

Cloud County Community College

BOARD OF TRUSTEES

May 25, 2021

Present: Ellen Anderson, Greg Askren, 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, JD Koons, Matt Bechard, Susan Dudley, Jessica LeDuc, Stefanie Perret, Bruce Graham, Brent Phillips, Carleen Nordell, Brent Cox, Jennie Thrash, Kent Anderson, Suzi Knoettgen, Taryn Cipra, Heather Gennette, Cassie Wurtz, Cindy Lamberty, Keela Andrews, Kelly Cook, Drew Mahin, Amanda Wolf, Christy Wood, and Mary LaBarge

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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** – Ellen Anderson moved and Jim Koch seconded to adopt the amended agenda to include the names of Jennifer Thrash for the TRiO Assistant Director position and Julian Smith for the Head Wrestling Coach position and to also modify Action Item E to include the updated number of 80 desktop computers for the amount of \$75,350.40 and to add Action Item G with the updated Contract Extension of the President listed under action items. Motion passed.
 - IV. **Guest Comments**
 - V. **Introductions and Highlights**
 - VI. **Consent Agenda** – Ellen Anderson moved and Greg Askren seconded to approve the Consent Agenda to include the minutes from April 27, 2021 regular board meeting; the minutes from May 5, 2021 special board meeting; the Treasurer's Report; the Purchasing and Payment of Claims, Contract Renewal Recommendations for

Administrative Personnel – 2021-2022; CDL Instructor; English Instructor; TRiO Assistant Director; and Head Wrestling Coach. 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. May was full of end of the year activities finishing with the nurses pinning and college graduation ceremony on May 14th. Very busy and exciting day. It was a great way to end the year by finally being able to celebrate the accomplishments of our students. Amber expressed her appreciation to all that helped make this event a huge success.

- 1) *President's Report* – The college has put together a taskforce to address the implementation of the Kansas Promise Scholarship Act. This will help any recent Kansas High School graduate within the preceding 12 months and any adult 21 and over that has lived in Kansas for 3 or more consecutive years. This is a last dollar scholarship which means that it will cover the outstanding bill after financial aid and scholarships have been applied. The Promise Act will cover the remaining costs, but they must be in eligible programs and require those students to live and work in Kansas for 2 years after graduation. The eligible programs include IT and Network Security, Building Trades and Advanced Manufacturing, Early Childhood Education, and Physical or Mental Health. The institution may choose a fourth program and Cloud has chosen Ag production as this area is an area of demand in the Kansas Workforce. We are looking forward to receiving more information about this opportunity for our students. Kim Zant and Amber both met with USD 475 Junction City for a Career and Academic Partnership again on May 10th. They have been working with this group to discuss expanding concurrent offerings within the high schools as well as how Cloud can expand service to the Junction City Community. Kim also attended the joint USD 475 Junction City and Geary County Meeting last night, May 24th to discuss our partnership. There was a Campus Community Meeting via zoom on Friday, May 21st that was well attended with 75 faculty and staff. Amber appreciates faculty joining these meetings despite being off contract. These meetings provide the opportunity for college updates, open discussion, and transparency among all faculty and staff.
- 2) *Marketing* – Graduation photos were posted for students and the Graduation press release will go out this week. Huge thanks for Jessica LeDuc for completing those. Our digital ad campaign started last week on Facebook and Instagram. She will have stats to share at the June board meeting, but we already have now passed 5,000 likes on our page. New recruitment materials have been started for this next year. It will be based around the

phrase “I am Cloud”. We are getting ready to push information on the summer visit days (June 14-July 15). Any students that come for a campus visit to the Concordia or Geary County Campus’ during this month are entered to win 1 of 5 \$1,000 scholarships. Jen Zabokrtsky has been working with her committee for a Geary County Tech Day that will be held in July.

