

# Cloud County Community College

## BOARD OF TRUSTEES

### August 25, 2020

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

**Others Present:**

Attorney-Justin Ferrell; Jim Lowell - Blade Empire; Toby Nosker - KNCK; Susan Dudley, Nancy Ingram, Jessica LeDuc, Cindy Lamberty, Marco Lilli (later removed from meeting), Stefanie Perret, Brent Phillips, Tom Roberts, Mark Whisler, Chris Wilson, Caesar Wood, Jennifer Zabokrtsky

Joined at 5:12 – Gwen Carnes, Brent Cox, Carleen Nordell, Amanda Wolf

Joined at 6:27 – Shelly Farha

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- I. The meeting was called to order by Chairman Jesse Pounds at **5:01** pm in Room 257 of the President’s Addition.
  - II. **Pledge of Alligiance**
  - III. **Adoption of the Agenda** – Greg Askren moved and Pat Macfarlane seconded to amend the agenda to include a Study Session with Nancy Ingram and to add an a Consultation with Legal Counsel to the Executive Session before Non-Elected Personnel. Motion passed.
  - IV. **Guest Comments:** NONE
  - V. **Introductions and Highlights:** NONE
  - VI. **Consent Agenda** – Jim Koch moved and Greg Askren seconded to approve the Consent Agenda to include the approval of the July 28, 2020 regular board minutes and the August 11, 2020 special board meeting minutes; the Treasurer’s Report; the Purchasing and Payment of Claims including the addendum to the A List; and approve the appointment of Dr. Brian Stark to the position of Dean of Math, Science and Technical Programs on a full-time, KPERs covered position effective August 31, 2020; and approve the appointment of Ryan McCullough to the position of Assistant Track Coach on a ¾ time, KPERs covered position effective October 1, 2020. Motion passed.
  - VII. **Reports:**
    - A. **Interim President, Amber Knoettgen** – opened her report with the mission statement and guiding values. She reminded us of the role and impact the College has within the community. The fall semester began last Wednesday, August 19. Its

an exciting time of year despite COVID, we are thrilled to have the students back on campus. We are temperature screening everyone upon entrance and require mask throughout the campus. REMINDER: for effective mitigation, masks are to be worn with full coverage of the nose and mouth. Adherence to the mask requirement is expected of all staff, students and visitors.

*President's Report:* Amber reiterated the Study Session tonight would be a presentation by Nancy Ingram, President of KACCT and serves on the Johnson County Community College Board of Trustees. Ms. Ingram will talk on governance and leadership and board self-evaluations. The Nursing Dept. received \$100,000 of Dane G. Hansen scholarship dollars to be distributed to nursing students for the 2020-2021 academic year. Congratulations to Stefanie Perret and her nursing staff. The college-wide in-service was held on August 10. Guest speaker Dr. Bryan Samuel, the Diversity & Inclusion Office at KSU attended to present on diversity. The T-Bird Choice awards were awarded to the staff. This year's recipients are:

- *Support Staff of the Year* – Stephanie Downie
- *Administrative Support Staff of the Year* – Kris Farmer
- President's Council Award was Stefanie Perret
- Board of Trustees Award for Student Service – Brent Cox
- Board of Trustee Award for College Service – Amber Knoettgen

County SPARK funds – the college submitted a spreadsheet and receipts for the portion of \$82,392.33 in those funds, which were expenses incurred due to COVID between March 1 and July 31<sup>st</sup>. For the remaining \$31,534.51, we submitted a request form to spend that amount on some additional IT needs to support distance learning. We should receive those funds on or around September 15. This was a tedious project, Amber thanked Mary LaBarge, Samantha Shafer and Diane Leif along with JoDee LeDuc, Cloud County Treasurer for helping pull the information together. Jennifer Z. has submitted a request to Geary County and should hear soon whether that campus will receive money. Thank you Jennifer for a great job. The Campus Community meeting was held Friday, August 21 with 78 employees in attendance. These meetings provide a great opportunity for college updates, open discussions and transparency across the campus.

Amber has attended the following meetings:

KJCCC Fall Athletic Meeting August 13 & 14

Pros of Con meeting August 19 and presented.

Will attend the KACCT meeting Saturday, August 29 from 8-10 AM, Ellen Anderson will also ZOOM.

Will attend the Council of Presidents meeting, Monday, August 31.

- B. ***Academic Affairs & Student Success***, Amber reported Brent Phillips (Dean of Humanities) and Kris Farmer (Director of Advisement Center) are taking on some duties until we have a new vice president in place. Brent is handling academics and Kris is handling student services. Classes are going well so far. Amber expressed her

gratitude to all the faculty, staff and students for making adjustments to commit to campus safety protocols. A huge thank you to the custodians who have tirelessly cleaned and sanitize rooms constantly. We are working on a proctoring service to assist faculty and students with testing needs due to COVID. SPARK funds will help pay for this service. Amber submitted the Performance Agreements to KBOR last Friday. A shout out to Tom Roberts for helping Amber analyze the data, Tom was a huge help.

