

Cloud County Community College

BOARD OF TRUSTEES

May 24, 2022

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

Others Present:

Attorney-Justin Ferrell, Jim Lowell - Blade Empire, Toby Nosker – KNCK, Chris Wilson, Jennifer Zabokrtsky, Heather Gennette, Jessica LeDuc, Susan Dudley, Joy Cunningham, Carleen Nordell, Jonah Hardacre, Tom Roberts, Julian Smith, Cindy Lamberty, Stefanie Perrett, 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** – Jim Koch moved and Pat Macfarlane seconded to adopt the agenda as presented. Motion passed.
 - IV. **Guest Comments:** None
 - V. **Introductions and Highlights:** None
 - VI. **Consent Agenda** – Mark Matthew moved and Jim Koch seconded to approve the Consent Agenda which includes the minutes of the April 26, 2022 regular board meeting with minor changes mentioned by Jim; minutes of the May 9, 2022 special board meeting; Treasurer’s Report; Purchasing and Payment of Claims; Contract Renewal Recommendations for Administrative Personnel – 2022-2023; Assistant Wrestling Coach – Blayne Harris; Allied Health Instructor at the Geary County Campus – Linda Ramsey; Policy C6 – Communicable Diseases; Policy E12 – Student Employees; Policy E15 – Residence Life; Policy E16 – Textbook Selection and Deadlines. 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) *Legislative Updates* – The Governor signed into law amendments to the Kansas Promise Act this month, which are effective immediately. Those changes include eligibility requirements: be a US citizen, has graduated in the last 12 months or has been a Kansas resident for the proceeding three consecutive years. The length of time to complete was increased from 30 months to 36 months.
 - 2) *Other Updates* – PTK Induction Ceremony was on April 28th and the 11th Annual TRIO Soiree was on April 30th. Big thank you to Keela Andrews and her team for having a successful event. There was also a Campus Community Meeting via ZOOM on Friday, May 6th to share the great news on our donation from Salina Regional. Amber, Kim, and Caesar attended the USD333 board meeting on May 9th to support the ask for \$50,000 towards turf of the baseball field.
 - 3) *Marketing* – Google Ad impressions this month were at 36,638. We had 2,972 clicks which is a 148% increase over March. The top posts for the month were Kevin Pounds’ retirement that reached 10,316 with 164 comments. This was amazing to see because a lot of the comments were from former students. The Alumni of the year announcement, Dr. Keir Swisher, reached 9,982. The Salina Regional donation reached 7,446. Jessica LeDuc has been working on graduation photos to be posted on Friday, working on a press release for all the graduates, promoting summer classes and fall enrollment, promoting CDL and a class every 8 weeks, Kid’s College, and finishing up the updated Fact Sheet.
 - 4) *Foundation* – The Foundation is still awarding scholarships through the Summer. They will continue to award every two weeks and can’t thank their volunteer review committee enough for continuing to review scholarships over the summer. They have awarded 284 students a total of \$388,000 with \$197,000 left to award. The Foundation has been working collaboratively with the College, City of Concordia, and USD333 to raise funds for the Doyen Field turf project. They were awarded \$25,000 from the Community Foundation for Cloud County and have been helping the City of Concordia on a Dane G. Hansen grant for the project. The Children’s Center expansion project was awarded \$20,000 from Dane G. Hansen for the playground equipment. They are preparing for year-end and the scholarship transfer that the Foundation Board of Directors will vote on at the next Board meeting that will be held June 14th. It is anticipated the transfer will be more than \$418,000, which is \$5,000 more over last year and the most ever given in scholarships. There are exciting things happening with our scholarship dollars

for our students. The Foundation will also be hosting our Annual Golf Tournament on June 11th.

- 5) *Athletics* – The Softball team had the most wins in a season since 2018 with 18 wins. Ryleigh Jones was the KJCCC Athlete of the week in February. There were 3 All-KJCCC Athletes awarded to Ryleigh Jones, Delaney Exon, and Shayna Fila at the end of the season. This has been a great 1st year for Head Coach John Kelly and Assistant Coach Kevin Rule. The Baseball team finished the season also with the most wins since 1989 with 42 wins. They hosted the Region VI playoff series for the second time in program history, then advancing to the Plains District Tournament for the second time in program history. They tied for second on the highest finish in the KJCCC-West in program history. There were 3 KJCCC Players of the week and were ranked in the NJCAA National Poll two different weeks throughout the season. They are currently still waiting for the All-KJCCC, All-Region, and All-American selections. They had an amazing season thanks to all the hard work and dedication of the team, Coach Eric Gilliland, and the coaching staff. The Women’s Track and Field team placed third in team finals at the NJCAA Outdoor Championship. They swept the NJCAA Region VI/KJCCC West Indoor and Outdoor Team Titles. There were 9 KJCCC Athlete of the week awards. There were also 4 NJCAA individual National Champions. The Men’s Track and Field team placed sixth at the NJCAA Outdoor Championship. They also swept the NJCAA Region VI/KJCCC West Indoor and Outdoor Team Titles. They had 6 KJCCC/NJCAA Athlete of the week awards. There was one NJCAA individual National Champion which was Mohamed Ahmed who won the Outdoor Hammer Throw. Congrats to all of our Spring Athletic teams for having an outstanding year.

