

# Cloud County Community College

## BOARD OF TRUSTEES

### June 27, 2023

**Present:** Bruce Graham, Richard Hubert, Jim Koch, Jesse Pounds, President Amber Knoettgen, Dr. Brandon Galm, 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, Jessica LeDuc, Susan Dudley, Heather Gennette, Stephanie Downie, Tom Roberts, Taryn Cipra, Keela Andrews, Carleen Nordell, Dave Garnas, and Matt LeMair - McCownGordon.

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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** – Jim Koch moved and Bruce Graham seconded to adopt the amended agenda to remove the Dean of Math, Science, and Technical Programs due to not being available under personnel, update the A List to include Cloud County Community College Scholarships, and include the recommendation for approval of the President’s Addition Flooring to Square One Flooring, in the amount of \$37,077.13 and authorize payment from Capital Outlay – Fund 61 under action items. Motion passed.
  - IV. **Guest Comments:** None
  - V. **Introductions and Highlights:** None
  - VI. **Consent Agenda** – Bruce Graham moved and Jim Koch seconded to approve the Consent Agenda which includes the minutes of the May 23, 2023 regular board meeting; minutes of the June 7, 2023 special board meeting; Treasurer’s Report; Purchasing and Payment of Claims; TRIO Academic Coordinator at GCC – Stephanie Clark; and Assistant 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) *Legislative Updates* – Cloud will be hosting the next Kansas Association of Community Colleges meeting on August 25<sup>th</sup>-26<sup>th</sup>. This is a huge event that we are looking forward to hosting for the first time. The retiring president of Fort Scott Community College, Alysia Johnston, was appointed as a Board of Regent yesterday by Governor Kelly. President Linton from Kansas State University and his Senior Vice President for Executive Affairs will be on campus tomorrow morning to meet with Amber.
  - 2) *Marketing* – President’s Honor Roll, Honor Roll, and Certificate completers congratulations letters were mailed out including a press release for the 256 graduates. Jessica LeDuc has been working on social media for Fall enrollment, recruitment materials for the 2023-2024 school year, and creating flyers for Cloud hosting Concordia and Clifton-Clyde High Schools in August for Orientation. The top post of the month included Graduation and Nurses pinning with 10,305 views.
  - 3) *Foundation* – The Foundation held its annual planning retreat on May 30<sup>th</sup> to begin planning on fundraising, friend-raising, and alumni events for the upcoming year. The theme for this year is “A single gift. A big difference.” They plan to highlight the impact of donations to Cloud and use it in all their communications throughout the year. They are also planning to expand the President’s Soiree to a community-wide recognition picnic with food trucks, a cornhole tournament, and live music. On June 23<sup>rd</sup>, they were notified that the grant application to the Childcare Capacity Accelerator was accepted with requesting for \$14,500. This grant will allow them to offer sign on and retention bonuses, as well as money for a new curriculum and professional development of our childcare providers at the Children’s Center. The Foundation is still awarding scholarships every two weeks until June 30<sup>th</sup>. More than 280 scholarships have been awarded for the 2023-2024 academic year. The Foundation started a summer scholarship initiative on May 22<sup>nd</sup> to provide any student who enrolls for summer courses a \$500 scholarship. At the time of this report, more than \$128,606 have been awarded for the summer initiative. They are also still actively searching and applying for grants to finish fundraising for the Technical Education and Innovation Center. The Foundation recently received a \$25,000 grant from the Community Foundation for Cloud County. They are still accepting tax credit donations as well and recently received a \$10,000 contribution through that giving opportunity.

- 4) *Athletics* – The 25<sup>th</sup> Annual T-Bird Golf Classic took place on June 10<sup>th</sup> and featured 21 total teams taking part in this year’s “Caddyshack” themed festivities. A total of \$13,052.05 was raised for athletic scholarships throughout the day. The athletic department finished 13<sup>th</sup> in the 2022-2023 National Alliance of Two-Year College Athletic Administrators (NATYCAA) Daktronics Cup Scholarship Division, the sixth-straight year that the athletic department has finished in the top-15. Points are earned by schools by taking their top-five finishes per gender at the highest level of competition to earn points, with cumulative totals accounting for the team scores and final rankings.
- 5) *Upcoming Meetings and Events* – Amber will be attending the upcoming KJCCC Meetings on July 24<sup>th</sup>-25<sup>th</sup> in Kansas City where KCKCC and JCCC will be co-hosting.

