

# Cloud County Community College

## BOARD OF TRUSTEES

### September 28, 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, Matt Bechard, Susan Dudley, Stefanie Perret, Drew Mahin, Deb Monzon, Kevin Rule, Joy Cunningham, Cathy Forshee, Heather Gennette, Mark Whisler, Cindy Lamberty, Maricela Gallardo, and Kelly Cook.

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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** – Bruce Graham moved and Pat Macfarlane seconded to adopt the amended agenda to update the meeting minutes from the September 7<sup>th</sup>, 2021 Special Meeting to reflect that Trustee Pat Macfarlane attempted to attend the meeting via ZOOM, but had technical difficulties. Motion passed.
  - IV. **Guest Comments**
  - V. **Introductions and Highlights**
    - A. **Volleyball Team** – Coach Deb Monzon is on her fourth year back as head coach. She coached for us from 1983-1997, that shows her dedication to the program. Their current record is 10-9 and they are looking forward to finishing their season strong. Volunteer Assistant Coach, Hilda Pereira, was unable to attend but she is a great addition to the coaching staff. Courtney Monzon also introduced herself as the Assistant Coach and she focuses on strength and conditioning with the team.

- B. Men's and Women's Cross Country Teams** – Coach Drew Mahin is on his ninth year coaching with us. This year's team is the largest they have ever had with 20 athletes total between men's and women's. There are 10 returners and 10 new this year. They have started off the season strong and Nationals will be here before they know it. Drew said he is confident in his athletes to make the top 5 at Nationals. Each athlete that approached the microphone to introduce themselves personally thanked the Board of Trustees for the opportunity to compete and for the support they have given them during their time here at Cloud.

Greg Askren expressed his appreciation for how well they represent the college.

- VI. Consent Agenda** – Jim Koch moved Greg Askren seconded to approve the Consent Agenda to include the minutes of the August 24<sup>th</sup>, 2021 regular board meeting; the minutes of the September 7<sup>th</sup>, 2021 special board meeting; the Treasurer's Report; and the Purchasing and Payment of Claims. 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. Amber stated that the introductions and highlights of our athletic teams is one of her favorite parts of the board meetings because the students always express how grateful they are to be here.
- 1) *President's Report* – Approximately 1.8 million dollars have been applied to student accounts. The college has submitted a request for information from KDOT on an Electric Car Charging station with the City of Concordia and Cloud Corp. Thank you to the city manager, Amy Lange, for all her help in this project. There was also a Campus Community Meeting via ZOOM on Thursday, September 23<sup>rd</sup> with 85 participants to provide college updates and open discussion among all faculty and staff. Amber met with Scott Smathers, Vice President of Workforce Development, with the Kansas Board of Regents on Friday, September 24<sup>th</sup>. She then attended the Airport Luncheon before the Airshow on Saturday, September 25<sup>th</sup>. Trustee Bruce Graham and his wife Michelle also attended. Congratulations to the City of Concordia and Cloud County on a great event and on the completion of the airport runway. Lastly, Amber attended the Foundation Alumni event late Saturday afternoon for Fall Fest at Jitters Coffee House.
  - 2) *Marketing* – We will have the first draft of the commercial sometime this week. We plan to bring this to the Board of Trustees for review. Sophomore Day will be on October 8<sup>th</sup>. Admissions will be reaching out to the High Schools that haven't RSVP'd yet. On October 25<sup>th</sup>, there will be a College

Planning Conference. There will be 42 colleges and universities from Kansas, Missouri, and Nebraska in attendance. It is sponsored by the Kansas Association of Collegiate Registrars and Admissions Officers (KACROA). The Ag Arena Open House will be on Tuesday, October 26<sup>th</sup> from 3:00-5:00 pm. If it works for the board, we will move audit and finance up to 3:00 and do a tour of the arena at 4:00 pm. Heather Gennette is working to get local Ag producers invitations to the event. So far in September, the Facebook ad views are up 3% from last month at 82,968 views. Our landing page visits are up 37% from last month at 722 visits. The most popular post was the FAA Drone Designation, which reached 2,100 and has 252 post engagements.

