

Cloud County Community College

BOARD OF TRUSTEES

March 28, 2023

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:

Justin Ferrell – Attorney, Toby Nosker – KNCK, Jim Lowell – Blade Empire, Chris Wilson, Jennifer Zabokrtsky, Suzi Knoettgen, Heather Gennette, Stefanie Perret, Jessica LeDuc, Susan Dudley, Stephanie Downie, Tom Roberts, Don Benjamin, Beth Whisler, Lacy Hargitt-Pelkey, and Mike Harttrup – McCownGordon Construction, and Whitney Henle – McCownGordon Construction.

- 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 Bruce Graham seconded to adopt the agenda as presented. Motion passed.
- IV. **Guest Comments:** None
- V. **Introductions and Highlights**
 - A. **Cheer Team**

Head Coach, Stephanie Downie, shared that their team has had a great season and has made good strides. They performed their cheer routine at Night of 1000 Dances last week and it went well. She also introduced her assistant coach, Derrick Downie.
 - B. **Dance Team**

The dance team introduced themselves. However, their head coach, Jolie Kasper, was unable to attend the meeting.

C. Wrestling Team

The Wrestling Team plans to attend next month's Board meeting for Introductions and Highlights.

- VI. Consent Agenda** – Pat Macfarlane moved and Mark Matthew seconded to approve the Consent Agenda which includes the minutes of the February 27, 2023 special board meeting; minutes of the February 28, 2023 regular board meeting; the minutes of the March 3, 2023 special board meeting; Treasurer's Report; Purchasing and Payment of Claims; Contract Renewal Recommendations for Basketball Coaches – Devin Kastrup, Kyle Pugh, and Tiffany Dorris; Request for Early Retirement – Brenda Hanson; Approval of Vice President for Student Services – Brandt Hutchinson; Approval of Assistant Softball Coach – Jaime Ayala. 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* – We held a Campus Community meeting on Friday, February 24th and had around 75 participants. Amber attended the Foundation Board meeting and the HLC Conference in Chicago this month.
 - 2) *Legislative Updates* – Last Friday marked the end to the majority of committee work for the year. This week there is a flood of bills being worked in the House and Senate through tomorrow. Heather Morgan is in the thick of it keeping an eye on all educational bills as they work towards first adjournment on April 6th.
 - 3) *Marketing* – The top post of this month was the Groundbreaking for the Technical Education and Innovation Center with a reach of 7,300. Jessica LeDuc is currently working on the Foundation Auction marketing, starting to sort out recruitment materials for next year, discussing the possibility of partnering on some billboard with Kansas Wesleyan, and partnering with NCK Medical Center on a digital sign.
 - 4) *Foundation* – Tables and tickets are limited to the 42nd Annual Scholarship Auction this year due to such high demand. The event is set to take place in Arley Bryant Gymnasium on April 15th. There will be a silent auction that will also be a mobile auction which will allow those who cannot be in attendance to bid on silent auction items. We will also take proxy bids for live auction items. The Foundation extended the scholarship award cycle an additional month. The original end date was March 1st but was extended to April 3rd to allow more students to apply for the 2023-2024 academic year. We have awarded more than \$264,000 in scholarships helping more than 170 students. There is still \$226,000 available to award for a Summer awarding.

The Foundation is assisting and working on several grants for the Technical Education and Innovation Center, CDL expansion, and Child Care Capacity.

