

Cloud County Community College

BOARD OF TRUSTEES

June 22, 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, Carleen Nordell, Matt Bechard, Heather Gennette, Jessica LeDuc, Susan Dudley, Beth Whisler, Brent Phillips, Stefanie Perret, Tom Roberts, Mark Whisler, Mary LaBarge, Cindy Lamberty, Kelly Cook, Aero MacWhinnie, and Suzi Knoettgen.

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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** – Greg Askren moved and Richard Hubert seconded to adopt the amended agenda to update minor wording in the May 25th, 2021 board meeting minutes and updated clarification of wording in the June 8th, 2021 special meeting that the meeting was not held virtually, also to include the name of Lawrence Gerber as the ESL Instructor, and to include 3 separate transfers of college funds added to the purchasing and payment of claims on the A list. Motion passed.
 - IV. **Guest Comments**
 - V. **Introductions and Highlights**
 - VI. **Consent Agenda** – Jim Koch questioned the ESL Instructor Position wanting to know what the position entailed. Kim Zant stated that this instructor would be replacing Carmen Brady who was the former ESL Instructor. This position teaches some Comp classes but will mainly teach developmental classes like Intro to Comp for example.

Bruce Graham moved and Greg Askren seconded to approve the Consent Agenda to include the minutes of the May 25, 2021 regular board meeting; the minutes from June 8, 2021 special board meeting; the Treasurer's Report; the Purchasing and Payment of Claims; ESL Instructor; and Approval of Legal Services Renewal. 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. Enrollment is the primary focus of the entire college as we prepare to welcome students back in the fall without COVID restrictions. Everyone is making a concerted effort to recruit and promote why students should choose Cloud! There is still much work to do, but she still wanted to recognize the efforts of those going above and beyond to serve and support prospective students.

- 1) *President's Report* – The college continues to work through processes for implementation of the Kansas Promise Scholarship Act, which goes into effect July 1st. This will help any recent Kansas High School graduate within the preceding 12 months and any adult 21 years of age 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 all aid that does not require payment has been applied to the student account. The Promise Act covers the remaining costs only for eligible programs and require those students to live and work in Kansas for 2 years after graduation. Programs at Cloud that are included in the Kansas Promise Act are: Wind Energy, Solar, Nursing, EMT, CMA, CNA, Pharmacy Tech, Early Childhood Education, and Ag Production and Services. Amber attended the Kansas Board of Regents Meeting in person last week in Topeka. She stated it was good to be there in person after a year and half of remote meetings. The Regents acted on the distribution of FY22 State Appropriations to Community Colleges. Community Colleges were fully funded, which is great news for Cloud. They also discussed the MOE money distribution of \$5 million. The MOE requires state support for higher education in FY22 and FY23 to be maintained at the average level for FY17 and FY19 proportional to the overall state budget. Cloud's portion of MOE money will be \$28,007. There was also a Campus Community Meeting viz ZOOM on Thursday, June 18th to provide college updates, and open discussion among faculty and staff.
- 2) *Marketing – Digital Ads*: From May 19 - May 31 there were 41,154 ad views. This included 1,527 clicks which led to 260 page visits. We have two campaigns running – one for summer visit days (798 clicks) and one for fall enrollment (729 clicks). The first post on our page about summer scholarships reached 3,515 people and had 155 post engagements which led to 65 clicks and was shared 27 times. *Projects in the Works*: Promise Act communication and web pages. A

letter to prospective students' parents will be going out at the beginning of next week. The billboard in Junction City is being redone.

