

Cloud County Community College

BOARD OF TRUSTEES

November 16, 2021

Present: Greg Askren, Bruce Graham (ZOOM), Richard Hubert, Jim Koch, Pat Macfarlane, Jesse Pounds, President Amber Knoettgen, Dr. Kim Zant, Caesar Wood, and Samantha Pounds-Board Clerk.

Others Present:

Attorney-Justin Ferrell, Jim Lowell - Blade Empire, Toby Nosker – KNCK, Chris Wilson, Jennifer Zabokrtsky, Mark Matthew, Jessica LeDuc, Don Benjamin, Kelsey Longfellow, Tom Roberts, Alyssa Miller, Mark Whisler, Stefanie Perret, Cindy Lamberty, Keela Andrews, and Susan Dudley

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- I. The meeting was called to order by Chairman Jesse Pounds at **5:00** pm in Room 257 of the President’s Addition.
 - II. **Pledge of Allegiance**
 - III. **Adoption of the Agenda** – Pat Macfarlane moved and Greg Askren seconded to adopt the amended agenda to include the names of Don Benjamin as the Division Dean of Math, Science, and Technical Programs and Lori Frybarger as the Nursing Instructor under personnel. Motion passed.
 - IV. **Guest Comments:** None
 - V. **Introductions and Highlights**
 - A. **Student Leadership Groups**
 - 1) **Student Senate**

Alyssa Miller, President of Student Senate at the Geary County Campus, introduced herself via ZOOM. She shared that she is currently the only member of Student Senate at GCC right now, but they are working to find more students interested. They currently have been working on more volunteering through United Way. Keela Andrews is the sponsor and she shared that they have been working with Life Club to organize activities and coordinate trash clean up at local parks.

Zoe Merz is the sponsor for the Concordia Campus and she shared that they have been working on getting things planned for Homecoming Week, which is typically a very exciting time of year. They have also been looking over the Constitution and are planning to do a Newsletter to talk about the things going on around campus.

2) Student Ambassadors

Britini Tremblay, Director of Enrollment Management, and Stephanie Gieber, Admissions Counselor, shared that their students ambassadors have had a very successful past couple of months with a record number of campus visits in years.

3) Resident Assistants

Susan Dudley, Coordinator of Residence Life, presented to the Board that she has had a great year with all of her Residence Assistants.

- VI. Consent Agenda** – Greg Askren moved and Jim Koch seconded to approve the amended Consent Agenda to include the minutes of the October 26, 2021 regular board meeting; Treasurer’s Report; Purchasing and Payment of Claims; Contract Renewal Recommendation for Head Volleyball Coach – Deb Monzon; Admissions Counselor – Gracie Rudolph; Nursing Instructor – Kelsey Longfellow; Division Dean of Math, Science, and Technical Programs – Don Benjamin; and Nursing Instructor – Lori Frybarger. Motion passed.

VII. 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.
- 1) *President’s Report* – We are honored and proud to be named to the Aspen Prize Top 150 list, which is the top 10% of public 2-year institutions. The selection model is based on institutional performance in three general areas: (1) retention, completion, transfer, student success, (2) improvement in performance over time, and (3) equity, defined as performance outcomes for underrepresented minorities and low-income students. The next step is an application narrative and student progress data that is due on December 13th. From there the process is narrowed down to 10 finalists. This is a great honor to our faculty, staff, and students. Kim and Amber traveled to Junction City High School’s First Annual Business Partner Appreciation night on November 4th. This event was very well attended and they loved going to show their support. The Chair of the Technical Education Authority, Mark Hess, visited campus on Friday November 5th to learn more about our Renewable Energy Program. We appreciate him coming and enjoyed his

time. The Diversity Equity and Inclusion Council, along with the Black Student Union, held a student panel discussion in Cook Theatre on race and race relations on November 9th. On Wednesday, November 10th, we hosted a “Salute to Service” with the Kansas National Guard. This was a great event with Lt. Edward Magana delivering a speech.

