

Cloud County Community College

BOARD OF TRUSTEES

April 25, 2023

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, Matt Bechard, Stefanie Perret, Jessica LeDuc, Susan Dudley, Heather Gennette, Stephanie Downie, Tom Roberts, Cindy Lamberty, Don Benjamin, Brent Phillips, and Monte Poersch.

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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** – Jim Koch moved and Bruce Graham seconded to adopt the amended agenda to add the Baseball Team to Introductions and Highlights and add an Executive Session for Non-Elected Personnel. Motion passed.
 - IV. **Guest Comments:** None
 - V. **Introductions and Highlights**
 - A. **Softball Team** – Coach Ed Deugan is on his 1st year as Head Coach here at Cloud. He shared that the team has had a great season and is ahead of their record last year. They have 4 double headers left in the season and Sophomore Day will be this Saturday. Assistant Coach, Jaime Ayala, also introduced himself as a 1st year Assistant Coach.
 - B. **Wrestling Team** – Head Coach, Julian Smith, is on his 2nd year as Head Coach and was excited to introduce his 1st recruiting class to come through Cloud. They placed 18th during season and had 2 all Americans this year. Blayne Harris also introduced himself as his 1st year as Assistant Coach.

- C. Baseball Team** – Coach Eric Gilliland is on his 7th year as Head Coach. Assistant Coach, Zach Gerch also introduced himself on his 2nd year. Thanked the Board for all their support. He shared, “The new turf field is awesome and it has been an absolute blast to play out there. I can’t help but smile every time they walk out there and have had compliments from all the teams that have played on it.” They are 30-18 which puts them 2nd in the Jayhawk Conference. They are hoping to host the playoff series here soon.
- VI. Consent Agenda** – Bruce Graham moved and Richard Hubert seconded to approve the Consent Agenda which includes the minutes of the March 28, 2023 regular board meeting; minutes of the April 4, 2023 special board meeting; Treasurer’s Report; Purchasing and Payment of Claims; Contract Renewal Recommendations for Faculty – 2023-2024; Admissions Counselor – Bailey Rock; English/Speech/Theatre Instructor – Julie Burr-Roveti; Policy F8 – Vehicles and Transportation. 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* – KACCT Presidents traveled to KSU on Friday, April 14th for breakfast with President Linton and his senior staff to discuss how to improve partnerships and ease of transfer. Following the PTK luncheon on April 14th, we had a KACCT meeting to discuss the legislative session. We also discussed the importance of an economic impact study to capture the impact of all 19 community colleges. There was also discussion of having one done for each institution as well. This will be a great way to show the impact Cloud has to our service area. This will help with marketing and telling our story as well. Heather Morgan is still advocating on behalf of all community colleges in Topeka.
 - 2) *Marketing* – The college Facebook page reached 58,367 people in the last 28 days. Jessica LeDuc is starting to work on recruitment materials for next year, as well as a summer campaign for enrollment, promoting enrollment days, and gearing up for graduation. T-Bird Talks for the month have reached 18,355 people. The top was the April 13th show with Amy Kern, Kathy Schmitz and art students. This week, it will be Stacey Baker and members of the Drone club.
 - 3) *Foundation* – Another successful Scholarship Auction is in the books. The event grossed more than \$105,000 which was \$5,000 more than the 2022 auction. This was the first year the live auction was livestreamed and many were joining in the fun at home. The Foundation has awarded more than \$430,000 in scholarships for the 2023-2024 academic year. There will be a

short summer award cycle starting May 1st and going to June 30th. There is currently \$56,000 in scholarships left to award. The Foundation has completed and is currently working on several grants. We have submitted grants to the Dane G. Hansen Foundation and TC Energy Build Strong both for the Technical Education and Innovation Center. We are also working to complete a Community Foundation for Cloud County grant for the Tech Center, as well. We are also partnering with the Northwest Kansas Economic Innovation Center on a Child Care Capacity grant that will hopefully help us find new ways to attract qualified early childhood teachers to the Children's Center.

