

Cloud County Community College
BOARD OF TRUSTEES
March 24, 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; Matt Bechard, Gwen Carnes, Kim Cashman, Brent Cox, Susan Dudley, VP Amber Knoettgen, Craig Lamb, Jessica LeDuc, VP Pedro Leite, Ann Lowell, Kay Reed, Krystal Richards, Tom Roberts, Beth Whisler, Mark Whisler , Chris Wilson, Caesar Wood, Jennifer Zabokrtsky

Students: Isabella Bertossi, Eloisa Brito, Franciele Cupertino, Dani Danyani, Lucas Lyra, Rafael Nascimento, Aora Herreo Nieto, Mariana Passos, Jacinto Pinto, Katie Smith, Franciele Soares, Marian Valdes, Thaynara Soares

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- I. The meeting was called to order virtually by Chairman Jesse Pounds at **5:03** pm.
 - II. **Pledge of Alligiance**
 - III. **Adoption of the Agenda** – Pat Macfarlane moved and Ellen Anderson seconded to amend the agenda to *remove the New Telecommuting Policy* included in the board packet as the Administration determined it be better to include such policy in the Emergency Response Plan, in addition, an Executive Session for Negotiations was added to the agenda. Motion passed.
 - IV. **Guest Comments:** None
 - V. **Introductions and Highlights:** None
 - VI. **Consent Agenda** – Ellen Anderson moved and Richard Hubert seconded to approve the Consent Agenda to include the approval of the minutes of the February 25, 2020 regular board meeting, the Treasurer’s Report; and the Purchasing and Payment of Claims as presented. Motion passed.

VII. Reports:

A. **President Dr. Adrian Douglas** reminded everyone of the College's mission statement and guiding values. Dr. ADouglas explained this month has been like no other. We celebrated Women's History Month with a wonderful Cook Lecture Series on women's suffrage in Kansas. We hosted the college wide In-Service and combined it with the Convocation that had been postponed in January due to weather. We celebrated employee longevity awards in recognizing employees celebrating 5-30 years of service. The executive team held a retreat to set priorities based on the strategic plan: HLC, Increasing overall enrollment, streamlining the budget build process and facilities planning. After the in-service, life as we know it went crazy. We closed for spring break and the bottom fell out with the Coronavirus. The institution started looking at ways for us to "flatten the curve." The safety of our students, staff and community depended on us. We extended spring break, moved all courses to online for the remainder of the semester, closed the campus to students and community, implemented flexible schedules by moving staff to working remotely. We are prepared to completely close the campus should we be ordered to shelter in place. The situation continues to change rapidly and the executive team monitors information while working with county health and emergency officials. Dr. ADouglas reported how very proud she is of the entire campus community. The administration asked employees to step out of their boxes to serve students and they have done just that. While supplies of hand sanitizer became scarce our very own in house chemist, Dr. Abu Hossion concocted our very own Cloud Proud sanitizer to keep us safe. Dr. ADouglas also reported how truly grateful and blessed she was to have her two VP's (Amber & Pedro) by her side through this dark time. Their dedication to the college and the community makes her one Proud Prez.

B. **Vice President for Academic Affairs & Student Success, Pedro Leite** reported how proud he was of the deans and faculty who have stepped it up in these unprecedented times.

- 1) *Academic Affairs* – we have received the official letter from HLC stating our LaHarpe location has been approved. Through this COVID-19 pandemic all the faculty have or are moving their courses to complete online delivery. Labs will be conducted through faculty videos in the lab and simulation software. International students who returned to their home countries will finish their coursework online. At this time all internal meetings will be conducted through Zoom.

- 2) *Student Affairs* – recruitment efforts have shifted to using social media more. A typical campus video will now be done with a recorded video and made available on the website. The Advisement Center is developing a process for students to be advised and enroll in courses remotely. We have had no students withdraw from courses due to COVID-19. Again all internal meetings are being held through Zoom.
- 3) *HLC* – all meetings related to the HLC visit are being Zoomed. The annual conference scheduled in April have been cancelled due to the pandemic. The Assurance report is still due mid-July. The site visit is still set for October 26-27.
Good news – students involved in the music ensembles are going to be putting together music videos that will be posted each week to lift everyone’s spirits during this difficult time. We are calling them #TBirdsRiseAbove music videos.

Trustee Ellen Anderson asked how testing was to be handled online during this time. Pedro Leite reiterated that the mandatory online testing proctor rule has been lifted. At this time everyone is on their honor. Tests are timed and given one question at a time. Pedro went on to say, although this is a very difficult time in our history, it has brought the best out in people and thanked his faculty for stepping up their game for our students.

C. Vice President for Administrative Services Amber Knoettgen

- 1) *Financials* – We are working through the budget to see exactly where we are at right now due to COVID-19. We have suspended all non-essential expenditures through the duration of the emergency. Staff have been asked to track all COVID-19 expenses by coding their requisitions with COVID-19.
- 2) *Facilities* – the Facility Plan has been postponed through this emergency. The staircase project is ongoing. They hope to have it completed by the end of April. The Ag Facility is still on track in hopes of completion by April, weather permitting. The roof is on, they are working on the inside. The new HVAC system for the Library was installed over spring break. Thank you Rex for being available to see that job completed. In Auxiliary Services – Emergency Planning has been in full force with Amber, Caesar and many others across the college and the county. The custodial, maintenance and security staffs have adapted well to the recent events and their flexibility is appreciated. The Bookstore has been working with Redshelf on a free course materials program. We have seen a 5% increase in general merchandise in the bookstore. Residents Life is taking applications for fall 2020 and currently of the 154 applied 55 are signed up. RA

interviews for next year are being done by phone. 13 students remain on campus because they had no-where to go during this COVID-19 pandemic. The Cafeteria is serving breakfast and lunch to these students.

- 3) *IT* – the IT Team has been working to help faculty prepare for going online for the semester by checking out laptops and offering trainings in Microsoft One Drive and Zoom. They will prioritize handling helpdesk tickets for employees while we work from home. At this time IT will only help students who are currently living on campus with computer needs. We are expecting delays in some projects that were planned.
- 4) *Athletics* – All NJCAA sporting events have been cancelled due to COVID-19. The Men’s Track team ended as the 2020 KJCCC West and Region 6 Indoor Champions and 5th overall at the NJCAA Indoor Championships. The Women’s track ended as the 2020 KJCCC West and Region 6 Indoor Runners up and 5th overall at the NJCAA Indoor Championships. Baseball was off to a great start and ended with a 14-4 record. Softball ended their season with a 5-6 record.

Trustee Ellen Anderson asked if the Audit and Finance Committee met before the board meeting. Amber Knoettgen explained the committee handled questions through email and felt it went well that way. Anderson asked if she could email her questions, Amber said of course.

D. Student Senate Representatives – None

- E. Meetings the Board Members attended** – Ellen Anderson attended the PTK Honor Luncheon held in Topeka on March 12. Cloud had 2 students present, R’ielle Smith and Katrina Stickna. Ellen stated it is just a joy to be part of that event.

VIII. Discussion Items: None

IX. Action Items:

A. Executive Session: Consultation with Legal Counsel -

Ellen Anderson moved and Pat Macfarlane seconded to recess into executive session to consult legal counsel on matters protected by attorney/client privilege in order to protect the attorney/client privilege and the board’s position in litigation, potential litigation and administrative proceeding for **40 minutes** with all 6 board members, Dr. Adrian Douglas, Amber Knoettgen, Pedro Leite, Chris Wilson and Justin Ferrell, and return to the Zoomed open session meeting at 6:25 pm. Motion passed.

Ellen Anderson moved and Richard Hubert seconded to suspend the College's men's and women's soccer programs *indefinitely*, effective immediately. The **motion passed 5/1** with 5 votes in favor from Ellen Anderson, Greg Askren, Richard Hubert, Jim Koch and Jesse Pounds and 1 vote against from Pat Macfarlane.

B. Contract Renewal Recommendation for Basketball Coaches -

Ellen Anderson moved and Jesse Pounds seconded to renew the contracts for Jordan Altman as Head Men's Basketball Coach and Taylor Jones as the Assistant Men's Basketball Coach and Josiah White as the Assistant Women's Basketball Coach. Motion passed.

C. Approve Policy C5 – Nondiscrimination

D. Approve Policy F21 – Records Retention

E. Approve Policy F23 – Tobacco Usage and Nicotine Delivery Devices

Pat Macfarlane moved and Greg Askren seconded to approve ACTION Items C, D, and E all related to policy as discussed at the February 25th meeting. Motion passed.

X. Other: None

IX. Executive Session: Greg Askren moved and Jesse Pounds seconded to recess into executive session for 10 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 6:46 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.

Greg Askren moved and Pat Macfarlane seconded to adjourn the meeting at 6:54 pm. Motion passed.

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