

Cloud County Community College

BOARD OF TRUSTEES

July 26, 2022

Present: Bruce Graham, Richard Hubert, Pat Macfarlane, Mark Matthew, Jesse Pounds, President Amber Knoettgen, Dr. Kim Zant, Caesar Wood, and Samantha Pounds – Board Clerk.

Others Present:

Justin Ferrell – Attorney, Toby Nosker – KNCK, Jim Lowell – Blade Empire, Chris Wilson, Jennifer Zabokrtsky, Stefanie Perret, Jessica LeDuc, Susan Dudley, Stephanie Downie, Michelle Schultze, Don Benjamin, Beth Whisler, Mark Whisler, Jonah Hardacre, and Carleen Nordell.

-
- 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 Allegiance**
 - III. **Adoption of the Agenda** – Mark Matthew moved and Bruce Graham seconded to adopt the amended agenda to remove the Agriculture Instructor due to not being available, include a Nursing Instructor at the Concordia Campus under personnel, and to correct the insurance premium amount to \$182,339 for the Approval of College Property, Liability, etc. under action items. Motion passed.
 - IV. **Guest Comments:** None
 - V. **Introductions and Highlights:** None
 - VI. **Consent Agenda** – Pat Macfarlane moved and Richard Hubert seconded to approve the Consent Agenda which includes the minutes of the June 28, 2022 regular board meeting; Treasurer’s Report; Purchasing and Payment of Claims; Agronomy Instructor – Adel Almesmari, Admissions Counselor – TJ Segebart, Assistant Women’s Basketball Coach – Tiffany Dorris, and Policy E18 – Formal Complaint Process. 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) *Legislative Updates* – The Kansas Board of Regents is holding their annual retreat this week. Our lobbyist, Heather Morgan, is attending along with the community college president representative and president of Hutchinson Community College, Carter File. Information is being shared with the Regents about how community colleges are funded. An interesting fact is that Cloud has not raised our mill in the last 22 years. Also, Cloud gets 14% of the mill in Cloud County.
 - 2) *Other Updates* – Amber attended Pros of Con on July 20th as a guest speaker, attended Rotary Community Event on July 21st, attended KJCCC meetings at Butler Community College on July 25th, and there was a Campus Community Meeting on Thursday, July 21st with close to 65 in attendance.
 - 3) *Marketing* – The top posts this month on Facebook were Kid’s College reaching 8,800 people, the Children’s Center Remodel Photos reaching 7,900 people, the Sunderland Foundation \$1 million Grant reaching 5,000 people. For fiscal year 2021-2022, advertising has reached 1.09 million views and 17,041 clicks. Jessica LeDuc is currently working on recruitment materials to start the new semester.
 - 4) *Foundation* – The Foundation received \$1,000,000 from the Sunderland Foundation for the Technical Education and Innovation Center. We also submitted another \$1,000,000 grant to the Patterson Family Foundation and will receive word after their August board meeting. Heather Gennette took part in the CMR interviews for the Technical Education and Innovation Center. The Foundation awarded more than \$46,000 in the month of July and is planning to award more before preparing for next academic year. They have awarded more than \$445,000 for the coming academic year.
 - 5) *Admissions* – Weekly SignalVine texts to applicants and accepted student not yet enrolled for Concordia, Geary County, and Online courses are sent encouraging sending transcripts and scheduling enrollment appointments. They are in the process of hiring and training for Student Ambassadors. The recruitment calendar for the 2022-2023 academic year is being prepared and finalized. The Republic County Fair and the Back-to-School Health Fair in Junction City are two events coming up that Admissions plans to attend.
 - 6) *Advising* – Held an enrollment day on June 29th and July 20th. They held a retreat this morning and are working on the Student Handbook for 2022-2023. They are planning Fall 2022 Orientation and the “Forty-Four Days with Thor” for welcome back activities in the Fall.
 - 7) *Student Accessibility and Mental Health* – Aubrey Anderson continues to receive and process accommodation requests and provide mental health

services to students as needed. She participated in enrollment days this summer to inform students of accessibility and mental health services. Aubrey is collaborating with the Behavioral Intervention Team (BIT) and the college attorney, Justin Ferrell, on processes for handling a mental health crisis. Lastly, she has been looking at options to educate students, faculty, and staff on effective ways to intervene if they become aware of a student/friend experiencing a mental health issue. Her hope is for this to be implemented in September during Suicide Prevention Awareness month.

