

Cloud County Community College

BOARD OF TRUSTEES

October 28, 2020

Present: Ellen Anderson, Greg Askren, 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 (ZOOM); Toby Nosker – KNCK (ZOOM); Dr. Gwen Carnes (ZOOM), Susan Dudley, Susan Ghent (ZOOM), Cindy Lamberty (ZOOM), Jessica LeDuc, Carleen Nordell, Samantha Pounds, Tom Roberts, Dr. Brian Stark, Chris Wilson, Caesar Wood (ZOOM), Jennifer Zabokrtsky (ZOOM), Dr. Kim Zant

Ambassadors: Sponsors - Britni Tremblay & Stephanie Lichtenauer; Students – Mackinze Barta, Riley Bontrager, Kelee Siebold, Trevor Stevens, Lakyn Tenbrink

Concordia Student Senate: Sponsor – Carleen Nordell; Students – Johan Cobena, Shaleena Cook, Javier Cruz, Brianna Gant, Kaleigh Harbaugh, Rachel Holthaus, Patrick Kennedy, Maryse Mbenoun, Kelee Siebold, Karlee Wahlmeier

GCC Student Senate: Sponsor Suzette Ghent; Students – Darold Barber, Cassie Moore, Raven Smith

Residence Life – Sponsor Susan Dudley, Students – Haley Belt, Taylor Burks, Melissa Conn, Mark Cooper, Brenna Davidson, Maddie Ferrell, Bryan Hansen, Kenzie Hegemann, Maryse Mbenoun, Jaden Parsons, Matti Riley, Kelee Siebold

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- I. The meeting was called to order by Chairman Jesse Pounds at **5:04** pm in Room 257 of the President’s Addition.
 - II. **Pledge of Alligiance**
 - III. **Adoption of the Agenda** – Ellen Anderson moved and Pat Macfarlane seconded to adopt the agenda as presented. Motion passed.
 - IV. **Guest Comments:** None
 - V. **Introductions and Highlights:**
 - A. Student Leadership were introduced to the Board of Trustees.
 - 1) Ambassadors
 - 2) Student Senate
 - 3) Residence Life

VI. Consent Agenda – Greg Askren moved and Pat Macfarlane seconded to approve the Consent Agenda to include the minutes of the September 22, 2020 regular board meeting, the September 29, 2020 special board meeting and the October 19, 2020; the Treasurer’s Report; and the Purchasing and Payment of Claims; and approve the appointment of Samantha Pounds to the position of Clerk of the Board of Trustees effective November 1, 2020. There was no recommendation available for the Bookstore Manager. Motion passed.

VII. Reports:

A. *Interim 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. We have 4 weeks remaining until we go to all remote learning after Thanksgiving break. Fingers crossed we survive without a major COVID outbreak. We continue to screen upon entry and require masks of those who enter. Screening continues to go exceptionally well. *President’s Report* – Amber welcomed Dr. Kim Zant as the new Vice President for Academic Affairs. Amber is excited to have Kim on-board. Her first week the auditors were on campus and the second week HLC arrived. She is quickly learning the ropes here at Cloud.

The HLC Review Team conducted their comprehensive evaluation for reaffirmation of accreditation October 26 & 27. The college should receive the initial report within the next two weeks. Amber said the HLC Team commented, that Tom Roberts did a fantastic job operating the virtual meetings and Brandon Galm made things run so smoothly.

Enrollment for the second session is up! The increase comes mainly from our online courses. We made a hard push for 2nd session. Last year there were 281 credit hours for second session and this year we have 893. This is a win for us! TRiO will be participating in the First Generation Celebration Week November 8-14. They plan to highlight our faculty and staff who are first generation students by giving them a “Proudly First Generation” sign. This campaign is to help students identify faculty and staff who are first generation and willing to be an advocate for the students and help them feel more comfortable.

Foundation - the Foundation raised more than \$31,000 for various scholarships, activity and organization funds with 70% employee participation during the Employee Giving campaign. That is a 7% increase in participation!

The Foundation started an Emergency Laptop Grant for students. This program offers a ready-to-operate laptop computer to qualified students. The Foundation’s outstanding group of volunteer scholarship committee members will review the applications. As the College moves to remote learning after Thanksgiving Break, the Foundation hopes to provide laptops to students who do not have the resources to purchase their own laptops.

