**BOARD OF TRUSTEES**

**CLOUD COUNTY COMMUNITY COLLEGE**

**JULY 26, 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 - July 26, 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. Program Highlights Information

 6. President’s Message Information

 7. Meeting Reports Information

 8 Geary County Campus Update Information

 9. Approval of Minutes of June 28, 2011; July 5, 2011 and July 11, 2011 Decision

10. Finances Decision

 A. Treasurer’s Report

 B. Financial Overview

 C. Transfer of Funds

 1). $25,000 to the Contingency Fund

 2). $25,000 to the Technology Fee Activity Fund

 3). $14,000 to the ADA Activity Account

 4). $20,000 to the Turbine Refurbishment Account

 D. 2011-2012 State Certified Budget

 1). Approve Publishing Notice of Public Hearing

 2). Set Date for Public Hearing

11. Purchasing and Payment of Claims Decision

12. Bids Decision

 A. Workstations for Student Services

 B. Microsoft Campus Agreement

13. Personnel Decision

1. Head Softball Coach Position
2. Resignation – Scott Velasquez
3. Nursing Instructor
4. Other

14. Facilities Decision

1. HVAC Project
2. Projects in Progress
3. Turbine Update
4. Other

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

**Agenda - July 26, 2011**

15. Board and President’s Travel. Decision

16. Information Items  Information

1. Cloud and Republic County Fairs
2. Move-in Day and Welcome Week Activities
3. Cloud County Community College T-Bird Golf Tournament

17. Other

18. Executive Session Executive Session

 A. Consultation with Legal Counsel

 B. Non-elected Personnel

NEXT MEETING – August 30, 2011

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 26, 2011

ITEM NO: 1

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

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 26, 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 July 26, 2011 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 26, 2011

ITEM NO: 3

AGENDA ITEM: Guests’ Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 26, 2011

ITEM NO: 4

AGENDA ITEM: Recognitions

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 26, 2011

ITEM NO: 5

AGENDA ITEM: Program Highlights

ITEM TYPE: Information

COMMENT:

Carleen Nordell will share the activities of a very successful Kids’ College.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 26, 2011

ITEM NO: 6

AGENDA ITEM: President’s Message

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 26, 2011

ITEM NO: 7

AGENDA ITEM: Meeting Reports

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 26, 2011

ITEM NO: 8

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

July 26, 2011

ITEM NO: 9

AGENDA ITEM: Approval of Minutes of June 28, 2011; July 5, 2011 and

 July 11, 2011

ITEM TYPE: Decision

COMMENT:

The minutes of the regular meeting of June 28, 2011 and the special meetings of July 5, 2011 and July 11, 2011 are enclosed.

RECOMMENDED ACTION:

Approve the minutes of June 28, 2011; July 5, 2011 and July 11, 2011.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

June 28, 2011

Present: Gregory Askren, David Clemons, Marsha Doyenne and Daniel Gerber; President Danette Toone and Marilyn Martin, Clerk. Absent: Roger Koester and Charles Lowers.

Others Present: Amy Hadachek, KNCK and Brad Lowell, Blade-Empire; Attorney David Swenson; Ellen Anderson, Larry Henry and Tom Tuggle, Board Members-Elect; Sister Marcia Allen, Kent Anderson, James Douglass, Shirley Gropp, Jean Johnson and Steve Lindsey; Jenny Acree, Holly Andrews, Matt Bechard, Shane Britt, Nick Elniff, Janet Eubanks, Joel Figgs, Kim Krull, James Lukacevich, Bob Maxson, Brent Phillips, Wonda Phillips, Calvin Shope, Susan Sutton, Beth Whisler, Mark Whisler, Chris Wilson, Jason York and Nancy Zenger-Benda, staff.

Vice-Chairman David Clemons called the meeting to order at 7:02 p.m. in Room 257 of the Student Center.

Marcia Doyenne moved and Daniel Gerber seconded to approve the agenda; motion passed.

Guests’ Comments: None.

Recognitions: Jenny Acree reported the College has been selected by GI Jobs as a 2012 Military Friendly School.

President’s Message: Dr. Toone thanked the Board, especially those going off the Board, for giving her the opportunity to serve as President of Cloud County Community College and for their support during her first year. She presented gifts to the outgoing Board members.

Meeting Reports: Daniel Gerber reported on the retirement reception for Dr. Thomas Burke, President of Kansas City Kansas Community College. Dr. Toone said Dr. Burke would be serving on the Technical Education Authority following his retirement.

Geary County Campus Update: Calvin Shope reported enrollment for both Summer and Fall is up. Sundown Salute is this coming weekend in Junction City, and CCCC is a sponsor. Forty students and staff will be working in the College’s information booth. CDL classes are being held, along with an EMT class.