- 3) *Foundation* – The Foundation Board Meeting was held on June 17th. The Board of Directors approved a transfer of more than \$413,000 for scholarships. The Foundation has raised more than \$218,000 through their various events. This is a 28% increase from the 2019-2020 fiscal year and 2% increase from 2018-2019. In an effort to help enrollment and students in need of financial support, the Foundation has opened a Summer awarding. In less than 3 weeks there are more than 100 applicants. In the most recent award cycle that ran from October 1 through March 1 there were 268 applicants. The Foundation awarded \$42,300 yesterday to new recipients. They will email all the student to remind them to enroll if they haven't already. They will continue to award until the remainder is gone, which is another \$35,000.
- 4) *Athletics* – The 23rd Annual T-Bird Golf Classic showcased 25 four person teams. The tournament raised \$14,000 which was up nearly \$2,500 from last year's tournament. The new Men's Basketball coach Devin Kastrup and Assistant Coach Taylor Jones began player development workouts and started a High School 3 vs. 3 leagues on Mondays. They also hosted basketball camps last Thursday and Friday for grades 1st-6th and 7th-12th. The new Assistant to the Athletic Director, Madi Odette, is in week 4 of her position and is doing amazing.
- 5) *Upcoming Meetings and Events* – Kim Zant and Amber will be presenting to the Junction City Rotary Club on Tuesday, June 29th. They will then be traveling to K-State Polytechnic on Thursday, July 1st to meet with CEO Alysia Starkey for a campus visit. Amber will also be attending the Junction City Area Chamber of Commerce Annual Dinner with a group of Cloud's Geary County Campus staff that evening of the 1st. Kim and Amber will have their next meeting with the Career and Academic Partnership Committee with Junction City's USD 475 on July 12th. Lastly, July 26th and 27th Matt Bechard and Amber will be attending the KJCCC meetings in Garden City, KS.

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

- 1) *Concordia Campus*: The Kansas State Board of Nursing approved the expansion of the ADN program to the Geary Campus effective January 2022. A big shout out to Stefanie Perret, Sara Beikman, Kim Smith, Angela Murray and Kristen Kruse for all their work on preparing this proposal and defending it to the KSBN. Jen Zabokrtsky, Caesar Wood and Stefanie have met several times on the Geary Campus to develop the next steps for assuring the classrooms will be ready for the program. In addition, the Nursing program was awarded \$61,042 via the KBOR Ks Nursing Initiative Grant for FY 2022. The first 80% of the funds will be distributed after July 17th with the remaining 20% available after the final report is received in summer 2022. The Pharmacy Tech Program met its final step of approval from the Kansas Board of Regents and has been submitted to the

Higher Learning Commission for notification. Jaime Gross is working with his interview committee to hire an Agriculture Instructor while Josh Urban is also working with his interview team to hire a Chemistry Instructor. The Dean of Math, Science, and Technical Programs has been posted and they are working to get the word out about the opening. We are currently working with Sunset Home as they hope to have a daycare. When this begins, we hope to partner with them to have Early Childhood Education students intern there. We continue to work with Junction City High School to also add offerings in Early Childhood Education.

- 2) *Geary County Campus:* Kelly Cook has been working to assure the forms for enrollment for Workforce Development Courses are up to date and readily available as fillable PDF's/listed online at the CCCC Workforce Development webpage. He and Jessica are meeting this week to update the web pages as well as to develop marketing materials. He has been and will continue making Cold calls to our local businesses to set up meetings and assess potential opportunities. Geary Campus has had 40 fall applications and this time last year we had 21. We hope the increased applications leads to increased enrollment. Jen Zabokrtsky, Kelly Cook, Cindy Lamberty, and Aero MacWhinnie all attended the Military Affairs Council and Manhattan Military Relations Committee joint Luncheon June 9th on Fort Riley. Cloud was the sponsor and provided marketing materials, give-a-ways, and Tech Day flyers on 24+ tables. Jen was also given an opportunity to speak about our upcoming Tech Day and program offerings. There were 125+ community and business leaders in attendance. Cindy, Kelly, and Jen attended the Business After Hours at Rather Stadium on June 14th. We are also sponsoring the Brigade this season, and we have a sign on the scoreboard.
 - 3) *Student Affairs:* Both Campuses have had numerous successful enrollment days. JD Koons has reached out to our service area high school counselors and introduced himself in an effort to strengthen relationships. He is planning to continue this throughout the year. There is an enrollment day on June 24th. This offers both a morning, evening, and virtual session. Letters were sent out to prospective students' parents as a reminder of Cloud's affordability, transferability, high retention, and graduation rates. A summer visit campaign is going on where visitors to either the Concordia Campus or the Geary County campus will be entered into a drawing for one of five scholarships. Admissions staff will continue calling students that have applied, but not yet enrolled.
- C. Vice President for Administrative Services – Caesar Wood**
- 1) *COVID-19* – The summer session has started off well and we have 0 positive cases of COVID-19 at both campuses to report since classes began on June 1st. The safety of our campus community is our number one priority and the Emergency Response Committee will continue to meet monthly during the

summer. We are working with the local health department and Brandi Bray to offer vaccines for our students potentially here on campus in August when school begins.

