

Cloud County Community College

BOARD OF TRUSTEES

August 23, 2022

Present: Bruce Graham, Richard Hubert, Jim Koch, 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, Heather Gennette, Matt Bechard, Stefanie Perret, Jessica LeDuc, Susan Dudley, Stephanie Downie, Mark Whisler, Angela Reed, Tom Roberts, Kevin Lutes, Don Benjamin, Michelle Charbonneau, Shayla Henning, Ashton Lawrence, and Julie Goetz.

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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** – Mark Matthew moved and Jim Koch seconded to adopt the amended agenda to update minor wording changes to the minutes of the July 26, 2022 regular board meeting under the consent agenda, to also add Action Items for the 2022-2023 Master Contract, 2022-2023 Compensation for Administrative Personnel, 2022-2023 Compensation for Support Staff Personnel, and Acceptance of Land from CCCC Foundation and to remove Non-Elected Personnel and Negotiations to instead add Attorney Client Privilege under Executive Sessions. Motion passed.
 - IV. **Guest Comments:** None
 - V. **Introductions and Highlights:** None
 - VI. **Tour of the IT Infrastructure and Children’s Center**
The Board of Trustees toured the main building led by Tom Roberts and Kevin Lutes to see the IT Infrastructure closets. Along the way they stopped in the Science Pod to see the updated Chemistry Hoods in the Lab. Vincent Isakson was there to answer any questions about the new chemistry hoods. The Trustees then stopped to also see the

Men's Basketball Locker Room renovation project that is still a work in progress before proceeding across the street to the Children's Learning Center for a tour. Michelle Charbonneau welcomed the Trustees and thanked them for taking the time out of their meeting to attend a tour of the newly renovated Children's Center. The Trustees were so ecstatic to see the major changes to improve our Children's Center. They thanked Michelle Charbonneau, Shayla Henning, and Ashton Lawrence for showing them their facility. They also thanked Stephanie Downie for helping with the renovation project.

VII. Consent Agenda – Pat Macfarlane moved and Jim Koch seconded to approve the Consent Agenda which includes the minutes of the July 26, 2022 regular board meeting; Treasurer's Report; and Purchasing and Payment of Claims. 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.

- 1) *Legislative Updates* – The Kansas Board of Regents has put together the Fiscal Year 2024 Unified Budget Request for the Legislature. The Kansas Board of Regents is also working to make performance funding more impactful by proposing a change to a project-based performance funding system. Those include scaling corequisite remediation, math pathways, systemwide course placement standards, and academic advising best practices.
- 2) *Other Updates* – There was a Campus Community Meeting held on Friday, August 19th with 88 faculty and staff members in attendance. Amber will be attending KACCT meetings August 26th-27th in Fort Scott, Kansas and will be attending the Rural Community College Alliance 2022 National Conference at Iowa Western Community College on September 14th-16th in Council Bluffs, Iowa. As of today, enrollment/credit hours are up. This is great news.
- 3) *Marketing* – The top posts this month were the Children's Center Renovation reaching 16,900 people, Move in Day reaching 7,800 people, and the Employee Drone Photo on the day before school reaching 5,200 people. Digital advertising is up 20% from June with 90,669 views. Jessica LeDuc is currently working on second session advertising, Sophomore Day for October 18th, North Central Down Syndrome Society Buddies attending the Volleyball game on September 10th, and website work in advance for the HLC visit.
- 4) *Foundation* – The Foundation kicked off the Employee Giving Campaign at the August 15th In-Service. The fundraiser has raised more than \$27,000 that will benefit various scholarships, organizations, activities, and athletic funds. Currently there is 50% participation among faculty and staff. Last year we had 70% participation and raised more than \$33,000. The Foundation has been in communication with the Patterson Family Foundation answering

additional questions about our grant proposal and the Technical Education and Innovation Center project. We recently received \$10,000 from ITC Great Plains for the Tech Building. The 2022-2023 scholarship application is closed and the Foundation has awarded \$462,000 in scholarships for this academic year. They are preparing next year's application, which will be available October 1st. The President's Soiree is scheduled for October 7th with invites going out soon.

