

# Cloud County Community College

## BOARD OF TRUSTEES

### January 26, 2021

**Present:** Ellen Anderson, Greg Askren, Richard Hubert, Jim Koch, Pat Macfarlane, Jesse Pounds, President Amber Knoettgen, Dr. Kim Zant, Samantha Pounds-Board Clerk.

**Others Present:**

Attorney-Justin Ferrell, Jim Lowell - Blade Empire, Toby Nosker – KNCK, Susan Dudley, Dr. Brian Stark, Carleen Nordell, Jessica LeDuc, Kent Anderson, James Quillen, Chris Wilson, Gwen Carnes, Cathy Forshee, Cindy Lamberty, Jennifer Zabokrtsky, Suzi Knoettgen, and Caesar Wood.

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- I. The meeting was called to order by Chairman Jesse Pounds at **5:00** pm via ZOOM Conference Call.
  - II. **Pledge of Allegiance**
  - III. **Adoption of the Agenda** – Ellen Anderson moved and Pat Macfarlane seconded to adopt the agenda as presented. Motion passed.
  - IV. **Guest Comments** – Moment of Silence for Dan Gerber.
  - V. **Introductions and Highlights**
    - A. **Cheer and Dance Teams** – Due to inclement weather, the Cheer and Dance Team’s did not present during this month’s Board Meeting.
  - VI. **Consent Agenda** – Trustee Jim Koch would like to add to the minutes of the December 15, 2020 Regular Board meeting that the Trustees visited the Renewable Energy Facilities for a highlight of the programs offered for our students and President Amber Knoettgen thanked the Renewable Energy instructors Kit Thompson, Craig Smith, and Stacey Baker for their presentation. Jim Koch moved and Greg Askren seconded to approve the Consent Agenda to include the amended minutes from the December 15, 2020 board meeting, the December 15, 2020 organizational board meeting; The Treasurer’s Report; and the Purchasing of Payment Claims. 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. The spring semester began last week, and it has been great to welcome faculty and students back to campus. Staff and athletes returned to campus on January 4<sup>th</sup>.

- 1) *President's Report* – Spring in-service was held on Monday, January 11<sup>th</sup>. It included a presentation on the state of the college and discussion about goals moving forward. There were also presentations by the Title IX Team and COVID-19 Updates on safety protocols. The afternoon included a presentation by the Institutional Review Board (IRB) and assessment meetings led by Cindy Lamberty and Dr. Kim Zant. Both Amber and Kim attended Kansas Board of Regents (KBOR) meetings on January 20<sup>th</sup>. They also recently became members of Rotary and Amber presented at the last Thursday, January 21<sup>st</sup> Rotary meeting on behalf of the college. The Dean of Student Affairs position is currently being advertised and interviews will begin either late this week or early next week due to the weather delaying this process. Kim and Amber attended the Board of Academic Affairs Standing Committee (BAASC) meeting on February 2<sup>nd</sup> to provide information on our Academic Year 2019 Performance Report and make a case to maintain 100% of any new funding. On Friday, January 22<sup>nd</sup>, our Campus Community Meeting was held via ZOOM that was well attended with between 80 and 90 faculty and staff members. These meetings provide the opportunity for college updates, open discussion, and transparency among the faculty and staff.
- 2) *President's Meeting Updates* - Enrollment for Spring continues to be down across all community colleges. Amber will report our numbers once we've reached Census day which is on the 20<sup>th</sup> class day of the semester. There will be another federal stimulus in the future for higher education. This stimulus will not have as tight of a deadline as the original Coronavirus Relief Funds. The deadline will be September 20, 2023. Governor Laura Kelly is working on the budget for community colleges. Although there aren't projected cuts for community colleges, there is a 16% proposed cut for SB155. Heather Morgan will draft a united message from all the community colleges asking for SB155 to be fully funded.
- 3) *The Foundation* – The Foundation Executive Committee met January 19<sup>th</sup>. One of the items discussed was the auction for this spring. At this time, the committee has chosen not to cancel the event which leads us to one of our action items for Trustees to waive the alcohol policy to hold the auction on campus.

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

- 1) Kim reported we started the semester with two successful in-services: one in Geary County on January 7<sup>th</sup> and one in Concordia on January 11<sup>th</sup>. Kim thanked everyone who participated. Some of the highlights were a presentation from our college president, a presentation from our Title IX team, our Institutional Review Board and a campus wide assessment workshop as well as a faculty assessment workshop to help prepare us for Spring participation in the program review process and the assessment of student learning. We received great feedback from assessment workshops from those who attended. We are working daily to address the recommendations we were given by the Higher Learning Commission and have begun writing our institutional response draft report that is due to the Institutional Actions Council on or before February 15<sup>th</sup>. Beginning in January, the Nursing and Allied Health Programs were combined under one Dept to share resources. We are looking at expanding Allied Health course offerings. A Memorandum of Understanding with Ottawa University was finalized that is like our current KU/CC Partnership we offer. An advantage of the Ottawa University partnership is flexibility in course sequencing. Ottawa University will allow students to take a semester off from those courses if needed. They can also repeat a course if unsuccessful. The Horse Judging Team went to Oklahoma for Regional Competition on Jan 22-24. Our hogs are farrowing, and we have over 20 piglets being delivered. The goal is to have them available to be shown in our fair by FFA and 4-H youth this summer. Fliers were developed for Cadaver Tours. Historically, Cadaver Tours have brought 500-700 area high schoolers on campus. This provides a unique opportunity for our students and community. The Renewable Energy Department received \$3,500 from a Terracon Grant that will be used to purchase protection climbing gear for students in the Wind Energy Programs as they are learning how to maintain wind towers. A STEM day is being planned for this spring that will bring high school students that are interested in Science, Math and Technical education to our campus. The Coding Foundations Certificate will be available via a link on our website as community education offerings. We are working with Rural and Remote to finalize the link. The Coding Foundations Course starts on March 1<sup>st</sup> and is a 4-week course.
- 2) There have been several meetings with Junction City High School to increase concurrent enrollment that discussed possible additional course offerings in General Education, Agriculture, and Healthcare for the 2021-22 School year. We are also coordinating with Junction City High School to provide virtual presentations of our programs to their students.