**B. Vice President for Academic Affairs - Dr. Brandon Galm**

- 1) Brandon has been meeting with all his direct reports over the past two weeks to better understand their roles and how he can support them effectively. These meetings will continue throughout the summer, so he can be up to speed with all the processes when classes begin. He will be traveling to the Geary County Campus on June 28<sup>th</sup> as part of this effort.
- 2) General Education Assessment Day was held on June 8<sup>th</sup>, with results being distributed in the Fall to faculty and committees. Several staff have attended the Kansas Leadership Center’s conference last week and webinars over the past month. Brent Phillips has been working on ideas for new division faculty onboarding and orientation. TRIO was at student capacity last year, which is great with 165 students served. Monte Poersch and Stacey Baker gave presentations on wind and robotics at Garfield Elementary in Clay Center. Several faculty and staff members will be helping with Kids College and Thor Days in July.
- 3) The Geary County Campus held a graduation ceremony for students who earned their GED during FY 2023. This year there were 17 students that earned their GED at GCC, which is 6 more than last year. This is a great accomplishment for our students. GCC is continuing to host campus visits and process applications for the Fall semester.

**C. Vice President for Administrative Services – Caesar Wood**

- 1) *Finance/Reports Updates* – Caesar will be bringing proposed dates for the RNR hearing and budget hearing to the July Board meeting for approval.
- 2) *Children’s Center* – The outside playground will be completed this week as they add sand to the turf area and the sunshades. Thank you to Stephanie Downie for all her hard work, a year in the making. Torie Williams, a Fort

Hays Education student is doing an internship with the Children's Center in the toddler room this Summer. We have partnered with USD333 again this Summer to provide free meals for the kids. This is a great community relationship.

- 3) *Information Technology* – IT staff has been working with the cyber security company for implementation while they slowly roll out the multi-factor authentication to all employees. Several college offices, including Institutional Research, attended the KBOR Data, Quality and Planning Conference on June 21<sup>st</sup>. The economic impact survey was completed and submitted last week.
- 4) *Auxiliary Services* – There have been 288 housing applications submitted for next year with there being only 2 enrollment days left. The building 12 and 13 renovation work is on-going along with the end of year maintenance in all the buildings. The bookstore is closed this week getting ready for the yearly inventory audit on June 28<sup>th</sup>. The bookstore will be working on restocking items and getting course materials ready for the Fall 2023 semester. The T-Bird Cafe will be serving this week for cheer camp that is being hosted here by KSU – Wildcat Cheer for the second year in a row. Cheerleaders from Beloit, Concordia, and Lakeside High Schools will be attending and using our dorms, gym, and cafeteria Wednesday-Friday.
- 5) *Human Resources* – Maricela Gallardo, Cindy Lamberty, Brent Phillips, and Amanda Strait attended a Kansas Leadership Center Conference last week. Chris Wilson has been working to schedule interviews for current openings and is exploring options with the NeoEd platform to see if this will help with job applications.
- 6) *Technical Education and Innovation Center Updates* – Matt LeMair from McCownGordon Construction presented to the Board. We are currently on schedule to complete the building on our substantial completion date of July 17<sup>th</sup>, 2024. They have been observing the settlement monitoring plates that were installed because of all the fill in from the previous ravine. They have shown no movements, which is good news. Matt will continue to keep the Board updated as construction continues.

**D. Vice President for Student Services – Brandt Hutchinson**

- 1) *Admissions* – Signal Vine texts have been sent out to students to encourage scheduling an enrollment appointment for the Fall semester. There have been 785 postcards sent to prospective, applied, and accepted students for the new student enrollment days and another round of postcards will be sent the first week of July for the remaining dates.
- 2) *Financial Aid* – Financial Aid staff have been participating in webinars to help prepare them for the new FASFA simplification changes. They have been also

working on disbursing Federal Aid and scholarships to student accounts so the Business Office can be ready to issue refunds for the June 29<sup>th</sup> refund date.