- 5) *Admissions* – There are many upcoming events for the Admissions Department that begin with SEVP P/DSO Training at Wichita State University on September 19th, KACRAO Conference at Johnson County Community College on September 29th, Sophomore Day on October 18th, Cloud CPC scheduled for October 27th, and Senior Preview Day on November 9th. Maricela Gallardo attended the USD 475 New Teacher's Breakfast and Back to School Carnival in Junction City. There has been a lot of Fall travel and recruitment planning as they are reviewing and updating communication sequences with their prospective students. The Early Bird Scholarship Campaign is from now until December 15th. This is funded by the Foundation and is a \$500 scholarship awarded to Kansas high school seniors with a 3.0 GPA who visits campus.
- 6) *Advising* – “44 with Thor” events are ongoing. Zoe Merz has done a great job coordinating all of these events. They have been working with students on advising and schedule changes by holding freshman orientation and overseeing the facilitation of the College Skills classes. Student Senate held their first meeting today to begin more planning for additional activities and will continue to collaborate with offices to host events. They currently have 14 universities signed up for the Transfer Fair on Thursday, September 15th.
- 7) *Student Accessibility and Mental Health* – Aubrey Anderson attended the Strengthening Rural Community Colleges Webinar - Protecting the Mental Health of Rural Community College Students. She also has mental health awareness and prevention information posted on a bulletin board in the student union.
- 8) *Athletics* – The Athletic Department held a retreat this month where they set goals for the year. They plan to send Booster Club information out this week. Volleyball and Cross Country have started their seasons. Volleyball has their first home game on Wednesday, August 31st against Colby Community College. Cross Country has their first meet on Thursday, September 1st at Hutchinson Community College.

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

- 1) We held our annual Fall In-Service last week and classes began on Wednesday, August 17th. We also hosted a Concurrent In-Service for coordinators and instructors as well as an Adjunct In-Service at the Geary

County Campus. The attendance was up from last year and we appreciate everyone who helped, presented, and supported the events. We had a very successful Concordia High School concurrent enrollment day with 29 students and their parents. The feedback we received about the event has been very positive and we hope to continue it in the future. Students toured the campus, received IDs and heard about all the resources we have that are available to them as college students. Julia Galm recently served as a judge for the Kansas Authors Club Nelson Poetry Book Award. Amy Kern will participate in the 2nd Annual Art Walk at the Broadway Plaza on September 10th. As mentioned last month, Jaime Gross is in Germany judging at the European National competition which is the 2nd largest paint horse show in the world. Thanks to the Science Department team and Rex Sicard for all their work updating the chemistry labs. The hood ventilation has been installed and final air flow adjustments are pending. Vincent Isakson worked countless hours cleaning and setting up the new chemical storage cabinets. The Renewable Energy department team worked to ensure the equipment modules needed for classes was set-up and ready for the beginning of classes. They also finalized program learning outcomes for this semester based upon results of the program review process. The department has taken the drone trailer to numerous fairs this summer. Thank you to all those who worked at the fairs, the hope is that those efforts will boost enrollment. The Nursing and Allied Health Department successfully completed their first summer session. They worked hard to ensure all the new instructors were fully prepped and ready for last week when classes began. The department is partnering with Kansas Lions Site Foundation to provide free health screening for fair goers at the Kansas State Fair on September 9th. The Nursing Department received an award in the amount of \$91,500 from the Dane G. Hansen Foundation for scholarships again this year. We have several new CNA offerings this semester within our service area high schools to include Rock Hills/Lakeside, Beloit, Chapman, and Abilene. A big thank you to Stefanie Perret, Amanda Wolf, Don Benjamin, April Benne and the nursing team for their efforts to increase enrollment with our high schools.

- 2) Maricela Gallardo, Kelly Wright, and Jen Zabokrtsky represented Cloud at the Konza Prairie Community Health Clinic Back to School Fair on July 29th. Maricela and Kelly Cook represented Cloud at the Junction City High School Back to School Carnival on August 4th. Don Benjamin and April Benne were also there helping enroll students.
- 3) We have worked to gather the last pieces of needed evidence for the assurance argument and finalize the Mock Site Visit agenda. The visit is this coming Monday and Tuesday. The board will meet with the team from

11:45-12:45 in room 257. Ensuring we are prepared for this visit involves our entire team and we are very appreciative to everyone for all the help.

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 3 positive cases with 1 active and the Geary County Campus has had 3 positive cases with 2 active.
- 2) *Finance/Reports Updates* – We will be preparing for the budget hearing and RNR hearing in September, and there is a copy of the proposed budget in your board packet tonight to review.
- 3) *Children’s Center* – The Children’s Center renovation project has been completed on the inside. The outside play area will be completed by end of October. We are in the process of interviewing new applicants for the daycare positions with the goal to add new families as soon as staff are hired. They are in the works of planning an official grand opening in September.
- 4) *Information Technology* – Institutional Research is working on the academic year KSPSD data report that is due August 31st. Our staff is currently reviewing data and will be reporting back. In addition, they have been working on software updates around campus and finishing up the classroom upgrades as classes have begun. The Ruckus group will be here on August 31st for a site visit and hopefully bring some of the switches with them. Envision is planning a site visit sometime next week with the network cabling contractor to get all final details for the work.
- 5) *Auxiliary Services Update* – The Cafeteria added a new spice station for students and the Sunday Cloud 9 Buffet will begin after Labor Day. The bookstore completed their inclusive access switch from RedShelf to Verba. Overall, the transition went very smoothly. The next step will be to update the POS system and change the paper adoptions to online adoptions. The hope is to make this process more efficient for the bookstore staff and faculty members. We had to outsource our security at the Geary County Campus to First Choice Security. The new security officer, Aaron, is doing very well. Housing has 291 housing applicants which is 95% capacity. Susan Dudley anticipates more students for the second session.
- 6) *Human Resources* – Chris Wilson has been busy posting and filling new positions. In addition, she has been working with the committee for the Vice President for Student Affairs 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 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 which has been completed as of last week. The kick-off meeting with GLMV and McCown Gordon occurred on August 10th. We have begun the process to fill out the ARPA application for the new project. As the project continues, we plan to give updates every Board meeting.