- 4) *Admissions* – Admissions Counselors have been wrapping up high school visits and participating in some high school signing days for graduates heading to Cloud. They have also been mailing New Student Enrollment Event postcards to 792 prospect, applied, and accepted students for FA23 this week.
- 5) *Student Advisement and Retention* – In each area they are brainstorming ideas for the 2023-2024 enrollment management plan with collaborating departments and the chairs for the Retention, Persistence and Completion sub-committees. Kris Farmer will meet with Madi Odette, Cassie Wurtz, and Zoe Merz on May 15th to finalize our ideas. They plan to continue work on some initiatives and will use the summer to ensure alignment with college priorities. They are holding our second new student enrollment day this Wednesday. Also are on the second week of working our “Needs to Enroll” report. Advisors and athletics have received the list each week and Zoe Merz is also reaching out to students. They plan to continue reviewing/working the list through the last week advisors are available. Retention referrals have also been hopping this month. Today is the last day to withdraw from full session courses. They are using the communication sequence to provide reminders through emails, Cloud Now, SignalVine texting, case-by-case per faculty referral. Kris Farmer met with Susan Dudley and Britni Tremblay yesterday to discuss total drop/withdraw trends for students who live in housing.
- 6) *Athletics* – Cloud County baseball pitcher, Phil Brenneman, was named KJCCC West Pitcher of the Week on April 18th to become the third T-Bird baseball player to earn KJCCC weekly honors this season. The T-Birds have won 13 of their past 16 games including a doubleheader sweep of #5 nationally ranked Barton Community College this past Saturday. With the wins over Barton, CCCC became the first team this season to beat the Cougars twice and are still in the running to secure a top-four finish in the KJCCC West to host a postseason home playoff series which would take place May 10th-12th. Cloud Softball has been winners of three consecutive games, the Cloud County softball team is making a late season push to try and secure their first

postseason tournament berth since 2019 with eight games still remaining in the regular season. With 16 wins on the year, the T-Birds are just two wins shy of matching last year's win total which was the most since 2018 when CCCC won 21 games and earned two wins in the postseason. The Cloud County Track and Field team hosted their only home meet of 2023 this past weekend and set four meet records and won 20 events between the men and women. The T-Birds will run in the University of Kansas Rock Chalk Classic this weekend ahead of the 2023 Region VI Championships May 4th-6th in Coffeyville. 46 marks recorded by Cloud County student-athletes have qualified for the 2023 NJCAA Outdoor Track Championships which will be held in Hobbs, New Mexico May 18th-20th.

- 7) *Upcoming Meetings and Events* – Spring Band Concert is on April 30th at 3:00 pm in Cook Theatre. The TRIO Annual Dinner on May 6th is in Clay Center. Graduation is May 19th in Arley Bryant Gymnasium at 5:00 pm.

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

- 1) The All-Kansas Academic Team luncheon was held on Friday, April 14th. Amber, Kim, Caesar Wood, Aero Kierstan, Taryn Cipra, and Jen Zabokrtsky attended and two Cloud students were recognized: Anycia' Wright, a sophomore from Junction City studying social science and Naomi Pouabou, a sophomore from British Columbia, Canada, seeking an Interdisciplinary Associate of General Studies degree. The PTK Induction Ceremony was held last evening. Thank you to Aero and Mark Whisler for all their work with PTK. Kit Thompson was interviewed by USA Today about our renewable energy programs. The article represented our programs well and provided us with great exposure nationwide. One of our graduates and a current student were also interviewed. This month our Nursing program had tours for Clifton Clyde and Abilene, they attended and/or will attend clinical rotation at Larned State Hospital and Pawnee Mental Health, the Faculty and Staff attended Mental Health first aid, PESI Pharmacology conference, Colorado education conference and Gor Farha Nursing conference hosted by Wesley Medical Center for professional development. The Kansas Nurse Association provided Nursing promotional kits to all 2023 May graduates, so a big thank you to them. The Cloud Annual High School Art Day under the direction of Amy Kern brought 12 schools to the Concordia Campus last Friday. The theme was "Fuel Your Creativity." Julia Galm, Brandon Galm, Brent Phillips, and Amy Kern attended the USD 333 Humanities Highlights on Saturday. Business students Douglas Tanyanyiwa and Ryan Mangunda competed in the Kansas Entrepreneurship Challenge at K-State. Both students are from Zimbabwe. They pitched their start-up business ABX Logistics and earned a finalist ranking and \$1,500. Shelly Farha is their mentor and business instructors