- 2) *Marketing* – Our best performing posts have been Deb Monzon’s 600th win that reached 9,558 people with 24 shares. Next, was the Halloween costume photos that reached 5,200 people. Finally, our CDL Trailer Wrap photo reached 2,800 people. The current press release events that we have going are Senior Preview Day on Thursday, Calling for Thanksgiving Hosts for Students, and the Aspen Prize Top 150 List. Jessica LeDuc is currently working with JNT on the 15 second and 30 second commercials from refining the script last week. Amber and Jessica recorded the script today and should have those back within the next week or two. We are starting a Google Ad Campaign with JNT once we have our video clips ready. When someone searches for our product or services on search engines, like Google, our ad would show up in the sponsored ad area. That is based on a number of key words that MacKenzie, from JNT, and Amber identified i.e.: Community College, Affordable, Renewable Energy, Nursing, CDL, etc. The potential customers then clicks on our ad and it opens directly to our website. We are excited to begin this marketing campaign. We ordered fancy coffee cups that Bruce Graham mentioned would be good idea to send out to all our service area high schools that will be here at the end of the week. Jessica is working with Admissions to mail those to counselors with a QR code to watch our promo video.
- 3) *Foundation* – The Foundation has awarded more than \$44,000 in scholarships to current and incoming students for the 2022-2023 academic year. We were awarded \$2,000 for the T-Bird food pantry from the Leva and Frank Duclos Foundation. This will allow the pantry to provide food boxes to students over the holiday breaks. There is also a campus food drive happening now. The Foundation is currently running its annual year end appeal. They have enlisted the help of Dr. Julia Galm's mass media class to create videos that can be utilized for the campaign and beyond and will have a 12 Days of Giving e-campaign in December that will feature students, faculty, and staff. We have organized several meetings with GLMV for the Technical Education Building and Athletic Facility. GLMV is helping with the EDA, Patterson Family Foundation, and soon the Sunderland Foundation grants.
- 4) *Athletics – Volleyball*: Sophomores Natasha Dooley and Geraldyn Palacios have been named to the All-NJCAA Region VI Division I Volleyball teams for their performances throughout the 2021 volleyball season. *Women’s Cross*

Country: Finished 2nd in the NJCAA National Meet. Second-team NJCAA All-American status would be sophomore Ludjenie Mondesir with an 8th place finish and freshman Lucy Ndungu in 10th. The duo would finish as the top-two runners from the Kansas Jayhawk Community College Conference. *Men's Cross Country:* Finished 11th at Nationals on Saturday, November 13th. An All-American 12th place individual finish from sophomore Awet Beraki. They ran in the ½ marathon today in Richmond placing 2nd. Matt Bechard added that the number 1 and number 2 runners that won have the top 2 times in NJCAA History. *Wrestling:* The wrestling team put together a strong showing with 30 wins from 12 wrestlers at the 2021 Grand View University Open in Pleasant Hill, Iowa on Saturday, November 13th. Defending 197 lbs. National Champion, Zach Ferris, finished runner-up to John Gunderson, a NCAA Division 1 wrestler from Northern Iowa. *Men's Basketball:* (4-1). *Women's Basketball:* (3-2). Both start Jayhawk Conference play Wednesday night at Northwest Tech in Goodland. We host Hutchinson Community College on Saturday, November 20th, at 2:00 and 4:00 pm.

- 5) *Upcoming Meetings and Events* – Kim and Amber will be in Topeka tomorrow for KBOR and to present at BAASC on changing indicators on our performance agreement. KBOR is also set to approve welding in the afternoon. There will be a Campus Community Meeting via ZOOM on Friday, November 19th. KSU's proposal will likely go to BAASC on November 29th. KACCT quarterly meetings will be on December 3rd and 4th.