- 8) *Community Relations* – Volleyball is hosting the North Central Down Syndrome Society Buddies and their families for the Cloud County vs. Barton Community College game on Saturday, September 10th. There will be a hospitality room, autographs, and pictures with the Volleyball Team following the game. Carleen Nordell is on the Fall Fest Committee and is working to make sure that the College is involved with Fall Fest for the September 24th weekend. More information will be shared closer to this event.

D. Meetings the Board Members attended

- 1) Jesse Pounds attended the Pros of Con meeting this month.

IX. Discussion Items: None

X. Action Items

A. Authorize Publishing the Notice of the RNR Hearing and Public Hearing

Mark Matthew moved and Richard Hubert seconded to authorize publication of the Notice of RNR Hearing and Notice of Public Hearing for the 2022-2023 certified budget, with the hearings scheduled for Tuesday, 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. Approval of MOU with Cloud County Health Center

Amber Knoettgen shared that she is very appreciative of the relationship with the Hospital and especially the partnership with Dave Garnas. He is very supportive of the endeavors of the college and we recognize the value of his collaborative work.

Mark Matthew moved and Jim Koch seconded to approve the MOU with CCHC for consultation on the construction of the Technical Education and Innovation Center. Motion passed.

C. Approval of Agreement with Salina Regional Health Center for Sports Medicine

Amber shared that now that the new Hospital is being built across the street, this agreement will allow us to take our student athletes that have an injury to get an

MRI or whatever they may need while consulting with the Orthopedic Doctor from Salina. Being able to offer those services here on campus, she feels that it is in the best interest of the college to keep working with our local entities for our athletic care just like we do for our regular student care.

Pat Macfarlane moved and Jim Koch seconded to approve agreement with Salina Regional Health Center for Sports Medicine Services beginning September 1, 2022 ending June 30, 2025. Motion passed.

D. 2022-2023 Master Contract

Jim Koch moved and Bruce Graham seconded to approve the Master Contract for Fiscal Year 2022-2023. Motion passed.

E. 2022-2023 Compensation for Administrative Staff Personnel

Mark Matthew moved and Bruce Graham 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 by April 1, 2022. These salary increases are effective July 1, 2022. Motion passed.

F. 2022-2023 Compensation for Support Staff Personnel

Pat Macfarlane moved and Jim Koch seconded 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 \$12 per hour for those support staff employees who were in their current position or have not received a compensation adjustment by April 1, 2022. These wage increases are effective July 1, 2022. Motion passed.

G. Acceptance of Land from Cloud County Community College Foundation

Amber started by saying, "This is exciting". This process is per Policy F2, the Foundation can accept gifts that provide an avenue for the college to gain a higher level of excellence that we may not be able to achieve otherwise without external support. In partnership with the Foundation, we have done a good job of securing funds to provide support for the new Technical Education and Innovation Center and it has really cultivated relationships throughout the community and the state. This first went to the Foundation Executive Committee where they accepted the land and completed a due diligence review. There is a statement signed by the Foundation President, Robb Rosenbaum, asserting they did their due diligence including that the land was a fair and beneficial gift and the land was appraised properly by an independent certified appraiser. This property will provide a larger space for a better layout for our new Technical Education and Innovation Center and will give us space to use for highway

signage directly off of highway 81. We are very fortunate for this relationship and opportunity to expand the college.

Richard Hubert moved and Mark Matthew seconded to accept the two parcels of land from the Cloud County Community College Foundation to be used for construction of Cloud County Community College's Technical Education and Innovation Center and College highway signage. Motion passed.

XI. Other: None

XII. Executive Session

A. Attorney/Client Privilege

Mark Matthew moved and Jim Koch seconded to recess into executive session for 15 minutes with the 6 Board members, Amber Knoettgen, Kim Zant, Caesar Wood, 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 6:57 pm. Motion passed. No action taken.

XIII. Adjournment

Mark Matthew moved and Jim Koch seconded to adjourn the meeting at 6:58 pm. Motion passed.

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