**BOARD OF TRUSTEES**

**CLOUD COUNTY COMMUNITY COLLEGE**

**FEBRUARY 22, 2011**

**MISSION**

Cloud County Community College is dedicated to delivering high quality, innovative, affordable, and accessible educational opportunities and services that prepare a diverse population to be critical thinkers and lifelong learners who can meet the challenges of an ever-changing global community.

To assure the delivery of this mission, Cloud County Community College is directed by valid and reliable assessment techniques, which measure the effectiveness and efficiency of all departments in the delivery of curriculum and services in support of student academic success.

**VISION**

Cloud County Community College strives to enrich the lives of our students and the communities we serve.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

**AGENDA - February 22, 2011**

Meeting Place: Room 257 in the Student Center

Time: 7:00 p.m.

1. Call to Order – 7:00 p.m.

2 Adopt Agenda Decision

3. Guests’ Comments

4. Recognitions Information . Information

5. Student Senate Program Highlights Information

1. Concordia Campus
2. Geary County Campus

6. Program Highlights

7. President’s Message Information

8. Meeting Reports Information

9. Geary County Campus Update Information

10. Approval of Minutes of January 25, 2011; February 7, 2011 Decision

and February 9, 2011

11. Finances Decision

A. Treasurer’s Report

B. Financial Overview

C. Electronic Funds Transfer

12. Purchasing and Payment of Claims Decision

13. Bids

1. Remodel of Dorm Bldgs. 1 and 3 Decision

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

**Agenda - February 22, 2011**

14. Personnel Decision

1. Contract Renewals for Basketball Coaches
2. Retirement – Susan Regan
3. Bookstore Manager
4. Other

15. Facilities Decision

1. HVAC Change Order
2. Student Services Remodel
3. Summer Remodeling
4. Professional Services Wind Turbine Study
5. Other

16. Dissolution of Contract with Child Care Aware® Decision

17. Academic Calendar Decision

18. Information Items  Information

1. Telefund 2011
2. 31st Annual Scholarship Auction
3. Cook Series
4. Board of Trustees Candidate Forum

19. Other

20. Executive Session Executive Session

A. Consultation with Legal Counsel

B. Non-elected Personnel

C. Negotiations

NEXT MEETING – March 29, 2011

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 22, 2011

ITEM NO: 1

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

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 22, 2011

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 February 22, 2011 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 22, 2011

ITEM NO: 3

AGENDA ITEM: Guests’ Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 22, 2011

ITEM NO: 4

AGENDA ITEM: Recognitions

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 22, 2011

ITEM NO: 5

AGENDA ITEM: Student Senate

ITEM TYPE: Information

COMMENT:

1. **Concordia Campus.**
2. **Geary County Campus.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 22, 2011

ITEM NO: 6

AGENDA ITEM: Program Highlights

ITEM TYPE: Information

COMMENT:

Dennis Smith, Physical Science Instructor and Director of the Earl Bane Observatory, will tell the Board about the activities at the Observatory.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 22, 2011

ITEM NO: 7

AGENDA ITEM: President’s Message

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 22, 2011

ITEM NO: 8

AGENDA ITEM: Meeting Reports

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 22, 2011

ITEM NO: 9

AGENDA ITEM: Geary County Campus Update

ITEM TYPE: Information

COMMENT:

A monthly report from the Geary County Campus is enclosed.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 22, 2011

ITEM NO: 10

AGENDA ITEM: Approval of Minutes of January 25, 2011; February 7, 2011and February 9, 2011

ITEM TYPE: Decision

COMMENT:

The minutes of the regular meeting of January 25, 2011 and the special meetings of February 7, 2011 and February 9, 2011 are enclosed.

RECOMMENDED ACTION:

Approve the minutes of January 25, 2011; February 7, 2011 and February 9, 2011.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 22, 2011

ITEM NO: 11

AGENDA ITEM: Finances

ITEM TYPE: Decision

COMMENT:

**A. Treasurer’s Report and Financial Report.** These reports are enclosed.

RECOMMENDED ACTION: Approve the Treasurer’s Report as of

January 31, 2011 with a cash balance of $7,727,069.36.

**B. Financial Overview.** The financial overview of the College as of the end of January will be presented.

1. **Electronic Funds Transfer.** Enclosed is information on using Electronic Funds Transfer for financial aid refunds and other vendor payments. The administration recommends you approve these transfers effective in the Fall semester of 2011.

RECOMMENDED ACTION: Approve the use of Electronic Funds Transfer (EFT) payments of financial aid refunds and other vendor payments effective in the Fall 2011 semester.

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

February 22, 2011

ITEM NO: 12

AGENDA ITEM: Purchasing and Payment of Claims

ITEM TYPE: Decision

COMMENT:

The purchase orders are enclosed or are available from the Clerk of the Board.

RECOMMENDED ACTION:

Approve the recommendations as stated.

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

February 22, 2011

(A) LIST

**APPROVAL OF EXPENDITURES OR TRANSFERS OF COLLEGE FUNDS OVER $5,000.**

This list contains requests for approval of expenditures or transfers of college funds over $5,000.

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.

RECOMMENDED ACTION: Approve this list of expenditures or transfers of college funds over

$5,000.