B. Vice President for Academic Affairs - Dr. Kim Zant

1) Trane Renewable Energy and Power Solutions presented to our Renewable Energy (RE) students on data analytics and WindCom presented about Blade Repair jobs and internships. 23 of our RE students toured Irish Creek Wind Farm. Our RE department gave tours to Ellsworth High School students on the 3rd, Olathe West Green Tech Academy students on the 12th and they went to Rock Hills High School Career Fair on the 5th. Additionally, Monte Poersch and Kit Thompson provided Mark Hess, the TEA chair, a tour of our facilities. Tomorrow, Clifton-Clyde High School is touring the Renewable Energy program. Our horse judging team won 3rd place overall at the World Show in Oklahoma City. Don Benjamin collaborated with local grain elevator operators to identify the grain equipment needed to assure our students experience hands-on learning to enhance their preparedness upon entering the workforce. Based upon that feedback and collaboration, we wrote and applied for the Jobs for Innovative Industry Skills Training (JIIST) Grant. Heather Gennette has been great help in writing this grant also. Beth & Mark Whisler took 19 of our international students to Sara Beikman and her husband's farm for a BBQ, hayride, and

bonfire. This was a huge success with our students and they were very thankful for their hospitality.

2) Jen Zabokrtsky, Cindy Lamberty, Kelly Cook, Raven Smith, Aero Kierstan, and Maricela Gallardo attended the Military Affairs Council Breakfast on the 28th where they passed out promotional information and spoke about our programs. Kelly C and Maricela represented Cloud at the 12th Street Community Center Halloween Event. Taryn Cipra represented Cloud at the Junction City High School Alternative School's Parent University on the 30th. Mandy Kloth provided training to the Geary County Campus faculty and staff regarding the resources available to students through Adult Education. Jen Schroeder and Jen Z attended their third KCCLI session which covered Community College Best Practices and Kansas Community College Funding. Raven led a campus visit for approximately 20 Junction City Middle School Advancement Via Individual Determination (AVID) students.

3) We have been meeting monthly with Concordia High School (CHS), Junction City High School (JCHS), and Clifton-Clyde High School to collaborate on improving the high school to college transition process. We are piloting an advising initiative for concurrent or dual-enrollment students at CHS and JCHS this semester. Clifton-Clyde will be added next semester. The long-term goal is to have this option in all our service area high schools. We met with representatives from Flint Hills Job Corps and are working to reinvigorate this partnership. The initial focus is on CDL and Welding. We are working with CHS, Concordia Chamber of Commerce, and Cloud Corp to improve the awareness of Workkeys in the community and are looking at targeting businesses for a pilot project. The state of Kansas pays for all high school Juniors to take both the ACT and Workkeys. WorkKeys is a system of assessments and curriculum that build and measure essential workplace skills that can affect your job performance and increase opportunities for career changes and advancement and is a priority for Kansas Department of Education and the Department of Commerce. We are working with OCCK, 81 Connection, and KANCycle to increase student awareness and use of transportation services. Stress management tips are being emphasized between now and finals with Stress kits being available to students prior to finals week. The Financial Aid Office visited 17 area high schools in the month of October for FAFSA Information Days and assisted Concordia High School with their Reality U event. The 2022-2023 academic year is now set-up and we are ready to begin pulling in Institutional Student Information Record's (ISIR's) and processing files for Financial Aid. They are planning to get the first round of award letters out in December to award earlier than in the past. We have 54 students who have applied to graduate this Fall. Academics and Admissions are partnering on Career Fairs at Rock Hills High School and Chanute High School at the request of the high schools. We again had a record number of

campus visitors during the month of October since 2013 with a total of 71. 55 Early Bird Scholarships have been awarded. We hosted a successful Cloud County CPC on Monday, October 25th with approximately 100 students in attendance. The 3rd postcard series went out last week to 1,380 seniors. It had a sticker on it highlighting our being recognized as one of Aspen's Top 10% of colleges. 724 prospects were added to Jenzabar during the fall 2021 travel season and we received 250 prospect cards in October from CPCs and High School visits. Don't forget the play "Mrs. Claus and the Chili Cook-off Caper" written by Kristina Frost is this week on Friday and Saturday at 7:00 pm and Sunday at 2:00 pm at the Brown Grand Theatre. Finally, our Christmas Holiday Concert is on November 30th at 7:00 pm in Cook Theatre.

