

Cloud County Community College

BOARD OF TRUSTEES

October 25, 2022

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

Others Present:

Justin Ferrell – Attorney, Toby Nosker – KNCK, Jim Lowell – Blade Empire, Chris Wilson, Jennifer Zabokrtsky, Matt Bechard, Stefanie Perret, Sara Beikman, Jessica LeDuc, Susan Dudley, Heather Gennette, Tom Roberts, Cindy Lamberty, Keela Andrews, and Lee Gale.

I. The meeting was called to order by Chairman Jesse Pounds at **4:57** pm in Room 257 of the President’s Addition.

II. **Pledge of Allegiance**

Amber Knoettgen shared the news with the Trustees of the passing of Richard Doyle last night. She wanted to offer up our sympathies to his family. He was an employee of Cloud County Community College from 2000-2006 as a custodian and worked as part-time security until 2008. He and his wife, Marty, attended all home sporting events and were very loyal fans. His granddaughter, Stephanie Downie, works as our Director of Auxiliary Services so we would like to express our sincerest condolences for his passing.

III. **Adoption of the Agenda** – Jim Koch moved and Pat Macfarlane seconded to adopt the agenda as presented. Motion passed.

IV. **Guest Comments:** None

V. **Introductions and Highlights**

A. **Student Activities Board** – Two students, Abbie Eppler and Robyn Smith-Harsom, joined via ZOOM to introduce themselves to the Board. They shared that they both enjoy being a part of the Student Activities Board at the Geary County Campus. It is a fun and easy way to get students involved on campus.

- B. Student Senate** – Coordinator of Student Engagement and Retention, Zoe Merz, shared that she has a great group of Student Senate students this year. They have had a very busy and successful past couple of weeks planning upcoming events. This week they are hosting ‘Horror Week’ which includes various events for students to attend and participate in. Each day this week there is also a theme for students, faculty, and staff to dress up. The big event that everyone is excited for is the Haunted Forest. It will be held on Wednesday, October 26th at the Nature Trail and they are accepting one canned food item for admission. Zoe is very proud and excited to see how everything turns out.
- C. Student Ambassadors** – The Director of Enrollment Management, Britni Tremblay, and Admissions Counselor, TJ Segebart, attended with their Student Ambassadors. They shared that they have had a lot of big visit days recently bringing in over 250 students last week. They will continue to plan big visits to show our prospective students how great Cloud is.
- D. Resident Assistants** – Coordinator of Residence Life, Susan Dudley, shared that her Resident Assistants are a great group of students and they have been hosting a lot of fun events on campus for all students to attend.
- VI. Consent Agenda** – Mark Matthew moved and Bruce Graham seconded to approve the Consent Agenda which includes the minutes of the September 27, 2022 regular board meeting; Treasurer’s Report; Purchasing and Payment of Claims; and the Nursing Instructor at the Geary County Campus – Lacy Hargitt-Pelkey. 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) *Updates* – Enrollment is up for the Fall semester. Headcount is up 11% and credit hours is up 8%. Amber recently attended the City Commission Study Session for a Recreation Center. There was a Campus Community Meeting on Friday, October 25th with 71 employees in attendance.
 - 2) *Marketing* – Jessica LeDuc has been working on advertising for second session classes and the Early Bird Scholarships. Soon they will be switching to Spring Enrollment ads. She has been updating the website pages in advance to be ready for the Higher Learning Commission (HLC) visit. Tom Roberts and Jessica met with a potential new content management system vendor last week and liked the material they presented. The top posts this month were the first T-Bird Talk reaching 7,500 people, the Admissions team T-Bird Talk

reaching 4,800 people, the CDL completers reaching 4,200 people, and Sophomore Day reaching 4,000 people.

- 3) *Foundation* – The Foundation held the President’s Soiree on October 7th with nearly 45 donors in attendance. The employee giving campaign saw a slight increase in giving this year with a total amount of \$32,657 to various scholarships, organizations, and athletic programs. Overall giving to the Foundation has seen a significant increase totaling \$1,190,886. This is largely due to the participation of to the Capital Campaign for the Technical Education and Innovation Center. The Foundation continues to work closely with the College to raise funds for the project. As part of the annual year-end giving campaign, the Foundation sends letters to past donors and will have a heavy presence on social media promoting our “12 Days of Giving” for the holiday season. We will also promote the Community College Capital Improvement Tax Credits. This tax credit is allowed for any taxpayer that contributes to a community college located in Kansas for capital improvements. The credit is 60 percent of the total amount contributed during the taxable year. The proceeds from this initiative will go towards the Technical Education and Innovation Center. The Foundation has already awarded 31 scholarships totaling more than \$24,000 for the 2023-2024 academic year. Lastly, they will hold the first scholarship reception since 2018 on November 17th. This is a wonderful event where scholarship recipients get an opportunity to meet scholarship donors and other Foundation constituents.
- 4) *Admissions* – Over 250 more students visited campus last week between Sophomore Day, the Minneapolis sophomore class visit, and the Republic County junior class visit. The Geary County Campus hosted the Junction City Middle School AVID group visit. They have awarded around 50 Ealy Bird Scholarships so far this year.
- 5) *Advising* – Enrollment for Winter Term and Spring sessions opened yesterday, October 24th. Midterm grades have been submitted and Advising/Retention sent emails and letters to 316 students for their midterm grades. They held a waffle bar on the Sunday before midterms and had around 50 students in attendance. Horror Week began this week that includes big events like the Haunted Forest and the Halloween Dance on Thursday. There will be 40 students participating in helping with the haunted forest.
- 6) *Student Accessibility and Mental Health* – Aubrey Anderson is attending a community college counselor convention at Barton County Community College on November 8th. She is also joining the Association for University and College Counseling Center Directors.