1. 01-11-6102-662 Swenson, Brewer Legal fees 12-30 to 1-24 $ 1,430.03

01-60-6200-683 & Long Legal fees – wind turbine 3,600.00

1. 01-11-5523-971 KJCCC Baseball umpires for season 5,440.00

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 22, 2011

ITEM NO: 13

AGENDA ITEM: Bids

ITEM TYPE: Decision

COMMENT:

1. **Interior Remodeling – Dorm Bldgs. 1 and 2.** Bids for the interior remodeling

of apartment buildings 1 and 2 were solicited and opened on February 8, 2011. Three bids were received and the administration recommends accepting the low bid submitted by Stupka Construction, Concordia, Kansas, in the amount of $128,900.

RECOMMENDED ACTION: Accept the bid for $128,900 submitted by Stupka Construction, Concordia, Kansas to remodel apartment buildings 1 and 2 with funding coming from the 2008 PEI loan and Residence Life Auxiliary Funds and authorize payment.

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CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 22, 2011

ITEM NO: 14

AGENDA ITEM: Personnel

ITEM TYPE: Decision

COMMENT:

1. **Contract Renewals for Basketball Coaches 2011-2012.** The administration and

the President recommend the contracts for full-time Men’s Basketball Coaches for the 2011-2012 contract year be renewed.

RECOMMENDED ACTION: Renew the contracts for Lance Carter and Chad Eshbaugh effective April 1, 2011.

1. **Retirement – Susan Regan.** Susan Regan has submitted a letter to retire from her position as the Director of the Learning Skills Center effective June 30, 2011. Mrs. Regan has been an employee of Cloud County Community College since April of 1991. Her notification of retirement is attached.

RECOMMENDED ACTION: Accept the retirement of Susan Regan as Director of the Learning Skills Center effective June 30, 2011 and authorize the administration to fill the position vacancy.

1. **Bookstore Manager.** The search committee has completed its work, and the committee and the President recommend the appointment of Amy Balaun to the full-time, twelve-month, KPERS-covered position of Bookstore Manager effective April 1, 2011.

RECOMMENDED ACTION: Approve the appointment of Amy Balaun to the position of Bookstore Manager on a full-time, KPERS-covered administrative support contract effective April 1, 2011 at the twelve-month prorated salary of $30,500 plus fringe benefits.

1. **Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 22, 2011

ITEM NO: 15

AGENDA ITEM: Facilities

ITEM TYPE: Decision

COMMENT:

1. **HVAC Change Order.** Enclosed is Change Order No. 4 submitted by Medina Construction for additional ceiling work associated with Phase II of the HVAC project.

RECOMMEDNED ACTION: Approve Change Order No. 4 from Medina Construction for a total of $9,866.47 for additional ceiling work associated with Phase II of the HVAC project and authorize payment.

1. **Student Services Remodel.** Enclosed is information on remodeling the Student Services area in conjunction with the HVAC replacement. The administration is requesting approval to move forward with this project.

RECOMMENDED ACTION: Approve moving forward to develop detailed plans and specifications for the remodel of the Student Services offices and bid the project with review of such bids at the April 2011 Board of Trustees meeting.

1. **Summer Remodeling.**
2. **Professional Services Wind Turbine Study.**
3. **Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 22, 2011

ITEM NO: 16

AGENDA ITEM: Dissolution of Contract with Child Care Aware®

ITEM TYPE: Decision

COMMENT:

By mutual agreement Child Care Aware® of Kansas and Cloud County Community College will end the Child Care Resource and Referral Contract on February 28, 2011. The College will continue to provide credit bearing classes to providers as well as maintain its Early Childhood Education degree and certificate programs.

RECOMMENDED ACTION:

Approve the dissolution of the Child Care Resource and Referral Contract with Child Care Aware® of Kansas effective February 28, 2011.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 22, 2011

ITEM NO: 17

AGENDA ITEM: Academic Calendar

ITEM TYPE: Decision

COMMENT:

Each year the staff recommends, the faculty reviews and the Board approves the Academic Calendar for the next year. The calendar is enclosed. It is consistent with prior years and is compatible with other education institutions in the community and the area.

RECOMMENDED ACTION:

Approve the 2011-2012 Academic Calendar.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 22, 2011

ITEM NO: 18

AGENDA ITEM: Information Items

ITEM TYPE: Information

COMMENT:

1. **Telefund 2011.** The 2011 telefund will conclude on February 28, 2011.

Some call nights had to be rescheduled because of the weather.

1. **31st Annual Scholarship Auction.** The 31st Annual Scholarship Auction will be held Saturday, April 16, 2011, at the National Guard Armory. The silent auction begins at 5:30 p.m., dinner at 7:00 p.m. and the live auction at 8:00 p.m.
2. **Cook Series.** Pat Day, a Hall of Fame Thoroughbred Jockey, will speak Tuesday, March 1, at 7:00 p.m. in Cook Theatre.

**D. Board of Trustees Candidate Forum.** The Blade-Empire, KNCK and the CCCC Student Senate will present a Board of Trustees Candidate Forum on Tuesday, March 8, 2011, at 7:00 p.m. at the Brown Grand Theatre.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 22, 2011

ITEM NO: 19

AGENDA ITEM: Other

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 22, 2011

ITEM NO: 20

AGENDA ITEM: Executive Session

ITEM TYPE: Executive Session

COMMENT:

1. **Consultation with Legal Counsel.**
2. **Non-elected Personnel.**
3. **Negotiations.**

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