

Cloud County Community College

BOARD OF TRUSTEES

August 24, 2021

Present: Greg Askren, Bruce Graham, Richard Hubert, Jim Koch, Pat Macfarlane, Jesse Pounds (ZOOM), 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, Matt Bechard, Jennifer Zabokrtsky, Mark Whisler, Beth Whisler, Jessica LeDuc, Susan Dudley, Tom Roberts, Heather Gennette, Matt Cortez, Meredith Hampton, Vincent Isakson, Dr. Julia Galm, David Drake, Brent Phillips, Sandra Grubb, Curt Weatherhead, Josh Urban, Aero Kierstan, Gwen Carnes, Suzi Knoettgen, Cindy Lamberty, Stefanie Perret, and Keela Andrews.

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- I. The meeting was called to order via ZOOM by Chairman Jesse Pounds at **5:00** pm. Everyone else was present in Room 257 of the President’s Addition.
 - II. **Pledge of Allegiance**
 - III. **Adoption of the Agenda** – Jim Koch moved and Pat Macfarlane seconded to adopt the agenda as presented. Motion passed.
 - IV. **Guest Comments**
 - V. **Introductions and Highlights**
 - A. **New Employees**

Chris Wilson introduced the new employees that attended, which included Don Benjamin, Dr. Julia Galm, Larry Gerber, Sandra Grubb, Vincent Isakson, David Drake, Aero Kierstan (previously MacWhinnie), and Curt Weatherhead.
 - VI. **Consent Agenda** – Greg Askren moved and Jim Koch seconded to approve the Consent Agenda to include the minutes of the July 27, 2021 regular board meeting; the minutes of the August 2, 2021 special board meeting; the Treasurer’s Report; the Purchasing and Payment of Claims; and Youth Services Coordinator. 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. Welcome Week began last week with our first day of classes and daily activities planned to help students adjust and become engaged in campus life.
- 1) *President's Report* – College wide in-service went extremely well with 122 in attendance. It was a full day and Amber wanted to thank everyone for attending and helping with the event. Kim and Amber attended both the Concordia and Geary County adjunct in-services on August 4th and 10th. Special thanks to the faculty and staff that helped with the informational sessions during these in-services. 8 students have completed the KS Promise Scholarship application process and have been awarded for a total of approximately \$32,000.00. This number may change depending on the tuition/fees and book cost for the spring semester. 12 students have incomplete files and we have reached out to those students to complete their applications. GLMV Architecture Firm conducted an all-day data gathering session on the needs of the Athletic Facility on August 10th. They will be bringing forth plans and a cost estimate soon. GLMV will also be presenting a study session tonight with the trustees on the proposed Technical Education Building that will be funded through private funds. There was also a Campus Community Meeting via ZOOM on Friday, August 20th with 85 participants to provide college updates and an open discussion among all faculty and staff.
 - 2) *Marketing* – JNT Commercial was on campus Thursday and Friday last week for filming of the college commercial. The videographer will be back Wednesday night for the volleyball game footage. A big thank you to everyone for being so willing and accommodating, especially Kristina Frost, Josh Urban, Kit Thompson, Craig Smith, and all the Nursing Department for letting us invade their classrooms. We have also been working with Wildside Graphix on a design for the CDL trailer wrap. The Renewable Energy Trailer can be seen parked up at the hangar. For the month of July, there were 95,057 ad views and for August there are 80,971 ad views (June 100,800). There were 571 page visits thus far in August and for July there are 651 page visits (642 June). We have been shifting focus to general enrollment, the Promise Scholarship, and second session courses. So far in August, we have reached 41,724 people on Facebook. Fun Fact of the month, the video of the Men's Basketball Team greeting Concordia Elementary school students on their first day of school reached 3,732 people with 712 engagements and was shared 14 times.
 - 3) *Foundation* – The Foundation is holding their annual Employee Giving Campaign which began on August 9th at in-service. We have surpassed last year's giving amount already with more than 60% participation thus far with a total of \$31,032 in pledges. The Foundation is assisting with a few projects that include the Technical Education Building, an Athletic Training facility, and the possible expansion of our Children's Center. The Foundation held a Summer scholarship awarding, providing more than \$97,000 to incoming students. To date, the Foundation has awarded

more than \$389,000 for the 2021-2022 academic year. Other scholarship initiatives the Foundation is supporting would include the Early Bird and Refer a Friend Scholarship. The Early Bird Scholarship is a \$500 scholarship that will be given to Kansas students who visit between August and December who have a 3.0 GPA. The Refer a Friend Scholarship is also a \$500 scholarship that will be given to students who refer a new student to Cloud. The friend will also receive \$500 for attending. A draft of the MOU between CCCC and the CCCC Foundation that was included in discussion last month. It will come for action to the trustees after it has been formally approved by the Foundation Board of Trustees.

