

**Cloud County Community College**  
**BOARD OF TRUSTEES**  
**April 28, 2020**  
**ZOOM Meeting during COVID-19 Crisis**

**Present:** Ellen Anderson, Greg Askren, Richard Hubert, Jim Koch, Patricia Macfarlane, Jesse Pounds; President, Adrian Douglas, Diane Leif-Board Clerk.

**Others Present:**

Attorney-Justin Ferrell; Jim Lowell, Blade Empire, Toby Nosker, KNCK; Jenny Acre, Matt Bechard, Carmen Brady, Gwen Carnes, Cody Cole, Susan Dudley, Shelly Farha, Cathy Forshee, Brandon Galm, Paul Gardner, Heather Gennette, Suzette Ghent, Jamieson Gross, Abu Hossion, VP Amber Knoettgen, Craig Lamb, Chris Langsford, Jessica LeDuc, Todd Leif, VP Pedro Leite, Cindy Lamberty, Andy Meyers, Stefanie Perret, Brent Phillips, Monte Poersch, Kevin Pounds, Tom Roberts, David Shirkey, Beth Whisler, Mark Whisler, Chris Wilson, Caesar Wood Jennifer Zabokrtsky, Rob Zima

- 
- I. The meeting was called to order virtually by Chairman Jesse Pounds at **5:04** pm.
  - II. **Pledge of Alligiance**
  - III. **Adoption of the Agenda** - Jim Koch moved and Pat Macfarlane seconded to amend the agenda to move #6 CONSENT Agenda – D1 Personnel – Contract Renewal Recommendations for Faculty 2020-2021 to #9 ACTION Item C. They adopted the agenda as amended. Motion passed.
  - IV. **Guest Comments:** *Business Dept. Chair/Academic Advisor, Shelly Farha* came forward to give a glimpse of a teacher’s life during this pandemic. She cited several issues students are struggling with on top of taking classes – many are scared, facing many stressors they have never dealt with before, some have simply disappeared, many are now working 1-2 jobs because parents no longer have jobs. On occasion Shelly has had to put aside her planned lectures in order to help students navigate life. She went on to say these are very difficult times but commended with gratitude the President and her administration for holding the college together and giving timely reports. *Mathematics Instructor, Dr. Gwen Carnes* came forward to echo Shelly’s words but added she wished

the Board could have been a part of the email frenzy to see first-hand the depth of faculty dedication at Cloud County. She went on to say, "I am very proud to be a part of such a devoted group of people, and you the board should be very proud of all their efforts." *Chemistry Instructor, Cindy Lamberty* stated she has been instrumental in faculty trainings and reiterated the amount of work the faculty have put in to successfully continue offering courses through the COVID-19 crisis. The efforts are astounding. Cindy also thanked the Administration for standing by the faculty, she also thanked the students for adjusting to these severe changes mid-semester. *Biology Instructor, Josh Urban* pointed out that although things are not easy, there is a lot of neat interaction going on between the faculty. We are working with colleagues we don't usually get to work along-side with as we help each other through online computer issues and teaching methods. Josh went on to say, "this is not easy on anyone, many of my students have complained they didn't sign up for online classes." Well, neither did most of the faculty, this is a learning curve for everyone.

**V. Introductions and Highlights: NONE**

**VI. Consent Agenda** - Jim Koch moved and Greg Askren seconded to approve the Consent Agenda to include the approval of the minutes of the March 24, 2020 regular meeting; the Treasurer's Report; and the Purchasing and Payment of Claims. Motion passed.

**VII. Reports:**

A. **President Dr. Adrian Douglas** began her message by reminding everyone of the college's role in the community prefaced by the mission and guiding values.

She explained the Higher Education Relief Funds (HEERF), that Cloud will receive \$763,000.00; ½ is to go to students; ½ for the institution.

The student portion will be available first; an application process is being established to award the funds to students who qualify; this is proving to be a daunting task, it's a moving target with lots of changes; one of the biggest things we've learned was international students and students who were enrolled fully online 'before the crisis' are not eligible for these funds; The 2<sup>nd</sup> half is for institutional use. When these funds become available, we will reimburse ourselves for some of the losses the college has incurred such as the refunds issued to students for 7 weeks of housing & meals.

*International Students* - A message was sent out to the international students to clarify questions about stimulus funds related to COVID-19. There are many rumors that international students qualify, but

everything we're hearing and reading says they're not eligible. There are a few things at play here:

1) CARES Act (Individual Payments):

These funds are being disbursed by IRS. They shouldn't be going to international students either. F-1 students are typically not eligible to receive funds from the government. They are considered non-resident aliens and do not qualify for the stimulus money, even if they have a social security number. Just because you are studying in the United States does not make you eligible for the benefits of U.S. citizens like receiving federal dollars, even during this crisis. We've been told that some students have received it. It is not clear how, but the colleges message to international students is if they receive a check from the IRS, they should contact the IRS or an immigration tax attorney before cashing it OR return it if they received it in error.

