

Cloud County Community College

BOARD OF TRUSTEES

December 14, 2021

Present: Greg Askren, Bruce Graham, Richard Hubert, Jim Koch, Pat Macfarlane, Jesse Pounds, President Amber Knoettgen, Dr. Kim Zant, Caesar Wood, and Samantha Pounds - Board Clerk.

Others Present:

Attorney - Justin Ferrell, Jim Lowell - Blade Empire, Toby Nosker – KNCK, Chris Wilson, Jennifer Zabokrtsky, Jessica LeDuc, Susan Dudley, Matt Bechard, Stefanie Perret, JD Koons, Tom Roberts, Kevin Lutes, Neil Phillips, Amanda Kendall, Cindy Lamberty, and Monte Poersch

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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** – Pat Macfarlane moved and Greg Askren seconded to amend the consent agenda to correct the year to 2022 for Waiver of Policies on Alcohol on Campus under action items. Motion passed.
 - IV. **Guest Comments** – Toby Nosker spoke to give thanks to the college for a recent volunteer effort. Toby has been coordinating the Salvation Army Bell Ringing activities here in the community for the last nine years. The money raised each year, since we do not have a local Salvation Army office, gets to stay in Cloud County and benefit our community. Throughout his nine years, the college has been very supportive with volunteering. Many groups that have volunteered over the years include Phi Theta Kappa, Resident Assistants, and even the Marketing Office. The last year was a tough year due to COVID-19. He didn't pursue getting student groups from the college because he knew how important it was to make sure they all stayed in good health. This year Toby spoke about this volunteer effort at the Pros of Con meeting where JD Koons was in attendance and within a couple of hours Zoe Merz had already reached out to him to get some student groups signed up to ring the bell. Trustee Bruce Graham was even out there today ringing the bell. Toby just wanted to thank all of the students and the college for their continuous support.

V. Introductions and Highlights

A. 2020-2021 Audit – Neil Phillips with Jarred, Gilmore, and Phillips P.A. presented the 2020-2021 Audit. The audit will be brought back to the January Board of Trustee’s meeting for approval.

VI. Consent Agenda – Bruce Graham moved and Jim Koch seconded to approve the Consent Agenda to approve the minutes of the November 16, 2021 regular board meeting; Treasurer’s Report; Purchasing and Payment of Claims; English Instructor – William Kingsland; Policy C3 – Employee Classification; and Policy D3 – Grades and Grading. 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) **President’s Report** – We had a very successful semester and we commend our faculty, staff, and students on all their hard work. Reminder to everyone that the College will be closed for Christmas Break until January 3rd. Kim Zant and Amber traveled to Topeka for the Kansas Board of Regents (KBOR) meetings on November 17th. This was a good trip with the performance indicator changes that we requested were approved. Welding also received final approval by the Board of Regents. Kim and Amber also met with President Greg Nichols from Salina Area Technical College (SATC) on November 18th on KSU’s proposal for UAS. Our team met with Enel on December 2nd to discuss the Technical Education Building and their possible support/partnership for the Renewable Energy portion of the project. Amber attended the KACCT meetings on December 3rd-4th and also thanked Trustee Bruce Graham for attending the Trustee portion of the KACCT meetings. Kim, Trustee Jesse Pounds, and Amber also met with Scott Sproul, CEO of NWKEI, Inc., on December 7th to continue discussion on ongoing projects. Amber again shared how we are honored and proud to be named the Aspen Prize Top 150 list, which is the top 10% of public 2-year institutions. The next step is an application narrative and student progress data that is due on December 13th. From there the process is narrowed down to 10 finalists. Huge thank you to our HLC liaison for writing a letter of support for us to submit.
- 2) **Marketing** – Here are our top performing posts of 2021 and the number of people they reached: 1) Promotional Video – 17,303 2) Deb Monzon’s 600th Win – 9,628 3) Halloween Costume Photos – 5,268 4) PTK Induction in April – 5,158 5) Ag Arena Ribbon Cutting & Open House – 4,560 6) Men’s Basketball

Team Welcoming Concordia Elementary Students in August – 3,900. The new commercial started running on November 22nd. It runs on KSNT (NBC), KTMJ (FOX), KTKA (ABC), and the CW – all the local Topeka stations. It runs on each station at least twice a day.

