

Cloud County Community College

BOARD OF TRUSTEES

June 28, 2022

Present: Bruce Graham (ZOOM), 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, Mark Whisler, and Carleen Nordell.

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- I. The meeting was called to order by Chairman Jesse Pounds at **4:59** pm in Room 257 of the President’s Addition.
 - II. **Pledge of Allegiance**
 - III. **Adoption of the Agenda** – Pat Macfarlane moved and Jim Koch seconded to adopt the amended agenda to remove the Agriculture Instructor due to not being available, include a Nursing Instructor at the Concordia Campus under personnel, and to correct the insurance premium amount to \$182,339 for the Approval of College Property, Liability, etc. under action items. Motion passed.
 - IV. **Guest Comments:** None
 - V. **Introductions and Highlights:** None
 - VI. **Consent Agenda** – Jim Koch moved and Mark Matthew seconded to approve the Consent Agenda which includes the minutes of the May 24, 2022 regular board meeting with minor changes mentioned by Jim; minutes of the June 8, 2022 special board meeting; Treasurer’s Report; Purchasing and Payment of Claims; Nursing Instructor at the Concordia Campus – Angela Reed; and the Approval of Legal Services Renewal. 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* – The Kansas Board of Regents (KBOR) on Wednesday approved a measure that will create, for the first time in state history, a statewide general education package between Kansas’ Community Colleges and six State Universities. The package, similar to those by other states around the region, establish a common set of general education classes that count as progress toward any Kansas institution’s bachelors or transfer associates degrees. Amber elaborated on required courses then shared that each institution will be able to require designated credit hours as part of an effort to allow each institution “to account for societal issues, local needs, and institutional priorities.” This will take a few years to fully implement, but the Regents have set a deadline for Fall 2024 to begin implementation.
 - 2) *Other Updates* – Thank you to the Board of Trustees for their attendance and work completed at the June 8th Strategic Planning Retreat. There was a monthly Campus Community meeting on Thursday, June 23rd with close to 65 in attendance. Amber then shared that she will be meeting with the Cloud County Health Center next week on additional partnership opportunities.
 - 3) *Marketing* – Digital Marketing Ads are currently focusing on Fall enrollment and promoting the Aspen prize. Our Facebook page has reached 62,530 people as of the end of May. Top posts this month were the Basketball Camp and the story on Zach Ferris. Press Releases went out for Graduates, Honor Roll & President’s Honor Roll, and Certificate completers. Certificates were mailed out to students on honor rolls and those who completed the certificate programs including the spring semester of CNA and CMA’s. Jessica LeDuc is also currently working on a new Promise Act flyer and social media campaign.
 - 4) *Foundation* – The Foundation Board of Directors met on June 14th where they approved the transfer of \$470,381 for scholarships awards for the 2021-2022 academic year. This has been the most given in scholarship funds to the college. Last year they gave roughly \$413,000. For the 2022-2023 academic year, the Foundation and its review committee have awarded \$428,000 and there is still \$162,000 left to award. They are still awarding every two weeks. This year, the Foundation has raised more than \$621,000 which is an increase of 32% over last year’s total. They are patiently waiting to hear back from the Sunderland Foundation on a grant for the Technical Education and Innovation Center. The Patterson Family Foundation grant is due July 1st and is nearly completed.

- 5) *Admissions* – Concordia Campus Visits from August 1, 2021 to July 23, 2022 were at 331. This was an increase from the previous two years. Geary County Campus Visits from this year were at 52. This was however a decrease from the previous two years. They have been issuing I-20's for Fall 2022 and are up to 53 issued with potentially around 20 more to issue. Enrollment reminder postcard were sent out to 1,373 seniors in our system on June 16th. Admissions Counselor, Gracie Rudolph, attended a college fair hosted by Boys' State in Manhattan on June 10th. County Fair booths will kick off with Cloud County Fair the week of July 5th and additional fairs include Republic County, Geary County, and Washington County Fair.
- 6) *Advising* – The advising office is updating program sheets for the 2022-2023 academic year. They are preparing for our fifth New Student Enrollment Day next week. Kris Farmer and Zoe Merz met with the Geary County Campus staff on Thursday, June 16th to discuss the Dropout Detective Taskforce, Retention, Advising, and Student Activities/Organizations. Zoe is continuing to revitalize SD100 College Skills for the Fall term by meeting with mentors and the College Skills Taskforce throughout the summer. Plans are in the beginning phases for Fall 2022 Orientation and the "Thor Thirty", or whatever we decide to call it, for welcome back activities for students this Fall. They are also planning a Concurrent Student Orientation for Concordia High School.
- 7) *Student Accessibility and Mental Health* – Aubrey Anderson has been planning monthly mental health events in order to reach more students and promote mental health awareness. She has also been updating the intake process for therapy and creating additional mental health materials for the campus community. There has also been changes to the accommodation forms, specifically the COVID-19 exemption forms used by Nursing and Allied Health.
- 8) *Athletics* – Wrestling student-athlete, Zach Ferris, was named the COSIDA College Division Men's Academic All-American of the Year. Only 7 men's student-athletes from two-year colleges were named Academic All-American with Zach earning the highest honor of the 7. The 24th Annual T-Bird Classic Golf Tournament had a total of 27 teams participating and raised a total of \$12,343 for athletic scholarships. This total was over \$2,000 more than the 2021 tournament that raised over \$10,000 for athletic scholarships. Cloud County Alumnus, Benard Keter, placed third in the Men's 3,000 Meter Steeplechase at the 2022 Toyota United States Track and Field Outdoor Championships, qualifying for the World Championships which will take place July 15th through the 24th in Eugene, Oregon. Other Cloud County Track and Field alumni Nayoka Clunis and Daniel Cope also won their respective hammer throw events at the 2022 Jamaica Athletics Administrative