- 4) *Athletics* – Volleyball went 3-1 at the Southeast Community College Invitational last weekend. They will be playing at home vs. Barton Community College on Wednesday at 6:30 pm. Attendance at athletic events will be kept under 500 to avoid quarantining. Women's and Men's Cross Country will be attending the Terry Masterson Twilight Classic in Hutchinson on Friday, September 3rd.
- 5) *Upcoming Meetings and Events* – Amber will be attending the quarterly KACCT Presidents and Trustees meeting the 26th through the 28th this week. Kim Zant, Caesar Wood, Trustee Pounds and Amber will be traveling to Norton, KS on September 3rd to meet with Scott Sproul the CEO of Northwest Kansas Economic Innovation Center, Inc. On September 10th, Kim and Amber will be attending the TEA meeting. September 13th through 14th, Kim and Amber will also be attending the Council on Accreditation for Two-Year Colleges Fall Conference. The KBOR meetings this month will be held on September 15th and 16th. Lastly, the Foundation Quarterly Meeting will be on the evening of September 16th.

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

We hosted three successful in-services. One to all faculty and staff that included Assessment workshops led by Cindy Lamberty. We had a guest speaker present, Dr. Brian Inbody, President from Neosho Community College. A second in-service was led by April Benne for our concurrent instructors and a third in-service was led by Jen Zabokrtsky for our Geary County adjuncts. We have held student admissions, placement testing, enrollment and orientation events on both campuses involving many hands on deck to include our deans and directors as well as numerous other folks. Kim thanked everyone. We greatly appreciate all the work and efforts that went into these events as they are all very important for effectively communicating out the year's plans and expectations.

- 1) *Concordia Campus* – Adult Ed classes began on the 16th of August. Our other classes began on the 17th. We met with Concordia High School's superintendent, new principal and counselors and discussed how to improve our concurrent and dual enrollment opportunities with them. We all agreed to start meeting monthly for continued collaborative conversations. The Diversity, Equity, & Inclusion Council is planning a moderated panel discussion on race and diverse cultural backgrounds. The English-Communications Department is sponsoring a scholarship writing contest

for high school seniors. Writing contest rules and flyers will be mailed to 38 high schools. Several faculty and staff helped with the CCCC booth at our surrounding area fairs, as well as volunteered and helped our students move into the dorms. Kim wanted to give thanks to everyone that helped! The Renewable Energy drone trailer looks wonderful with the new wrap and has been on the road at many fairs helping to recruit for Cloud. Dr. Brandon Galm presented at the biennial Association for the Study of Literature and Environment (ASLE) conference (July 25th – August 6th; virtual this year). He presented the paper, “(Un)Real White Survival: Red Dead Redemption 2 and the Play of Nature.” He also attended the Generation Analog conference in early August. Kristina Frost did a training on the prevention of targeted violence in a Post-COVID world. Amy Kern is on the committee for the Art Walk to be held on September 4th at Broadway Plaza. The Nursing Department has been working diligently to prepare for the expansion to the Geary County Campus in January. Stefanie Perret and her team have put in a lot of extra work to assure all the paperwork that is required is properly submitted. The HLC taskforce continues meeting weekly to make updates to the assurance argument submitted previously and to assure we are moving forward with our assessment plans.

- 2) *Geary County Campus* – Kelly Cook, Keela Andrews, and Jen Zabokrtsky gave out Cloud swag at the USD 475 Back to School Carnival the evening of August 5th where there were approximately 250 students attending with families. The Junction City Area Chamber’s Greater Than Leadership class met on the Geary County Campus August 6th. Kelly Cook is participating in this year’s class. We had our monthly meeting with Junction City High School’s principal and their concurrent team. We are planning a September 2nd parent night with them where will be presenting expectations of our college classes vs. high school classes.
- 3) *Student Affairs* – Over the Summer, 36 degrees and 18 certificates were conferred. We have had 35 applicants for the Kansas Promise Scholarship Act with 8 of the applicants being eligible as this again is a Last Dollar Scholarship. Of those 8, 5 are in Nursing, 2 are in Wind Energy, and 1 is in Solar. We have 3 qualifying Refer-A-Friend scholarship recipients. As we discussed last month, there are 20 days of student activities that began on the first day of classes. Some of which were a Watermelon Feed and Seed Spitting Contest, Welcome Back BBQ, Staff vs. Student Kickball Game, and a Sugar & Spice Take Our Advice All Day in the Business Office activity. We also had our first on campus Volleyball Scrimmage on the 17th. Admissions is scheduling meetings with department chairs and program leads to strategize individual program recruiting plans. Admissions are also scheduling High School visits and offering our assistance with Apply Kansas events in our service area. Sophomore Day is scheduled for October 8th. Invites will be sent to High School counselors and to eligible prospects. Yesterday was the Activity Fair with 10 community organizations that was held in the Student Union for students to attend. Our Concordia Admissions Counselors finished the year with 276 campus visits: up from 239 last

year and our Geary County Admissions Counselor with 68 campus visits; up from 57 last year.