Susan Greene and Cathy Forshee attended the competition as well as business students Bailey Rock and Siya Mokgothu. Cloud instructors Kristina Frost, Brandon Galm, Julia Galm and Josh Urban acted in the Brown Grand Players production of *Murder at the Renaissance Fair* on April 21st-23rd. The equestrian team finished Reserve High point team at their meet in Lincoln at the University of Nebraska. Teams were from Wyoming, Colorado, Kansas, and Nebraska. Renee McCray was the High point rider for the meet. Brent Phillips, Brandon Galm, Josh Urban, and Kevin Lutes will represent Cloud at the North Central Kansas Medical Center's annual golf tournament on April 29th. Instrumental and Jazz Band Concert is on Sunday, April 30th, 3:00 pm in Cook Theater and our 1st Annual Cabaret Vocal Music Concert is on Sunday, May 7th, 3:00 pm in Cook Theatre. On May 6th, they will have EMT medivac training with the National Guard and our CNA students will test for certification in May. On May 12th, the USD 333 awards ceremony for CNA classes 2022-2023 will be held, and our Nurse Pinning ceremony is on May 19th as is our commencement ceremony.

- 2) The Local Health Action Plan in Geary County, of which Jen Zabokrtsky is a board member, granted our Adult Education program \$3750 to pay for ESL enrollment and GED fees. The funds are to be utilized from June 1st through December 31st this year. Thank you, Jen for representing Cloud on the board. The Nursing & CNA students as well as the faculty participated in Junction City's Health screening and Hanover's Health Fair "Spring into Wellness". Finally, students and faculty participated in Stormont Vail's "a day in the life" last week. Brent Phillips, Don Benjamin, and Amy Kern attended the Geary Art Fair last Thursday evening. It was coordinated by Suzette Ghent, Keela Andrews Cindy Lamberty, Jennifer Zabokrtsky, and other GCC staff. Thank you all for your work on the successful event. There was 86 in attendance.

C. Vice President for Administrative Services – Caesar Wood

- 1) *Finance/Reports Updates* – All budget request and presentations have been completed as of April 21st, 2023. We have started the process to build the FY24 budget for the college and we plan to submit options at the June board retreat. We anticipate additional funding for Cyber Security and Capital Outlay from the state budget process. The Certificate of Participation (COP's) closed this morning and all funds have been distributed and received.
- 2) *Children's Center* – They are advertising open positions to hire qualified staff in the Children's Center. Breakfast and Lunches will be provided by USD 333 for this summer again. We are appreciative of the continued partnership. The "New Garden Space" is being constructed and they are working on the reminder of the playground equipment now that the weather is finally nice.