- 7) *Athletics* – Volleyball hosted sophomore night last night against Bethany Colleges JV team and honored five sophomores. They have two more matches in the regular season this week and will open Region VI Tournament play on Wednesday, November 2nd. Cross Country will compete in the Region VI Championships Friday morning at Hutchinson Community College. Currently, the Women’s Team is ranked #4 in the country while the Men’s Team is ranked #18. The National Championship meet will be on Saturday, November 12th in Tallahassee, Florida. Both women’s and men’s basketball will have their season start next Tuesday, November 1st with a home doubleheader against North Platte Community College. Both teams have been participating in preseason scrimmages the past few weeks. Wrestling will begin their season on Saturday, November 5th in Rochester, Minnesota at the Rochester Tech Yellow Jacket Invitational. They will have three home duals this year scheduled for December 9th, January 11th, and January 18th.
- 8) *Upcoming Meetings and Events* – Amber and Kim will be attending the KASB Annual Convention on November 12th.

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

- 1) The horse judging team competed in Fort Worth, Texas and Columbus, Ohio at the Quarter Horse Congress where they were the fourth high team and Renee McCray was the seventh high individual overall. The team officiated at the FFA Dairy Cattle Judging contest for the North Central District where nearly 500 FFA students competed. Adele Almesmari took the crops and range management classes to tour Polansky seed. Sixteen Renewable Energy students and two faculty members attended the Kansas Renewable Energy Conference in Manhattan where they learned about the latest industry trends and networked. Seven Wind Energy students from the La Harpe tech center safely completed their Climb Test on our Northwind 100 wind turbine. Three of our Renewable Energy instructors demonstrated drones at Iola’s Farm City Days event with our drone training trailer. Monte Poersch and Craig Smith installed an attachment for a small wind turbine to our trailer. We had 31 students from Minneapolis tour our renewable energy park as well as 14 Wichita High School students. The Nursing Career and Education Fair was held on October 12th and we had 35 different health care representatives present. Kim also thanked all the faculty members who helped with Sophomore Day. It takes a lot of time and effort to ensure quality standards are transpiring in the classroom and out. Our Fall Band Concert and Cloud Kicks Jazz Band is Sunday, November 13th. Numerous faculty members attended the annual Kansas Core Outcomes Group virtual meeting and reviewed course outcomes. Kim helped to lead the meeting at the state level as she serves on the Transfer and Articulation Council. We

purchased an institutional membership to the NISOD virtual fall conference and watched a session during our faculty meeting. It was great to have a professional development session together that was taught by a colleague. Additionally, we have been invited to attend a second professional development opportunity with the instructor from San Diego this Friday to learn more about what is possible in virtual delivery. We have hosted several Faculty Assessment Community Meetings where great discussions have transpired about our processes and how they are working. Brandon Galm, Cindy Lamberty, Jen Schroeder, Amber and Kim locked the HLC assurance argument and have planned upcoming review sessions starting this week for each criterion. We have a mini-mock visit focused on assessment the week prior to our site visit on December 5th-6th.

- 2) We live streamed last week's Cook Series, Robert Braun, to the Geary County Campus. Curt Weatherhead will be providing OSHA training at the Geary County Campus. EMT students participated in a dissection and will be training for car extraction later this month. The second-year nursing students participated in Oktoberfest in Junction City. The January start for our Geary County Campus nursing program is full and has a waiting list. Kelly Cook will be the speaker at the Junction City Better Than Leadership graduation this week. Congressman Jake LaTurner toured the Geary County Campus on October 12th and met with Amber and Kim to discuss how he can support the college.

Pat Macfarlane congratulated the team for working so hard on the HLC assurance argument. Kim responded by saying this has been a huge team effort and she is very thankful for everyone who has participated in the assurance argument. Mark Matthew shared that he appreciates the team efforts that go all the way around with the students, faculty, staff, and administration. Just listening to these reports and the ground that everyone is covering is representing and leading the college in a positive direction. It is all part of promoting, recruiting, and selling what we have here. It really says a lot to see how people are engaged.

