

# Cloud County Community College

## BOARD OF TRUSTEES

### December 15, 2020

**Present:** Ellen Anderson, Greg Askren, Richard Hubert, Jim Koch, Pat Macfarlane, Jesse Pounds, President Amber Knoettgen, Samantha Pounds-Board Clerk, Dr. Kim Zant.

**Others Present:**

Kayla Sicard– KNCK, Attorney – Justin Ferrell, Susan Dudley, Jessica LeDuc, Carleen Nordell, Tom Roberts, Dr. Brian Stark, Beth Whisler, Mark Whisler, Chris Wilson, Caesar Wood.

**Others Present Via ZOOM:**

Jim Lowell - Blade Empire, Jennifer Zabokrtsky, Gwen Carnes, Cathy Forshee, Suzi Knoettgen, and Neil Phillips – Auditor for Jared, Gilmore, P.A.

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- I. The meeting was called to order by Chairman Jesse Pounds at **3:32** pm in Room 257 of the President’s Addition.
- II. **Pledge of Allegiance**
- III. **Adoption of the Agenda** – Pat Macfarlane moved and Richard Hubert seconded to adopt the amended agenda as presented. Motion passed.
- IV. **Renewable Energy Program Highlight** – The Trustees visited the Renewable Energy Facilities for a highlight and presentation from our Renewable Energy Instructors on the programs offered for our students.
- V. **Guest Comments:** None
- VI. **Introductions and Highlights:**
  - A. 2019-2020 Audit – Neil Phillips with Jarred, Gilmore, and Phillips, P.A.
    - 1) Neil Phillips with Jarred, Gilmore, and Phillips, P.A presented the 2019-2020 Audit. The audit will be brought back to the January Board of Trustee’s meeting for approval.

**VII. Consent Agenda** – Ellen Anderson moved and Jim Koch seconded to approve the Consent Agenda to include the minutes from the November 14, 2020 special board meeting, the November 17, 2020 regular board meeting; The Treasurer’s Report; and the Purchasing of Payment Claims; to approve the appointment of Valerie Whitley as the Coordinator of Intuitional Research to a fill-time position on January 1, 2021 and to approve the appointment of Cynthia Lamberty as the Director of Assessment, Institutional Effectiveness, and Planning on January 1, 2021. Motion passed.

**VIII. Reports:**

- A. 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 shared that the Fall semester has officially ended with grades being due Sunday night. She congratulated all students, faculty, and staff for playing an integral role in the success of the semester and wished everyone a happy and healthy holiday. Amber wanted to express her gratitude to our Renewable Energy Instructors Kit Thompson, Craig Smith, and Stacey Baker for the opportunity to showcase their program to everyone this evening.
- 1) *President’s Report* – The quarterly KACCT meeting was held on Saturday, December 5<sup>th</sup> and the Council of Presidents meeting was on Monday, December 7<sup>th</sup>. Spring reopening and safety protocols were discussed. Amber mentioned that our safety protocols that we have set have served us well. The CEO of Kansas Board of Regents (KBOR), Blake Flanders, zoomed in to discuss proposed legislation to make a merger and affiliations a passive process. The community colleges are not in favor of this legislation at this point and would like the opportunity to review it. The Vice President for Workforce Development at KBOR discussed the Career and Technical Education (CTE) allocations for January and the movement towards more co-requisite remediation. Another big topic among the presidents was the effects of COVID regarding the decline in enrollment to the future needs of students and a potential workforce crisis in the future of Kansas. The next KBOR meeting will be tomorrow, December 16<sup>th</sup>. There was a Campus Community Meeting via ZOOM on Friday, December 11<sup>th</sup> that was well attended with 79 in attendance. These meetings help provide a great opportunity for college updates, open discussion, and transparency among faculty and staff. Amber is really excited for continuous engagement from faculty and staff and will continue to do these meetings moving forward.
  - 2) *Marketing and Enrollment* – Enrollment for the Spring semester courses is ongoing. Marketing has been working with Admissions and Academic Affairs to get enrollment numbers increased for Spring courses. They have developed a postcard that will be sent out to students who have withdrawn

from courses over the past couple years and are planning to increase social media advertising and some digital ads on K-State's newspaper website.

- 3) *Foundation* – The Foundation has recently purchased all new whiteboards to replace chalkboards in all classrooms on the Concordia campus. They have all been delivered and our maintenance crew has been working diligently to get these up before everyone leaves for Christmas break. We are extremely thankful for the Foundation to donate these boards to help upgrade our classrooms. The annual year-end appeal is underway with letters that have gone out to alumni and donors. The End of Year campaign is also ongoing, and the Foundation has raised more than \$85,000.