- 5) *Admissions* – Signal Vine texts were sent out to encourage students to apply for scholarships and to register for New Student Enrollment Events. Admissions Counselors are continuing to visit high schools for spring and have attended a few high school “signing days” this spring as well. They have a lot of high school group visits scheduled for April and plan to start the month off with Junior Day on April 4th.
- 6) *Advisement* – Fall 2023 enrollment days begin on April 3rd. Our Dual Advising Team met with Republic County High School, Concordia High School, and Clay Center High School counselors to discuss advising worksheets, transferability, the new General Education Guide for Dual Credit Students, Cloud Now, tutorials, Student ID’s, student discounts, Accuplacer, enrollment timelines/deadlines, etc.
- 7) *Student Engagement and Retention* – January and February were heavy with Welcome Back events and Homecoming. Zoe Merz has been busy with retention referrals and student meetings. She has also been working with those that may be at risk after mid-term grades. They are currently planning events for April and May, hoping there is nice weather for outdoor events. Zoe also met with Student Senate, and they are continuing to discuss ways to keep communication open across campus with students, faculty, and staff.
- 8) *Student Accessibility and Mental Health Services* – Participated in discussion and review of Policy and Procedure E4 – Alcohol and Controlled Substance Abuse. Aubrey Anderson is planning events for Alcohol Awareness and Stress Awareness Month in April and has provided 65 hours of direct therapy to students in March. She is continuing to process accommodation requests as needed.
- 9) *Athletics* – The Baseball team closes out the month of March with three more games including a game that took place this afternoon at home against Cowley Community College before playing a doubleheader on Friday at Neosho Community College. The T-Birds will then have 25 more games remaining in the regular-season and are currently 15-13 overall with a 6-6 conference record. The Softball team will open KJCCC play on Thursday at home against Hesston College with a doubleheader and will play 6 of their first 8 conference games at home. The T-Birds still have 12 home games remaining this season with a total of 26 games left in the regular-season. The Track and Field team opened the outdoor portion of their 2023 schedule at the Cowley Mark Phillips Invitational this past Saturday and had a total of 20 (12 men, 8 women) national qualifiers at the meet while recording 16 event wins. Freshman Leroy Kamau was named the KJCCC Track Athlete of the Week for his performance at the meet as the T-Birds will be at the Friends

University Invitational this weekend. The 2023 Thunderbird All-Star Games will take place on Sunday with approximately 60 high school seniors from the area scheduled to participate.

10) *Upcoming Meetings and Events* – Groundbreaking of the Technical Education and Innovation Center is tomorrow, March 29th. There will be a Special Board meeting on April 4th. The KS Supreme Court will be on campus for a breakfast on April 12th. The PTK Luncheon will be on April 14th. The Annual Foundation Scholarship Auction will be on April 15th. Lastly, the HLC IAC Hearing will be on April 17th.

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

1) We have our lead instructor for Nursing on our Geary County Campus joining us via ZOOM tonight; Lacy Hargitt-Pelkey introduced herself and shared that she is very excited to be back at Cloud. Kim thanked everyone who attended the *Murder Mystery at the Murder Mystery* play. They had roughly 170 people in the audience. Four of the cast members had never been in a play before and five more had never in a play at Cloud. The Nursing and Allied Health Department would like to give a shout out to the Exergen Thermometer company because they recently donated over \$7,400 worth of medical grade thermometers to utilize in the Simulation Lab and for students to check temperatures before clinicals. This resource will also be utilized by our partners over at the Children's Center. On March 2nd, 45 students from Republic County High School visited for a Renewable Energy tour with Monte Poersch. On March 9th, RWE Renewables provided Renewable Energy students with a two hour recruitment and blade repair presentation and on the March 24th, 20 students from Phillipsburg High School visited. Elizabeth Weise from USA Today interviewed Kit Thompson about CCCC's Renewable Energy programs over spring break and is also reaching out to our students to interview. A total of 12 schools and 130 students have toured the cadaver tab and additional 20 students from Phillipsburg toured the Renewable Energy program. The 16-credit hour Early Childhood Education certificate has been approved by KBOR and HLC. We will offer it beginning in the Fall semester. Aggie Days will be hosted on campus on Thursday and we are expecting approximately 500 students. On the 12th of April, we are hosting our Spring Renewable Energy Day and on the 14th of April, students from St. John's Catholic School will visit for a Renewable Energy tour. Two of Shelly Farha's business students have entered the K-State Entrepreneurship Challenge. Kristina Frost and her Criminal Justice students will be participating in the Kansas Supreme Court event with Justice Rosen on April 11th at 11:00 am. Brandon Galm will emcee the event.

- 2) The Geary Community Health Foundation and R2B4 Bramlage Family Foundation have each donated \$7,500 to the Cloud County Community College Geary County Campus to support the nursing program. Brent Phillips, Don Benjamin, Jen Zabokrtsky, Kris Farmer and April Benne met with Junction City High School about offerings next year and beginning the steps to renew the welding Memorandum of Understanding.