C. Vice President for Administrative Services – Caesar Wood

- 1) *COVID-19* – The safety of our campus community is our number one priority and the ERC committee has continued to meet weekly. The Concordia Campus currently has 7 positive cases with 3 cases being active. The Geary County Campus currently has 2 positive cases with 1 case being active. In collaboration with the Cloud County Health Department, we held an on campus vaccine clinic on August 16th and 45 individuals received the vaccination. We will continue to educate the campus community on the importance to get vaccinated and to take responsibility for their own health and well-being.
- 2) *Budgets Process* – The budget forms have been prepared for the budget hearing and RNR hearing on September 7th. The approval to publish the RNR and budget hearings are on the agenda tonight. The auditors will be here the week of September 20th, 2021.
- 3) *Residence Life* – To date, housing is at 96% capacity and there are 284 students living on-campus. Last year at this time we were at 246 students, so this was an improvement. Move-in day on August 14th was very successful as faculty and staff volunteered to help on this day. Susan Dudley and the Residence Assistants did a great job to welcome our students back to campus. Caesar gave a big thank you to the housing maintenance staff for addressing maintenance problems promptly.
- 4) *Children’s Center* – There are currently 20 children enrolled for the fall semester at the Children’s Center. There are 3 infants, 7 toddlers, and 10 in pre-k. The Children’s Center recently received \$30,000 from the sustainability grant from Child Care Aware.
- 5) *Information Technology* – Tom Roberts has been working with Dynamic Campus on the RFP and has been working on details for the project. The RFP was released on August 9th and there is a scheduled walk through of the facilities on Wednesday, August 25th. The deadline for submittals is September 27th, 2021 at 3:00 pm.
- 6) *Facilities Updates* – The painting of the exterior trim is almost complete and looks great. The facilities team has done a great job this summer getting projects completed for the start of the fall semester.

D. Meetings the Board Members attended

- 1) Jim Koch attended the Foundation Committee meeting and Negotiations meeting this month.
- 2) Greg Askren attended the Negotiations meeting this month.
- 3) Bruce Graham will be attending a Renewable Energy Industry Partner meeting tomorrow that has been rescheduled from earlier this month.
- 4) Pat Macfarlane attended the unveiling of the Sesquicentennial Time Capsule contents this month.

VIII. Discussion Items: None**IX. Action Items:****A. Authorize Publishing the Notice of RNR Hearing and Notice of Public Hearing**

Jim Koch moved and Greg Askren seconded to authorize publishing the Notice of RNR Haring and Notice of Public Hearing for the 2021-2022 certified budget, with the hearings scheduled for Tuesday, September 7, 2021 at 5:00 pm and 5:20 pm in room 257 in the President's Addition at Cloud County Community College, Concordia Campus. Motion passed.

B. 2021-2022 Master Contract

Pat Macfarlane moved and Bruce Graham seconded to approve the Master Contract for Fiscal Year 2021-2022. Motion passed.

C. 2021-2022 Compensation for Administrative Personnel

Jim Koch moved and Richard Hubert seconded to approve a salary increase of 3% to the base salary of each full-time administrative employee who were in their current position or have not received a compensation adjustment since April 1, 2021. These salary increases are effective July 1, 2021. Motion passed.

D. 2021-2022 Compensation for Support Staff Personnel

Bruce Graham moved and Pat Macfarlane to approve a wage increase of 3% to the wage of each full-time support staff employee and approve that no wage for full-time support staff employees be below \$11 per hour for those support staff employees who were in their current position or have not received a compensation adjustment since April 1, 2021. These wage increases are effective July 1, 2021. Motion passed.

E. Economic Development Administration Grant – Technical Education Building

Jim Koch moved and Greg Askren seconded to approve submission of the Economic Development Administration Grant application for \$1,000,000 to include a College match of \$600,000 towards the Technical Education Facility. Motion passed.

X. Other: None**IX. Executive Session:****A. Non-Elected Personnel**

Greg Askren moved and Pat Macfarlane seconded to recess into executive session at 6:17 pm for 20 minutes with 6 Board members, Amber Knoettgen, Kim Zant, Chris Wilson, Caesar Wood, 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 return to open session in this room at 6:37 pm with possible action taken. Motion passed.

Dr. Gwen Carnes is requesting to retire effective July 31, 2021. Dr. Carnes was an Instructor in Mathematics. Jesse Pounds read the recommended action to approve the retirement of Dr. Gwen Carnes as per Dr. Carnes' request effective July 31, 2021. This action nullifies the previous action regarding Dr. Carnes.

Pat Macfarlane moved and Richard Hubert seconded to approve the retirement of Dr. Gwen Carnes as Dr. Carnes' request effective July 31, 2021. This action nullifies the previous action regarding Dr. Carnes. Motion passed.

X. Study Session – GLMV Architecture

Jim Koch motion and Bruce Graham seconded to recess for 5 minutes and return to open session in room 259 to begin the Study Session.

Greg Askren moved and Richard Hubert seconded to adjourn the meeting at 7:14 pm. Motion passed.

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