**Cloud County Community College**

**BOARD OF TRUSTEES**

**March 22, 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:** Attorney-Justin Ferrell, Jim Lowell - Blade Empire, Toby Nosker – KNCK, Chris Wilson, Jennifer Zabokrtsky, Jessica LeDuc, Matt Bechard, Stephanie Downie, Stefanie Perret, Sara Beikman, Kim Smith, Don Benjamin, Tom Roberts, Michelle Charbonneau, Cindy Lamberty, 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** – Mark Matthew moved and Jim Koch seconded to adopt the agenda as presented. Motion passed.

**IV. Guest Comments**: None

**V. Introductions and Highlights**

 **A. Women’s Track and Field Team** – Coach Drew Mahin is on his 1st year as Head Coach, but 9th year overall here at Cloud. He was very excited to share the accomplishments of his team so far this year. They won the Region VI Championship Title for Indoor Track and Field for the 2nd year in a row. They have big plans to bring home another Championship Title for the outdoor season. Assistant Coach, Erica Brand, also introduced herself as a 1st year coach here at Cloud. She has good experience with throwers as she competed in discus at Duke University.

 **B. Men’s Track and Field Team** – Coach Harry Kitchener is on his 45th year here. He began by complementing our Board of Trustees and Administration for their continuous support over the years. They won the Region VI Championship Title for Indoor Track and Field for the 4th year in a row. They are hopeful to bring home another Championship for the outdoor season also. Assistant Coaches, Drew Mahin and Ted Schmitz, are excited for another successful year.

**VI. Nursing Simulation Tour**

The Board of Trustees attended a Nursing Simulation Tour in the Nursing and Allied Health Department Building. Stefanie Perret welcomed the Trustees and thanked them for taking the time out of their meeting to attend a birthing simulation demonstrated by Sara Beikman.

**VII. Consent Agenda** – Pat Macfarlane moved and Bruce Graham seconded to approve the Consent Agenda which includes the minutes of the February 22, 2022 regular board meeting; minutes of the March 10, 2022 special board meeting; Treasurer’s Report; Purchasing and Payment of Claims; Nursing Instructor at the Concordia Campus; Nursing Instructor at the Geary County Campus; Contract Renewal Recommendations for Basketball Coaches – Devin Kastrup, Kyle Pugh, and Josiah White; Policy C10 – Informal Resolution; and Policy C15 Nepotism. Motion passed.

**VIII. Reports:**

1. **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.
2. *Legislative Updates –* This is the final week of the regular Kansas Legislative Session. There are a few bills they are tracking with the Senate and House. Specifically, SB340, which is cleanup language for the Kansas Promise Act and HB2588 which is state appropriations.
3. *Other Updates –* The ribbon cutting ceremony for the Nursing Program Expansion at the Geary County Campus was on Wednesday, March 2nd with attendance from the Geary County Chamber of Commerce, Junction City High School, the Bramlage Family, Geary County Hospital, and the local media. Members from the college attended the CloudCorp Annual Luncheon on Tuesday, March 8th. There was a Campus Community Meeting viz ZOOM on Wednesday, March 9th with 81 participants to provide college updates and open discussion among all faculty and staff. Lastly, Cloud County Health Center/North Central Kansas Med Center held a nursing recruitment event and tour of their new facility on Friday, March 11th. This new facility will be a great addition to our community and we are glad to have such a great partnership with them.
4. *Marketing –* Facebook Ad views between March 1st – 21st were 65,254 views and 850 clicks. Google Ad views between March 1st – 21st were 20,656 impressions. The top posts for the month were Nursing students receiving Dane G. Hansen scholarships that reached 5,705. Cloud County Health Center Nursing Recruitment event photos reached 3,779. The Cloud Talent Show reached 2,213. Thank you to Jessica LeDuc that has been working hard to keep up with all of Amber’s requests for marketing materials.
5. *Foundation –* Our newest member to the Foundation Office started this week, Nicolas Lenhard, as the Foundation Specialist. He comes with experience in the Higher Education Foundation setting. The Annual Scholarship Auction is this Saturday with it begin the biggest event we have ever had with more than 400 RSVP’s. Many of our wonderful items can be previewed on our social media pages and people will be able to bid on silent auction items using the app we used last year and proxy bid for live auction items. Additional information on how to bid will be shared on the Foundations social media pages as well. We continue to work on funding opportunities for the Technical Education and Innovation Center and are very optimistic that our goal will be met. Several grants have been submitted and meetings with industry partners continue to happen with interest in naming rights. The Foundation extended the scholarship application deadline to April 1st because they have more funds to award. They have awarded $351,000 in scholarships for the 2022-2023 academic year and still have $234,000 left to award. They have had more applicants than ever before with nearly 300 prospective/incoming/current students eligible for scholarship dollars.
6. *Athletics –* Men’s and Women’s Basketball teams ended their season February 26th with first round losses in the Region XI Tournament. Te Sopoage was named 3rd team all-KJCCC and Nate Duckworth was named honorable mention all-KJCCC. Wrestling finished 18th in the country as a team and Zach Ferris finished 3rd. Track and Field teams performed well at Indoor Nationals. The Women’s Team finished 3rd and the Men’s Team finished 4th. Coach Drew Mahin was named Women’s Central District Indoor Track Coach of the Year and Coach Harry Kitchener was named Men’s Central District Indoor Coach of the Year. Baseball’s record is currently 18-7 and Softball’s record is 9-9. Both teams have home games this Thursday. Outdoor track season has already started with a meet last week.
7. *Upcoming Meetings and Events –* Amber will be presenting to the Technical Education Authority of the Kansas Board of Regents (KBOR) on March 31st to give an update on all things happening at Cloud. She will also be traveling to Chicago on Friday, April 1st and returning on Tuesday, April 5th to attend the Higher Learning Commission (HLC) Annual Conference. We will be hosting the Chamber Coffee in the Library on Tuesday, April 12th. The Annual Junction City Chamber Dinner is on Thursday, April 14th. KBOR will be back to “in person” meetings beginning next month. Lastly, Amber plans to travel to Hutchinson for KJCCC meeting on Monday, April 25th.