- 3) *Foundation* – The Foundation Executive Committee met on Tuesday, May 18th. After all receipts were entered into the database, the Annual Scholarship Auction grossed more than \$72,000 for scholarships. \$4,000 were awarded from the “Raise your paddle” fundraiser and benefitted the students who were working the event. Since the auction, the Foundation has established three new scholarships totaling more than \$40,000. Carleen Nordell is working with the new Men’s Basketball Coach, Devin Kastrup, to fundraise for a locker room remodel. The Foundation has awarded \$292,300 in scholarships for the 2021-2022 academic year and an additional Summer award cycle will open June 1st to award the remaining \$67,000.
- 4) *Athletics* – Ted Schmitz was been named the United States Track and Field Cross Country Coaches Association Outdoor Track and Field Central Region Women's Coach of the Year, which also happens to be his 40th year at CCCC. Men’s Outdoor Track finished 3rd at Nationals and Women finished 5th. In total there were 4 national champions; 9 national runners-up; and 16 different finishes between 3rd and 8th. Ann Lowell is retiring as Assistant to the Athletic Director. A reception will be held in the CCCC Library from 1:00 – 3:00 pm on Friday, May 28th. The 24th Annual T-Bird Golf Classic is set for June 12th.
- 5) *Upcoming Meetings and Events* – The Council of President’s meeting on June 3rd-4th where Kim will attend in Amber’s absence. Board Retreat and Budget Study Session will be on June 8th at the Geary County Campus. Nursing meeting with the Kansas Board of Nursing is on June 15th for the satellite campus. Amber and Kim are planning to travel to KSU Polytechnic on Thursday, June 17th to meet with their CEO Alysia Starkey.

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

- 1) The Spring Semester finished strong with finals week running through May 13th. Graduation was May 14th and there were 268 graduates. Again, huge congratulations and best of wishes to all our graduates. Both academic and co-curricular program reviews were due on May 15th. All reviews have been submitted and are being reviewed by the applicable Dean and Vice President. Each program lead provided a program presentation on either the 17th or 18th to a college-wide audience. The presentations offered an opportunity for questions and answers. Kim said she personally learned a lot from the great information that our leads provided. A big thank you goes out to all for your hard work on this very critical piece of our college work. She also wanted to

thank Cindy Lamberty, our Director of AIEP, for leading this for our college. Brandon Galm, Cindy Lamberty, Jen Schroeder, Amber and Kim have created a bulleted list of what we as a college have accomplished since our IAC response and submitted to our HLC liaison yesterday. He will share with our two HLC readers who will provide their input to the HLC Board during their board meeting in June. Our hope is that the board understands the significant improvements regarding assessment our institution has taken since the initial site visit in late-October.

- 2) We have had numerous visits with Junction City High school looking into possibilities of growth to include Early Childhood Education and Grow Our Teachers Academy, as well as our concurrent classes. Yesterday evening, Kim attended the joint City, County, and USD 475 quarterly meeting. They spoke about our membership on the Career and Academic Partnership Committee and the collaborative work we are doing with Junction City High School. We plan to have regular, recurring meetings with Junction City High School as we strive to meet their needs regarding all things college. Suzette Ghent and Taryn Cipra hosted a viewing of Poetry and the Creative Mind's Virtual Gala at the Geary County Campus the evening of April 29th with 12 people attending. Kelly Cook's first day as Cloud's Director of Workforce Development and Outreach was May 10th. Kelly hit the ground running and has lots of ideas. The Science department met at the Geary County Campus yesterday to inventory supplies and equipment in order to begin the steps needed for expansion of the ADN program, pending the Kansas State Board of Nursing approval as we have mentioned previously that hopefully will occur mid-June. There are plans underway for a Program Awareness Day on July 21 from 4:00-6:00 pm at the Geary County Campus. Aero MacWhinnie hosted a Phi Theta Kappa scholarship application writing workshop on May 6th. There was also a Motorcycle Safety Basic Rider Course held on the weekend of May 7th.

C. Vice President for Administrative Services – Caesar Wood – Opened his report by thanking Amber, Kim, and the Board of Trustees for allowing him to start his new journey as the Vice President for Administrative Services. He stated there is a lot of work for him to do, but he is lucky to join a great team of professions, to lead the staff under VPAS, and to do his part to make Cloud the best community college in the state of Kansas. He is looking forward to working with the team Amber has assembled and our future looks bright.

- 1) *COVID-19 Update* – The spring semester ended with 5 cases on the Concordia campus and 3 cases at the GCC campus. The plan to move us forward through this summer and fall 2021 has been communicated to all faculty, staff and students. The mask requirement has been lifted as of May 17th. The summer session will see us reducing the social distance space in the

classrooms to 3 feet with the goal to have no restrictions in place by fall 2021. This is subject to change at any time with the Board of Trustees approval. The safety of our campus is the number one priority and the Emergency Response Committee (ERC) will meet monthly during the summer.