- 2) *Budget Process* – There was a Budget Study Session held at the Board of Trustees Retreat on June 8th at the Geary County Campus to present budget scenarios for the next fiscal year. 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. Caesar reported we are closing out the budgets that will end on June 30th and to prepare for the new fiscal year on July 1st. We have received our revenue neutral rate (RNR) and our assessed valuation on June 17th and we will begin to prepare the budget requests. We will then need to notify the county by July 20th if we are going to request about the RNR.
- 3) *Residence Life* – Currently there are 231 students registered to live on-campus for the Fall 2021 semester and Susan Dudley is working with the Marketing Director, Jessica LeDuc, to post our residence life makeovers in efforts to sell out on-campus housing. Be on the look-out each Monday for ‘Makeover Monday’ posts. The maximum capacity is 299 students. The housing maintenance staff has been very busy this last month with all the renovations and new projects. Building 8 was demolished in 1 hour and 23 minutes with the debris clean up still in progress. Building 9 and 10 renovations are progressing nicely. The landscaping at T-Bird Village is complete with new white rock and flowers. A new sign at T-Bird Village will also be coming soon. Huge thanks to Kenton Bogart and Brad Avery with the help of our 6 international students working hard this summer.
- 4) *Children’s Center* – There are currently 19 children enrolled for summer daycare and there are 23 children enrolled for the fall semester already. This is full as expected and Michelle Charbonneau is working with the Foundation and Grounds to update the playground this summer.
- 5) *IT* – Tom Roberts 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 have 150 hours remaining with Dynamic Campus and an update will be coming soon. The IT staff has been working hard installing the remaining IT equipment at both campuses that was purchased last spring.
- 6) *Facilities Update* – There are many projects underway this summer as we begin work on the deferred maintenance items. The gym floor was completed on June 8th. The windows in the gray pod have been replaced which will help with utility cost. The bids for painting the exterior trim of the Main Campus Building and Tech West were received on June 16th. This will help enhance the curb appeal for the college. We have installed a webcam from WIBW on the southwest corner of the President’s Addition that will be used as free marketing for the college. Lastly, we met with the Geary County staff to discuss the remodel of the

classrooms for the expansion of the ADN Nursing Program. The plan is to present this to the Geary County Commissioners sometime in July as we ask for their support in this satellite campus program. Huge thank you to Stefanie Perret and Jen Zabokrtsky for their guidance.

D. Meetings the Board Members attended

- 1) Jim Koch attended Negotiations, the Board of Trustees Retreat & Budget Study Session, Foundation Committee meeting, and the quarterly Foundation Board of Trustees meeting this month.
- 2) Richard Hubert attended the Town Hall Meeting, a High School meeting, and the Board of Trustees Retreat & Budget Study Session this month.
- 3) Bruce Graham attended the Board of Trustees Retreat & Budget Study Session and the GLMV Architecture Meeting this month.
- 4) Greg Askren attended Negotiations meeting this month.
- 5) Jesse Pounds attended Pros of Con and the Board of Trustees Retreat & Budget Study Session this month.

VIII. Discussion Items:

A. Inclusive Terminology

The Diversity Equity and Inclusion Council is recommending more inclusive terminology in all policies. This affects 75 policies and will be changing “his/her” to “their”.

No conversation or action needed to be taken on this discussion item. We just informed the Trustees of the changes that will be made.

IX. Action Items:

A. Vice Chair Position

Greg Askren moved to nominate Pat Macfarlane to be the new Vice Chair of the Board of Trustees. Richard Hubert nominated Jim Koch, however Bruce Graham decided to second the nomination of Pat Macfarlane. Motion Passed.

B. KACCT Representative Position

Jim Koch moved to nominate Bruce Graham to be the new KACCT Representative and Greg Askren seconded the nomination. Motion passed.

C. IMA Insurance

Tom Roberts spoke about the Cyber Crime pricing. He stated that we need an audit on our system that can allow us to check boxes off of requirements to keep this price lower in the future. Jim Koch noted that this is the best avenue, but it has gone up almost 60% in the past 5 years.