**B. Vice President for Academic Affairs, Dr. Kim Zant reported**

- 1) Our Fall semester was successfully completed last week, and Winter term session began yesterday. The enrollment numbers are up this year for Winter term courses. Planning for Spring semester is well underway. As we have assessed current Spring enrollment, we have generated discussions regarding ways to boost low enrollment courses with faculty, administration, and staff. On November 18<sup>th</sup> there was Fab Lab meeting held on campus where the attendees assessed the realistic possibility of hosting the lab at our former Ceramics classroom. The group agreed to not move forward with that possibility and will reconvene in December sometime to discuss other options. Amber and Kim made a trip to NCK Tech in Beloit on December 10<sup>th</sup> to meet with the President and Vice President of Academic Affairs to discuss strategies used to contain COVID. We have recently signed a Memorandum of Understanding (MOU) with Aspen University whereby students graduating from Cloud's AAS in Nursing program and possess a valid RN license can transition into a 100% online BSN program with Aspen University. This program will allow students to stay local while furthering their education online. On November 23<sup>rd</sup> our 'Cloud 9' Jazz Ensemble performed for the student body of Republic County High School. They also performed live on campus for a taping session where several of our team members were able to attend. Both performances went extremely well. Our theatre program students and participants recorded 'Our Spoken Word' piece on November 20<sup>th</sup>. There is currently a plan being worked out to host a modified High School Art Show on April 21<sup>st</sup> and are working on a plan to offer Ceramics courses again in the Summer of 2021. Lastly, on December 1<sup>st</sup>, a Proctorio professional development workshop was held for faculty to attend.
- 2) A conversation with both the CTE and Concurrent directors of Junction City High School happened to formulate plans for both Spring and Fall of next year class offerings. There was also a meeting with the Junction City Economic Council Development director and Chamber of Commerce

representative about gaps in the CTE offerings in the area. There is lots of opportunities for growth in the Junction City area.

**C. Vice President for Administrative Services, Amber Knoettgen reported**

- 1) *Financials* – Amber thanked Neil Phillips for presenting the Audit to the Board of Trustees tonight. We enjoy working with him and his team each year. Also, wanted to congratulate the Financial Aid Department for also having a successful Audit this year with no findings. The Audit will be brought for action/approval at the January meeting.
- 2) *COVID-19 Update* – The Concordia campus is at 52 positive cases with 2 being active. The Geary County campus is at 7 positive cases with 2 also being active. The PPE supplies for the Spring semester have arrived and we are stocked up.
- 3) *Auxiliary Services – Bookstore*: Morgan Cool started as the Bookstore Manager on December 8<sup>th</sup> and has been a great addition. *Residence Life*: There are 5 students staying on campus during break. Right now, there are 225 students returning to housing in the Spring. Susan Dudley is working hard to fill vacant spots and anticipates being around 235 students. For the Fall, there was 248 students. *Facilities*: Peltier's is working through the punch list of items to correct on the Staircase project in Lot 3. Eric Johnson at Campbell and Johnson are working with the contractor to correct the humidity and air flow issue in the new Ag Facility. The drainage project has started behind the facility and should be completed by December 31<sup>st</sup>. The Women's Basketball Locker room floor project will begin the week of December 21<sup>st</sup> due to COVID restrictions with the installer.
- 4) *T-Bird Café* – The Cafeteria is closed from November 24<sup>th</sup> through January 3<sup>rd</sup>. It will reopen January 4<sup>th</sup> to feed approximately 140 student-athletes once they return from break.
- 5) *IT* – Tom Roberts and his team has been heavily involved in the allocation of the SPARK funds awarded through KBOR to the college. We are excited that we have filled our Director of Institutional Research position. The next position that will be searched to fill after the first of the year will be the Network Administrator position. Looking forward to getting classroom equipment installed for the classroom upgrades. They are currently working on what to do with all the old equipment that will be replaced.
- 6) *Children's Center* – Recently received 3 different grants. The first grant was from Duclos for art Supplies totaling \$500.00. The other two are from the Dane G. Hansen Foundation. One is for \$1,000.00 for Books and the other is for \$3,700.00 for the pilot program for wage support for Early Childhood Education Center to help with retention efforts.
- 7) *Athletics* – A KJCCC meeting was held on November 30<sup>th</sup> where there was a vote that passed which prohibits fans at any competitions through February

5<sup>th</sup>. The presidents will meet again on February 1<sup>st</sup> to make the determination beyond February 5<sup>th</sup>. Amber expressed her frustration with the vote due to all the hard work for the scrimmages and guidelines we created in the Fall in anticipation to allow fans.

**D. Student Senate Representatives - None**

**E. Meetings the Board Members attended**

- 1) Jesse Pounds attended the Pros of Con meeting.
- 2) Pat Macfarlane attended a Nursing Department meeting.
- 3) Richard Hubert, Greg Askren, and Jesse Pounds all attended the Fab Lab meeting.

**IX. Discussion Items: None**

**X. Action Items:**

- A. 2020-2021 Master Contract: Greg Askren moved and Jim Koch seconded to approve the Master Contract for Fiscal Year 2020-2021.

**XI. Other: None**

**XII. Executive Session: None**

Jim Koch moved and Richard Hubert seconded to adjourn the meeting at 5:59 pm. Motion passed.

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Samantha Pounds, Clerk of the Board  
Cloud County Community College  
Board of Trustees