

Cloud County Community College

BOARD OF TRUSTEES

September 22, 2020

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

Others Present:

Attorney-Justin Ferrell; Jim Lowell - Blade Empire; Toby Nosker & Kylee Hower - KNCK; Matt Bechard, Carmen Brady, Gwen Carnes, Linda Champlin, Brent Cox, Joy Cunningham, Susan Dudley, Shelly Farha, Suzi Knoettgen, Cindy Lamberty, Jessica LeDuc, Drew Mahin, Carleen Nordell, Tom Roberts, Brian Stark, Josh Urban, Beth Whisler, Mark Whisler, Chris Wilson, Amanda Wolf, Caesar Wood, Jennifer Zabokrtsky

Men' Cross Country Team – Ryder Amos, Awet Beraki, Rylan Cheney, Habtamu Geta, Michael Iyali ,Linus Limo

Women's Cross Country Team – Abigail Fisher, Emma Holthaus, Abbey Hoover, Kya Johnson, Patricia Koma, Maryse Mbenoun, Pamela Milano, Ludjenie Mondesir

- I. The meeting was called to order by Chairman Jesse Pounds at **5:02** pm in Room 257 of the President's Addition.
- II. **Pledge of Alligiance**
- III. **Adoption of the Agenda** – Pat Macfarlane moved and Ellen Anderson seconded to amend the agenda to remove from ACTION Items – the *Approval of Microsoft Renewal*, as Tom is still communicating with the vendor; and add to include the *MOA for Acceptance of Coronavirus Relief Funds from Geary County*, in addition to flip-flop the order of the executive session to Legal Counsel followed by Non-Elected Personnel. Motion passed.
- IV. **Guest Comments:** NONE
- V. **Introductions and Highlights:**
 - A. **Men's and Women's Cross Country Teams** – Coach Drew Mahin came forward and described this as “his 8th year coaching and it still doesn't feel like a job”. Since XC is the *best at social-distancing* they were able to use the whole summer for training and building team unity. Coach Mahin assured the Board he is taking every precaution to keep the students safe by temperature screening before every practice.

- B. **Dr. Brian Stark, Dean of Math, Science and Technologies** – came forward to introduce himself saying he was excited to be here at Cloud. Originally, from Wisconsin he recently moved to Concordia from Lincoln, NE. He has started having meetings with the Dept. Chairs of his division and have set up plans for heavy recruiting to the north in Nebraska within the Renewable Energy department.

VI. **Consent Agenda** – Jim Koch moved and Greg Askren seconded to approve the Consent Agenda to include corrections to the regular board minutes of August 25, 2020; the Treasurer’s Report; and Purchasing and Payment of Claims. There was no recommendation available for the VPAA position. 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. Amber announced we reached the census date/20th class day, she considered it a milestone to celebrate in light of COVID. We continue to require masks be worn and temperature screen everyone upon entry. This seems to be going quite well and people are getting used to the new norm.
- 1). *Prez Report* – the Kansas community college presidents continue to meet weekly on Friday’s at 11 led by the executive director, Heather Morgan. Hot topics included were enrollment – which is consistently down across the community college system. The other topic is the community college requests in the Governor’s budget. We are not asking for extra money, we just want full-funding. The VPAA search committee has been interviewing candidates. Two of them came to campus for face-to-face interviews. The search committee meets tomorrow to determine a recommendation.
- 2). *Foundation* – Amber attended the Foundation Quarterly meeting on September 17. The Employee Giving Campaign has 48% staff participation totaling \$19,711. The campaign remains open until September 30. The Foundation recently hosted their COVID-19 Relief Campaign, a virtual raise your paddle event. They quickly raised \$1500 in the first 30 minutes. They finished the evening clearing \$6000. The Foundation has awarded 106 scholarships in the late awarding, providing more than \$75,000 in aid to students. Currently, there are several thousands of dollars remaining due to a scholarship that is restricted by Republic County. Heather is working to loosen up those requirements so we can help additional students in the future. Carleen continues to update the database on alumni. Over 76 employees attended the Campus Community Meeting via ZOOM on Friday, September 18. These meetings provide the campus community updates on college happenings, and serves as a format for open discussion and transparency. Amber said she feels good about hosting these meetings, there is good energy and people have fun.
- 3). *Meetings attended* – Amber and Ellen Anderson, Trustee attended the KACCT meeting on Saturday, August 29. The Council of Presidents met Monday, August 31 and again on September 1 to vote on eliminating athletic scrimmages this fall. The vote failed 13-8. There must be a 2/3 vote, it was one vote short, meaning athletic scrimmages are allowable this fall. Amber attended the Chamber

Coffee at their new location. She also attended the Student Senate meeting. The students have many good ideas and Amber enjoyed the opportunity to participate.