**C. Vice President for Administrative Services - Amber Knoettgen**

- 1) *Financials* – Neil Phillips from Jarred, Gilmore, and Phillips, PA presented the audit at last month’s meeting, so it is on the action items tonight for acceptance.
- 2) *COVID-19 Update* – The Concordia campus is at 2 positive cases. The Geary County campus has 0 positive cases. This is a great start since January 4<sup>th</sup>.
- 3) *Auxiliary Services* – Huge shout out to our Housing Maintenance and Grounds crew for working extra hard to clear all the snow during this week’s cold weather. *Bookstore*: The use for T-Books is around 89% for Spring 2021 of students that have opted to use these books for courses. *Residence Life*: There are 222 students living in on campus housing for Spring. For the Fall, there was 248 students living on campus. *Facilities*: The staircase project is finally complete! Eric Johnson at Campbell and Johnson is still working with the Contractor to finalize the project. There has been a delay on parts due to COVID-19, but the estimate is to be completed by mid-February. The drainage project is in progress on the south side of campus. The new gravel road has been installed making it much easier to get back to the throwing area and the softball field. Another project completed recently was the Women’s Basketball Locker Room. Good job to Carleen Nordell for securing funds for the project. Special thanks for Lindsey Klug for donating the flooring and Stanecia Graham for donating the graphics for the walls.
- 4) *IT* – Tom Roberts and his team worked on a Jenzabar upgrade the week of January 11<sup>th</sup>. They have also been working to get classroom upgrade technology installed and have done a great job troubleshooting any issues that have arose.
- 5) *Athletics* – Although there are no fans allowed through February 5<sup>th</sup>, athletic events are in full force. Almost every night last week there was an athletic event on campus. The Presidents will meet again on February 1<sup>st</sup> to make the determination beyond February 5<sup>th</sup>. Caesar Wood, Matt Bechard, Steve Schroeder and coaches are all doing an excellent job of making sure COVID protocols are met. Matt Kinney has been working hard to get results and press releases out to the public about all our athletic events.

**D. Meetings the Board Members attended**

- 1) Richard Hubert and Pat Macfarlane attended the KASB Lunch and Learn Board Leadership Meeting. Richard reported that the COVID vaccine was a topic of conversation.
- 2) Jesse Pounds attended a CloudCorp meeting and Pros of Con meeting.

**VIII. Discussion Items** - The following policies and procedure were brought for discussion. Chris Wilson explained changes to Policy B8, Procedures B9, Policy F6, Policy F12, Policy F14, and Policy F28 that were recommended by KASB. Dr. Kim Zant explained changes to Policy D25. Policy B8, Policy F6, Policy F12, Policy 14, and Policy F28 will be brought back

for Board approval at the February 23, 2021 board meeting. Procedure B9 and Policy D25 will be brought back for a second review by the board at the February 23, 2021 board meeting.

- A. **Policy B8** – Standards of Good Practice
- B. **Procedures B9** – President’s Evaluation
- C. **Policy D25** - Assessment
- D. **Policy F6** – Tuition and Fees, **Policy F12** – Weapons, **Policy F14** - Institutional Publications Logo, and **Policy F28** – Institutional Review Board (IRB) for Treatment of Human Subjects

**IX. Action Items:**

**A. Accept the 2019-2020 Audit**

Greg Askren moved and Ellen Anderson seconded to approve the 2019-2020 Audit as discussed and reviewed at the December 15, 2020 board meeting.

**B. Approve Kansas Hazard Mitigation Plan – Resolution #2022-01**

Jim Koch moved and Richard Hubert seconded to approve Resolution #2022-01 adopting the Kansas Homeland Security Region F Hazard Mitigation Plan.

**C. Waiver of Policies on Alcohol on Campus**

Jim Koch moved and Ellen Anderson seconded approve the waiver of Policies C7 and E4 to allow the consumption of alcoholic liquor in Arley Bryant Gymnasium at Cloud County Community College the 24 hours before and after the scheduled date for the Cloud County Community College Foundation Scholarship Auction, which includes a possible rescheduled date in 2021.

**D. Approve Student App Contract Renewal – Ready Education**

Ellen Anderson moved and Greg Askren seconded approve to contract renewal with Ready Education Inc. in the amount of \$16,830 to be paid annually from Tech Fees for FY21, FY22, and FY23.

**X. Other - None**

**IX. Executive Session - None**

Jim Koch moved and Pat Macfarlane seconded to adjourn the meeting at 6:09 pm. Motion passed.

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