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

- 1) Kay Reed won the College and University Library Society Support Staff Award. Congratulations on this accomplishment! Kristina Frost made a variety of African-inspired dishes for the Cloud County Resource Center’s World Food Day where she received the People’s Choice Award. Shelly Farha and Amy Kern are discussing articulation agreements with Concordia High School (CHS) for Entrepreneurship and Digital Photography classes. Kim is also working on an articulation agreement for Technical Math with CHS. Vincent Isakson has worked diligently to update out chemistry lab. He and Josh Urban have it ready for the new ventilation system for the chemistry hoods. Jaime Gross’ horse judging team member, Jordan Murphy, is the academic All-American recipient and Renee McCray won the reserve high point rider for our region. The horse judging team finished third at the University of Nebraska-Lincoln contest. Two of our judges committed to

Oklahoma State University to judge and be members of their ranch horse team. Kim has been working on the final touches of the 2+2 agreement with K-State Salina in Drones. Don Benjamin, Stefanie Perret, April Benne, and Kim met with Superintendents and Principals from Waconda, Beloit, Rock Hill, and Osborne High Schools this month and answered specific questions regarding offering courses for the next school year in several CTE programs. They plan to meet again next week. Don, April, Kris Farmer, and Kim met with the counselors from CHS and discussed a concurrent enrollment day for the Fall as well as an articulation agreement. We had a successful Nurses pinning ceremony and Graduation ceremony with 122 graduates walking. Thank you to everyone who helped ensure the event was a success. The Geary County Campus Faculty and Staff hosted a Cinco de Mayo lunch for students on May 5th.

- 2) There was a Kickball Tournament held on May 4th. There were 55 students attending the de-stress week events the week prior to finals. 1,400 students were sent enrollment reminder postcards. Admissions called and texted current students who are not enrolled for next fall and delivered Cloud pennants to all service area high school. There are plans underway for recruiting efforts at the local county fairs.

C. Vice President for Administrative Services – Caesar Wood

- 1) *COVID-19 Updates* – The safety of our campus community is our number one priority. Concordia Campus has had 28 positive cases with 0 active and the Geary County Campus has had 7 positive cases with 1 active. We will continue to monitor the situation with the virus and keep track of active cases through the summer sessions.
- 2) *Finance/Reports Updates* – We have been working on finalizing the FY23 budget. The budget study session in June will included college priorities and enrollment projections as we prepare the budget for FY23. The business office staff distributed the final round of HEERF III funding on May 8th, which mandates all funds go directly to students. We have been working on the Annual Insurance Renewals and anticipate bringing this action item to the board at the June meeting. From our current provider we may see a premium increase based on current economic challenges and the national average is seeing an increase of 8-12%.
- 1) *Children’s Center* – The staff has been preparing and organizing for the move to building #4 during the renovation project this summer. The center will close on May 25th and the summer hours will begin on June 1st at building #4. KDHE and Michelle Charbonneau walked through the on-site inspection on May 18th with no issues identified. The water line and sprinkler system work has started at the Children’s Center and should be completed by next week.

The renovation project will be starting next week, May 31st, with an anticipated deadline of August 4th, 2022.