C. Vice President for Administrative Services – Caesar Wood

- 1) *COVID-19 Update* – The safety of our campus community is our number one priority and the ERC committee has continued to meet bi-weekly. The Concordia Campus has had 22 positive cases with 4 being active and the Geary County Campus has had 8 positive cases with 0 being active. We will need to continue to monitor the situation with the virus. Caesar mentioned that we lost Cher Knudsen last week and a large contingency of Cloud faculty and staff supported and attended the funeral on November 8th.
- 2) *Finance/Grant Update* – A draft of the Audit Report should be here next week to review and we plan on bringing the draft to the December board meeting with Neil Phillips joining via ZOOM, then with a final acceptance at the January board meeting. In addition, the Capital Outlay Mill Levy Renewal is on the agenda tonight to review for FY 2023-2027.
- 3) *Children's Center* – There will be a Child-Adult Care Food Program (CACFP) review at the Children's Center on December 2nd, 2021. This is an administrative review for the food program offered to the kids in the Children's Center. The CACFP is a federal program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating childcare centers. The new signage at the Children's Center was installed on November 15th.
- 4) *Information Technology* – Tom Roberts will be working with Envision to begin the cable install as soon as they can. They are currently working on logistics. Tom and his staff will also be working on a Jenzabar and server upgrade that needs to occur by December 31st.
- 5) *Human Resources* – Health Insurance Open Enrollment is taking place this week for all faculty and staff.
- 6) *Facilities Updates* – The donated trees were installed on Friday, October 29th and the week of November 8th around the main campus. We traveled down to the Geary County Campus to get estimates on a welding lab. We should be

getting price estimates by the end of the week. Lastly, the new signage at the Nursing and Allied Health area was installed on November 15th at the Tech West Building.

- 7) *Meetings Attended* – Caesar attended a webinar with the KLC Leadership Grant Program on November 2nd and also attended the KACCBO Fall Meeting on November 4th and 5th at Highland Community College.

D. Meetings the Board Members attended

- 1) Jim Koch will be attending the Foundation Executive Committee Meeting next week.
- 2) Bruce Graham attended the EDPR Meeting about the Technical Education Building.

VIII. Discussion Items

A. Policy C3 – Employee Classifications

Chris Wilson presented this Policy sharing that they added more descriptions. This Policy has been taken to Administrative Services Committee and the President's Cabinet for approval to bring to the Board.

B. Policy D3 – Grades and Grading

Dr. Kim Zant presented this Policy sharing that there were language and title changes. She also mentioned that they added administrative withdrawal.

IX. Action Items

A. Authorization for Capital Outlay Mill Levy Renewal

Greg Askren moved and Jim Koch seconded to approve Resolution 2022-2 authorizing renewal of the capital outlay mill levy not to exceed four mills annually for FY 2023-2027. Motion passed.

B. Approval of the Electrical AC and DC Training System

Jim Koch moved and Pat Macfarlane seconded to approve the purchase of the AC/DC Training System in the amount of \$59,200.00 and authorize payment of \$29,600 from Fund 35 – Perkins Fund and \$29,600 from Wind Energy Lab Fees. Motion passed.

X. Other: None

XI. Executive Session

A. Attorney Client Privilege

Pat Macfarlane moved and Richard Hubert seconded to move to recess in to executive session for 30 minutes with the 6 Board members, Amber Knoettgen,

Kim Zant, Caesar Wood, Chris Wilson, Justin Ferrell, and Greg Goheen 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 6:46 pm. Motion passed.

XII. Adjournment

Greg Askren moved and Pat Macfarlane seconded to adjourn the meeting at 6:48 pm. Motion passed.

XIII. Study Session - Tuition, Fees, and Housing Rates AY22-23

Caesar Wood and the Coordinator of Residence Life, Susan Dudley, proposed the new Housing Rate increase for the 2022-2023 Academic Year. Tuition and Fees will not be increased.

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