- 3) *Student Records* – Currently have processed 516 transcript requests, evaluated 72 prior college transcripts and conferred 356 degrees and certificates. They are also working on gathering data for 3<sup>rd</sup> party credentialing and creating a new Cloud Reconnect Scholarship with the Completion Sub-Committee.
- 4) *Advising* – Has been helping develop the summer scholarship process with the Foundation, Financial Aid, and the Business Office. They have also hosted the 4<sup>th</sup> enrollment day on June 21<sup>st</sup> with 48 students total enrolling for the Concordia campus.
- 5) *Retention* – Zoe Merz and Keela Andrews have been responding to retention referrals from faculty for summer session. They have also been working on processing administrative drops for students who were reported as never attending on the certification roster. Zoe has been working to finalize plans for New Student Orientation and International Student Orientation.
- 6) *Engagement* – Zoe has joined the Fall Fest and Business in Motion Committees. Her participation in those committees will support increased student engagement within the community. She has also been hard at work planning student activities for Thor 44, which is approximately 80% complete.
- 7) *Mental Health* – BetterMynd is the new online counseling resource we are testing to provide mental health services while our campus therapist, Aubrey Anderson, is out. This resource will be attractive to student as they can access it anywhere.
- 8) *Title IX* – Brandt is planning to attend an online ATIXA training in July while he is also in the process of finding new Title IX investigators so they can attend the online training as well.

**E. Meetings the Board Members attended**

- 1) Jim Koch attended the Foundation Board meeting and Negotiations meeting this month.
- 2) Bruce Graham attended the Negotiations meeting this month.
- 3) Richard Hubert attended the County Commission meeting, Concordia Senior Center Board meeting, and Clyde Senior Center meeting.
- 4) Jesse Pounds attended CloudCorp meeting and Pros of Con meeting this month.

**VIII. Discussion Items: None**

**IX. Action Items****A. Foundation Scholarship Request**

Jim Koch moved and Richard Hubert 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. Campus Facilities Master Plan**

Bruce Graham moved and Richard Hubert seconded to approve the Campus Facilities Master Plan that will allow the President to implement and execute strategically for Cloud County Community College. Motion passed.

**C. Approval of College Property, Liability, etc. & Worker's Compensation FY23-24**

Jim Koch moved and Richard Hubert 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 \$227,960 and the renewal premium of IMA for worker's compensation insurance coverage in the amount of \$37,441 for FY24 and authorize payment from the college's General Fund. Motion passed.

**D. Approval of the Roof Bid**

Bruce Graham moved and Jim Koch seconded to approve the bid from Geisler Roofing in the amount of \$532,811.56 to include a 10% contingency in the amount of \$53,281.16 for a total of \$586,092.72 and authorize payment from Fund 61 – Capital Outlay. Motion passed.

**E. Approval of the Softball Field Fence**

Jim Koch moved and Bruce Graham seconded to approve the bid from Sallman Builders in the amount of \$55,893.83, authorizing payment of \$32,393.83 from Fund 61 - Capital Outlay. Motion passed.

**F. Approval of President's Addition Flooring**

Bruce Graham moved and Jim Koch seconded the approval of the President's addition flooring to Square One Flooring, in the amount of \$37,077.13, and authorize payment from Capital Outlay-Fund 61. Motion passed.

**X. Other: None**

**XI. Executive Session**

**A. Negotiations**

Jim Koch moved and Richard Hubert seconded to recess into executive session for 20 minutes with the 4 Board members, Amber Knoettgen, Brandon Galm, Caesar Wood, Brandt Hutchinson, 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 6:19 pm. Motion passed. No action taken.

**XII. Adjournment**

Richard Hubert moved and Jim Koch seconded to adjourn the meeting at 6:20 pm. Motion passed.

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