- 3) *Foundation* – The Employee Giving Campaign has raised more than \$34,000 with 67% participation. This is an increase of more than \$3,000 and an increase of 6% in participation from last year. The campaign ends on October 1<sup>st</sup>. The Foundation received a \$100,000 grant from the Dane G. Hansen Foundation for the Children’s Center expansion project. Some additional funding is needed and Heather Gennette has reached out to the Kansas Chamber of Commerce, North Central Kansas Regional Planning Commission, Cloud Corp, and Childcare Aware of Kansas for assistance with this effort. The Scholarship application for the 2022-2023 Academic Year will open on October 1<sup>st</sup>, 2021. They will award more than \$500,000 this upcoming year. This is more than has ever been awarded! The Memorandum of Understanding was approved by the Foundation Board on September 16<sup>th</sup>. This was brought to our July Board of Trustees meeting for discussion and is on tonight’s agenda as an Action item. The Foundation Board also voted at the September 16<sup>th</sup> meeting to gift the College \$1.5 million to the Technical Education Building. It is also on tonight’s agenda for acceptance as an Action item.
- 4) *Athletics* – The Men’s Cross Country Team is currently ranked 5<sup>th</sup> and the Women’s Cross Country Team is ranked 9<sup>th</sup> in the nation. Men’s and Women’s Basketball will officially begin on October 1<sup>st</sup>. The Men’s first game is on November 3<sup>rd</sup> against Friends University and the Women’s team will play on November 5<sup>th</sup> against Highland Community College. Wrestling practice will also begin October 1<sup>st</sup> with their first competition on November 6<sup>th</sup> in Rochester, MN at the Yellowjacket Open. A special thank you to the CCC Alum and Olympian Benard Keter for his visit to Concordia. Lastly, Kevin Rule is our new assistant softball coach and he is here with us tonight.
- 5) *Upcoming Meetings & Events* – Amber will be attending the TEA meeting on September 30<sup>th</sup>. The volleyball team will have a doubleheader and volleyball Alumni reunion this Saturday. There will be an International Student Potluck this Sunday, October 3<sup>rd</sup> at 6:00 pm in PA 257. They have begun a monthly meeting with USD 333 on their partnership with the next meeting being held

on Friday, October 8<sup>th</sup>. The upcoming November and December Board meeting dates were changed at the Organizational Meeting for the year. This was due to the fourth Tuesday in November falls on when Thanksgiving break begins, the December meeting would fall as the Christmas break begins. We have changed those meetings to November 16<sup>th</sup> and December 14<sup>th</sup> as approved in the December 15<sup>th</sup>, 2020 Organizational Meeting.

- B. Vice President for Academic Affairs - Dr. Kim Zant** – Began her report by introducing our newest team member, Maricela Gallardo. She is our Youth Services Coordinator based out of our Geary County Campus. She is attending our meeting tonight via ZOOM.
- 1) The Fall semester is going well. We had 19 first year Nursing students participate in the Health Screening at the Kansas State Fair. The Science department has been working diligently to make needed updates to the chemistry lab. The updates will include the addition of another fume hood that was moved from the Geary County Campus (GCC) to prepare the space for the Nursing expansion. These updates will help us to meet recommendations from the Higher Learning Commission (HLC). Sgt. Jeremy Vogel of the Wichita Police Department and Law Enforcement Training Center visited Kristina Frost's Criminal Justice course on the 17<sup>th</sup>. Our Cloud band performed in the Fall Fest Parade. Dr. Brandon Galm performed a solo concert for the Broadway Plaza's 5<sup>th</sup> Birthday Celebration last Thursday with several of his songs being originals. Dr. Galm, Julia Galm, and Brent Phillips helped re-hang the restored Napoleon curtain at the Brown Grand Theatre. Our Ag Department did extremely well at the Kansas State Fair by winning Grand Champion Chester White Boar and winning class in Chester White Gilt. Both hogs were raised on campus. The Welding Technology program was approved by the TEA curriculum committee and is now on the consent agenda for the TEA committee meeting this Thursday. The Federal Aviation Administration (FAA) selected our Drone (sUAS) Program to be in the Unmanned Aircraft Systems-Collegiate Training Initiative program (UAS-CTI). This has been a huge compliment to our program. This Thursday, we are holding a Nursing Career and Education Fair on campus. We anticipate approximately 35 industry and university representative to be in attendance. Nels Petersen will be speaking about his travels in Africa based on his newest book, *Selfies with Livingstone...I Presume!* on October 21<sup>st</sup> as our Fall Cook Series event at 7:00 pm in Cook Theatre. We have a Choir and Band concert on October 11<sup>th</sup> at 7:00 pm and there will be a Jazz Band Concert at Broadway Plaza on October 23<sup>rd</sup> at 2:00 pm. On October 16<sup>th</sup>, our second year Nursing students will be assisting with blood draws at the Cloud County Health Center Health Fair. Recruiting for Spring 2022 admissions is underway for the collaborative partnership with Seward County

Community College regarding the Medical Lab Technician (MLT) program that we previously discussed. This has helped identify the gap in this workforce.