2) HEERF Funds as mentioned earlier):

The college received word last, international students and online only (students who were completely online prior to the crisis) ARE NOT eligible to receive these funds. The funds can only go to students who are eligible for Title IV Financial Aid. This excludes international students.

3) Working Off-Campus

F-1 students cannot automatically work off-campus due to COVID-19. They couldn't do it before hand and they won't be able to do it afterwards. They can apply for an Employment Authorization with USCIS to work off-campus; however, be aware of the following:

- 1) If they apply for authorization, approval is not automatic.
- 2) They have to have been here for a year.
- 3) There is a \$410 fee to apply.
- 4) It will take 3-4 months to process.
- 5) They are not allowed to work until you have the authorization in hand.
- 6) They apply and are granted authorization from USCIS. The college has nothing to do with this process.

If an F-1 student is working without authorization, they are in violation of their F-1 status. Even if a student has a social security card, it says 'Valid for work only with DHS Authorization'. We have recently learned that if a P/DSO has definite knowledge of someone working off campus, the P/DSO MUST report it to SEVIS (we are mandatory reporters). The

student's I-20 may be terminated for unauthorized employment; the student will not be allowed to apply for reinstatement. They must leave the country immediately and reapply for 'Initial' status to reenter the country. Compliance as an F-1 student is very important. Non-compliance puts the College in jeopardy of losing the privilege of issuing I-20s. The message to students is that we will comply with the law. This behavior will not be tolerated and will be reported to the Department of Homeland Security (DHS). Dr. Douglas reiterated it's important to note that these guidelines are not college-imposed, but they are federal regulations by the federal government, including the DHS & the Department of Education.

*Safe Transition Plan* - SU20 classes will be online and via zoom.

We are continuing to monitor the situation with local public entities and our emergency response committee to identify a safe transition plan to normalcy for the fall. Although we don't have much to go on, conversations are starting to work up a plan for moving forward in the fall and whether we bring students back on campus or not. There is no expectation for us to do what the universities do for fall. The community colleges could look very different according to what our county situations are. Our focus should be what is it going to look like from a cleaning, PPE, & temperature, perspective. What kind of supplies are we going to need the procurement of those needs? Our emergency response committee continues to meet every week to keep a pulse on the situation. Minutes from those meetings are available on iCloud, all are welcome to view them to stay abreast of those conversations. The safety and health of everyone is our top priority.

- B. **Vice President for Academic Affairs & Student Success, Pedro Leite** reported how proud he was of everyone's efforts, he thanked the faculty, staff and students for adjusting so well to the new delivery mode. "I could not work with a better group of professionals."
- 1). *Academic Affairs* – the faculty is reporting very few issues with technology and students are attending without too many problems. The SU20 courses will be offered online or through Zoom. The Marketing Plan report for 1<sup>st</sup> quarter has been finalized and will be presented to the board during the May meeting. Workgroups, comprised of 18 people have been established to prepare scenarios for fall.
  - 2). *Student Affairs* - Recruitment efforts have increased the use of social media. All tasks and duties are being conducted via Zoom and

phone calls. The Enrollment Management Plan report for 1<sup>st</sup> quarter has been finalized and will be presented at the May board meeting. IT is helping to create a landing page for departmental introduction videos and how-to videos for students (new & returning). Virtual enrollment Days are set and the registration form is open. Students can choose between a phone or Zoom video enrollment appointments with their advisor on the specified days during the summer for both Concordia and Junction City campuses.

3). *GCC* – all tasks and duties are being conducted via Zoom or phone calls in the areas of Recruitment, Advisement, Enrollment and Financial Aid.

4). *HLC* – the Steering Committee meets weekly. The Strategic Plan report for 1<sup>st</sup> quarter has been finalized and will be presented at the May board working on linking evidence and adjusting copy to the 35,000 word count. HLC Board training will be scheduled in to the August and September board meetings. The visit is scheduled for October 26-27, 2020.

C. **Vice President for Administrative Services Amber Knoettgen –**

1). *COVID-19* - The College continue to participate in the Local emergency planning committee meetings with the county every Thursday. Internally, the College conducts its own emergency response committee meeting each Monday morning. The College has put processes in place to comply with the Families First Coronavirus Response Act. We continue to track all COVID-19 expenses by having staff code the requisitions. *Federal Stimulus* – Amber is working with financial aid and the Business office to coordinate the process on how these funds will be distributed to students.