C. Vice President for Administrative Services – Caesar Wood

- 1) *Finance/Reports Updates* – The auditor, Neil Phillips, will be making plans to present the audit report in December to the Board of Trustees with a final report at the January Board meeting for approval. Again, we had no findings in the 2021 annual audit. We received our KBOR audit report on October 14th and plan on submitting a voluntary compliance plan by October 28th. This plan will outline specific items that we have addressed or will need to be fixed within a 3-year timeframe. For example, adding signage around the building and adding handicap parking signage in the parking lots.

- 2) *Children's Center* – The new equipment on one side of the playground is complete. The equipment for the other side has arrived and we plan on installing it mid-November with weather permitting.
- 3) *Information Technology* – The Network infrastructure project is making good progress. All of the main building fiber optic cable is done and tested except for the cable running across the street is still in progress. The college is still waiting on switch hardware, which is still scheduled for delivery in December. The boring machine hit and severed the college-owned fiber optic line connecting the main building to Tech West. This happened because the existing line was not mapped, and we could not mark it. We have worked with Childcare and Nursing to accommodate their needs and we hope to have this fixed by early next week at the latest. The Institutional Research Office is finished with IPEDS and is working on the other reports for KBOR. They are also working towards filling the System Administrator position that is currently being advertised.
- 4) *Auxiliary Services* – The T-Bird Cafeteria has started the Sunday Buffet from 11:00-1:00 pm and is open to the public during these times. The bookstore has been upgrading the Point of Sale (POS) system in October and the staff have gone through a 2-day training. Security is looking to hire part-time officers to fill vacant positions.
- 5) *Human Resources* – The Cloud County Health Department was on campus on October 11th to provide a Flu Vaccine Clinic.
- 6) *Facilities Updates* – We are looking to finalize the campus master plan and GLMV will be on campus on November 2nd to present the plan to students, faculty, and staff. We will have GLMV then present the master plan to the Board soon. The Technical Education and Innovation Center Project is moving along.
- 7) *Community Relations* – We have had three great T-Bird Talks with KNCK Radio. Chris Langsford, our Vocal and Instrumental Music Instructor, will be on with four of his students. Tonight, Carleen will have a table set up at the Family Literacy Night at the Concordia Elementary School where the college will be doing a drawing to give out free books to students. On November 10th, we will have a Salute to Service event that we have partnered with the Kansas National Guard. More information will be coming out soon about this event.

D. Meetings the Board Members attended

- 1) Mark Matthew attended the President's Soiree this month.
- 2) Jim Koch attended the President's Soiree this month.
- 3) Pat Macfarlane attended the President's Soiree this month.
- 4) Bruce Graham attended the President's Soiree this month.

5) Jesse Pounds attended the CloudCorp meeting this month.

VIII. Discussion Items: None

IX. Action Items

A. Approval of Fleet Vehicle Replacement – Correction

Jim Koch moved and Mark Matthew seconded to approve the vehicle purchase from Cable Dahmer of Topeka for the amended amount of \$36,210 from Fund 11 – General Fund. Motion passed.

B. Approval of the MOU with the 997 Brigade Support Battalion

Jim Koch moved and Pat Macfarlane seconded to approve of the MOU with the 997 Brigade Support Battalion and the Kansas Army National Guard beginning November 1, 2022 ending October 31, 2025. Motion passed.

C. License Agreement with the City of Concordia

Mark Matthew moved and Richard Hubert seconded to approve the license agreement for a private fiber optic line that is crossing a public right of way with the City of Concordia, effective November 2, 2022. Motion passed.

D. Approval of the Nurse Think Complete – RN

Stefanie Perret gave an overview of information about the Nurse Think Complete. Our faculty are constantly looking at process improvement as well as improving our learning experience for our students. During this last year, they were tasked with looking at different options available for testing, test prep, and overall curriculum development and for the effort to prepare for the Next Gen NCLEX. They are completely changing the way the NCLEX test is delivered for Nursing graduates that are preparing their RN Licensure in April 2023. Our faculty have looked at many different opportunities and partnerships within those companies. One of the companies selected was Nurse Think and it was chosen by faculty based on their research that will help with cost containment.

Pat Macfarlane moved and Mark Matthew seconded to approve the purchase of the Nurse Think Complete - RN software in the amount of \$39,795.46 out of the nursing lab fees. Motion passed.

X. Other:

A. Schedule Budget Study Session for Tuition, Fees, and Housing Rates

Amber presented that we should include this study session after our next scheduled Board meeting on November 15, 2022. All Board members agreed that this would work best for everyone.

XI. Executive Session

A. Attorney/Client Privilege

Mark Matthew moved and Jim Koch seconded to recess into executive session for 20 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 6:16 pm. Motion passed. No action taken.

B. Non-Elected Personnel

Mark Matthew moved and Jim Koch seconded to recess into executive session at 6:18 pm for 10 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 6:28 pm. Motion passed. No action taken.

XII. Adjournment

Mark Matthew moved and Jim Koch seconded to adjourn the meeting at 6:30 pm. Motion passed.

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