- 3) Foundation – The Foundation has seen amazing results from the change in the Year End Campaign. They segmented our direct mail solicitation and created a 12 Days of Giving campaign that is currently running on Facebook, Twitter, Instagram, and LinkedIn. So far, more than \$80,000 has been raised! The College, Foundation, GLMV, and the North Central Regional Planning Commission are working together on the Economic Development Grant for the Technical Education and Innovation Center. We have started to meet with industry partners and looking at several other grant opportunities for the project. The Foundation has seen an increase in President's Club members and overall giving by more than \$30,000 compared to last year. It has been a wonderful year so far and we look forward to what the new year holds!
- 4) Athletics – Wrestling is ranked 11th. Their first home duel will be January 11th versus Barton Community College. Men's Basketball and Women's Basketball are currently both 7-7. Their next game will be at home on January 5th versus Coffeyville Community College. The 2021 Athletic Hall of Fame Inductees have been decided: Laura (Herman) Mann – Topeka, KS Women's Basketball 1999-2001, Roger Koester – Concordia, KS Men's Cross Country/Track & Field 1986-1988 and previous member of the Board of Trustees, Craig Stromgren – Abilene, KS Men's Basketball 1982-1984. These Athletes will be inducted on Saturday, January 29th during half time of the Men's Basketball Game. This will enhance the Basketball Alumni Weekend.
- 5) Upcoming Meetings and Events – Planning a trip to Colby Community College to tour their Event Center and Big Blue Barn Facility. In-Service is scheduled for January 10th. We will be discussing and scheduling the 2022 Organizational Meeting and BOT Retreat tonight.

Amber shared that tonight is Trustee Greg Askren's last meeting. On behalf of the college she thanked him for his service and support of Cloud. He has been a member of the Board of Trustees since 2009; 12 years of service.

B. Vice President for Academic Affairs - Dr. Kim Zant

- 1) Kim introduced Amanda Kendall who is our new Nursing Instructor and Coordinator of Allied Health. We are very excited to have her joining our Cloud family. We survived Finals Week! Kim gave a shout out to all faculty for their perseverance and professionalism as it was a challenging week with numerous obstacles that were beyond their control. Thank you to everyone involved. Both

Pharmacy Tech and Welding Tech certificates obtained their final approvals this month as we received the Dept of Education's approval. Pharmacy Tech will be offered in the full spring semester and we have advertised as such. We are still working on the location for our welding program and hope to launch it second session of the Spring Semester or Fall Semester at the latest. Stefanie Perret shared that the Geary County Nursing Program was voted unanimously to be approved by a committee of the Kansas State Board of Nursing. ACN, our accrediting body, has recommended our program for approval to the full Board of Nursing. They will have a decision on full approval after January 7th. Anticipated orientation for the 18 students enrolled at the Geary County Campus for this program is scheduled for Friday, December 17th. We are very excited to begin this program. We received notification that we were awarded the JIIST grant for \$12,428. Don Benjamin and Jamie Gross will now continue to work with the local producers to develop the grain industry training and scholarships for students. Thank you to Don and Heather Gennette for all their hard work on this grant. Our equestrian team competed at the University of Nebraska Lincoln Zone 8 Region 5 Intercollegiate Horse Show Association (IHSA) competition. Our team won reserve High Point Team with Addy Trimmell - 1st in Ranch Riding and 5th in Horsemanship; Jordan Murphy - 1st and 3rd in Horsemanship; Danali Cramer - 5th and 5th in Horsemanship; Halie Thompson - 3rd and 6th in Horsemanship. We had a great turnout for both the play at Brown Grand Theater and our Winter Concert. Thank you to all that supported our students and faculty in those events. We continue to meet with Concordia High School and Junction City High School monthly and have made progress on our dual advising initiative. Both of our partner schools agree this will be beneficial to students and really appreciate all of Kris Farmer and JD Koons work on this project. April and Kim met twice this month with Clifton-Clyde's Superintendent and counselor regarding offerings in the Spring Semester to assure instructors meet the minimum qualifications guidelines and to provide support to their students. We are in the final stage of getting internet access to our drone trailer. Our Renewable Energy Department hosted 20 students from Olathe West Green Tech Academy and 14 students from Clifton-Clyde in November. We signed a Memorandum of Agreement from the Department of Defense to become eligible to be a credentialing assistance provider for Fort Riley. Ceramics is back on the schedule for the Spring Semester at the request of our community. We had 61 students apply to graduate this Fall. Concordia Campus Visits for November were 54 students and for December were 18 students. 90 Early Bird Scholarships have been awarded. We are calling and texting 97 potential students who applied but have not enrolled for the Spring Semester. The 4th postcard series goes out this week to over 1,400 seniors. Coffee Mugs with our commercial, per Trustee Bruce Graham's suggestion, are being mailed to counselors this week.