- 2) *Information Technology* – Institutional Research is getting started on the big Academic Year KHEDS data report for this summer. This is a large project that requires hundreds of hours of work. They are planning a site visit with the network cabling contractor to get all final details for the work beginning later this summer. We are still waiting on network switches, which were ordered back in March. IT knew there would be a significant shipping delay on those items. Kevin Lutes, our Network Administrator, is repairing a new campus firewall and upgraded security for remote connections. IT sent in about 60 old desktop computers for recycling, earlier this month. They are starting to upgrade system software on computers.
- 3) *Auxiliary Services* – The Bookstore is working on an upgrade to begin over the summer with PrismRBS. The upgrade is a required update with the company but will provide a smoother transaction process. The upgrade will also include their Mosaic software, which will provide a more efficient process with the bookstore website and merchandise uploads. Housing has 219 applications for this upcoming Fall semester which is an increase of 15 applicants from last year. We will have 16 students living on campus this summer. The Residence Life Coordinator, Susan Dudley, is working on the summer cleaning and facility projects for this summer. New roofs were installed last week on Building #7, the LaBarge House, and to Thunder Heights.
- 4) *Human Resources* – Rachel Zohn and Chris Wilson watched a KPERS webinar about Retirement Eligibility. The human resources staff has been busy processing new hires.
- 5) *Facilities Updates* – The Civil Rights Compliance Audit conducted by the Career Technical Education Unit of the Kansas Board of Regents took place on April 27th and 28th. We will be going to the Laharpe, KS on Friday, May 27th to complete the on-site audit with the KBOR staff. This site visit included inspection of the campus facilities to ensure we are meeting specific regulations. The initial report will be coming in June to review for any recommendations or issues the college may need to address. We do not anticipate any major findings or concerns. The Facilities Master Plan process with GLMV began on May 4th and the second meeting is scheduled for June 2nd. It will be important to include the Technical Education and Innovation Center and Athletics Facilities as part of this process. The gym floor was finished the week of May 16th and is now complete. The chemistry hood and chemical storage areas are getting much needed maintenance, which began the week of May 16th.

- 6) *Meetings Attended* – Amber, Kim, Heather Gennette, and Caesar met with GLMV and contractors interested in the new Technical Education and Innovation Project in Wichita, KS. The deadline for the construction manager at risks submittals are due June 2nd. Caesar attended the negotiations meeting on May 3rd with Chris Wilson. He also attended the Rotary Luncheon on May 5th with Carleen Nordell.
- 7) *Good News* - Hillside was sold and we closed on May 20th, 2022.

D. Meetings the Board Members attended

- 1) Jim Koch attended Negotiations and the Foundation Executive Committee meeting this month.
- 2) Bruce Graham attended Negotiations meeting this month.
- 3) Jesse Pounds attended the Pros of Con and CloudCorp meeting this month.

VIII. Discussion Items: None

IX. Action Items

A. Contract Extension for the President

Jim Koch moved and Mark Matthew seconded to approve to extend the term of President Knoettgen's contract to June 30, 2025. Motion passed.

B. Approval of the Learning Management System Renewal for 2022-2027

Mark Matthew moved and Richard Hubert seconded to approve the 5-year agreement with Instructure in the amount of \$110,385.00 for the use and support of Canvas and authorize payment from Tech Fees. Motion passed.

C. Approval of the Multi-Function Copier Bid

Pat Macfarlane moved and Bruce Graham seconded to approve the bid from Image Quest in the amount of \$31, 963.68 for the first year of the 5-year lease agreement, and each year thereafter according to the contract terms, including any escalation clauses, and authorize payment from the General Fund. Motion passed.

D. Renewal of the Hanger Lease facility for the Renewable Energy Department

Bruce Graham moved and Jim Koch seconded to approve the renewal of the 2-year lease agreement with Darrel Hosie and Margo Hosie, per the lease terms in the amount of \$72,600 to support the Renewable Energy Department authorize payment from the General Fund. Motion passed.

X. Other: None

XI. Executive Session

A. Negotiations

Bruce Graham moved and Mark Matthew seconded to recess into executive session for 15 minutes with the 6 Board members, Amber Knoettgen, Kim Zant, Caesar Wood, Chris Wilson, and Justin Ferrell to discuss negotiations in order to protect the public interest in negotiating a fair and equitable contract and that we return to open session in this room at 6:16 pm. Motion passed. No action taken.

B. Attorney/Client Privilege

Jim Koch moved and Mark Matthew seconded to recess into executive session for 25 minutes with the 6 Board members, Amber Knoettgen, Kim Zant, Caesar Wood, Chris Wilson, Justin Ferrell, and Greg Goheen 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 6:45 pm. Pat Macfarlane was not in the room to vote. Motion passed. No action taken.

Pat Macfarlane moved and Mark Matthew seconded to return to executive session for 20 minutes with the 6 Board members, Amber Knoettgen, Kim Zant, Caesar Wood, Chris Wilson, Justin Ferrell, and Greg Goheen 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 7:07 pm. Motion passed. No action taken.

XII. Adjournment

Mark Matthew moved and Richard Hubert seconded to adjourn the meeting at 7:09 pm. Motion passed.

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