We are gearing up for our annual year-end appeal. Letters will be sent to alumni and donors, plans to use a new peer-to-peer fundraising model, and ask those who already support Cloud to become ambassadors and share through social media.

The Foundation Board of Directors will hold its next regular meeting on November 12 at 7:00 pm.

There was a Campus Community Meeting via zoom on Friday, October 23rd with over 75 employees in attendance. These meetings, held since May provide a great opportunity for college updates, open discussion, and transparency among faculty and staff.

Retirements & Recognitions:

Assistant Registrar, Patti Elliott is retiring and her last day will be Friday, October 30th. Patti started working as a Secretary in Student Records on October 10, 1981 (39 years ago). She became a Data Entry Operator in Student Records on January 13, 1986. Then moved up to become the Assistant Registrar in Student Records on October 1, 1999. Patti earned an Associate of Arts in Business from Cloud County Community College in 2000. She was earning her degree while working a full-time job and being a wife and mother of two children. In 2005 Patti earned her Bachelor's degree from Friends University.

Diane Leif will be leaving us effective November 6th to begin a new adventure with Todd and their family in Nebraska. Diane has served the college for the last 29 years. Amber publicly expressed her appreciation for Diane's dedication to our T-Bird family and wished her the very best on this next chapter. It has been a pleasure working with and getting to know her. Diane will be missed.

Meetings attended - the Council of Presidents continue to meet weekly with the Executive Director of KACCT, Heather Morgan who keeps us well informed on things happening at the state level. We have our next meeting this Friday at 11am.

- B. *Vice President for Academic Affairs & Student Success, Dr. Kim Zant* - The SPARK Committee has approved two classrooms for each campus to be upgraded to "Innovation Classrooms" this will include Promethean boards, movable cameras, and surround sound speakers to support remote and distance learning via zoom. As the rooms are successfully tested the hope is to expand into more classrooms with the remaining SPARK dollars. We are working to assure assessment of our online courses match our in-person courses in areas such as engagement, course materials, etc. This was pointed out by the HLC Review Team. (RE) Renewable Energy has begun recruiting efforts and plan to expand their areas for presentation and information sessions. Cadaver lab tours will resume in the spring. The Student Senate plans to use art supplies and our art room for a pumpkin painting event. Art instructor Amy Kern is planning to have a virtual art show in the spring. The Early Childhood Education students and their instructor, Joan Robison are working with an alternate lab activity project. They have at appx. 18 preschools, family day cares and parents in both Cloud and Republic counties involved in the project with around 180 children. Our students develop weekly projects reflecting traditional themes which include developmentally appropriate fine motor/prewriting/literacy, etc. skills. The Cloud students also created a Face Book page hosting pictures that have been properly vetted to help recruit future students. Concordia campus Math

Instructor, Mark Whisler and Aero McWhinnie of GCC will serve as our new PTK advisors.

Retirements & Resignations:

Renewable Energy Instructors, Randy Ganvoort announced his retirement effective December 2020 and Dan Cyre plans to retire at the end of this academic year. Dr. Crystal Davis submitted her letter of resignation effective November 3, 2020, she has served as the Retention Specialist at the Geary County Campus.

Upcoming Events –

MUSIC

- *November 16 – Band Concert*
- *November 17 – Choir Concert*

Both concerts will be live-streamed due to COVID-19.

THEATRE

Violette Kjeldgaard is currently accepting submissions for "Our Spoken Words."

There are no auditions, those interested in performing a piece or multiple pieces, merely need to complete the participation interest form by Nov. 1st.

Rehearsals will be scheduled individually with the performers but will take place the week of Nov. 15 between 6-9 pm.

Performance is Friday, Nov. 20 @ 7 p.m. The performances will be live-streamed via zoom to our YouTube page. Everyone is welcome to participate.

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

Financials:

- *Auditors* were here the week of October 19th. The visit went very well! I want to acknowledge Mary L, Suzi K., and the foundation for all their hard work.
- The SPARK committee working with the funds from KBOR amounting to \$256,778.00 started making recommendations. These funds must be spent by December 30th. We will continue to update the board on those purchases.
- Policy F7 is in the packet for discussion tonight. Amber asked that any suggestions be made before the November 17th meeting where we hope to bring it for approval.