Association National Championships. Current Cloud County Community College athletes Anson Moses won the 110 Meter Hurdles at the Trinidad & Tobago National Championship and Vanessa Mercera earned a first-place finish in the 400 meters and second place finish in the long jump at the Curacao National Track Meet. Amber shared additional current Track and Field athletes competing this summer for their respective countries at the Mini-Pacific Games where they all earned medalist finishes in a variety of events. We are so proud of all of our athletes.

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

- 1) Curt Weatherhead worked with a technician from Power Grid Partners to complete repairs on the two wind turbines on campus. Both turbines are back online and working. Thank you to Trustee Bruce Graham for his efforts in helping with this process. Kit Thompson met with the New Boston Creative Group film crew to record shots of our wind farm. This will be combined with shots from Meridian Way Wind Farm to produce a Hire Paths video promoting the wind turbine technician occupation. The Renewable Energy and Maintenance departments have worked this month to get the equipment moved out of the Concordia High School Technical Building because we are no longer able to offer courses at that location. Huge thank you to all of them for getting things moved. Jaime Gross and his students attended the Tulsa Horse Show and hosted a recruiting booth. Jen Schroeder and Jen Zabokrtsky presented a T-Bird Strengths Leadership Workshop for support staff last Friday with 23 participating. The workshop was their KCCLI project and they did an excellent job. Suzi Knoettgen and Kris Farmer are working to ensure we are following the changes made to the Kansas Promise Act. They were able to add the Agriculture Production transfer degree to the eligible degrees list this year. Don Benjamin and Kim met with Amy Lange, the Concordia City Manager about the possibility of offering CDL in Concordia. April Benne and Jessica LeDuc worked to create a link on our website that will list all Excel and CTE courses in the hopes to increase awareness and help drive enrollment. The academic deans, Cindy Lamberty, and Kim met and went through webpages. Jessica LeDuc graciously made numerous updates to those pages and is working to get the final data that is needed so they will be completely updated. Thank you to Cindy and Jessica for identifying and correcting the errors. April Benne created a spreadsheet with all our concurrent faculty who are working to obtain their master's degrees. Out of the 55 concurrent instructors, all but six have completed the needed minimum qualifications. We have a waiver from HLC that allows our concurrent faculty to earn their credentials by September 2023. The deans are working to finalize all our instructional credential files. This task will be

fully completed by the beginning of the Fall semester, if not sooner. This is great evidence for HLC for the work completed since their visit. We are working to address all the feedback received from our HLC consultant on all criteria and preparing for the Mock Site visit on August 29th and 30th.

- 2) The Geary County Campus faculty and staff met with Stefanie Perret, Tena Myer, and Amanda Wolf for a Nursing Program Update to ensure all staff are knowledgeable and can assist prospective students before getting them connected with Nursing faculty advisors. Cloud Night at the Junction City Brigade baseball game was on June 9th. Five Cloud baseball players are currently on the Brigade team. Cloud swag was given away and over 30 Cloud faculty, staff, and family members were in attendance. Don Benjamin, April Benne, Jen Zabokrtsky, and Kim met with Jennifer Booth, the new Junction City High School (JCHS) Principal, and Becky Coy, the CTE Administrator, to discuss Cloud course offerings in the upcoming academic years at JCHS. Kelly Cook sponsored a non-credit training for Michelin in Junction City and a non-credit training for Kansas Rural Water Association at Concordia.

C. Vice President for Administrative Services – Caesar Wood

- 1) *COVID-19 Updates* – The safety of our campus community is our number one priority and we will continue to monitor the spread on both campuses. Concordia Campus has had 28 positive cases with 0 active and the Geary County Campus has had 8 positive cases with 2 active. We will continue to monitor the situation with the virus and keep track of active cases through the summer sessions.
- 2) *Finance/Reports Updates* – The business office is in the process of closing out FY 2022 and working to prepare for FY 2023, effective July 1st. The college is in an outstanding position financially and we anticipate a balanced budget as we close out this fiscal year. We have received our assess valuation and we are planning for the RNR and Budget hearing, which will occur between August 20th - September 20th.
- 3) *Children’s Center* – Michelle Charbonneau is working with KDHE on the license for the renovated Children’s Center as we expand from 28 to 45 children. She is currently working on Fall enrollment to get the Children’s Center filled. The water line and sprinkler system have been completed and the fire panel will be installed soon. The renovation project started May 31st and the contractor is making great progress so far, with an anticipated completion by the first week of August. Thank you to Stephanie Downie for all her hard work supervising and facilitating this project.
- 4) *Information Technology* – Institutional Research is getting started on the academic year KHEDS data report for this summer. This is a large project that requires hundreds of hours of work. Planning a site visit in July with the

network cabling contractor to get all final details for the work. IT is still waiting on network switches, but we did receive notification this week that some of the switches have been shipped. IT is also upgrading the multi-factor authentication (MFA) with the remote servers for enhanced security.