 Mark Matthew commented on how he loves when we bring our students in for introductions and highlights and it is amazing that we have so many from around the world. He would like for people in our community to see more about our students. This would be great to cover sophomores from all groups and if it was a student led project.

1. **Vice President for Academic Affairs - Dr. Kim Zant**
2. Enel Green Power company provided a ZOOM presentation for 22 RE students. On March 30th, the RE department will be hosting a Spring Renewable Energy Day with assistance from Smoky Hill Education Service Center. For the spring semester, Josh Urban has provided cadaver tours to 17 area high schools and a total of 198 students. We currently have 25 schools scheduled from now until the semester ends. Chris Langsford and the Cloud 9 ensemble visited and performed for Centralia, Concordia, Bennington, and Onaga High Schools. The non-credit Hitchcock film series presented by Brent Phillips has a total enrollment of 22, which includes 10 community members. We have two Kansas Association of Broadcasters winners with Treyvion Burklund received an Honorable Mention for one of his Station IDs and Zant Johnson and Brandt Bolte received an Honorable Mention for their broadcast of the Men’s Homecoming Basketball game. Amber, Brent, JD Koons, Don Benjamin, Amanda Strait, April Benne, and Kim met with the Superintendents from Osborne, Rock City, and Waconda, and Beloit High Schools to discuss possibilities. There was a guest automotive faculty member from Cuyamaco Community College that we hosted to provide an interactive classroom professional development opportunity for our full-time and adjunct faculty members. This opportunity provided a different approach to the virtual and face-to-face classrooms we are currently teaching in. Aggie Day is scheduled for March 31st and we hope to have just as good of turnout as last year where we hosted over 500 high school students. This Thursday, March 24th, The Cook Series event is country singer-songwriter Savanna Chestnut at 7:00 pm. Julia Galm is rehearsing the play, *Digging Up Dessa*, which will be performed April 1st-3rd in Cook Theatre. The Annual High School Art Day is Scheduled for April 22nd. Amy Kern is developing workshops for area students to participate in. Student art will be on display in Arley Bryant Gymnasium from 9:00-1:00 pm. Angela Murray and Stefanie Perret are providing CPR courses for staff and faculty on April 4th, 6th, and 11th for the Concordia and Geary County Campuses. Department Chairs, Deans, and Kim have been re-reviewing every instructor’s credentials to ensure we are 100% in alignment with the expectations of HLC.
3. The Nursing Expansion Ribbon Cutting was March 2nd. We had amazing support from the Junction City and Geary County Community. This event reached 4,235 people and we had 786 engagements on Facebook. Jen Zabokrtsky spoke to the Junction City Breakfast Optimist Club last week about our new programs. Jen Z and Jen Schroeder presented their Strength-Based Leadership Workshop for CCCC Support Staff project to the Kansas Community College Leadership Institute (KCCLI) group. The leader of KCCLI gave them both accolades for such a great project. Jen Z and Brent Phillips will be attending an all-day Communities in Action Child Care Summit in Manhattan on March 25th.
4. New Student Enrollment days begin in April. Hilary Garret, a CCCC alumni and current Ms. Wheelchair Kansas, was scheduled to speak o our campus community about the importance of self-advocacy, finding your voice, and her life experience with Cerebral Palsy. We have an Intramural Soccer tournament on Thursday and Intramural Dodgeball tournament on April 5th. Admissions has provided tours to 49 potential students this semester at the Concordia Campus and 3 at the Geary County Campus (GCC). We are currently still looing for an Admissions Counselor for GCC. Our current Admissions Counselors have been very busy the past few weeks traveling to our surrounding high schools. This years Graduation Ceremony will be held on May 13th beginning at 5:00 pm. The Nursing Pinning Ceremony will be at 2:00 pm.

