

Cloud County Community College

BOARD OF TRUSTEES

May 23, 2023

Present: Bruce Graham, Richard Hubert, Jim Koch, Pat Macfarlane, Mark Matthew, Jesse Pounds, President Amber Knoettgen, Caesar Wood, Brandt Hutchinson, 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, Don Benjamin, Brent Cox, Nick Lenhard, Devin Kastrup, Taryn Cipra, and Matt LeMair.

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- 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** – Pat Macfarlane moved and Mark Matthew seconded to adopt the amend the agenda to include the Contract Extension for the President under Action Items. Motion passed.
 - IV. **Guest Comments** – Stefanie Perret publicly thanked the Board for receiving the Board of Trustees Award for College Service. She is very humbled and greatly respects the team they have in the Nursing Department. They are moving forward doing great things and she couldn’t do it without their support.
 - V. **Introductions and Highlights:** None
 - VI. **Consent Agenda** – Jim Koch moved and Bruce Graham seconded to approve the Consent Agenda which includes the minutes of the April 25, 2023 regular board meeting; minutes of the May 18, 2023 special board meeting; Treasurer’s Report; Purchasing and Payment of Claims; Contract Renewal Recommendations for Administrative Personnel – 2023-2024; Assistant Men’s Basketball Coach – Nick Lenhard; Early Childhood Education Instructor – Tonja Bisnette; Nursing Instructor –

Jeffrey Metzler; Welding Instructor – Danae Buschkoetter; and Policy C4 – Immigration Sponsorship. 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* – Kansas Association of Community Colleges (KACC) is collaborating on an economic impact study and are currently collecting data. This will be used during the legislative session next year. Heather Morgan was able to successfully lobby on behalf of KACC for a 4.5% increase for inflation to include tiered and non-tiered funding as well as Excel in CTE, \$250,000 for each institution to be used for cyber security as well as workforce development dollars, and Capital Outlay funds for those institutions that don't already receive it from the state.
- 2) *Marketing* – Top posts of the month were the graduating sophomore spotlights. With the 8 student posts combined, they reached 50,924 people. Bailey Rock's post accounted for more than half that, reaching 27,200 people. Jessica LeDuc has been working on the graduation press release and photos, Spring Honor Roll press releases, CNA certificates printed and mailed, Summer social media push for Fall enrollment, and recruitment materials.
- 3) *Foundation* – At the May Executive Committee meeting the committee approved to support a Summer scholarship initiative to help promote Summer enrollment. Any student who enrolls between now and June 6th will receive a \$500 Foundation scholarship. The Foundation is eager to see how this will impact Summer enrollment numbers. They have re-opened the scholarship application for the 2023-2024 academic year. So far, they have awarded \$460,000 in scholarships with a little more than \$30,000 left. They have had 386 students complete the application. It will close on June 30th.
- 4) They have been reaching out to several industry partners and individuals over the last month to set up times for meetings regarding the Technical Education and Innovation Center. The Foundation is currently working on a Federal Economic Development Administration grant for \$4,000,000 that would support the Technical Education and Innovation Center. The Northwest Kansas Economic Innovation Center partnered with us to write a Childcare Capacity Accelerator grant for \$14,500 to support sign-on and retention bonuses, professional development, and curriculum for the Children's Learning Center.
- 5) *Admissions* –They hosted Concordia JAG students on May 5th and will host JAG Specialists for a campus tour June 1st. There are 55 registered for May 31st New Student Enrollment event.

- 6) *Advising* – They are still enrolling for the Fall and Summer sessions. The last day to enroll for full session Summer is Tuesday, June 6th. Advising has been working with the Foundation, Financial Aid Office, and Business Office to administer the summer scholarship from the Foundation. There are 4 remaining New Student Enrollment Days. They are currently interviewing for the Coordinator for Academic Advisement Services position and are monitoring the “Needs to Enroll” list and will continue to reach out to students about enrollment. They met with the College Skills Committee on Friday, April 27th to discuss Spring 2023 College Skills and to discuss the changes for Fall 2023.
- 7) *Engagement* – Zoe Merz has started planning for Thor 44 by meeting with the Welcome Back Committee on May 8th. She is hoping to schedule more activities that will incorporate community and businesses (Flock the Block, food trucks on campus, etc.) Zoe and Kris Farmer are having a Retention/Student Engagement Retreat on June 1st to discuss the 2023-2024 activities calendar, the 2022-2023 program review, and other topics. Keela Andrews will join them on that day to discuss GCC student engagement and strategies for the 2023-2024 Enrollment Management Plan. They will also be meeting with Susan Dudley and Stephanie Downie on June 15th to discuss collaborations with ResLife for 2023-2024.
- 8) *Athletics* – The Cloud County Softball Team showed continued improvement year-over-year, winning 20 games for the first time since the 2018 season. The T-Birds earned 10 wins in the KJCCC to reach the double-digit conference win total for the first time since 2018 and had four players earn All-KJCCC honors under first year head coach Ed Deugan. The Cloud County Baseball Team ended their season in the NJCAA Plains District Tournament and finish the year with a 37-23 overall record. Over the past two seasons, the T-Birds have won 79 total games and qualified for the Plains District Tournament for the second and third time in program history with a second and third place finish in the KJCCC West Division. The Cloud County Track and Field Teams wrapped up their 2023 season this past weekend at the 2023 NJCAA Championships in Hobbs, New Mexico. The T-Bird Women finished second while the Men finished fifth with five individual national champions, 22 All-American performances, and seven school records. The Cloud County Men’s Basketball team will be hosting a basketball camp June 12th-14th which will be open for youth entering grades 1st-12th this upcoming Fall. The camp will be open to both boys and girls and will be broken into two camp sessions. The Cloud County Volleyball Team will be hosting youth volleyball camps July 27th-July 31st with multiple camp options available. The camps will be open for grades K-12 and are broken down into different skill and age ranges.

