

# **BOARD OF TRUSTEES**

## **CLOUD COUNTY COMMUNITY COLLEGE**

**June 26, 2018**

### **MISSION**

Cloud County Community College prepares students to lead successful lives and enhances the vitality of our communities.

CLOUD COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES

**AGENDA - June 26, 2018**

Meeting Place: Room 257 in the President's Addition  
Time: 5:00 p.m.

1. Call to Order – 5:00 p.m.
2. Adopt Agenda
3. Guests' Comments
4. Consent Agenda
  - A. Approval of Minutes of May 29, 2018 and June 18, 2018
  - B. Treasurer's Report
  - C. Purchasing and Payment of Claims
  - D. Personnel
5. Reports
  - A. President's Message
  - B. Vice President for Academic Affairs
  - C. Vice President for Administrative Services
  - D. Vice President for Student Affairs and Advancement
  - E. Meetings Trustees Attended
6. Discussion Items
  - A.
7. Action Items
  - A. Approval of College Property, Liability, etc. & Worker's Compensation Insurance Renewal Premiums for 2018-2019
8. Other
9. Executive Session

NEXT MEETING – July 31, 2018

CLOUD COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
June 26, 2018

ITEM NO:   1  

AGENDA ITEM: Call to Order – 7:00 p.m.

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
June 26, 2018

ITEM NO:   2  

AGENDA ITEM:   Adopt Agenda  

ITEM TYPE:   Decision  

COMMENT:

Parliamentary rules recommend the adoption of the Agenda.

RECOMMENDED ACTION:

Adopt the Agenda for the June 26, 2018 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
June 26, 2018

ITEM NO:   3  

AGENDA ITEM: Guests' Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
June 26, 2018

ITEM NO:   4  

AGENDA ITEM:   Consent Agenda  

ITEM TYPE:   Decision  

COMMENT:

- A. **Approval of Minutes of May 29, 2018 and June 18, 2018.** The minutes of the regular meeting of May 29, 2018 and the special meeting of June 18, 2018 are enclosed.
  
- B. **Treasurer's Report.** The Treasurer's Report as of May 31, 2018 shows a balance of \$7,455,443.94 at Central National Bank.
  
- C. **Purchasing and Payment of Claims.** The purchase orders are enclosed or are available from the Clerk of the Board.
  
- D. **Personnel.**
  - 1) Instructor in History. The Search Committee has been reviewing applications and interviewing candidates for this position. If available, a recommendation will be brought to the meeting.
  
  - 2) Instructor in Visual Communications. The Search Committee has been reviewing applications and interviewing candidates for this position. If available, a recommendation will be brought to the meeting.
  
  - 3) Assistant Men's Baseball Coach. The Search Committee has been reviewing applications and interviewing candidates for this position. If available, a recommendation will be brought to the meeting.

CLOUD COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
June 26, 2018

ITEM NO:   4  

AGENDA ITEM: Consent Agenda (Cont'd)

ITEM TYPE: Decision

COMMENT:

**D. Personnel.** (Cont'd)

- 4) TRiO Academic Specialist. The Search Committee has been reviewing applications and interviewing candidates for this position. If available, a recommendation will be brought to the meeting.

RECOMMENDED ACTION:

Approve the items included in the Consent Agenda as presented.

CLOUD COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
June 26, 2018

(A) LIST

**APPROVAL OF EXPENDITURES OR TRANSFERS OF COLLEGE FUNDS OVER \$10,000.**

This list contains requests for approval of expenditures or transfers of college funds over \$10,000. For some of the items listed, checks will be released prior to the next Board meeting and approval of this list by the Board at this meeting will also authorize release of the checks. The other items, orders will be prepared, and the payment of claims will be approved at the next Board meeting.

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1.	01-11-6102-681	KACCT	2018-2019 membership dues	\$ 13,805.00
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CLOUD COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
June 26, 2018

ITEM NO:   5  

AGENDA ITEM:   Reports  

ITEM TYPE:   Information  

COMMENT:

**A. President's Message.**

- 1) College
- 2) Community

**B. Vice President for Academic Affairs.**

- 1) Matthew Nies
- 2) Strategic Plan

**C. Vice President for Administrative Services.**

- 1) Financial Overview
- 2) Facilities
- 3) IT

**D. Vice President for Student Affairs and Advancement.**

- 1) James Ross

**E. Meetings Trustees Attended.**

CLOUD COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
June 26, 2018

ITEM NO:   6

AGENDA ITEM: Discussion Items

ITEM TYPE: Discussion

COMMENT:

**A.**

CLOUD COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
June 26, 2018

ITEM NO: 7

AGENDA ITEM: Action Items

ITEM TYPE: Decision

COMMENT:

- A. Approval of College Property, Liability, etc. & Worker's Compensation Insurance Renewal Premiums for 2018-2019.** Enclosed is information for renewal of property and worker's compensation insurance.

RECOMMENDED ACTION: Approve the renewal premium of IMA for college property, inland marine, general liability, law enforcement professional, business automobile, crime, umbrella, and linebacker insurance coverage in the amount of \$93,655 plus the options of crime in the amount of \$546, Cyber Liability in the amount of \$4,876.00, and the renewal premium of IMA for worker's compensation insurance coverage in the amount of \$43,602 for FY19 and authorize payment from the college's General Fund.

