

**COFFEYVILLE COMMUNITY COLLEGE
BOARD OF TRUSTEES MEETING MINUTES
October 17, 2022**

The regular meeting of the Board of Trustees was called to order on October 17, 2022 at 4:00 p.m. in the Board Room.

Trustees Present: David Baldwin Jimmy Littleford Doug Misch
 Lora Stalford Ron Bryce

Trustee Absent: Becky Barnhart

Others Present:

President Dr. Marlon Thornburg	Vice President Dr. Aron Potter
College Legal Counsel Doug Ott	Vice President Jeff Morris
Sr. Director Yvonne Hull	Dean Heather Pollet
Kim Blaes	Abdul Olusesi
Ashley Tatman	Melissa Gunby
Brandi Beeson	Markel Porter
Chris Auten	David Wiggins
Mike DeRosa	James Grimmett
Cami Conley	Aaron Phillips
Kris Wech	Andrew Elrod
Blake Cole	Kaitlynn Christian
Sydney Neidigh	

Vice Chair David Baldwin opened the meeting and welcomed all guests present. He called upon Phi Theta Kappa to present their update.

Kaitlynn Christian updated the Board on the Chapter's College Recycling Project. She noted Ace Hardware has ordered the bins for the Chapter at cost. They will label and place bins in the trash room of each dorm floor to start the project. The Chapter plans to participate in Trunk or Treat, Spooktacular, Spook Trail at Cedar Bluff, and Raven Holiday. On October 10th they plan to hold a cupcake sale and decorating contest for National Cake Decorating Day. Chapter member, Sydney Neidigh, spoke about the Fall Leadership Conference and Honors in Action Conference they attended. Both Sydney and Kaitlynn spoke about what they learned from the speakers and how to motivate members who needed a nudge.

Director of Marketing, Ashley Tatman, provided the Marketing update. Ashley gave a short update of completed work orders, videos and website completions. They are finishing up end of the year events; trunk or treat, career fair, Jr/Sr Day, and Raven Holiday. Ashley introduced Andrew Elrod and Blake Cole as a part of the marketing team who received four awards from the National

Council for Marketing and Public Relations (NCMPR) in Iowa. Awards were received in these areas:

Magazine (Raven Review), Promotional Video-Long Form (Men's National Championship), Video Shorts (Football Uniform Reveal), and Original Photography (Graduation Picture). They will be competitors at the national level March 30-April 1 in Orlando FL.

Student Life/Diversity and Inclusion Director, Abdul Olusesi, presented the Student Life Update. Abdul provided an overview of all the Homecoming activities and noted the winners. On October 13th, Taylor Panczer, Outreach Coordinator from Community Health Clinic was on campus for Raven Talk: Personal Decisions & Responsible Choices. In conjunction with Trunk or Treat night, a Raven Madness event will be held following the trunk or treat activity. Performances by cheer and dance, players 3-point and dunk contests, and fan shooting will be held in Nellis West.

President Thornburg updated the Board with the President's report. Dr. Thornburg explained the recent articulation signing with two year colleges held in Wichita. The private four year colleges will take our two year degree and allow our students to enroll as a junior, also known as direct transfer. President Thornburg noted the band competition was successful, the distinguished alumni luncheon received many positive comments as well as all of the homecoming activities. At this time, President Thornburg introduced Brandi Beeson, Student Success Center Assistant/International Student Coordinator. The field representative from Sevis came to campus to meet with Brandi and Kelli Bauer for the annual review of our international students and compliance. He noted CCC was in compliance with no corrections or errors. We are appreciative of Brandi and her work with the international students on campus keeping their paperwork properly filed.

At this time, President Thornburg introduced the guests from the Fine Arts Department: Mike DeRosa, Dr. David Wiggins, Markel Porter and Chris Auten. He then introduced Cami Conley and James Grimmert were present from the Technical Campus.

Mike DeRosa was first to speak about the Art program. He talked about the chain saw art display, the pottery class, and how all his students are involved community events; the spook trail at Cedar Bluff, Spooktacular, Trunk or Treat and will be participating in Raven Holiday.