- 8) *Athletics* – We had 43 student athletes awarded with 8 teams earning NJCAA Academic honors. Both Softball and Baseball were awarded the “Burnell Ukens Academic Team of the Year”. CCCC finishes 8th in the 21-22 Daktronics Cup Standings. For the fifth-straight year, the athletic department has finished inside the top 10 of the annual National Alliance of Two-Year College Athletic Administrators (NATYCAA) Daktronics Cup Standings following an eighth-place finish in the 2021-2022 standings.

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

- 1) The Kansas Nursing Initiative Grant for fiscal year 2023 was awarded (\$86,824) to the Nursing Department. The college will receive (\$69,459) 80%, upfront. The remaining balance, 20%, will be available after the program submits all required reports at the end of the grant year. We plan to purchase an adult female simulator for Geary County, if approved tonight, to support 50% of two of the new Geary County nursing faculty positions, attend a simulation conference, and purchase supplies with the funds. Our Nursing faculty attended the Kansas Nurse Educator Conference in Wichita last Wednesday through Friday. Kim Smith won the Ottawa University Nursing Instructor of the Year award which is a huge honor. Jamie Gross was asked to judge the European National Competition that will be held in Germany in August. The competition is the 2nd largest Paint show in the world. The event hosts over 1,300 horses and Jamie is one of only 3 American judges chosen. Chris Langsford and his work study student inventoried instruments, equipment, and music in preparation for the school year.
- 2) Cindy Lamberty and Jen Zabokrtsky worked with Jessica LeDuc to get a Geary County landing page on the website. Maricela Gallardo and Raven Smith hosted the K-State High School Advisor Corps on campus July 14th to promote Cloud. The advisors are recent Kansas Regents University graduates who work in Wichita and Southwest Kansas High Schools to assist those students and families with college preparation. Last week, Flint Hills Job Corps visited our Geary County Campus and we shared our new offerings with them.

- 3) Our diligence and hard work with the department of defense has paid off and we received notification that our third-party credentials for Welding, EMT, CNA, Solar and OSHA-10 were accepted and are now eligible for the credentialing assistance program. The program can pay for courses and exams that lead to industry-recognized civilian credentials in an occupational area. This will allow soldiers at Fort Riley to take our classes and become credentialed. We are working to ensure all classes are covered with highly qualified instructors and are securing our clinical sites, as classes begin in less than a month. We planned in-services for all staff and faculty, as well as adjuncts and concurrent faculty.
- 4) We have all but one subcomponent of the assurance argument ready to submit back to our consultant and the mock site visit team. We received feedback for the final subcomponent from our consultant and have started addressing their recommendations. As a reminder, we have our official Higher Learning Commission (HLC) site visit in December and our mock site visit August 29th and 30th. The reimplementation of annual and comprehensive program reviews and assessment at all levels to include course, program, general education, and institutional levels is and will continue to be an ongoing expectation. Kim wanted to provide the opportunity to answer any questions you might have regarding the expectation for continuous quality improvements to be made and documented annually.

C. Vice President for Administrative Services – Caesar Wood

- 1) *COVID-19 Updates* – The safety of our campus community is our number one priority and we will continue to monitor the spread on both campuses. Concordia Campus has had 7 positive cases with 1 active and the Geary County Campus has had 10 positive cases with 0 active.
- 2) *Finance/Reports Updates* – The business office has closed out fiscal year 2022 and has prepared for fiscal year 2023, effective July 1, 2022. The budgets have been sent to all budget managers and we have ensured to tie any requests to institutional learning outcomes in the budget process. We will be preparing for the budget hearing and RNR hearing in September, and you have an action item tonight to approve the date for those hearings.
- 3) *Children's Center* – There has been a small delay with the rain on the concrete, but the exterior is moving along quickly. Sprinklers, Fire Panel, and Water line are all complete. We have a final walk through with the local fire chief on July 26th for approval. Interior work is finished, excluding one wall partition. The work on the playground will begin later this week/next week. We will begin moving things in this week and are planning on opening for the Fall Semester in the renovated building. We are working with KDHE to have a

site walk through the week August 8th. Michelle Charbonneau has reached out to the 20 families on our waiting list, and we have posted childcare positions to begin the process of adding more children. Our new license will allow us to accommodate up to 40 children, depending on adequate staffing levels.