- 3) *Information Technology* – Working on bids for Cyber Security Services. We have received 5 bids and are evaluating them in order to make a recommendation pending state approval of funding. They are currently conducting interviews for System Administrator candidates. IT has been preparing for summer projects, such as the desktop replacements and the housing renovation, and are already working on state reports.
- 4) *Residence Life* – Residence life is working on summer improvements and renovations, and we have a recommendation to renovate buildings 12 and 13 in T-Bird Village tonight for approval. We have 186 housing applications for next year already. It is slightly down from last year at this time, but anticipate being at capacity in the Fall. Residence life held a Top Golf event that went well and next up is Glow in the Dark Volleyball. We only have 27 days until move out day.
- 5) *Bookstore* – Adoptions are finalized for the summer sessions and online adoptions are open for fall 2023 semester. In addition, the bookstore will be advertising merchandise sales before the semester ends.
- 6) *T-Bird Cafeteria* – We served around 80 people for the Community Leaders breakfast with the Supreme Court Justices on April 12th, 2023.
- 7) *Security* – Incident management team has been meeting monthly since January to update the Incident Action Plan for next Fall. We have posted a security supervisor position and have continued with First Choice Security to provide security services at both campuses.
- 8) *Human Resources* – Chris Wilson has been working with staff to coordinate interviews for our positions and is working to advertise those needed positions to be filled.
- 9) *Facilities Updates* – The facilities staff have been working with the insurance broker to settle the insurance claim at the Concordia and Geary County Campus (GCC). We have received an initial report for personal property reimbursement for the Concordia and GCC. We anticipate an initial report for the building property and reimbursement within 2 weeks to finalize this claim. We are working to get these facilities back on-line for summer classes by June 1st.
- 10) *Technical Education and Innovation Center* – The dirt work and site grading has been taking place and next week we will install the manholes and pipeline/drainage at the site. GSI is on site for soil testing and monitoring, which is being completed daily to ensure proper soil preparation. Only 1 weather day has been incurred and the current timetable is on schedule as of April 24th, 2023. We are meeting bi-weekly with McCownGordon and GLMV to discuss progress and budgetary items with this project.

D. Meetings the Board Members attended

- 1) Mark Matthew attended the Cloud County Commissioners meeting, the Supreme Court Breakfast, Cloud County Chemical Dependency meeting, Community Health Needs Assessment meeting, the Foundation Scholarship Auction, and the Technical Education and Innovation Center Groundbreaking Ceremony this month.
- 2) Jim Koch attended the Supreme Court Breakfast and the Technical Education and Innovation Center Groundbreaking Ceremony this month.
- 3) Bruce Graham attended the Foundation Scholarship Auction, EDPR meeting for the Tech Ed Building, NextEra meeting for the Tech Ed Building, and the Technical Education and Innovation Center Groundbreaking.
- 4) Richard Hubert attended the Technical Education and Innovation Center Groundbreaking Ceremony this month.
- 5) Jesse Pounds attended the Pros of Con meeting, the CloudCorp meeting, and the Technical Education and Innovation Center Groundbreaking Ceremony this month.

VIII. Discussion Items**A. Board of Trustees Award Committee**

Mark Matthew and Richard Hubert volunteered to be on the Board of Trustees Award Committee again this year. This committee reviews nominations for the College Service and Student Service Awards given by the Board of Trustees each year.

B. Policy C4 – Immigration Sponsorship

This policy was created to provide consistency and an official formal process. This has been reviewed by KASB and our attorney and plan to bring this for approval at next month's Board meeting.

IX. Action Items**A. Approval of T-Bird Village Building 12 and 13 Renovations**

Jim Koch shared that the Audit and Finance Committee made it very clear to Caesar Wood that they want him to be very selective with any change orders.

Bruce Graham moved and Jim Koch seconded to approve the bid of Budreau Construction, Inc. for \$482,793 to include a 15% contingency for a total amount of \$555,211.95 and authorize payment from Campus Housing- Fund 85. Motion passed.

B. Approval of Desktop Computers

Mark Matthew moved and Jim Koch seconded to approve the purchase of 85 desktops and 100 monitors from Dell in the amount of \$70,027.45 and authorize payment from Tech Fees. Motion passed.

X. Other

A. Schedule President's Evaluation for May 2023

President's Evaluation was scheduled for Thursday, May 18th at 2:00 pm in Room 257 of the President's Addition.

B. Schedule Board of Trustees Retreat & Budget Study Session for June 2023

Board of Trustees Retreat and Budget Study Session was schedule for Wednesday, June 7th at 9:00 am in Room 257 of the President's Addition.

XI. Executive Session

A. Negotiations

Mark Matthew moved and Jim Koch seconded to recess into executive session for 10 minutes with the 6 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 6:27 pm. Motion passed. No action taken.

B. Non-Elected Personnel

Mark Matthew moved and Richard Hubert seconded to recess into executive session 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 6:50 pm. Motion passed. No action taken.

XII. Adjournment

Mark Matthew moved and Richard Hubert seconded to adjourn the meeting at 6:51 pm. Motion passed.