2) Our academic and co-curricular programs just completed their Annual Program Reviews for Fall 2020 and Spring 2021. Thank you to everyone for their hard work on the reviews. It truly takes our entire team to work together to move forward to ensure we successfully meet the expectations of HLC. Kim wanted to recognize all the work that Cindy Lamberty has been doing. She has a heavy lift and is doing an amazing job. We signed a contract with Dr. Jan Smith of Pitt State University. She will serve as our consultant regarding our Assurance Argument and Comprehensive Site Visit with HLC. The five criteria from HLC, which each have numerous sub criteria, were broken into committees with each having co-leads serving to organize and lead the rewrite of the entire Assurance Argument. The committees meet at a minimum of monthly, and we are also meeting as the large Steering Committee group for updates and report outs regarding progress of each criterion or lack thereof every other month. As a reminder, we only did not meet one criterion; however, because we were sanctioned, we now must rewrite every criterion and again have a full Comprehensive Site Visit that will examine every criterion. The Assurance Argument is due October 10th, 2022 and the Comprehensive Site Visit is December 5th and 6th. We are working diligently as a team and have a lot of work still to do to assure we meet the expectations set before us.

C. Vice President for Administrative Services – Caesar Wood

- 1) Caesar introduced Kevin Lutes as our new Network Administrator. We are very excited to have him join our team.
- 2) COVID-19 and Campus Security – The safety of our campus community is our number one priority and the Emergency Response Committee has continued to meet bi-weekly. The Concordia Campus has 40 positive cases with 8 active and the Geary County Campus has 9 positive cases with 0 active. We had 54 cases at this time last year and will need to continue to monitor the situation. These numbers included 2 children at the Children’s Center and we tested all of the staff and kids as soon as we were notified in cooperation with the Cloud County Health Department (CCHD). We followed a modified quarantine plan as recommended by the CCHD to keep the center open.
- 3) Finance/Reports Update – A draft of the Audit Report was presented tonight by Neil Phillips. The final report will be presented to the board as an action item at the January Board Meeting. We have been working on reports that were requested by the Kansas Board of Regents (KBOR) for information that was needed. Thank you to Mary LaBarge, Scott Nikolai and Tom Roberts, for a quick turnaround. In addition, we will be submitting our documentation and information to KBOR/OCCR on Wednesday, December 15th in preparation for an on-site visit at the end of February or the first week of March.

- 4) Children's Center – There was a Child-Adult Care Food Program (CACFP) review at the Children's Center on December 2nd, 2021. This is a federal program that provides reimbursements for nutritious meals and snacks to eligible children and adults who are enrolled for care at participating childcare centers. There were no issues and we passed the inspection.
- 5) Information Technology – Tom Roberts and Kevin Lutes are figuring out the equipment needs for switches and access points for the upcoming network upgrade. We are hoping to have our equipment order for the January meeting. Kevin has jumped in and is already making progress on the details for this order. Tom is working with Envision to confirm a start date and information needed for the cabling project. All data closets have been supplied with power and circulation as part of the cabling project. Institutional Research has been extremely busy with providing data and numbers for the end of the year requests. Between the HLC, the audit, and KBOR requests, Scott Nikolai has been helping everyone to compile their reports. Thanks to him for all of his work with these reports. We have received the first part of our equipment order for the new servers. Jim Harbert is already started on getting this setup. We are still waiting on a few server parts to come in, and this is largely due to the current shipping delays and problems with availability of certain parts. The IT staff is working toward an upgrade to our Jenzabar database and software. We're getting help from Dynamic_Campus and Jenzabar, under our existing contracts with them, which is a huge help. We have deployed almost half of our new desktops that we ordered this Summer. All of the Concordia classrooms should be upgraded. We are moving on to the Geary County Campus classrooms and specific offices for the rest, which we hope to get done between now and February.
- 6) Human Resources – Health Insurance Open Enrollment was completed in November and Chris Wilson has been working hard to update our policies. We are making changes to our Title IX policy and we anticipate bringing to the board for an initial review in January and then for an action item in February 2022.
- 7) Community and Alumni Relations – Carleen Nordell will be sending out invitations for the Woman and Men's Basketball Alumni Reunion which will be Saturday, January 29th. The Auction Committee will be meeting soon to keep the plans for the Annual Foundation Auction moving. Devin Kastrup and Carleen continue to work on raising money for the Men's Basketball Locker room project. We have \$5,725.00 raised so far and our goal is around \$50,000.00. We have been sending out phone charging pads for After Prom, after graduation prizes and we have one for all of our Board Members tonight.