HLC preparation for the visit is going well. A requirement of HLC is for the college to send out a public notice seeking comments from the public about the college in preparation for its periodic evaluation by its regional accrediting agency. Comments may be submitted to HLC at:

*hlcommission.org/comment*

or mail them to:

*Public Comment on Cloud County Community College*

*Higher Learning Commission*

*230 South LaSalle Street, Suite 7-500*

*Chicago, IL 60604-1411*

*All comments must be received by HLC no later than August 28, 2020.*

*Amber, Brandon and Jennifer S. met with Dr. Andy Lootens-White our HLC liaison, updating him on Brandon Galm's role of ALO and getting that changed in the HLC system. It was a very good meeting. We also confirmed our HLC Site Team Chair, Dr. Daniel Wright last week. Dr. Wright confirmed only one person from the team will be physically on campus for the visit. The other team members will ZOOM, which means ALL meetings will be held via ZOOM. We have received a preliminary agenda. The team member that will be visiting our campus is Dr. Eric Matthews who lives in Lawrence. The HLC Assurance Argument is now locked and loaded to the HLC site, this is huge and we are very excited. Bound copies of the Assurance Argument was given to each Board member to allow them time to read and understand the document. There is a lunch scheduled with the board on October 26 from 12-1:30. Please mark your calendars.*

*The Board of Trustees approved the hire of Dr. Brian Stark earlier this evening, we are very excited for him to begin as Dean of STEM on 8/31. In addition, the search committee met today to discuss applications for the VPAA position and should start scheduling interviews soon.*

**C. Administrative Services, Amber Knoettgen reported**

**Financials:**

- The budget for FY21 was approved by the Board of Trustees at the Public Hearing on August 11.
- The auditors will be here the week of October 19, one week before our HLC visit.
- A grant award in the amount of \$256,778 was made to Cloud in accordance with the CARES act. This money is to used for PPE and IT Tech equipment for distance learning.

*Auxiliary Services:*

- Bookstore – T-Books for FA20 are posted on the website and we will have the Dell laptops ready for purchase. A big thanks to Brent and Caesar.

*Residence Life:*

- We are at 246 students living in housing. Two buildings are set aside for quarantine.

*Facilities:*

- The staircase project is at 65% completion and we are working with Peltier's Foundry to complete the job. The concrete is all removed and waiting for installation of new section. Eric Johnson is helping to finish it.

*Security:*

- Security cameras were installed at T-Bird Village the week of July 27-30. In addition, a new switch will be installed to increase WiFi speed.

*T-Bird Café:*

- The cafeteria is open and serving meals. There are pre-packaged goods, salads/ desserts and also a line for students to be served. There is no self-serve.
- The café is limited to 50 students to follow social distancing guidelines and masks are required unless you are eating. We ask students to eat in 20-25 minutes.
- Resident Life is delivering meals through the cafeteria to those students that are in self-isolation or quarantine. Depending on the demand, we may need to provide additional support.

*IT:* Has been working to update technology to accommodate needs for remote learning this fall. They've been doing a great job with various areas of the college and will be heavily involved in the allocation of the funds awarded to college.

*Athletics:*

- The Council of President's will meet September 1 to vote whether or not scrimmages will be allowed this fall. More to come.
- KJCCC schedules have been established by the conference for SP21 and was sent to the presidents and athletic directors yesterday. Matt will be working with Caesar and Carleen to coordinate transportation logistics.

D. Student Senate Representatives – NONE

E. Meetings the Board Members attended –  
Jim Koch attended the Foundation Executive Committee meeting  
Jesse Pounds attended the Pros of Con meeting

- VIII. Discussion Items** – the following policy was brought for discussion and will be brought back for broad approval at the September 22, 2020 board meeting. Chris Wilson explained changes to the policy were recommended by KASB.
- A. **Policy F22** – Information Technology Security
  - B. **Schedule date for HLC mock interviews with the BOT** – the date of Tuesday, September 29, 2020 at 5:00 was confirmed by the board to meet with Dr. Betty Stevens. Pat Macfarlane will be unable to attend, please record the meeting.
- IX. Action Items:**
- A. **Schedule date for the Board of Trustees Annual Retreat** – Ellen Anderson moved and Jim Koch seconded to approve the date of Saturday, November 14 from 9-12 noon. Location to be determined. Motion passed.
  - B. **Approve MOU with NKEICI (Northwestern Kansas Economic Innovation Center, INC.) Rural and Remote** – Jim Koch moved and Greg Askren seconded to approve the MOU with NKEICI – Rural and Remote. Motion passed.
- X. Study Session** - Nancy Ingram, President of KACCT & Board Secretary at Johnson County Community College gave a presentation to the Board of Trustees on governance and leadership. She highlighted the critical need for Board Self Evaluation in order to be successful, forward thinking leaders of the college.
- IX. Executive Session:**
- A. **Negotiations** – Ellen Anderson moved and Pat Macfarlane seconded to recess into executive session at 6:42 for 15 minutes with the 6 board members present, Amber Knoettgen, Chris Wilson and Justin Ferrell to discuss negotiations in order to protect the public interest in negotiating a fair and equitable contract, and that we return to open session in this room at 6:57 pm. Motion passed.  
No action taken.
  - B. **Consultation with Legal Counsel** – Greg Askren moved and Jim Koch seconded to recess into executive session at 7:00 pm for 15 minutes with the 6 board members present, Amber Knoettgen and Justin Ferrell 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 and that we return to open session in this room at 7:15 pm. Motion passed.  
No action taken.
  - C. **Non-Elected Personnel** – Jim Koch moved and Pat Macfarlane seconded to recess into executive session at 7:16 for 20 minutes with only the 6 Board members 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 7:36 pm. Motion passed.  
No action taken.

**APPROVED**

Ellen Anderson moved and Pat Macfarlane seconded to adjourn the meeting at 7:38 pm. Motion passed.

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