- 4) *Information Technology* – Institutional Research is working on the academic year KSPSD data report that is due August 31st, 2022. In addition, they have been working on software updates around campus and finishing up the classroom upgrades before classes begin on August 17th. The Ruckus group will be here July 26th for a site visit and hopefully bringing some of the switches with them. Envision is planning a site visit in July with the network cabling contractor to get all final details for the work, hopefully next week.
- 5) *Auxiliary Services Update* – Cafeteria will begin serving students and student-athletes on August 3rd. We will also be serving students and their parents at move in on August 14th. Housing has 285 housing applications, which is 93% capacity. The bookstore is in the process of changing from RedShelf to VitalSource as their electronic book provider. The bookstore has been working to provide classroom supplies and textbooks for the incoming students.
- 6) *Human Resources* – Chris Wilson has been busy posting and filling new positions and some of those new hires are listed tonight for approval. In addition, she has been working with the committee for the Vice President for Student Engagement position. Chris has also been working with the negotiations team this past month attending multiple meetings.
- 7) *Facilities Updates* – The Facilities Master Plan Committee met with GLMV on July 20th to refine and continue the process in the development of a new campus master plan. We anticipate a final plan by September 2022, and we will be presenting the master plan to the board for approval. The facilities staff has been working with Athletics at the new wrestling facility to install pads on the walls and other minor details. In addition, we have moved all renewable energy equipment from the high school facility, which is now located back at the strip mall, and we have notified USD333 of our official notice to vacate use of this space. Caesar then shared the schedule for selecting the Construction Manager Services for the Technical Education and Innovation Center.
- 8) *Community Relations* – We had 93 first through third graders for Kid's College and 53 fourth through sixth graders. Total of 146 Kids from Concordia, Belleville, Courtland, Scandia, Lincoln KS, Miltonvale, Beloit, Manhattan, Munden, Glasco, Cuba, Randall, Formoso, Jamestown, Russell, and Clay Center.

D. Meetings the Board Members attended

- 1) Bruce Graham attended Negotiations and the CMAR Interviews for the Technical Education and Innovation Center this month.
- 2) Jesse Pounds attended the Pros of Con and Housing Study meeting this month.

VIII. Discussion Items: None**IX. Action Items****A. Approve date for the RNR Hearing and Budget Hearing**

Mark Matthew moved and Richard Hubert seconded to approve the date of the 2022-2023 budget hearing and RNR (Revenue Neutral Rate) hearing for September 6th, 2022 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. Unitrends IT Recovery Renewal for 2022-2025

Mark Matthew moved and Bruce Graham seconded to approve the renewal of the Unitrends Recovery back-up systems in the amount of \$84,275.88 and authorize payment from Tech Fees. Motion passed.

C. Approval of the Gaumard SUSIE S2000

Stefanie Perret shared that the Nursing Department purchased a "Susie" in 2021 for the Concordia Campus that was purchased in its entirety through a Perkins grant. They would like to have equitable equipment at both campuses which is why they are requesting for approval to purchase this simulator.

Pat Macfarlane moved and Bruce Graham seconded to approve the purchase of the Gaumard SUSIE adult female simulator in the amount of \$32,249.00, with \$16,124 out of the Kansas Nursing Initiative Grant and \$16,125 to be paid out of the Nursing Lab Fees. Motion passed.

D. Approval of the CMAR for the Technical Education and Innovation Center

The project manager was at the interview for McCown Gordon and he is currently the project manager at the new Hospital location. Caesar shared that McCown Gordon exceeded our expectations. Bruce Graham also attended this meeting as a representative of the Board of Trustees. He shared that both companies could do the project, but Hutton Construction made it seem like they wanted to build it how they wanted. McCown Gordon explained that they would build it exact how we wanted it instead of wanting to change things right off the

bat like Hutton Construction wanted. Justin Ferrell reviewed all contracts and found no concerns.

Mark Matthew moved and Richard Hubert seconded to approve Professional Services Agreement as the CMAR with McCown Gordon Construction in the amount of \$764,500 and authorize payment from Fund 51 - Board of Trustees Fund. Motion passed.

E. MOU – Kansas Military Board and Kansas Army National Guard

Bruce Graham suggested that it is always a good idea to do a walkthrough and document the facility at the beginning of each year.

Mark Matthew moved and Bruce Graham seconded to approve the MOU between CCCC and Kansas Military Board, and the Kansas Army National Guard, effective August 1, 2022. Motion passed.

X. Other: None

XI. Executive Session

A. Negotiations

Mark Matthew moved and Richard Hubert seconded to recess into executive session for 15 minutes with the 5 Board members, Amber Knoettgen, Kim Zant, Caesar Wood, 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 6:24 pm. Motion passed. No action taken.

XII. Adjournment

Mark Matthew moved and Richard Hubert seconded to adjourn the meeting at 6:27pm. Motion passed.

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