to the *CONSENT* agenda as item 6E, in addition, to amend the agenda to include as ACTION Items 9A - Scholarships and 9B – Personnel for the Workforce Innovation and Opportunity Act Grant. Motion passed.
 - IV. **Guest Comments:** Math Instructor/Dept. Chair, *Mark Whisler* expressed his concerns and disapproval of the Board’s action to non-renew President, Dr. Adrian Douglas and her husband Dr. Bruce Douglas. *Beth Whisler*, Instructor of Social Sciences invited the Board, “to share with everyone their plan for growth of the college as well as any plans to regain the trust of many employees of the college who were extremely shocked by this move that was very difficult to understand. Dr Adrian and Dr. Bruce had vision, energy, a positive outlook and the college was on a good path. Now our path is cloudier even without the complications of the pandemic.” Beth told the Board of Trustees the

rate of turnover in the President's position that has occurred was of grave concern to her. ESL/Developmental English Instructor, *Carmen Brady* said she expects the Board of Trustees to hold themselves to the same guiding values and mission as the rest of the college. "One of our guiding values is integrity, which can refer to either the quality of being honest or to making something whole and undivided. We cannot know if you, the Board's decision was honest and we never will because it was done in an executive session; there are tears in the integrity of our community that have disrupted the cohesion of the trust that many of us felt." GCC student *Maram Soden* spoke on behalf of former employee, Mitch Stimers. She stated all he wanted was to see students succeed.

- V. Introductions and Highlights** – Dr. Sue Darby has been a peer reviewer for HLC for 30 years and has been in education for 50 years. She explained to the Board their responsibility primarily lies in Criterion 1 – the mission and governance and Criterion 2 – integrity and ethics. She said "they (HLC team) will want to see a good shared collaborative governance structure." Sue went on to advise that we need to update our website since the termination of a couple of people and, "before the team gets here you need to have a timeline and a plan for reviewing and hiring a new president. They are looking for stability and leadership."

She assured us that, "Pedro has been through a number of assurance arguments and peer reviews, and emphasized he successfully led Donnelly College off of probation, he knows what he is doing. So rest assured he understands the process very well."

Dr. Darby opened the floor for questions from the Board, Jim Koch asked, "Is our preparation on schedule, are we lagging behind in any particular place?" Sue stated she has seen everything except criterion 5, things are coming along. She just finished a draft of Criterion 4 which will need some more thoughtful conversation.

Jim also asked, "Is there any other major issues? You obviously seem very concerned about the change in administration." She explained to the Board "they need to be forthright with the HLC team when they visit with the Board of Trustees on the issue, there may be questions that the board can offer or evidence or rational that the board can offer about the turnover in the leadership of the president." She cited 4-5 issues that tend to bubble up to the surface that the team will take notice of, those being:

1. Financial
2. Assessment
3. Strategic Planning
4. Leadership
5. Persistence & Completion

Dr. Darby went on to say, hopefully come October when HLC visits, there will be more stability and you will have had time to develop a timeline and have a plan in place for the hiring of the new president.

VI. Consent Agenda - Pat Macfarlane moved and Richard Hubert seconded to adopt the Consent agenda as presented. Motion passed.

VII. Reports:

A. Interim President, Amber Knoettgen

1). *Mission and Guiding Values* – Amber opened her first report as Interim President in keeping with tradition by recalling the college’s mission statement and guiding values. She reminded everyone of the impact and importance of the College’s role in the community. She explained the semester ended May 15 but the college was unable to host the graduation ceremony however she and Pedro did post congratulatory remarks on social media to the 2020 graduating class. They both received positive feedback from the many students. She also reiterated how proud she and Pedro were of the students, faculty and staff who responded well to the adversity brought on by COVID-19. On the afternoon of May 15, she and Pedro hosted an all Campus Community Q & A Zoom meeting to which 93 staff attended. They plan to continue with this monthly meeting with the staff to keep communication open.

2). *Business & Industry* – the college recently received a Perkins Non-Traditional outreach grant for \$6620 that will pay for marketing for Ag and Wind programs featuring female students and graduates. The college will move forward another year with WIOA Youth Services grant (Workforce Innovation and Opportunity Act). This grant funds qualified students to take classes. Kelly B&I is working on online aspect of CDL Phase I and plans to start the program as soon as possible.

3). *Foundation* - The Foundation Office is currently evaluating what the future of upcoming fundraising events will look like due to the health crisis. They’re obviously need to get creative and look at ways to fundraise virtually. They’ve also discussed creating a fundraiser or designating a virtual auction toward COVID-19 relief. Many other institutionally related Foundations are doing this in response to the pandemic. In addition, the foundation is looking into several grants to help with the effort. The next Foundation Board meeting is scheduled for June 18.

4) *KACCT* - KACCT continues to meet weekly for open discussions on COVID-19 response and legislation. We meet today. Gov. Kelly vetoed the emergency management bill. She also said her Ad Astra Plan is just a recommendation and each county can do what they want and issue

whatever guidance they see fit. Counties will obviously need to do that ASAP. This is a radical change. So all the dates and phases are no longer being imposed.