2). *Financials* - Amber is monitoring the current budget closely to end this fiscal year. All non-essential expenditures have been suspended through the end of this fiscal year as well, along with a hiring freeze. The budget process for FY 20-21 will look different due to COVID-19. Specifically, due to an expected 10% cut in state funding and potential 20% decline in enrollment. Amber is planning for a worst case scenario.

3). *Facilities* - Parking Lot 2 staircase project is at 50% completion and we are working with Peltier Foundry to complete the project. The BID for the gym floor is being reviewed and should be ready to send out. We are discussing the timeline to complete the project. The new Ag Project walk through happened last week and we are working on a short punch-list of

items to get the certificate of occupancy. Specifically, parking and a fire hydrant. Amber will bring for board approval in May.

4) *Auxiliary Services:*

*Residence Life* - All housing and meal plan refunds have been processed as of April 17, 2020 totaling nearly \$322,000.00. The current number of fall applications are at 188. There are 12 Students currently living on-campus through May 15.

*Bookstore* - T-books are being offered in summer 2020 and fall 2020. Canvas and Red shelf integration is complete. May 4-8 Brent will run a 25% off sale for all on-line sales of general merchandise.

*Security* - We are continuing to monitor the GCC and Concordia campuses during this Covid-19 crisis with security staff. Mon-Thurs, and walk-through's Fri-Sun. Caesar is working on the Annual Security Report for 2019 with a review of the crime log and list of Campus Security Authorities for compliance.

*T-Bird Café* - We are providing meals for the 12 students living in campus housing during this Covid-19 crisis. M-F, breakfast, lunch and dinner. Saturday- 1 meal and Sunday 1 meal. We are working on the calendar and schedule with Consolidated for next year, to start back up in August. TBA, with the Covid-19 crisis.

*IT* - continues to support faculty to finish the semester online and staff as they've worked remotely. Tom and his team have done a fantastic job with essentially being down two people. They've picked up the workload and taken on a couple of reports required by the state working with others across the college. Great job! We are expecting delays in some projects that were planned, namely the network overhaul.

*Athletics* - Coaches, although on a face-to-face dead period, continue to communicate, recruit and sign student-athletes. KJCCC meetings were held yesterday and this morning via zoom.

- D. Student Senate Representatives - NONE
- E. Meetings the Board Members attended – NONE

**VIII. Discussion Items:** The members of the Board reserved Friday, May 8, 2020 at 5:00 for the formal evaluation of President, Dr. Adrian Douglas to be hosted on Zoom. Amber Knoettgen will send out a survey through Survey Monkey on Wednesday, April 29, 2020 for the board members to complete by May 6, 2020. The Trustees will discuss the

results of the survey in executive session during the special board meeting on May 8 prior to meeting with Dr. Douglas.

**IX. Action Items:**

- A. Approve Default Management Services** - Jim Koch moved and Greg Askren seconded to approve the contract of INCEPTIA in the amount of \$10,000.00 for default management services for the 2020-2021 fiscal year and authorized payment from Tech Fees. Motion passed.
- B. Approve Jenzabar Maintenance and Support Agreement Renewal for 2020-2021** – Jim Koch moved and Richard Hubert seconded to approve the renewal of the Jenzabar Maintenance and remote services for the 2020-2021 academic year in the amount of \$141,769.00, beginning July 1, 2020 and authorize payment from Tech Fees. Motion passed.
- C. Contract Renewal Recommendations for Faculty 2020-2021** – before making a motion Jim Koch expressed concerns on how the contract renewals were presented to the board. Although he applauds the efforts of the faculty he cited critical issues needed to be addressed. His disappointment was rooted in not knowing how or who was up for renewal, and how evaluations were handled. He felt that information should be included in order to make an informed decision. Jim Koch then moved and Pat Macfarlane seconded to approve the Contract Renewal Recommendations for full time Faculty for the 2020-2021 contract year. Motion passed.

**X. Other: NONE**

**IX. Executive Session:**

- A.** Pat Macfarlane moved and Ellen Anderson seconded to recess into executive session for 15 minutes to discuss negotiations in order to protect the public interest in negotiating a fair and equitable contract, and that we return to open session at 6:55 pm with the 6 board members, Dr. Adrian Douglas, Amber Knoettgen, Pedro Leite, Chris Wilson and Justin Ferrell present in the executive session. Motion passed.  
No action was taken.
- B.** Greg Askren moved and Richard Hubert seconded to move into executive session for 25 minutes with the 6 board members, Dr. Douglas, Amber Knoettgen, Pedro Leite, Chris Wilson 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 at 7:24 pm. Motion passed.  
No action was taken.

Ellen Anderson moved and Pat Macfarlane seconded to adjourn the meeting at **7:27** pm.  
Motion passed.

---

Diane Leif, Clerk of the Board  
Cloud County Community College  
Board of Trustees