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## Memorandum

**To:** Board of Trustees

**From:** Ms. Amber Knoettgen, Vice President for Administrative Services

Dr. Adrian Douglas, President

**Date:** 6/26/2018

**Re:** Approval of College Property, Liability, etc. & Worker's Compensation Insurance  
Renewal Premiums for 2018-2019

As a result of the Board approval in June 2014 of College property, liability, etc. and worker's compensation insurance bids for FY15, the College became part of the Midwestern Higher Education Compact (MHEC) and, as a member of the Kansas Association of Community College Trustees (KACCT), was able to participate in the Master Property Program (an insurance purchasing consortium) as well as a purchasing consortium for worker's compensation insurance, resulting in significant premium savings. Under the Master Property Program of MHEC, IMA is able to leverage risk exposure of multiple colleges in Kansas to provide increased coverage at reasonable rates. KACCT began as a named insured with Coffeyville, Fort Scott, Garden City, Highland, Independence, and Neosho community colleges participating under their name. Since then, Allen, Barton, Cowley, Dodge City, Hutchison, Labette, Pratt, and Seward community colleges have joined. Johnson County and Butler Community college participate as well, but separate of KACCT.

Below is a summary of renewal premiums for College property, inland marine, general liability, business automobile, crime, umbrella, linebacker, worker's compensation and employer's liability insurance coverage for the 2018-2019 fiscal year, effective July 1, 2018. These insurance policies are intended to provide primary insurance coverage for all areas listed for a reasonable per-occurrence deductible paid by the college.

College Insurance (Property, Liability, etc.)

Year:	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019
<b>PREMIUM:</b>					
Property	\$24,744	\$25,391	\$23,121	\$26,246	<b>\$25,558</b>
Inland Marine	INCLUDED	INCLUDED	INCLUDED	INCLUDED	<b>INCLUDED</b>
General Liability	\$7,537	\$7,514	\$9,586	\$10,690	<b>\$11,864</b>
Law Enforcement Professional	\$1,038	\$1,035	\$1,035	INCLUDED	<b>INCLUDED</b>
Business Auto	\$19,505	\$21,451	\$25,603	\$31,051	<b>\$39,950</b>
Treasurer's Errors & Omissions	INCLUDED	INCLUDED	INCLUDED	INCLUDED	<b>INCLUDED</b>
Employee Dishonesty	INCLUDED	INCLUDED	INCLUDED	INCLUDED	<b>INCLUDED</b>
Educators Legal Liability (aka Linebacker)	\$3,630	\$3,619	\$4,183	\$6,247	<b>\$7,210</b>
Umbrella / Excess Liability	\$2,509	\$2,502	\$2,500	\$2,719	<b>\$3,073</b>
Healthcare Professional Liability	INCLUDED	INCLUDED	INCLUDED	INCLUDED	<b>INCLUDED</b>
IMA Fee	\$6,000	\$6,000	\$6,000	\$6,000	<b>\$6,000</b>
SUBTOTAL BASE:	\$63,925	\$66,477	\$70,422	\$82,953	<b>\$93,655</b>
Option: Crime	\$784	\$688	\$689	\$546	<b>\$546</b>
Option: Cyber Liability	-	\$6,073.80	\$5,244	\$6,285.80	<b>\$4,876.00</b>
SUBTOTAL OPTIONS:	\$1,822	\$7,796.80	\$9,011.50	\$6,831.80	<b>\$5,422</b>
TOTAL PREMIUM	\$65,747	\$74,273.80	\$79,433.50	\$89,784.80	<b>\$99,077</b>
Deductible (General)	\$25,000	\$25,000	\$25,000	\$25,000	<b>\$25,000</b>
Deductible (Auto)	\$1,000/\$1,000	\$500/\$500	\$500/\$500	\$500/\$500	<b>\$500/\$500</b>
<b>NAME OF INSURER:</b>	IMA (MHEC & Wright Specialty)	IMA (MHEC & Wright Specialty)	IMA (MHEC & Wright Specialty)	IMA (MHEC & Wright Specialty)	IMA (MHEC & Wright Specialty)

Worker's Compensation

Year:	2014-2015	2015-2016	2016-2017	2017-2018	2017-2018
<u>PREMIUM:</u>					
Worker's Compensation	\$78,349	\$70,985	\$47,220	\$48,244	<b>\$43,602</b>
Deductible	\$1,000	\$1,000	\$1,000	\$1,000	<b>\$1,000</b>
<u>NAME OF INSURER:</u>	IMA (Hartford)	IMA (Hartford)	IMA (Hartford)	IMA (Hartford)	IMA (Hartford)

Recommendation: Approve the renewal premium of IMA for college property, inland marine, general liability, law enforcement professional, business automobile, crime, umbrella, and linebacker insurance coverage in the amount of \$93,655 plus the options of Crime in the amount of \$546, Cyber Liability in the amount of \$4,876.00, and the renewal premium of IMA for worker's compensation insurance coverage in the amount of \$43,602 for FY19 and authorize payment from the college's General Fund.

CLOUD COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
June 26, 2018

ITEM NO: 8

AGENDA ITEM: Other

ITEM TYPE:

CLOUD COUNTY COMMUNITY COLLEGE  
BOARD OF TRUSTEES  
June 26, 2018

ITEM NO:   9  

AGENDA ITEM: Executive Session

ITEM TYPE: Executive Session

COMMENT: