

Cloud County Community College

BOARD OF TRUSTEES

July 28, 2020

Present: Ellen Anderson, Richard Hubert, Jim Koch, Pat Macfarlane, Jesse Pounds;
Interim President Amber Knoettgen, Diane Leif-Board Clerk.

Others Present:

Attorney-Justin Ferrell; Jim Lowell - Blade Empire; Toby Nosker - KNCK; Carmen Brady, Gwen Carnes, Brent Cox, Ron Elniff, Cathy Forshee, Dr. Todd Leif, VP Pedro Leite, Heather Morgan, Andy Myers, Carleen Nordell, Stefanie Perret, Kim Reynolds, Tom Roberts, Jennifer Schroeder, Kim Smith, Beth Whisler, Mark Whisler, Chris Wilson, Amanda Wolf, Caesar Wood, Christy Wood, Jennifer Zabokrtsky

Not Present: Greg Askren

- I. The meeting was called to order by Chairman Jesse Pounds at 5:05 pm in Room 257 of the President's Addition.
- II. **Pledge of Alligiance**
- III. **Adoption of the Agenda** – Ellen Anderson moved and Jim Koch seconded to amend the agenda to include two additional items to the *CONSENT Agenda* as part of the **A List**, the purchase of **1.** ATI NCLEX test materials and Virtual ATI NCLEX-RN prep tool; **2.** Barracuda Service Renewal for 3 years; also to the *CONSENT Agenda* under PERSONNEL the administration requested the appointment of Kody Sindelar to the position of Library Associate Assistant. And, in *ACTION Items*, amend the 2020-2021 Academic Calendar as the *2021-2022 Academic Calendar* and, add the renewal of the Adobe ETLA Annual Contract for software licenses. Lastly, an additional executive session for attorney client privilege. Motion passed.
- IV. **Guest Comments:** Dr. Todd Leif, Dean of STEM came forward to thank the original Board of Trustees who hired him 30 years ago this month as a physical science instructor. He highlighted many events over the course of his career afforded him by the administrations and boards he had served under. Leif sincerely thanked the current Board and sited having taught most of the board's children and/or siblings, in addition he even taught our current interim president, Amber Knoettgen. Ultimately, after 30 years of service in higher education Dr. Leif announced his retirement. New ideas await

him back home in Nebraska where he will continue his love of teaching as the physics and chemistry instructor at Bennington High School near Omaha.

- V. Introductions and Highlights:** Heather Morgan, Executive Director for KACCT gave an overview of the legislative updates happening at the state level. She also discussed SPARK funds distributed in phases. Meetings with Board of Regents regarding postponement of athletics and the newly formed Higher Ed Council focusing in on the 2-year sector. Heather cited her support of Amber and appreciates all of Amber's efforts as she leads CCCC through unstable times.
- VI. Consent Agenda** – Jim Koch moved and Ellen Anderson seconded to approve the Consent Agenda to include the approval of the June 23, 2020 regular board meeting, the July 17, 2020 special board meeting, the Treasurer's Report, the Amended Purchasing & Payment of Claims (A List), and the appointment Aero MacWhinnie to the position of Youth Services Coordinator on a full-time, KPERS covered, grant-funded professional services contract and the appointment of Kody Sindelar to the position of Library Associate Specialist on a ¾ time, KPERS covered position. Motion passed.
- VII. Reports:**
- A. *Interim President, Amber Knoettgen* – opened her report with the mission statement and guiding values. She reminded us of the impact and importance the College within the community. Amber went on to explain we are preparing to welcome faculty and students back. Communications to students/parents regarding FA20 expectations are going out. We are mandating masks for everyone.
- President's Report:* the Community College presidents continue to meet every Friday to discuss COVID-19. Organized and represented by Heather Morgan, KACCT Executive Director who helps to streamline the community college response efforts relating to COVID-19 especially in regards to funding. The Cloud Count SPARK Committee allocated \$113,926.84 to the College from the funds they received totaling over 1.7 million. This allocation was determined by the Budget Authority and based on the number of students. The county commissioners voted to have the MOU passed by each entity at their last meeting July 20. The next phase of SPARK funds will be designated directly for education. Heather Morgan was able to secure 9.4 million for community colleges. This includes 2.7 million for PPE, 5.2 million for IT (remote learning) and 1.5 million that will likely be a grant application for the inconvenience caused by any K-12 delays. This will likely be distributed as a set amount for each college first and then based on FTE. On July 20th Amber presented to the Washington County Rotarians on the College's response to COVID-19. On July 8th the Foundation Office held their office retreat to which Amber attended. Several

initiatives were discussed to help offset the cancellation of this year's auction and working around the confines of COVID-19 this fall. The foundation is awarding an additional \$90,000 in scholarships to attract potential students who have not made decisions for fall. The Foundation also secured \$20,000 from Dane G. Hanson to finish the new Ag Facility parking lot. On July 13, the NJCAA voted to remove all fall sports except Cross Country to SP21. Right now that includes scrimmages, but the presidents meet again September 1 to reevaluate that decision. With the fall semester rapidly approaching, preparations for the Fall In-Service/Convocation. Nomination forms for the Board of Trustees Awards were emailed to the Board last week, those are due Friday, July 31. Classes begin August 19.

- B. *Vice President for Academic Affairs & Student Success, Pedro Leite* – reiterated fall classes begin August 19 and reminded the board of the plan to send students home at Thanksgiving break and finish the semester online the last two weeks of school. Pedro thanked Dr. Todd Leif for his years of service and he expressed Todd's "expertise and human touch will be greatly missed and very hard to replace," Pedro wished Todd and his family the best.
- Academic Affairs* - Meetings continue with Scott Sprouls and Cade Wilcox, plans to tie the new 16 hour Business Entrepreneur certificate are being discussed. August 10 the faculty return to campus. Pedro invited any Board members to the In-Service/Convocation that day. A search committee has been formed for the Dean of STEM position headed by Brent Phillips. The new dean & VPAA primary goal will be to grow GCC, Pedro has initiated a plan that he will share with Amber. International students are arriving to campus by Monday, August 3 in order to quarantine the required 14 days before classes begin. Countries with travel bans, we will allow students to enroll in 12 hours of online instruction per SEVIS requirements. This is forever changing. The classrooms are all set up for social distancing requirements
- HLC* – Our HLC consultant, Sue Darby passed away on her birthday, this was a total shock and another hurdle for us to deal with through the accreditation process. Pedro has found a replacement in Marie Giacomelli who will finish Criterion 5. At this time, only one peer reviewer is coming to campus in October. The other four will interview through ZOOM. We are waiting for the agenda.
- C. *Vice President for Administrative Services Amber Knoettgen* – the FY19 financial closeout is complete and the college ended the year well despite COVID. The FY21 budget is completed and we are planning for the budget hearing.
- Bookstore* – T-Books are posted on the website for FA20 and Dell Laptops will be ready for student purchase. Amber credited Brent Cox for his hard work on this.

He plans to beef up online sales by offering a kick off sale August 7 through September 7.

Residence Life – We begin international student move in on August 3 – they will quarantine for the required 14 days. Meals will be delivered 3 times a day along with some care packages. We are at 261 students in housing with a maximum of 271. The Thunder Heights WiFi project is moving and should be complete by the week of August 10.

Facilities – The outside staircase is 65% completed, we are putting Peltier’s feet to the fire to finalize the project. We have posted to hire a new custodian to replace Craig Wolf. PPE supplies are in stock, we are monitoring closely and look to receive reimbursement dollars.

Security – Security cameras at T-Bird Village will be installed this week.

T-Bird Café – the cafeteria opens Monday, August 3 to serve students who are in quarantine, meals will be delivered to their door. We will limit the cafeteria to 50 people to follow social distancing guidelines. Chairs have been removed to help control flow and masks are required unless you are eating.

IT – they have been diligently working to update technology and accommodate remote teaching/learning this fall. Amber credited Tom, Jim and Jonah for their tireless efforts to keep us moving forward.

Athletics – We hosted the annual T-Bird Golf Classic on July 18, we had great attendance and earned approximately \$11,700. 88 student-athletes received Academic All-American awards, 26 of whom earned 1st Team Academic All-American honors. The Burnell Ukens’ Academic Teams of the year were Softball finishing with a 3.6 overall GPA and Baseball who finished with a 3.58 overall GPA. Congratulations to ALL our student athletes.

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

VIII. Discussion Items: NONE

IX. Action Items:

A. Authorization for Renewal of Cloud County Neighborhood Revitalization Plan Resolution 2021-1.

Ellen Anderson moved and Pat Macfarlane seconded to approve Resolution 2021-1 authorizing the renewal of Cloud County Neighborhood Revitalization Plan. Motion passed.

B. Approve Policy C19 – Workers Compensation

Jim Koch moved and Richard Hubert seconded to approve Policy C19 – Workers Compensation as discussed and reviewed at the June 23, 2020 board meeting. Motion passed.

C. Approve 2021-2022 Academic Calendar

Pat Macfarlane moved and Ellen Anderson seconded to approve the 2021-2022

D. Set Date of Public Hearing and Approve Publishing the Notice of Public Hearing

Richard Hubert moved and Jim Koch seconded to authorize publication of the Notice of Public Hearing for the 2020-2021 certified budget, with the hearing scheduled for *Tuesday, August 11, 2020 at 5:00 pm* in Room 257 of the President's Addition at Cloud County Community College, Concordia Campus. Motion passed.

E. Approval of MOU for Acceptance of Coronavirus Relief Funds.

Jim Koch moved and Pat Macfarlane seconded to approve the MOU between Cloud County Community College and Cloud County to accept Coronavirus Relief Funds, and authorize the Chairman of the Board of Trustees to sign the MOU. Motion passed.

F. Approval of Adobe ETLA Annual Contract

Jim Koch moved and Richard Hubert seconded to approve the purchase of a 3 year contract from SHI International Corp. in the amount of \$9,163.00 for the first year and authorize payment from Tech Fees. Motion passed.

X. Other: NONE

IX. Executive Session:

A. Consultation with Legal Counsel

Richard Hubert moved and Pat Macfarlane seconded to recess into executive session at 6:36 pm for 20 minutes with the five present board members, Interim President Amber and Attorney Justin Ferrell to consult legal counsel on matters protected by the attorney/client privilege in order to protect the attorney/client privilege and the board's position in litigation, potential litigation and administrative proceedings and we return to open session in this room at 6:56 pm. Motion passed.

Jim Koch moved and Pat Macfarlane seconded to return to executive session at 6:58 pm for an additional 20 minutes with the five present board members, Interim President Amber and Attorney Justin Ferrell to consult legal counsel on matters protected by the attorney/client privilege in order to protect the attorney/client privilege and the board's position in litigation, potential litigation and administrative proceedings and that we return to open session in this room at 7:18 pm. Motion passed.

Jim Koch moved and Ellen Anderson seconded to again return to executive session for a third time at 7:19 pm for an additional 20 minutes with the five present board members, Interim President Amber and Attorney Justin Ferrell to consult legal counsel on matters protected by the attorney/client privilege in order to protect the attorney/client privilege and the board's position in litigation, potential litigation and administrative proceedings and that we return to open session in this room at 7:39 pm. Motion passed.
No action taken.

B. Non-Elected Personnel

Jim Koch moved and Ellen Anderson seconded to recess into executive session at 7:41 pm for 20 minutes with only the 5 present Board members to discuss personnel matters pertaining to non-elected personnel in order to protect the privacy interests of the person(s) to be discussed, and that we return to open session in this room at 8:01 pm. Motion passed.
No action taken.

Ellen Anderson moved and Pat Macfarlane seconded to adjourn the meeting at 8:01 pm.
Motion passed.

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