C. Vice President for Administrative Services – Caesar Wood

- 1) *Finance/Reports Updates* – All budgets were due by March 22nd and staff will be presenting their budgets on April 11th, 12th and 21st. We will begin the budget process and start to work through scenarios based on the state funding model. Caesar and Mary LaBarge attended an online seminar on March 10th related to the mandatory commerce reporting with the ARPA funds. We will be submitting invoices soon to collect the remaining \$2 million from the department of commerce, as we already received the initial \$2 million of the total \$4 million allocated to the Technical Education and Innovation Center project.
- 2) *Children's Center* – 4 of 5 staff attended in-person training March 4th in Manhattan, KS. They have been working hard to finalize summer enrollment for the children and are currently advertising open positions to hire qualified staff in the Children's Center.
- 3) *Information Technology* – IT will bring a recommendation to an upcoming board meeting for a vendor to assist with cybersecurity services. This is in relation to the GLBA and FTC rules coming into effect. They are also preparing to do a summer PC replacement cycle, to replace some older desktop computers. Institutional Research has finished reports for HLC data and is getting started on the summer KBOR reporting.
- 4) *Residence Life* – We have 161 Housing Applications for 2023-2024 and our capacity is 304. ResLife did an Amazing Race program last week, with a great turnout. Our next all housing program is Top Golf between Thunder heights and the soccer field.
- 5) *Bookstore and Food Service* – Bookstore had a successful sale just before spring break. Bookstore staff also traveled to the Geary County campus last week with apparel items to sell to students, faculty, and staff. We will be hosting the Supreme Court justices and community leaders on April 12th for a breakfast in the T-bird Cafe. Students will receive grab and go breakfast burritos that morning in the union.
- 6) *Security* – We are contracting with First Choice security on the Concordia campus, while we search for a new security supervisor and the security company is continuing to provide security at the Geary County campus.

- 7) *Human Resources* – We had an ice cream social for Employee Appreciation Day on March 3rd on both campuses to show our appreciation for the work that our employees do.
- 8) *Facilities Updates* – The facilities staff has been working with the insurance broker to settle the water pipe claim at the Concordia and the Geary County campus (GCC). We anticipate building B at the GCC to be offline all semester and BL 231 at the Concordia campus to be offline all semester. We anticipate a full report from insurance and a payment for the claim within the next 2 weeks. We did a complete walk through with the content manager from the insurance company as the last step in the process. We are working to get these facilities back on-line for summer classes by June 1st. We began bi-weekly meetings with McCownGordon on March 27th as we move into the construction phase of the project. The initial clearing and groundwork for the project will start on March 31st and we anticipate the sewer line to be installed by mid-April. The signage for the project has been placed on the corner by Walmart.
- 9) *Community Relations* – Working with the Children Center to provide some Jungle bags with goodies in them for the Childcare Community Event at the Concordia Elementary School.
- 10) *Meetings Attended* – Caesar attended the KACCBO meeting virtually on March 2nd with other colleagues/CFOs. He also attended the President’s meeting with Amber on March 24th to get an update on state funding.

D. Meetings the Board Members attended

- 1) Mark Matthew attended County Commission meetings, CloudCorp Annual Luncheon, Jamestown City Open House this month.
- 2) Bruce Graham attended the Cloud play *Murder Mystery at the Murder Mystery*.
- 3) Jesse Pounds attended CloudCorp and Pros of Con meetings this month.

VIII. Discussion Items

A. Policy F8 – Vehicles and Transportation

Chris Wilson shared that KASB provided feedback and recommended moving a portion of this procedure to the policy. This policy also went to our insurance company for review.

IX. Action Items

A. Approval of Bid Package #2 – Technical Education and Innovation Center

Mike Hattrup, Senior Preconstruction Manager for McCownGordon Construction, presented the overall site plans, floor plans, construction cost

breakdown, current construction market look, and current schedule for the Technical Education and Innovation Center.

Jim Koch moved and Mark Matthew seconded to approve bid package #2 in the amount of \$6,460,029 from BOT-Fund 51. Motion passed.

X. Other: None

XI. Executive Session: None

XII. Adjournment

Pat Macfarlane moved and Richard Hubert seconded to adjourn the meeting at 5:47 pm. Motion passed.

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