 Bruce Graham commended Kim and her team for building lasting relationships with the schools in our service area. Kim stated, “If we don’t increase enrollment, it isn’t because of the lack of effort!” and she also thanked her team for all their continued hard work.

1. **Vice President for Administrative Services – Caesar Wood**
2. *COVID-19 Updates –* The safety of our campus community is our number one priority and the Emergency Response Committee has continued to meet bi-weekly. The Concordia Campus has had 26 positive cases with 0 active and the Geary County Campus has had 7 positive cases with 0 active.
3. *Finance/Reports Updates –* We are working on the budget requests for the 2022-2023 fiscal year and are planning to host budget presentations April 7th-8th. The departmental budget sheets have been given to all budget managers and they are due by April 4th. The Deans and Vice President’s will develop a priority list and make recommendations to support the strategic goals for fiscal year 2023.
4. *Children’s Center –* We have been approved from the State Fire Marshall to relocation to Building #4 in T-Bird Village for the summer during the renovation of the Children’s Center. We are working with KDHE to get approval of the new design.
5. *Information Technology –* Tom Roberts has been working with Envision and IT outlet on the switch information for the network project. The supplies for the project are starting to arrive and will be installing the additional power/ventilation needs on March 23rd. They are also working on the IPEDS report that will be due in 2 weeks.
6. *Residence Life –* Residence Life is now accepting housing applications for Fall 2022. We have currently received 160 applications thus far. Our capacity will be 302.
7. *Human Resources –* Chris Wilson has been participating in the Concordia Housing Project Committee. This project is provided by the City of Concordia to work with a consultant from Five Rule Planning. The Wellness Committee arranged for Health Screenings to take place on the Concordia Campus for our employees that is provided by the Cloud County Health Department.
8. *Facilities Updates –* Working with GLMV Architect Firm to formalize and develop a tangible master plan that incorporates the new Technical Education and Innovation Center and Athletics Facility. The kickoff meeting will be happening soon to start the process with a goal to have a 10-year master plan by August 2022.
9. *Community and Alumni –* Carleen Nordell helped coordinate the Men’s and Women’s Basketball Alumni Reunion on Saturday, February 26th with 44 alumni attending the event. She has also assisted with the Great Society event held on March 5th with over 50 individuals attending.

**D. Meetings the Board Members attended**

 1) Mark Matthew attended the CloudCorp Annual Luncheon this month.

 2) Jim Koch attended the Foundation Executive Committee meeting this month.
 3) Pat Macfarlane attended the CloudCorp Annual Luncheon this month.

 4) Richard Hubert attended the CloudCorp Annual Luncheon this month.

 5) Jesse Pounds attended the CloudCorp Annual Luncheon and Pros of Con meeting this month.

**IX. Discussion Items:** None

**X. Action Items**

 **A. Approval of Children’s Center Renovation Project**

 Stephanie Downie shared details about the renovation project. She had a meeting with parents to explain the project and let them know of the changes for the summer while the renovations are being completed. Amber thanked both Stephanie and Caesar for all their hard work on this project.

Mark Matthew moved and Richard Hubert seconded to approve the bid from Cary J. Stupka Construction in the amount of $379,500.00 and authorize payment from the Children’s Center- Fund 82. In addition, approve a 10% contingency in the amount of $49,702.40 and authorize payment of $32,976.00 from the Children’s Center-Fund 82 and $16,726.40 from Capital Outlay-Fund 61. Motion passed.

 **B. Approval of Wrestling Practice Facility**

 Matt Bechard shared that J Trost has been great to partner with on the location for the new wrestling practice facility. Coach Julian Smith is very excited to get into this space and utilize it to grow our wrestling program. Matt also shared that we are in the process of getting wall mats donated from former head coach, Cody Cole. Huge thank you to Cody for his continuous support in this program.

 Pat Macfarlane moved and Mark Matthew seconded to approve the lease agreement with 4 Kids Properties, LLC in the amount of $24,000.00 and authorize payment from Fund 63 - Building Development. Motion passed.

**XI. Other:** None

**XII. Executive Session**

1. **Attorney/Client Privilege**

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 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 7:33pm. Motion passed. No action taken.

**XIII. Adjournment**

 Jim Koch moved and Mark Matthew seconded to adjourn the meeting at 7:34 pm. Motion passed.

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Samantha Pounds, Clerk of the Board

Cloud County Community College

Board of Trustees