- 5) *Auxiliary Services Update* – The bookstore is working on a POS upgrade to happen over the summer with PrismRBS. The upgrade is a required update with the company but will provide a smoother transaction process. The upgrade will also include their Mosaic software, which will provide a more efficient process with the bookstore website and merchandise uploads. The bookstore is also completing their annual inventory and audit this week as we close out the fiscal year. Housing has 252 applications for this upcoming Fall semester and capacity is set at 304. That puts us at 83% capacity as of June 28th.
- 6) *Human Resources* – Chris Wilson attended the Concordia Housing Study group meeting this past month. Rachel Zohn is finalizing end of year payroll and working to get ready for the next fiscal year effective July 1st.
- 7) *Facilities Updates* – The Facilities Master Plan process with GLMV began on May 4th and the second meeting occurred on June 7th. The upcoming meeting will be on July 20th and it will be important to include the Technical Education and Innovation Center as well as the Athletics Facilities as part of this Master Plan. The facilities staff has been working with Athletics at the new wrestling facility to install pads on the walls and other minor details. The staff has also been moving the renewable energy equipment out of the Technical Building at the high school and moving it to the temporary location at the strip mall. Caesar then shared the schedule for selecting the Construction Manager Services for the Technical Education and Innovation Center.
- 8) *Community Relations* – There are currently 85 first through third graders signed up for Kids College this year and 51 fourth through sixth graders. Carleen Nordell has been ordering supplies and has them ready for Kids College on July 11th-14th. The local county fairs will be attended by our Admissions team. They plan to have a table set up as a recruiting effort. The Wind Energy Truck and Trailer will be set up also during this time.
- 9) *DEI/DVACK Update* – The Diversity, Equity, and Inclusion (DEI) Council is sponsoring a food drive for the Domestic Violence Association of Central Kansas (DVACK) the first two weeks of July.

D. Meetings the Board Members attended

- 1) Mark Matthew attended the Board Retreat & Budget Study Session.
- 2) Jim Koch attended the Board Retreat & Budget Study Session, Foundation Executive Committee meeting, and Negotiations.
- 3) Pat Macfarlane attended the Board Retreat & Budget Study Session.

- 4) Bruce Graham attended the Board Retreat & Budget Study Session and Negotiations.
- 5) Richard Hubert attended the Board Retreat & Budget Study Session.
- 6) Jesse Pounds attended the Board Retreat & Budget Study Session.

VIII. Discussion Items

A. Policy E18 – Formal Complaint Process

There were minor wording changes and clarifications made.

IX. Action Items

A. Scholarships

Jim Koch moved and Mark Matthew seconded to authorize the President to request from the Cloud County Community College Foundation not more than \$150,000.00 for the Scholarship Program. Motion passed.

B. Jenzabar Maintenance and Support Agreement Renewal for 2022-2023

Jim Koch mentioned that he would like to see training for our staff to use Jenzabar to its full potential rather than look to switch programs in the future since there is a lot of work that goes into changing companies.

Pat Macfarlane moved and Richard Hubert seconded to approve the renewal of the Jenzabar maintenance and remote services for the 2022-2023 academic year in the amount out \$160,758, beginning July 1, 2022 and authorize payment from Tech Fees. Motion passed.

C. Approval of College Property, Liability, etc. & Worker's Compensation Insurance FY 2022-2023

Jim Koch moved and Mark Matthew seconded to approve the renewal premium of IMA for college property, general liability, business automobile, educator's legal liability, cyber, crime, and excess liability in the amount of \$182,339 and the renewal premium of IMA for worker's compensation insurance coverage in the amount of \$26,770 for FY23 and authorize payment from the college's General Fund. Motion passed.

D. Approval of Vending Bid

Mark Matthew moved and Jim Koch seconded to approve Mahaska as the exclusive vendor of snacks and beverages for CCCC, from 2022-2027, effective July 1, 2022. Motion passed.

X. Other: None

XI. Executive Session

A. Negotiations

Mark Matthew moved and Jim Koch seconded to recess into executive session for 20 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 6:32 pm. Motion passed. No action taken.

B. Attorney/Client Privilege

Mark Matthew moved and Richard Hubert 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 6:43 pm. Bruce Graham was not in the room to vote due to being on ZOOM waiting for this executive session to begin. Motion passed. No action taken.

XII. Adjournment

Mark Matthew moved and Jim Koch seconded to adjourn the meeting at 6:45 pm. Motion passed.

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