

Cloud County Community College

BOARD OF TRUSTEES

November 15, 2022

Present: Bruce Graham, Richard Hubert, Jim Koch, Pat Macfarlane (ZOOM), 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, Stefanie Perret, Jessica LeDuc, Heather Gennette, Kevin Lutes, Don Benjamin, and Jonah Hardacre.

- 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 remove the Band and Choir Students from Introductions and Highlights. Motion passed.
- IV. **Guest Comments:** None
- V. **Introductions and Highlights:** None
- VI. **Consent Agenda** – Jim Koch moved and Richard Hubert seconded to approve the Consent Agenda which includes the minutes of the October 25, 2022 regular board meeting; Treasurer’s Report; Purchasing and Payment of Claims; Contract Renewal Recommendations for Head Volleyball Coach – Deb Monzon. 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) *Updates* – The semester is winding down with our last few weeks of classes. There was a Campus Community Meeting on Wednesday, November 9th with

65 employees in attendance. Kim and Amber attended the KASB Annual Convention in Wichita, KS last weekend and made great connections while they were there.

- 2) *Marketing* – Organic Facebook posts reached 32,250 people last month which is up 5.5%. Our top post this month was Horror Week reaching 11,700. Jessica LeDuc is currently working on the Year-End Giving Campaign and tax Credit promotion for the Foundation, updating fliers for CNA, CDL, EMT, etc. for the Spring Semester, and promoting Spring enrollment on all social media.
- 3) *Foundation* – The Foundation is preparing for the Scholarship Reception. They are anticipating 75 donors and recipients to attend. The Year-End and Tax Credit appeal letters were sent out. There will be several social media posts for the campaign as well. The Foundation has awarded \$71,500 in scholarships for the 2023-2024 academic year.
- 4) *Admissions* – They are working through Spring applications to encourage enrollment. Community bulk mail postcards will go out this week to 1,300 seniors. They recently awarded 63 Early Bird Scholarships. 158 students attended Sophomore Day from 8 different high schools. 7 area high schools attended Cloud’s College Planning Conference (CPC) on October 27th. Their team recently attended the Health Occupations Students of America (HOSA) Leadership Conference in partnership with the Nursing Department and attended the ESSDACK Career Expo in partnership with Renewable Energy. Admissions entered over 400 prospective students into Jenzabar from the CPC’s attended. The Geary County Campus (GCC) hosted 2 AVID visits from Junction City Middle School with 28 students and Fort Riley Middle School with 30 students.
- 5) *Advising/Retention* – Retention specialists are collaborating with faculty, coaches, and activity sponsors to identify students who are currently struggling in their courses to help provide applicable support and options. Spring 2023 enrollment for the Concordia Campus is 60.84% from the Spring 2022 census and GCC enrollment is 43.54% from the Spring 2022 census. Both campuses are working our “Needs to Enroll” reports to maximize enrollment prior to finals week. They are staggering flyers, emails, text messages, and posts on Cloud Now to maximize communication. Advisors will be available in January to help support enrollment as well. They also created and uploaded 17 tutorials to Cloud Now to provide the steps on how to apply for graduation, request a transcript, enroll in iCloud, contact an instructor, view the finals schedule, etc. These are a great way for students to access helpful resources through CloudNow 24/7.
- 6) *Student Engagement* – Student Senate hosted the Haunted Forest on Wednesday October 26th. Over 320 faculty, staff, students, and community

members went through the Haunted Forest. 40 students participated in planning, setup, and running the forest. Admission was one canned food item; over 350 non-perishable food items were donated to benefit the Cloud Cares Food Pantry. We were blown away by the community support and the kind words shared by community members and Cloud County Tourism page on Facebook. Events during November include halftime promotions during basketball games, Waffle Night, a Wii Tournament, Blood Drive, Karaoke night, Golf Nights at the Concordia Country Club, and College Movie Night at the VIP Majestic Theatre. Zoe Merz is also coordinating an opportunity for students to volunteer for the Salvation Army Bell Ringing.