B. Vice President for Academic Affairs & Student Success, Pedro Leite reported that given the circumstances the semester finished well, he thanked the faculty and staff for their tireless dedication. Pedro has updated the college's administrative information with KBOR and with HLC, naming Amber as the Interim President.

1). *Academic Affairs* - Both Pedro and Amber posted on social media messages to the 2020 graduates wishing them the best. The Marketing Plan report for the 1st quarter has been finalized and is posted on the website under About Cloud/Accreditation. A draft report is being finalized by the FA20 Taskforce regarding fall offerings.

2). *Student Affairs* – All tasks – recruitment, advising, enrollment and financial aid are being conducted via Zoom and phone calls. The US closed its border to all Brazilian citizens. At this time Brazilian students are unable to return for FA20. We are checking with immigration to see what can be done as far as possible zooming of classes. New walls every day. We currently have 54 students signed up our virtual Freshman Enrollment day scheduled for June 3. Numbers appear to be even with what our numbers were at this time last year. Housing apps are above 200.

3). GCC – Numbers are holding steady as compared to last year.

4). *HLC* – We have received communication for HLC headquarters about the visiting team. There will be 5 member team visiting Oct 26 & 27, all with community college backgrounds. Pedro consulted Sue Darby on the team makeup and she does not see any trouble with who is assigned. Dr. Daniel White of Pima County Community College District, Tucson AZ has been named our HLC liaison. Pedro is confident in Dr. White's knowledge – he is very good. Board training for the HLC visit is planned for the August and September board meetings

C. Vice President for Administrative Services Amber Knoettgen

1) *Financial Overview* – the Financial Aid Office and the Business Office will begin looking at student applications for the CARES Act stimulus funds in June. The college has received \$381,000.00 in stimulus relief. Amber said she is monitoring all expenses and reconciling the budget to close out at the end of June and looking at the new budget build. It will look a lot different than in previous years as cuts will be made. The staff is aware and willing to make sacrifices. A Budget Study Session will be scheduled later this evening with the Board.

- 2) *Facilities* – the outside staircase is still under construction, working closely with Peltier Foundry to finish. The new Ag Facility is waiting on finishing the parking lot and handicap stalls. Custodians are working to keep the building sanitized as we start working back on campus.
 - 3) *Auxiliary Services/Residence Life* – so far we have 210 students signed up for housing for FA20, 104 returners and 106 new students. We must figure our capacity that will be safe for everyone. We plan to have 9 students living on campus for the summer, the cafeteria is closed for the summer. We are working on plans for food service this fall – no self-serve or buffet style dining will be allowed. The college continues to meet weekly with the LEPC city/county officials to discuss COVID-19 plans and concerns. In house, the Emergency Resource Committee continues to have weekly meetings, from those meetings taskforces have been formed on the academic side and the operational side to which the two taskforces are melding plans for FA20. PPE supplies and cleaning supplies are on order so that we can be ready to operate in the fall.
 - 4) *IT* – continues to work through computer issues with faculty and staff. Keeping everyone working and assisting faculty as we move toward FA20 instruction.
 - 5) *Children's Center* – opened today, things went quite well, local families very appreciative to opening as families try to get back to normal. Amber thanked Michelle Charbonneau for her tireless efforts in keeping families informed and running the center so smoothly. Amber also recognized the Custodial staff who cleaned and sanitized the center from top to bottom in preparation for children's return, they will be taking extra care in sanitizing all areas to try and keep us all safe and healthy.
 - 6) *Athletics* – the NJCAAJ will have a meeting this week to determine what FA20 sports activities will look like.
- D. Student Senate Representatives - NONE
- E. Meetings the Board Members attended – Jesse Pounds attended the Cloud Corp meeting.

VIII. Discussion Items – the following policy was brought for discussion and will be brought back for board approval at the June 23, 2020 Board meeting.

- A. **Policy D12** – Copyright and Fair Use Policy

IX. Action Items: *as amended at the adoption*

A. **Scholarships.** Ellen Anderson moved and Richard Hubert seconded to authorize the Interim President to request from the Cloud County Community College Foundation \$85,000 or less based on the actual amount awarded for the Scholarship Program. Motion passed.

B. **Personnel for the Workforce Innovation and Opportunity Act Grant** – Jesse Pounds moved and Greg Askren seconded that the Board of Trustees non-renew the contract of Laura Phillips-Zee as the Youth Services Coordinator on the Workforce Innovation and Opportunity Act Grant effective June 30, 2020, and that Chris Wilson, Director of Human Resources, or her designee, mail written notice to Laura Phillips-Zee on or before June 1, 2020. Motion passed.

X. Other:

A. **Special Board Meeting** – Budget Study Session was scheduled for June 10 at 12:00 noon, location to be determined due to COVID-19. Either by Zoom or F2F.

IX. Executive Session – Pat Macfarlane moved and Ellen Anderson seconded to recess into executive session at 6:00 PM for 30 minutes with 6 members of the Board, Interim President, Amber Knoettgen, VP 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 6:30 PM. Motion passed.

No action was taken.

Pat Macfarlane moved and Richard Hubert seconded to adjourn the meeting at **6:32 pm**. Motion passed.