B. Vice President for Academic Affairs & Student Success, Amber Knoettgen

announced she would follow the same report format established by Pedro.

1). *Academic Affairs* – The trustees approved the hire of Dr. Brian Stark, Amber said we are very excited for him to begin as the new Dean and she thanked Brian for coming tonight. Both of the Deans, Dr. Stark and Brent Phillips are working with faculty looking at options for the spring schedule and COVID.

2). *TRiO* – Cloud was awarded the 2020-2025 Federal TRiO Student Support Services Grant, in the amount of \$275,102.00 per year! TRiO is a federally funded program authorized by the Higher Education Act to help college students succeed in higher education. This was made possible by the entire TRiO staff of Keela Andrews, Tara Shrake, Taryn Cipra, and Jennie Thrash who wrote the 76-page grant throughout the months of November and December 2019, and January of 2020. Cloud has been awarded this grant since 2005, so this is our fourth time receiving the five-year grant. Due to Cloud being the host institution, each year the college receives 8% of the direct costs from the grant, which over the next five years will total approximately \$100,000.00. Amber congratulated the TriO team on a job well done and the excellent service they provide to our students.

3). *Student Success* – enrollment is down 14% overall. We are currently working in conjunction with Academic Affairs to assess how possible changes to the Spring 2021 schedule may benefit the institution in addition to how changes affect processes within Student Affairs regarding enrollment, semester deadlines, etc.

4). *Admissions* - Steph and Molly are scheduling and attending both virtual and in-person high school visits. We are in the process of scheduling and organizing our fall preview day for juniors and seniors.

The first bulk mail with 1,026 postcards encouraging prospective students to visit campus went out this week. Virtual college fairs through KACRAO will begin the first week of October

- Con Visits: 13 campus visits in August and 11 for September so far (with 8 more scheduled so far for September), compared to 18 and 21 respectively for FA20
- GCC Visits: 4 campus visits in August and 1 for September so far compared to 2 and 0 respectively for FA20
- Con Apps for FA21: 18 in August; 27 so far for September compared to 19 and 41 respectively for FA20
- GCC Apps for FA21: 1 in August, 0 so far for September compared to 3 and 5 respectively for FA20
- Online, B&I, Allied, & Outreach Apps: 64 for August 2020 and 34 so far for September compared to 72 and 46 respectively for 2019

5). *Career Center* - Brenda Hanson has been matching students with alumni for the mentoring program, over 30 students have been matched with someone working in the profession of interest. The Career Center continues to work with students and community members with employment, and works with employers in locating qualified employees.

6). *Concurrent* - Concurrent enrollment has increased this year and 13% (521 credit hours) of online enrollment can be attributed to HS students (*April Benne is listed as their advisor*). April also attended a virtual conference for concurrent enrollment last Thursday.

6). *Financial Aid* - The Financial Aid Office is working on disbursing Federal Financial Aid and Scholarships to student accounts and refund checks and direct deposits will be available to students on Friday, September 25th. Approximately 2.0 million will be disbursed to student accounts.

7). *Student Records* – Upon the retirement of Patti Elliot, interviews will begin this week for the Asst. Registrar position.

8). *HLC* - Preparation for the visit is going well. We've had zoom study sessions each week to discuss each of the 5 criterion. This week we had the session for Criterion 4. These are recorded and forwarded to the trustees as well as all faculty and staff for those that are unable to attend.

Next Tuesday, September 29th, Betty Stevens will be doing mock interviews with students, faculty and staff. The schedule is as follows:

- 1-12: Student Mock Interviews & Discussion
- 12:30-1:30: Staff Mock Interviews & Discussion
- 3-4: Faculty Mock Interviews & Discussion
- 5-6: Board Members Mock Interviews & Discussion

We are working to finalize the schedule in its entirety for the HLC visit. The board of trustees will meet with the HLC team from 12 – 1:30 pm over lunch.

9). *GCC* - The director at our GCC campus was notified today that the campus is receiving \$33,188 in Spark Funds from the Geary County Commissioners. This is great news and will be an action item later tonight to approve the MOA with Geary County.

C. Vice President for Administrative Services Amber Knoettgen reported

1). *Financials* – Tuition revenue is down as a reflection of lower enrollment. Amber is watching the budget closely. There is the possibility that Governor Kelly could take some state funds back in January, which would negatively affect all community colleges. Auditors will be here the week of October 19th.