- 7) *Student Accessibility and Mental Health* – Attended the fall Kan-AHEAD virtual conference on October 28th and attended the Community College Counselor Convention at Barton Community College on November 8th.
- 8) *Athletics* – Cross Country concluded their season at the NJCAA Championships in Tallahassee, FL this past weekend. The Women finished ninth as a team while the men had two runners compete as individualists. Sophomore Lucy Ndungu was named a first team NJCAA All-American after finishing fourth in the women's race. Both men's and women's basketball start conference play this week with home games on Wednesday and Saturday. Cloud County wrestling has had two competitions and had strong performances at both open tournaments. Sophomore Ibrahim Ameer won the 197-pound weight class at the Rochester Tech Yellow Jacket Open and finished third this past weekend at the Grand View Open. The T-Birds are in Kearney, Nebraska this weekend for another open tournament. Cloud County baseball alumnus Jared Goedert was named the 2022 Texas League Manager of the Year. Goedert, who played at Cloud County during the 2004 season, led the Frisco RoughRiders to their second championship in franchise history this past season to earn Manager of the Year honors.
- 9) *Upcoming Meetings and Events* – KACCT Meetings on December 1st-3rd. HLC Visit on December 5th-6th. KJCCC Meetings on December 13th.

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

- 1) A specialized group of deputies from the Special Operations Response Team (SORT) for Ellsworth Correctional Facility (ECF) provide advanced training to respond to emergencies. After two SORT officers from ECF visited Kristina's classroom, our students were invited to participate in the SORT training on November 30th. Kristina will take 18 criminal justice students to participate in the multi-agency training for riot control. Our Criminal Justice students will get to act as the rioters for the drill. Brandon Galm attended the Kansas Association of Broadcasters (KAB) Annual Conference on October 24th. Sessions included Maintenance of Broadcast Equipment, Investigative

Journalism Techniques, and Creative Multi-Media Journalism. Julia Galm was the graphic and document designer for a special COVID edition of the *Watchung Review* titled "The Sonnet Corona Project" published by the New Jersey College English Association. She is also going to the Heartland Campus Safety Summit next week in Lawrence, KS as part of the Title IX team. Lastly, she is participating in National Novel Writing Month (NaNoWriMo) with Brandon Galm and some of our communication students. The Business Department had its Business Professionals Panel Discussion event on November 2nd. Presenters were Josh Skocny, General Plant Manager at US Stone Industries; Kristen Starr, Program Technician at Cloud County Farm Service Agency; and Rachel Zohn, Human Resources Assistant at CCCC. The three Business professionals shared their educational and professional journeys with approximately 40 of our business students via an open forum. Mark and Beth Whisler hosted twenty-six of our International Student Organization students on the last Saturday of October. The Nursing Department attended Health Occupation Students of America Fall Leadership Conference with the Admissions Department. They also attended the Kansas Council of Associate Degree Nurse Educators Fall Forum. They helped provide flu shots with Republic County Health Department and Cloud County Health Department community and school districts, as well as helped with the North Central Kansas Medical Center Health Fair. The department and students helped with the hospital move along with the Renewable Energy students and faculty. Renewable Energy instructors Stacey Baker and Kit Thompson provided tours to 58 students from Minneapolis High School and 31 students from Republic County High School. Curt Weatherhead provided OSHA 10 Training at our Geary County Campus. Kit, Curt, Chuck Henry, and Craig Smith participated in the ESSDACK Career Exposition with our drone training trailer. Chuck recruited at the St. John-Hudson High School Career Fair and Paul participated at the Chanute High School College & Career Exposition. Our equestrian team attended the National Reigning Horse of America Association judging contest and placed fourth as a team. Our agriculture students also attended the American Quarter Horse Association world show contest and had the seventh and 10th place individuals. Jamie also took students to an embryo transfer demonstration at Irvine farms outside of Manhattan, as well as a Wagyu retail facility associated with the embryo transfer farm. Don Benjamin and Kim visited with the Lincoln Superintendent, High School Principal and Counselor about CNA offerings in the Spring and other possibilities regarding CTE in the future.

- 2) April Benne, Don Benjamin, Brent Phillips, Kris Farmer, and Jen Zabokrtsky met with the Principal and Assistant Principal from Junction City High School and discussed future early childhood education possibilities, dual advising and our attending and helping at parent/teacher conferences. Kelly Cook hosted an Army Corps of Engineers training at Fort Riley.