Dr. David Wiggins presented his program to the Board. He highlighted the Marching Band Festival held at Veterans Memorial Stadium, noting it was a great recruiting tool. He was able to visit with several students. He noted the drumline is working very hard. He is taking the band to Kansas State University to meet with KSU Band Director Dr. Frank Tracz. Trustee Lora Stalford noted she heard several positive comments about the festival.

Theatre Director, Chris Auten, gave the Board an update about his program. He noted he has re-organized and cleaned up his area since he arrived. He updated the catwalk, removed 1000 ft of cable and recently repainted the stage. He said all the lights are working and surround sound has been installed. The Theatre department will be performing "A Christmas Carol" for Raven Holiday.

Director of Vocal Music, Markel Porter, presented her program to the Board. She is hosting piano duo concert Duo Mundi – George and Guli on October 24th and has invited fourth grade students from Community Elementary, Tyro, Cherryvale, Holy Name and home schooled students to participate in an elementary piano clinic. They will receive instruction in the morning, bring their lunch and then take pictures with Redd T. Raven. There will be a community concert in the evening followed by a VIP reception at the Alumni Center. The vocal music students will be participating in Raven Holiday, caroling at the bookstore November 28th and Christmas on the Plaza December 3rd; and performing a Christmas Choir Concert/Student Recital on Monday, December 5th. They have planned a Choir festival on January 17th and invited area schools as a recruiting tool.

Fire Science Coordinator/Instructor, James Grimmett, provided information about the Fire Science program to the Board. James has over 30 years of firefighting experience as a municipal firefighter with the City of Coffeyville. He began his career in 1986 and advanced through the ranks to Fire Chief in 2010. He retired in 2016. James noted firemen can advance into the following careers and specializations: Fire inspector, Fire investigator, Forest Fire Inspector and Prevention Specialist, Hazardous Material Worker, Fire Captain and Fire Chief.

Cami Conley, Medical Assisting Instructor, was the next program director to address the Board. Cami noted she was a student who came through the Medical Assisting Program. She said certified medical assistants are certified by the American Association of Medical Assistants (AAMA). They must pass an exam and have the required education and experience to receive this professional certification. It is a one-year program with the optional two year associate degree. Students learn phlebotomy, routine office laboratory procedures, electrocardiograms and instruct patients in preparation for x-ray and laboratory procedures. They also learn scheduling, handling phone calls, processing insurance forms, insurance coding and managing office accounts. Cami noted she has planning to work with the Marketing Department to increase the numbers.

Vice President Morris provided an update on the Financials. September 2022 operating revenues for the main operating accounts totaled \$102,940.81. Non-operating revenues totaled \$606,397.51. The non-operating revenues for September are property taxes distributed by the county. September 2022 operating expenses totaled \$2,073,795.95. Included in the operating expenses for Fund 31 (Dormitories) is a debt payment of 547,175.00 (Principal - \$535,000, Interest \$12,175.00). There were no non-operating expenses in the month. Vice President Morris announced they will be adding a Balance Sheet statement to the financial report package, but the timeline is still unknown for completion of that document.

Auditors are scheduled to be on site beginning November 1, 2022. They usually spend three days on campus doing the fieldwork portion of their audit process.

Discussion was held for the Fall Retreat. After much discussion, it was decided to hold the Fall Retreat on November 9th beginning at 10:00 a.m. in the Board Room.

At this time, Vice Chair Baldwin asked if there was any discussion or questions regarding the action items. President Thornburg noted David Johnson resigned his position as Collision Repair Instructor. Trustee Littleford moved the action items be approved, Trustee Misch seconded the motion. The motion was approved 5-0. The consent agenda included:

Approval of Minutes

Personnel Report

Approval of Bills

Treasurer's Report

Approval of Microsoft Annual Licensing

Approval of Ellucian On Demand Training

Approval of Powell Hall Boiler Room Piping Modifications

Approval of Ellucian Colleague Experience Module

Approval of MBS Service Company Bookstore POS System


Approval of Clear Touch Purchase

Approval of Fire Suppression System Repair Purchase

Approval of Welding Program Purchase

Approval of 2008 Toyota Prius Donation

Being no further business Vice Chair Baldwin asked for a motion to adjourn. Trustee Stalford moved and Trustee Misch seconded. The motion was approved 5-0. The Board adjourned at 5:30 p.m.



Dr. Marlon Thornburg, Secretary