- 2) *Budget Process* – All Budget managers have submitted their 2021-2022 budget requests as they were due May 12th. Caesar will be working with Amber and Mary LaBarge to process any end of year expenses or moving of funds over the next few weeks. All requisitions were to be submitted by May 21st. In addition, we have begun the process to build the 2021-2022 budget as we will have a budget study session at the board retreat on June 8th. Overall, the college is in a healthy position as staff limited unnecessary expenses and we have been conservative during this last year handling the pandemic crisis.
- 3) *Residence Life* – To date, there are 196 students registered to live on-campus for Fall 2021 and Susan Dudley is working with the marketing staff to post our residence life makeovers in efforts to sell out on-campus housing. The maximum capacity will be 304 students this fall as we plan on demolishing building 8 this summer. We are under contract to sell Hillside finally after 2.5 years on the market. The housing maintenance staff and Susan have been very busy renovating and making some improvements at Res Life. Building 1 and the laundry room already have a new roof, Thunder Heights is in the process of getting washer/dryer hookups to provide on-site laundry for those students. The building 9 and 10 renovation project, that was approved last month, has started and has already made a huge difference! There will be more visible changes coming soon.
- 4) *Children's Center* – Michelle Charbonneau and the Children's Center are partnering with USD333 again this summer to provide meals for the children. This program starts May 17th and runs through July 28th. On Friday, May 7th, the Children's Center held their annual pre-school graduation at the Broadway Plaza for the kids and their families. 4 out of 12 children graduated from pre-school. There are currently 20 children enrolled for summer daycare and there are 23 children enrolled for the fall semester already.
- 5) *IT* – As part of the computer refresh program, Tom Roberts will be updating 80 computers that are on the agenda for approval tonight to meet the computer needs of faculty and staff. Tom has provided outlets/cabling for the building 9 and 10 renovation and we are adding USB outlets in those rooms. Tom has been working with Shawn Walden from Dynamic Campus on the RFP process for the network infrastructure overhaul as well as assistance in managing the project. We still have 150 hours with Dynamic Campus and an update will be coming soon. Finally, we have been in the process of

renewing contracts and services for necessary IT items to keep the college running.

- 6) *Facilities Update* – There are many projects underway this summer and it includes projects in the main building too. The gym floor refinish has started and we anticipate this project to be finished by June 7th as we are adding a new 3-pt line and center restraining arc along and a bright new finish that has not occurred since pre-covid. The windows down the gray hall pod will be removed and new windows installed this coming week, and hopefully completed by the time classes begin. There will be a bid approval coming next month to repaint the exterior, red, to a bronze color similar to the new staircase color. These new facelifts will add to our curb appeal and brand at CCCC. Finally, we hope to share the facilities programming and planning plan designed by AIA, and to present our master plan proposal to the board in June.
- 7) *Human Resources* – Chris Wilson has been busy this past month in HR. We have interviewed 19 people for various positions in the last month. Plus, she has been reviewing and editing future policy changes that are in committee review.

C. Dean of Student Affairs – JD Koons

JD began his report by reminding us that the month of May is Mental Health Awareness Month. Aubrey Anderson hosted some events about mental health including a de-stressing coloring time, time with a therapy dog during final's week, and conducting a survey of the students about future workshops on mental health. He thanked Aubrey for all her hard work. JD assisted Pawnee Mental Health Services on a mental health tip video that was shared on social media. Student Senate hosted an outdoor game night at the beginning of the month that was well attended. Students played sand volleyball and various yard games. They also hosted a slip-n-slide and sno cone truck the week before finals. Student Records is working on conferring degrees and certificates. As of today, they have conferred 229 degrees and certificates this bring, bringing the total for the year to 357. This process will continue this week as more degrees and certificates are conferred. There has been 3 enrollment days so far with 4 more scheduled through the rest of the summer. The Advising Office continues to contact previously enrolled students to encourage their enrollment for the Fall semester. The Admissions Office is contacting prospective students that have applied, but not enrolled yet to invite them to these enrollment days. We will have a Summer Visit Campaign during the month of June which means any future t-birds who visit the Concordia Campus or the Geary County Campus during this time will be entered into a drawing for 1 of 5 scholarships for AY 2021-2022. There were congratulatory cards sent out to all graduating high school seniors in our service area. There were 765 total. A Tech Day Open House

at the Geary County Campus is in the works for July. We will highlight the Technical and General Education Program options available. Marketing for this event will begin in June. The event coincides with the Geary County Fair where we will have an Admissions booth to help recruit for GCC and the Tech Day Open House. JD is also planning to meet with high school counselors to introduce himself and strengthen our connections between Cloud and the high schools in our service area. This is just the beginning of a continuous relationship to help our outreach.