- 2) Great progress has been made on the remodel at GCC for our Nursing expansion. Simulators, Carl and Noelle One, have been relocated there. Kim wanted to give a big thanks to both Faculty and Staff who have assisted in this process. Becky Woolever, Cindy Lamberty, Kelly Kemp, Don Benjamin, and Jen Zabokrtsky represented Cloud at the Junction City Expo. Becky and Kelly Cook also had the opportunity to highlight tech programs and support services at GCC to military spouses on the 14<sup>th</sup>. Maricela Gallardo, Sandi Grubb, and Cindy represented Cloud at Fort Riley's College and Career Family Night on the 23<sup>rd</sup> and Kelly C, Kelly K, and Jen Z took the Military Affairs Council Director on a campus tour and discussed our new tech programs. Kim has reached out for a follow up visit. Keela Andrews organized First Generation panels for our College Skills course. Panelist included our staff members Raven Smith, Aero Kierstan, Bob Forman, and Jen Z. October 14<sup>th</sup> is our KSBN Site Visit to GCC. We currently have 35 prospective students who have applied for Admissions to the GCC AAS Nursing Program. Students are presently taking the entrance exam for Admission.
- 3) Our Academic and Student Affairs teams participated in a Junction City High School Parent Night Webinar on September 2<sup>nd</sup> where we were able to field applications and course questions. Jen Z and JD Koons attended the Flint Hills Job Corps Community Relations Council meeting last week. 19 High Schools and Middle Schools have visited during this month. Sophomore Day will be on October 8<sup>th</sup> with 5 schools signed up so far. Our Financial Aid Audit was last week and it went well with no audit findings. Kudos to Suzi Knoettgen, Courtney Stensaas, Rhonda Meyerhoff, and Krystal Nielander for their efforts. The Financial Aid department has scheduled Financial Aid Help Days at our service area high schools. JD is meeting with USD 333, the Chamber of Commerce, Jobs Corps and CloudCorp to discuss partnership opportunities. We recently launched the Signal Vine texting platform this month. Admissions began texting prospective students, so far, we have very good engagement with a less than 10% opt-out rate. Other departments will be phased in throughout the year. Thank you to all who have been involved in this effort. September is Suicide Prevention Month and Aubrey Anderson has created a heart wall in the student union. Faculty, Staff, and Students have written encouraging statements and shared positive messages. All of our Welcome Back activities concluded this month. Thank you to each individual or department sponsor who helped with these events.

**C. Vice President for Administrative Services – Caesar Wood**

- 1) *COVID-19 Update*– The safety of our campus community is our number one priority and the ERC committee will continue to meet bi-weekly. The

Concordia campus has had 15 positive cases with 1 being active. This time last year, we had 16 positive cases. The Geary County campus has had 4 positive cases with 0 being active. In collaboration with the Cloud County Health Department (CCHD), we held an on campus COVID-19 Vaccine Clinic on September 14<sup>th</sup> with 22 individuals/students receiving the vaccination. There were 66 total vaccines from both clinics. We will continue to educate the campus community on the importance to get vaccinated and to take responsibility for their own health and well-being. We are still encouraging not requiring. There will be a flu clinic for faculty/staff on October 12<sup>th</sup>. JD Koons is working with Brandi Bray at CCHD to offer a flu clinic for students in the near future.

- 2) *Budget Process* – The auditors were here the week of September 20<sup>th</sup> and we will be getting their full report at a later date. There were no findings or errors reported, which is great news! Caesar thanked Mary LaBarge in the Business Office and Suzi Knoettgen in the Financial Aid Office for their hard work during this audit process.
- 3) *Children’s Center* – There are currently 20 children enrolled for the fall semester at the Children’s Center. We are at full capacity with 3 infants, 7 toddlers, and 10 in pre-k. We would like to be able to accommodate 40 children in the future. The Children’s Center received \$100,000 from the Dane G. Hansen Foundation for expansion. We currently have \$100,000 from the Foundation and another \$30,000 from Childcare Aware dedicated to this expansion project totaling \$230,000 so far. The most expensive portion of this expansion is the sprinkling system, while we do have the physical space available to expand.
- 4) *Information Technology* – Tom Roberts has been working with Dynamic Campus on the RFP for the Network Infrastructure overhaul and he has been working with other equipment details for the project. We received 2 sealed bids that were opened on September 27<sup>th</sup> at 3:30 pm. The plan is to review and evaluate both proposals, and to bring a recommendation to the Board in October. We are hoping to begin this project in November with a 6-month project timeline.
- 5) *Facilities Updates* – The painting of the exterior of the building is now complete. We have received a lot of compliments about how great it looks. We are satisfied with Budreau Construction’s workmanship and timelines to complete this project. The college also has received an anonymous donation to add trees at the college. This project will be completed by Republican Valley Landscape, but we plan to involve students from Cloud and the kids from the Children’s Center as we plant these new trees.