- 3) We have been very busy as we head into the last month of classes for the semester working to provide our students real world experiences to help ensure they are prepared for their next step in their journeys. We have a few more weeks until our HLC visit and continue to prepare for the visit with weekly criterion review sessions.

C. Vice President for Administrative Services – Caesar Wood

- 1) *Finance/Reports Updates* – The auditor, Neil Phillips, will be making plans to present the audit report at the January 24th Board meeting. We have received the audit for review, and we will be sharing a copy of the audit with the entire Board. We have submitted the final Voluntary Compliance Plan to KBOR as part of the KBOR desk audit and we are working with facilities to address the improvements.
- 2) *Children's Center* – We are in the process of finishing up the outside playground equipment installation at the Children's Center and the plan is to be finished by the end of November. They just finished up Parent Teacher Conferences with 100% participation. All staff attended an in-person training about Developmental Milestones the end of October. KDHE came and did their yearly survey. The Children's Center is currently enrolling new families for Spring Semester for infants and toddlers. We are advertising to hire 2 new teachers to expand the toddler and pre-school area.
- 3) *Information Technology* – Network infrastructure project is making good progress. All of the main building fiber optic cable is done and tested except the cable run across the street is still in progress. The college is still waiting on switch hardware, which is still scheduled for delivery in December. We also are working toward filling the System Administrator position. This is already advertised, and we are accepting applications. The IT staff is in the process is upgrading Jenzabar and it should be completed by the end of December.
- 4) *Auxiliary Services* – Security is looking to hire part-time officers to fill vacant positions and we have advertised these positions. We have contracted with Security First on the Geary County Campus to help with security shifts on the Concordia Campus. Housing will be accepting new applications after Thanksgiving for the Spring 2023 semester and will be working to find out who will be returning.
- 5) *Human Resources* – Rachel Zohn and Chris Wilson attended the Kansas College and University Professional Association for Human Resources Conference at Johnson County Community College. In addition, faculty and staff are in the process of benefits enrollment for next year and this will take place on Wednesday, November 16th.

- 6) *Facilities Updates* – GLMV presented the Master Plan to students, faculty, and staff on November 2nd. We will be working with GLMV to meet on the feedback received and continue to finalize a completed plan for the Board’s review. We will also be following up with faculty and staff to ensure we are open and transparent. The Technical Education and Innovation Center Project is moving along. We have received updated renderings for the facility, which incorporates brick and stone and a traditional style building. We are working on equipment needs for inside the building, and we plan on beginning the procurement process in November. The City is meeting on November 16th to approve property transfer over the College, which is needed as part of the project for utilities and parking areas. The Board will need to accept the land after the city approves it. The plan is to attend the Planning Commission’s meeting on November 22nd for site review and approval. The final plat approval by the City Commission will be on December 21st.
- 7) *Community Relations* – The veterans event went very well on Thursday, November 10th and the National Guard brought some vehicles to campus and presented the colors at the basketball game.

D. Meetings the Board Members attended

- 1) Mark Matthew attended the County Commissioners meeting and Interview Day at the High School this month.
- 2) Jesse Pounds attended the Cloud Corp and Pros of Con meetings this month.

VIII. Discussion Items

A. Policy C19 – Workers Compensation

Chris Wilson presented this Policy sharing that there was a minor wording change. This change has been taken to Administrative Services Committee and the President’s Cabinet for approval to bring to the Board.

IX. Action Items

A. Approval of the Turnitin Software for 2023-2026

Bruce Graham moved and Richard Hubert seconded to approve the 3-year agreement, paid annually, with Turnitin for a total amount of \$25,021.00 and authorize payment from Tech Fees. Motion passed.

X. Other: None

XI. 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 5:59 pm. Motion passed. No action taken.

XII. Adjournment

Mark Matthew moved and Bruce Graham seconded to adjourn the meeting at 6:00 pm. Motion passed.

XIII. Study Session

A. Tuition, Fees, and Housing Rates for AY2023-2024

Caesar Wood proposed a Tuition and Fees increase for the 2023-2024 Academic Year.

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