8) Facilities Updates – The facilities staff has been working with Athletics to identify an alternate location for the wrestling practice location. We anticipate a new location and agreement to be finalized in January 2022 with a new location in place by April 1st. We are working to secure all funds needed to expand the Children’s Center. We plan to bid out the water line and sprinkler system improvements in January and to install during Spring Break. This is the initial step needed to begin the possibility of expanding the Children’s Center.

D. Meetings the Board Members attended

- 1) Jim Koch attended the Foundation Executive Committee Meeting this month.
- 2) Bruce Graham attended the Enel Meeting for the Technical Education Building, the KACCT Meeting, Faculty and Staff Holiday Luncheon, and the Brown Grand Play that Kristina Frost wrote. Bruce wanted to share a huge ‘kudos’ to Kristina for her hard work on a great play.

VIII. Discussion Items

A. Policy E7 – International Student Health Insurance

JD Koons presented this Policy sharing that this has gone through the Student Affairs Committee, all Faculty and Staff, then to the President’s Cabinet for approval before it is being brought forward tonight for discussion by the Board. The big things that were changed were adding a new category of coverage for students; a student athlete category and non-student athlete category. We have seen and continue to see an increase of international students coming to Cloud that are not student athletes. We also had a recommendation from our insurance provider that we strengthen our proof of insurance requirements to make sure they get proof to us in a timelier manner. There will be a proposed late fee for those who do not show proof of insurance that will cost more than the insurance coverage itself. This is hoping to be incentive enough to those students to get the valid coverage needed.

B. Policy F25 – Cloud County Community College Foundation

President Amber Knoettgen presented this Policy stating that the updates made were to keep the language consistent with the mission and the MOU between the Foundation and the College.

IX. Action Items

A. Approval of Tuition, Fees, and Housing Rates AY 2022-2023

Jim Koch moved and Pat Macfarlane seconded to approve the recommended tuition, fees, and campus housing rates for the 2022-2023 academic year as presented. Motion passed.

B. Waiver of Policies on Alcohol on Campus

Greg Askren move and Richard Hubert seconded to waive Policies C7 and E4 to allow the consumption of alcoholic liquor in Arley Bryant Gymnasium at Cloud County Community College on March 25th, 26th and 27th, 2022 for the Cloud County Community College Foundation Scholarship Auction on March 26th. Motion passed.

X. Other

A. 2022 Organizational Meeting and Board of Trustees Retreat

President Amber Knoettgen shared that January 12th will work best for the Board of Trustees based on the feedback she received prior to tonight's meeting. The Board also prefers a longer meeting to include the 2022 Organizational Meeting and the Board of Trustees Retreat rather than having separate meetings. Amber suggested 2:30 pm. All Board members agreed that Wednesday, January 12th at 2:30 pm will be scheduled for the 2022 Organizational Meeting and Board of Trustees Retreat.

XI. Executive Session

A. Attorney/Client Privilege

Bruce Graham moved and Greg Askren seconded to recess into executive session for 10 minutes with the 6 Board members, Amber Knoettgen, Kim Zant, Caesar Wood, Chris Wilson, and 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 6:32 pm. Motion passed.

XII. Adjournment

Pat Macfarlane moved and Jim Koch seconded to adjourn the meeting at 6:38 pm. Motion passed.