

**Cloud County Community College**  
**BOARD OF TRUSTEES**  
*Special Board Meeting*  
**June 8, 2021**  
**9:30 AM at GCC**

**Present:** Bruce Graham, Richard Hubert, Jim Koch, Jesse Pounds, President Amber Knoettgen, Kim Zant, Caesar Wood, and Samantha Pounds - Board Clerk.

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- I. The meeting was called to order by Chairman, Jesse Pounds at **9:30 am**.
- II. **Pledge of Allegiance**
- III. **Oath of Office – Bruce Graham** – Samantha Pounds, Board Clerk, had Bruce Graham recite *'KS 54-106. Form of oath to be taken by officer'* to officially become a member of the Cloud County Community College Board of Trustees.
- IV. **Adoption of the Agenda** – Jim Koch moved and Richard Hubert seconded to adopt the agenda for June 8, 2021. Motion passed.
- IV. **Campus Tour** – Jen Zabokrtsky led the Board of Trustees around the Geary County Campus Buildings to highlight their campus and service to our Geary County Cloud students.
- V. **Discussions Items**
  - A. **Vice-Chair Position**

The Board of Trustees had an open discussion for a new Vice Chair of the Board due to Ellen Anderson's vacancy. They are planning to take action to appoint a new Vice Chair at this month's regular board meeting.
  - B. **KACCT Committee Member Position**

The Board of Trustees had an open discussion for a new KACCT Committee Member due to Ellen Anderson's vacancy. They are planning to take action to appoint a new KACCT Committee Member at this month's regular board meeting.
- VII. **Strategic Planning** – Amber began by saying how important it is that we all have measurable goals to hold us accountable throughout the year. In the past we have only

had a Mid-Year retreat in November. Amber has decided we will begin to do 2 Board of Trustee Retreats each year from now on. Adding the annual retreat in June before the new fiscal year begins and continuing the mid-year retreat will allow a more fluid and cohesive communication channel for everyone. Jesse Pounds mentioned when he began, there really wasn't a strategic plan and it has come a long way over the years. This strategic plan goes through 2024. The Strategic Plan Goals for AY21-22 were presented beginning with going over the strategic goals set at the November 2020 mid-year retreat then moving onto our newest goals that have been determined from December until now. Amber is wanting to make sure all the language stays consistent throughout the plan. Jim Koch asked about goal 7 that says, "Cloud will increase and sustain enrolment by 1% each year" and what the baseline is. Amber stated that the baseline is determined by the previous year because she wants it to be a realistic goal. She also shared that strategic initiative 3 and 3 will need the most action needed to be obtainable. Jim Koch mentioned we should be using the student success index to market to our students and parents more. Kim Zant presented the Perkins Needs Assessment. It currently lists us in Area 2, but we really are in are 1 and 2. This will be changing in February when we get to create our own. We moved onto the Board of Trustee goals. Jesse Pounds suggested to have key performance indicators for the health of the college because it will help give feedback for them to help make decisions in the best interest of the college. Jesse also noted Amber has been holding everyone accountable. Jim Koch said that we need to focus on Enrollment because it is a huge driving factor for our success.

**VIII. Budget Study Session** – Caesar Wood dove right into this session beginning with the budget process and timeline. June 15<sup>th</sup> our assessed property valuations from the county clerk will include our RNR. By August 4<sup>th</sup> we are planning to publish notice of our yearly budget hearing. By August 15<sup>th</sup> we will hold our budget hearing at least 10 days after publishing our notice. August 15 - August 24<sup>th</sup> is when the governing body will formally adopt our budget. Lastly, August 25<sup>th</sup> is when budgets will be submitted to the county clerk. He has been closely watching encumbrances through the end of the month as we are closing out the end of the 2021 fiscal year. We have been conservative with expenses and revenue has been steady even thorough COVID-19. The additional CARES and HEERF Funds that we have received has tremendously helped us. There is potential for good news though! We are looking into an increase in salaries for faculty and staff potentially effective on July 1<sup>st</sup>. A new Tech Building is on the horizon. Caesar presented the enrollment history from AY 2015 – 2020 giving an overview of the gradual decrease over the years. Caesar moved onto presenting the board with three different budget scenarios for fiscal year 2021-2022, but recommended Option C. This option is based on no enrollment increase at 34,623 hours (stagnant), use SB155 funds to cover the loss of tuition, HEERF Funds III to cover revenue loss in fees/services, Ad valorem/assessed evaluation, Enhanced and aggressive enrollment plan, and evaluate all staffing levels. This option was the most feasible due to our loss in enrollment numbers from the

COVID-19 pandemic. The next steps will be to formalize the budget one we receive information from the Cloud County Clerk and the RFP Rate. Then we will schedule another study session for early to mid-July and finally schedule a date for a public hearing.

- IX. Adjournment** – Jim Koch moved and Bruce Graham seconded to adjourn the meeting at 3:08 pm. Motion passed.

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