COVID-19 update

- The Concordia Campus currently has 29 positive cases with 2 being active. GCC has 2 positive cases with one being active.

Auxiliary Services –

- Bookstore is currently advertising for the manager position.
- Residence Life - Susan is working to identify which students will be stay over break. Two buildings remain set aside for quarantining students. That arrangement has worked very well thus far.
- Facilities - The staircase was fitted and now being painted and coated. Completion is set for November 3. The Ag building was issued a Certificate of Occupancy. We are waiting on a couple of outstanding items that will be addressed before it will be brought to the trustees for acceptance.

- T-Bird Café - The Cafeteria will be serving their last meal November 24th.

IT –

- Tom did a great job moderating the zoom meetings during our virtual HLC visit. The review team chair complemented him during our exit interview.
- Tom and his IT team are heavily involved in the allocation of the SPARK funds awarded through KBOR to Cloud.

Athletics -

- All practices have begun and masks are being worn at all times.
- Volleyball has a scrimmage Friday, October 30 at 6:30 vs. Kansas Wesleyan. The cap for attendance is 183. Typically, the gym hold 732 in actual seats/bleachers.
- Men's XC: Habtamu Gata, was named NJCAA Division I runner of the week.
- Women's XC: Patricia Koma, was named NJCAA Division I Runner of the Week.
- Cross Country Region 6 meets at El Dorado on Friday running at noon and 1.
- Cross County Nationals at Fort Dodge IA is November 14th – crowds will be less than 500 to meet KDHE guidelines on quarantining.

D. Student Senate Representatives – None

E. Meetings the Board Members attended –
 Jim Koch attended recent negotiations meetings
 Ellen Anderson attended recent negotiations meetings
 Richard Hubert attended the recent Benefits Committee meeting
 Jesse Pounds attended Pros of Con meeting

VIII. Discussion Items – the following policy was brought for discussion and will be brought back for board approval at the November 17, 2020 board meeting. Chris Wilson and Amber Knoettgen explained changes to the procedures were recommendations of KASB.

A. **Policy/Procedure F7 – Purchasing** – Both Greg Askren and Pat Macfarlane voiced their concerns and hesitancy for raising the purchasing power to \$25,000. Jim Koch respectfully disagreed with them stating costs have skyrocketed. The current \$10,000 purchasing restriction is very cumbersome especially in the bidding process. Jim continued to state he was in favor of raising the purchasing power to \$25,000. Pat acknowledged she had not considered project bids. Ellen Anderson added since there is clear administration communication with the Board this was a reasonable request. Time is of the essence when Amber needs to bid projects for the college. Jesse Pounds agreed stating the current restriction delays business of the college. Richard Hubert added that \$25,000 is not out of line as \$10,000 doesn't buy much anymore. He does want to see things well managed and controlled but he is in favor of the increasing the purchasing price to \$25,000.

IX. Action Items – Jim Koch moved and Greg Askren seconded to approve the transfer total of \$100,000 from Fund 52 to the General Fund with \$50,000 to be transferred in FY20 and \$50,000 to be transferred in FY21. Motion passed.

X. Other: None

IX. Executive Session:

A. Negotiations

Pat Macfarlane moved and Greg Askren seconded to recess into executive session at 6:15 for 15 minutes to discuss negotiations in order to protect the public interest in negotiating a fair and equitable contract with the 6 Board members, Amber Knoettgen, Kim Zant, Chris Wilson and Justin Ferrell, and return to open session in this virtual room at 6:30 pm. Motion passed.
No action taken.

B. Non-Elected Personnel

Greg Askren moved and Ellen Anderson seconded to recess into executive session at 6:31 pm for 30 minutes with 6 Board members, 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 in this room at 7:01 pm. Motion passed.

Greg Askren moved and Jim Koch seconded to return to executive session at 7:05 pm for an additional 15 minutes with Board members, 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 in this room at 7:20 pm. Motion passed.

Jim Koch moved and Richard Hubert seconded to return to executive session at 7:22 pm for an additional 15 minutes with 6 Board members, Amber Knoettgen, 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 in this room at 7:37 pm. Motion passed.
No action taken.

Ellen Anderson moved and Jim Koch seconded to adjourn the meeting at 7:38 pm. Motion passed.