- 9) *Upcoming Meetings and Events* – KACCT Meeting in Dodge City, Kansas on June 2nd-3rd. The Foundation Board Meeting is on June 13th. Board Retreat and Budget Study Session will be on Wednesday, June 7th.

Mark Matthew thanked everyone who was a part of making graduation such a success. He knows that it is a huge team effort, which is just another example of how well our teamwork is outstanding and how we are success oriented.

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

Dr. Kim Zant was absent from this months meeting, but shared her monthly report with the Board prior to the meeting.

C. Vice President for Administrative Services – Caesar Wood

- 1) *Children's Center* – They will finalize the equipment for the playground at the Children's Center by the end of this week and will be adding sand for the turf this week and then getting the shade structures up next week. They have partnered with USD333 again this summer to provide free meals for the kids in the children center.
- 2) *Information Technology* – The IT staff is interviewing for the Systems Administrator Position this week and the first week of June with the intention to bring a recommendation to the board by the end of June. IT staff has been working with the cyber security bids and will be bringing a recommendation tonight for cyber security services.
- 3) *Residence Life* – Move-out day was a success, and most students are gone for the Summer. We have 6 students staying on campus right now and then another 12 staying on campus in June. There are currently 214 housing applications for next year. The building 12 and 13 renovation work in T-Bird Village is beginning this week along with the end of year maintenance in all of the buildings.
- 1) *Bookstore* – Bookstore has had a couple good sales this past month. They are getting ready for Fall semester book adoptions. Once Summer session begins, we will begin work on preparing for the end of year inventory audit in June.
- 2) *Cafeteria* – The cafeteria is closed for the Summer and will begin to clean up this week. Consolidated did a great job hosting the graduation reception on Friday, May 19th and the end of the year luncheon on May 22nd for all faculty and staff.
- 3) *Security* – We will be participating in an active shooter training on June 1st with the LEPC and have posted a security supervisor position and are continuing with First Choice Security to provide security services at both campuses. They will be installing AED machines for wrestling, baseball/track, softball, and Thunder Heights.

- 8) *Human Resources* – Chris Wilson has been working with staff to coordinate interviews for our positions and is working to advertise those needed positions to be filled. We would like to congratulate Kris Farmer for receiving a Master’s in Student Affairs Leadership in Higher Education.
- 9) *Facilities Updates* – There are numerous projects being completed this Summer including GR 205 classroom renovation project, BL 231 and Geary County, building B will water damage repair will continue, building 12 and 13 at the T-bird Village, KBOR audit repairs for signage and other repairs to be completed by August 31st, and HVAC repair for PA 256 and the heater for Tech east will be occurring. We are in the process of bidding out the roof repairs project and softball fencing that will be completed this Summer. We have been working to finalize the master facilities plan and we plan to bring this item for discussion to the board in June. We held additional meetings on May 3rd and 10th with faculty and staff and allowed for feedback on a survey that closed on May 17th.
- 8) *Technical Education and Innovation Center* – We are meeting bi-weekly with McCownGordon and GLMV to discuss progress and budgetary items with this project. Work continues with the storm sewer and dirt work due to rain last week. Plan is to finish this dirt work and sewer by June 19th depending on weather. No delays for products or shipping currently. A camera will be installed in a couple of weeks at the site for a live feed.

D. Meetings the Board Members attended

- 1) Mark Matthew attended the Cloud County Commissioners meeting and Cloud County Chemical Dependency meeting this month.
- 2) Pat Macfarlane attended the Nursing Advisory Committee meeting this month.
- 5) Jesse Pounds attended the Pros of Con meeting this month.

VIII. Discussion Items: None

IX. Action Items

A. Approval Cyber Security Services

Mark Matthew moved and Jim Koch seconded to approve cyber security services from Security Compliance Associates (SCA) in the amount of \$144,000.00 and approve payment from Tech Fees. Motion passed.

B. Approval of Athletic Insurance for 2023-2024

Pat Macfarlane moved and Richard Hubert seconded to approve the bid of Dissinger Reed in the amount of \$68,500 for basic and \$5,866 for catastrophic student athletic

insurance coverage for the 2023-2024 fiscal year and authorize payment from the General Fund. Motion passed.

C. Approval of Legal Services Proposal

Mark Matthew moved and Bruce Graham seconded to approve the proposal of Ferrell Law Office. in the amount of \$20,000.00 for the first year of the legal services contract for retained services, with the option to renew for up to four additional years according to the contract terms, including any price escalation clauses, and authorize payment from the general fund. Motion passed.

D. Contract Extension for the President

Amber thanked the Board for giving her the opportunity to continue to serve as the President of Cloud County Community College. It is very humbling and an honor to serve the college and work alongside everyone here. She believes in and loves this community wholeheartedly and she doesn't take this position for granted for a second.

Jim Koch moved and Pat Macfarlane seconded to approve to extend the term of President Knoettgen's contract to June 30, 2026. Motion passed.

X. Other: None

XI. Executive Session

A. Non-Elected Personnel

Mark Matthew moved and Richard Hubert seconded to recess into executive session for 10 minutes with 6 Board members, Amber Knoettgen, Chris Wilson, Caesar Wood, Brandt Hutchinson, and Justin Ferrell to discuss personnel matters pertaining to non-elected personnel in order to protect the privacy interests of the person(s) to be discussed and return to open session in this room at 5:53 pm. Motion passed. No action taken.

XII. Adjournment

Jim Koch moved and Richard Hubert seconded to adjourn the meeting at 5:54 pm. Motion passed.