A grant award was made to Cloud through the (CARES Act), and as further administered by the Kansas (SPARK) Taskforce and the Kansas Board of Regents (KBOR), for the purpose of providing institutions of higher education (IHEs) with funding to recover costs directly associated with the COVID-19 expenses incurred by the institutions. The total grant amount awarded to the Institution is \$256,778.00. The college has put together a committee to help determine how these funds will be spent. A survey went out to all faculty for technology needs in the classroom. The committee meets again tomorrow.

2). *COVID-19 update* – the Concordia campus currently has 16 positive cases with 2 being active. GCC has 1 positive case that is also currently an active case.

3). *Auxiliary Services*

Bookstore - T-books for fall 2020 has been going well. The average cost for course materials is \$350, which is significantly lower (average of \$750 last year). This is a huge cost savings for our students.

Residence Life - We are at 246 students currently in Residence Life. We have two buildings set aside for quarantine. That has worked very well thus far.

Facilities - The staircase project is ongoing. November 5th is the set date for completion. The Ag building is waiting to have the address put up and then will be issued a Certificate of Occupancy. Then, it will be brought to the Board for acceptance.

Security - The security cameras at the T-bird Village have been installed as of September 11. They're just waiting on a switch.

T-Bird Café - The Cafeteria is limited to 50 to follow social distancing guidelines and masks are required, unless you are eating.

IT – Tom has finished the KSPSD report and it was locked yesterday. Kansas Post-Secondary Data. This is a HUGE data project for KBOR that takes several people to complete. IT has been doing a great job working with various areas of the college to help adapt and accommodate distance learning. They will also be heavily involved in the allocation of the SPARK funds awarded through KBOR to Cloud.

4). *Athletics* - All practices have begun. Masks are worn by all athletes. As mentioned in the President's report, the vote to prevent scrimmages this fall failed. As a result, Amber announced we are cautiously allowing scrimmages. Matt, Steve, and Caesar have been working through protocols for scrimmages. Softball had a scrimmage over the weekend here on campus and that went extremely well. Baseball has been having regular inter-squad scrimmages that have also gone well. The scrimmages allow us the opportunity to work through logistics as a test before the official seasons start this spring.

D. **Student Senate Representatives** - NONE

E. **Meetings the Board Members attended**

Jim Koch was unable to attend the Foundation meeting but thanked Amber for her update.

Ellen Anderson attended the KACCT Meeting.

Jesse Pounds attended the Cloud Corp and Pros of Con meetings.

VIII. **Discussion Items:** NONE

IX. **Action Items:**

A. **Approve Policy F22**

Pat Macfarlane moved and Jim Koch seconded to approve with the minor changes to Policy F22 – Information and Technology Security as discussed and reviewed at the August 25, 2020 board meeting. Motion passed.

B. **Approval of Extension of Sublease Agreement for GCC Building A, B, C and D**

Ellen Anderson moved and Pat Macfarlane seconded to approve the extension of the sublease agreements with Geary County Commissioners for Building A, B & C and Building D at the Geary County Campus. Motion passed.

- C. **Waive Policy F7 for Grant Funds through CARES Act**
Jim Koch moved and Pat Macfarlane seconded to waive Policy F7 purchasing limit of \$10,000 for grant funds awarded through the CARES Act. Motion passed.

- D. **Approval of MOA for Acceptance of Coronavirus Relief Funds from Cloud County**
Jim Koch moved and Greg Askren seconded to approve the memorandum of agreement (MOA) between Cloud County Community College and Cloud County to accept Coronavirus Relief Funds replacing the previous MOU and authorize the Chairman of the Board of Trustees to sign the MOA. Motion passed.

- E. **Approval of MOA for Acceptance of Coronavirus Relief Funds from Geary County**
Greg Askren moved and Pat Macfarlane seconded to approve the memorandum of agreement (MOA) between Cloud County Community College and Geary County to accept Coronavirus Relief Funds and authorize the Director of the Geary County Campus to sign the MOA. Motion passed.

X. **Other:** NONE

IX. **Executive Session:**

- A. **Legal Counsel** – Greg Askren moved and Jim Koch seconded to recess into executive session for 20 minutes with the 6 of Board members, Amber Knoettgen, Chris Wilson 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 6:28pm. Motion passed.

No action taken.

- B. **Non-Elected Personnel** – Ellen Anderson moved and Jim Koch seconded to recess into executive session 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 6:51pm.

Pat Macfarlane moved and Ellen Anderson seconded to return to executive session at 6:52 for an additional 15 minutes with the 6 Board members 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 7:07pm.

No action taken.

Jim Koch moved and Pat Macfarlane seconded to adjourn the meeting at 7:08 pm. Motion passed.

APPROVED

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