Jim Koch moved and Greg Askren seconded to approve the renewal premium of IMA for college property, general liability, business automobile, educator's legal liability, and excess liability in the amount of \$154,597.00 plus the option of crime \$1,807, cyber liability in the amount of \$6,050, and the renewal premium of IMA for worker's compensation insurance coverage in the amount of \$66,696 for FY22 and authorize payment from Fund 11 – General Fund. Motion passed.

D. Fleet Vehicle Replacement Bid

Bruce Graham asked if the vehicles we are planning to purchase are in stock. Carleen Nordell stated that we will have to order the vehicles, but they should be available by September or October.

Greg Askren moved and Richard Hubert seconded to approve the bid of Farm Country Ford, Inc. in the amount of \$67,446.76 and authorize payment from Fund 11 – General Fund. Motion passed.

E. Exterior Painting Bid

Jim Koch asked why we are choosing to include the 15% contingency in our total. Amber stated that when we did our Bookstore remodel, they spent the total of what they had included in the contingency cost. This is something that we don't usually spend, however, it keeps us from having to continuously bring any change orders, if any, to the Board of Trustees for approval each time.

Jim Koch moved and Bruce Graham seconded to approve the bid of Budreau Construction, Inc. in the amount of \$185,725.00, which includes a 15% contingency, and authorize payment from Fund 61 – Capital Outlay. Motion passed.

F. Ag Facility Acceptance

Heather Gennette presented to the Board of Trustees. She stated, "The Cloud County Community College Foundation started this project to assist in filling the needs of Cloud County Community College's Ag Department. The discussion for this project began in 2018 with the hopes of a small pole shed to accommodate the Precision Ag tractor. After speaking with the Ag instructors, Vice President of Academic Affairs and President at the time, it was clear that there were additional holes that needed filled. The project grew from a \$15,000 small pole shed to a \$400,000 80x100 multi-purpose ag facility. Once everything was in place the concept drawings and fundraising beginning in 2019. The groundbreaking was held in October of 2019. The ag facility serves as a shelter for the livestock and equipment and lab space for classes, practice space for the judging and equestrian teams, and presentation space for demonstrations and training sessions. It has already served as an excellent recruiting tool. The project was largely grant funded

with awards from the Cloud County Commissioners, the Sunderland Foundation, and the Dane G. Hansen Foundation. There have been many changes at the College, ups and downs, trials and tribulations. This was a learning experience for all involved. I am appreciative of the Foundation Board of Directors and the Board of Trustees for the support and patience through this process. I look forward to continued collaboration and I am absolutely thrilled to gift the Ag Facility to Cloud County Community College.”

Caesar Wood reassured the Board that they completed a walk through on Monday, June 21st to make sure everything was finalized.

Greg Askren moved and Jim Koch seconded to accept the gift of the new Agriculture Facility from the Foundation to Cloud County Community College. Motion passed.

G. Scholarships

Jim Koch moved and Greg Askren seconded to authorize the President to request from the Cloud County Community College Foundation for the Scholarship Program no more than \$100,000.00 from the Scholarship Program. Motion passed.

H. Jenzabar Maintenance and Support Agreement for 2021-2022

Jim Koch noticed a mistake in the total amount for the renewal. There was discussion to find a solution to fix the total.

Bruce Graham moved to approve the amended renewal total for up to a 5% increase from the previous year. Bruce then retracted his motion.

Jim Koch moved to amend the total to \$156,000 instead of \$155,577 and Richard Hubert seconded to approve the amended the renewal of the Jenzabar maintenance and remote services for the 2021-2022 academic year in the amount of \$156,000, beginning July 1, 2021 and authorize payment from Tech Fees. Motion passed.

I. Heartland Works – WIOA Youth Services Grant

Greg Askren moved and Bruce Graham seconded to accept the grant from Heartland Works for the WIOA Youth Services Grant in the amount of \$99,668.00 to be used at the Geary County Campus and to service the youth at Geary, Clay, and Washington counties. Motion passed.

X. Other:

IX. Executive Session:

A. Negotiations

Greg Askren moved and Jim Koch seconded to recess into executive session at 6:54 pm for 10 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 7:04 pm. Motion passed.

B. Non-Elected Personnel

Greg Askren moved and Bruce Graham seconded to recess into executive session at 7:06 pm for 15 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 7:21 pm. Motion passed.

Jim Koch moved and Richard Hubert seconded to adjourn the meeting at 7:22 pm. Motion passed.

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