**D. Meetings the Board Members attended**

- 1) Jim Koch attended the Quarterly Foundation Board meeting this month.
- 2) Bruce Graham attended the Technical Education Building Funding meeting, the GLMV Architecture Technical Education Building Rendering meeting, the Electric Vehicle Charging Station meeting, and the Airshow Luncheon this month. Bruce felt that he learned a lot from the vehicle charging station meeting and that the airshow luncheon was a great way to network with people. He spoke with Senator Jerry Moran who offered to write a letter of support for our EDA Grant proposal for the Technical Education Facility.
- 3) Pat Macfarlane attended the Chair and Vice Chair standing meeting with Jesse Pounds and Amber this month.
- 4) Jesse Pounds attended the Pros of Con meeting, CloudCorp meeting, and the Chair and Vice Chair standing meeting with Pat Macfarlane and Amber this month.

### **VIII. Discussion Items**

#### **A. Policy F29 – Campus Security**

Chris Wilson spoke about how she sent this policy to KASB to review. They had a few recommendations on minor wording changes, including updating the conceal and carry age that changed from 21 years old to 18 years old.

#### **B. Policy AP6 – Retirement**

Chris Wilson also sent this policy to KASB stating that we no longer have anyone who qualifies for the section about employees being ‘grandfathered in’. They recommended to remove that section.

### **IX. Action Items**

#### **A. Approval of MOU Between Cloud County Community College and the Cloud County Community College Foundation**

This MOU shows that having a strong and clear relationship is important. Jim Koch stated that he found it discerning when there wasn’t a good procedure between the Foundation and the college. Rob Rosenbaum and Jim worked hard with Heather Gennette for a while to fine tune this memorandum.

Jim Koch moved and Richard Hubert seconded to approve the Memorandum of Understanding between Cloud County Community College and the Cloud County Community College Foundation. Motion passed.

#### **B. Approval to Accept Funds from the Cloud County Community College Foundation**

Amber mentioned that she loved hearing the discussion and the support at the last quarterly Foundation Board meeting where they were decided to take this

action. They wanted it to be a huge stamp showing their support for the college. This gift of \$1,500,000.00 is the largest amount the Foundation has ever gifted the college. Greg Askren asked where the money was coming from. Amber explained that it will be gifted from the Un-Restricted Funds and it will not take away from any other scholarship effort that the Foundation offers. Jesse Pounds stated that this gift towards the construction of the Technical Education Facility will be a "Game Changer" for the colleges future.

Greg Askren moved and Pat Macfarlane seconded to accept the gift of \$1,500,000 from the Cloud County Community College Foundation to use for the construction of the Technical Education Facility. Motion passed.

**C. Approval of the Gaumard Noelle 574 & Newborn Tory High Fidelity Birthing Simulator**

Pat Macfarlane shared that she wished they had simulators like this a long time ago for students to have a better hands on experience within the classroom. Stefanie Perret said their goal is to have a state of the art simulation center in the future. Gaumard offers a cost effective simulator option by offering this set. High Fidelity simulators were identified as a need last Spring from the Nursing Department and the Advisory Council. She also stated that these simulators are an integral part of learning competency for our students. Jim Koch stated that he appreciates the connections that have been built with the area community hospitals. Jesse Pounds asked if there were any simulation centers that are accredited in the state of Kansas. Currently Johnson County Community College and Emporia State University have accredited simulation centers, however there are not any in our area which is a huge opportunity for the Nursing Department expansion.

Jim Koch moved and Greg Askren seconded to approve the purchase of the Gaumard Noelle and birthing simulator in the amount of \$47,223.00. The amount to be paid out of Kansas Nursing Initiative, Fund 32, is \$23,247.00 and \$23,976.00 to be paid out of Nursing lab fees. Motion passed.

**D. 2021-2022 Academic Calendar**

Kim Zant explained that we added some extra built in teaching days just in case we have bad weather next year. This draft has gone through the Academic Calendar Committee and the Faculty Association. Pat Macfarlane noted that she loves the layout of the Calendar.

Bruce Graham moved and Pat Macfarlane seconded to approve the 2021-2022 Academic Calendar. Motion passed.



**X. Other**

**XI. Executive Session**

**A. Non-Elected Personnel**

Jim Koch moved and Greg Askren seconded to recess into executive session at 6:24 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 6:44 pm. Motion passed.

Greg Askren moved and Bruce Graham seconded to adjourn the meeting at 6:45 pm. Motion passed.

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