E. Meetings the Board Members attended

- 1) Jim Koch attended Negotiations and the Foundation Executive Committee meetings this month.
- 2) Richard Hubert attended the Cloud County Commissioners meeting this month.
- 3) Ellen Anderson and Jesse Pounds both attended a meeting with Amber this month.

VIII. Discussion Items

IX. Action Items:

A. Board of Trustee Vacancy

Ellen moved and Greg Askren seconded to appoint Bruce Graham to fill the unexpired term of Board Member, Ellen Anderson, effective June 1, 2021. Motion passed.

Ellen Anderson spoke about her years of service to the college serving on our Board of Trustees since 2011 when she was elected. She feels the college is “Rich with Tradition” and has come a long way since she began. She has loved her time since she started and it has been an honor and privilege.

Bruce Graham stated he is pleased to be voted in and can’t wait to be a part of the colleges future.

B. Waive Policy C2 to approve Head Women’s Track Coach

Amber Knoettgen spoke about all of Drew Mahin’s accolades and awards he has won during his time coaching here. She described him as a “T-Bird inside and out” and can’t wait for him to continue his success with us.

Jim Koch moved and Greg Askren seconded to Waive Policy C2 – Hiring Personnel and procedures for filling the Head Women’s Track Coach and other possible position moves as a result of that hiring. Motion passed.

Drew Mahin thanked everyone and reminded us of why we do what we do to better our lives and relationship for our students and athletes.

C. Approval of Athletic Insurance for 2021-2022

Jim Koch moved and Pat Macfarlane seconded to approve the bid of Dissinger Reed in the amount of \$69,500 for basic and \$3,635 for catastrophic student athletic insurance coverage for the 2021-2022 fiscal year and authorize payment from the General Fund. Motion passed.

D. Approval of Bid for the Demolition of T-Bird Village Building #8

Jim Koch moved and Ellen Anderson seconded to approve the bid of Budreau Construction, Inc. in the amount of \$39,387.50, which includes a 15% contingency, and authorize payment from Fund 85 – Campus Housing. Motion passed.

E. Approval of Desktop Computer Replacement

Ellen Anderson moved and Jim Koch seconded to approve the purchase of 80 desktops from Dell in the amount of \$75,350.40 and authorize payment from Tech Fees. Motion passed.

F. Approval of Gaumard Simulation Training Equipment

Pat Macfarlane moved and Ellen Anderson seconded to approve the purchase of the Gaumard simulation equipment in the amount of \$31,685.00 and authorize payment from Fund 35 – Perkins. Motion passed.

G. Contract Extension of the President

Jesse Pounds spoke on how Amber has done a phenomenal job wearing '3 hats' at one point throughout the past year. He is looking forward to her future and gave her recognition for building such a strong team around her. Jim Koch noted her merits in the past year show that she truly deserves this contract extension.

Jim Koch moved and Pat Macfarlane seconded to approve to extend the contract of Amber Knoettgen as the President of Cloud County Community College through June 30, 2024. Motion passed.

Amber stated how thankful she is for the Board of Trustees being so supportive of her and she's grateful to be the President of Cloud County Community College.

X. Other

IX. Executive Session:

A. Negotiations

Jim Koch moved and Greg Askren seconded to recess into executive session at 6:10 pm for 20 minutes to discuss negotiations in order to protect the public interests in negotiating a fair and equitable contract with the 6 Board members, Amber Knoettgen, Kim Zant, Chris Wilson, Caesar Wood, and Justin Ferrell, and to return to open session in this room at 6:30 pm. Motion passed.

B. Non-Elected Personnel

Ellen Anderson moved and Richard Hubert seconded to recess into executive session at 6:34 pm for 20 minutes with 6 Board members, Amber Knoettgen, Kim Zant, Chris Wilson, Caesar Wood, 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 6:54 pm. Motion passed.

Pat Macfarlane moved and Greg Askren seconded to adjourn the meeting at 7:00 pm. Motion passed.

Samantha Pounds, Clerk of the Board
Cloud County Community College
Board of Trustees