Daniel Gerber moved and Gregory Askren seconded to approve the minutes of May 31, 2011 and June 15, 2011; motion passed.

Gregory Askren moved and Marsha Doyenne seconded to approve the Treasurer’s Report as of May 31, 2011 with a cash balance of $6,016,121.34; motion passed.

Bob Maxson presented an overview of the College’s finances. June 30 will end the fiscal year. We will meet 98% of the projected revenue and 95% of the budgeted operating expenses. Residence Life occupancy for fall is at 100.2%. The parking lot issue at Thunder Heights has been resolved, and is ready to be sealed. The auxiliary funds continue to be strong. We have not received the property tax disbursement yet.

Two separate lists of purchases and payment of claims were presented to the Board for approval. List (A) requested approval of expenditures or transfer of college funds of $5,000 or more.

Daniel Gerber moved and Gregory Askren seconded to approve the (A) List and the addendum (numbers 13-18); motion passed.

The (B) List contained those checks/claims that had approval and/or met the requirements of state law. Gregory Askren moved and Marsha Doyenne seconded to approve the (B) List; motion passed.

Shirley Gropp and Steve Lindsey with Peoples Insurance presented information on the process of bidding insurance.

Daniel Gerber moved and Marsha Doyenne seconded to remove the general risk, property liability and workman’s compensation insurance from the table; motion passed.

Marsha Doyenne moved and Gregory Askren seconded to waive Policy F7 – Purchasing which requires two bids on purchasing goods over $10,000 and accept the three-year bid from Peoples Insurance for general risk, property liability and workman’s compensation insurance including the addition of earthquake and medical liability coverage for a total $120,900 for 2011-2012 and authorize payment; motion passed.

Marsha Doyenne moved and Daniel Gerber seconded to accept the bid of $14,904.47 submitted by Indoff, Salina, KS, for classroom furniture for the Geary County Campus and authorize payment with funding coming from building fees; motion passed.

Gregory Askren moved and Daniel Gerber seconded to accept the base bid for athletic insurance submitted by First Agency and Guarantee Trust Life in the amount of $31,670.00 with a $500.00 deductible and the catastrophic bid submitted for First Agency and Mutual of Omaha in the amount of $3,141.00 with a $25,000.00 deductible and authorize payment; motion passed.

Marsha Doyenne moved and Gregory Askren seconded to approve the full-time, nine-month, professional employee position of Instructor in Nursing and authorize the administration to fill the position; motion passed.

Gregory Askren moved and Daniel Gerber seconded to approve Change Order 3 in the amount of $12,964.00 with Hood Heating, Air, Plumbing and Electric for ceilings, pipe chases, carpeting and sheetrock for the HVAC Project and authorize payment; motion passed.

Bob Maxson reported the Student Services remodel is moving along well, and Apartment Building 3 is almost finished.

One of the Northwind turbines was struck by lightning and is now operating again. The Nordtank has not been commissioned. The issue is with the computer software.

Daniel Gerber moved and Marsha Doyenne seconded to approve an Associate of Applied Science in Technical Studies to begin in August 2011; motion passed.

Information Items: Kid’s College is July 11-14. Enrollment thus far is 378. The T-Bird Golf Tournament is August 21. The CCCC Foundation trip to the Royals baseball game is July 10. The ACCT Annual Leadership Conference is October 12-15 in Dallas.

Consensus of the Board was to schedule the Board organizational meeting for Tuesday, July 5, at 7:00 p.m. in Room 257.

Gregory Askren moved and David Clemons seconded to recess into executive session at 8:49 p.m. in Room 251 for consultation with legal counsel and return to regular session in Room 257 at 9:34 p.m. with the four Board members, Dr. Toone and David Swenson present in the executive session; motion passed.

The Vice-Chairman adjourned the meeting at 9:35 p.m.

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Marilyn A. Martin, Clerk

Cloud County Community College

Board of Trustees

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES SPECIAL MEETING

July 5, 2011

Present: Ellen Anderson, Gregory Askren, David Clemons, Larry Henry, Roger Koester and Thomas Tuggle; President Danette Toone and Marilyn Martin, Clerk.

Others Present: Brad Lowell, Blade-Empire and Amy Hadachek, KNCK; Attorney David Swenson; Brenda Edleston, Joel Figgs, Kim Krull and Bob Maxson, staff.

Chairman Roger Koester called the meeting to order at 7:00 p.m. in Room 257 of the Student Center.

David Clemons moved and Ellen Anderson seconded to adopt the agenda; motion passed.

Roger Koester moved and Larry Henry seconded to name David Clemons Chairman of the Board of Trustees; motion passed 5-1 (Clemons abstaining).

David Clemons assumed the Chairmanship of the meeting.

Larry Henry moved and Roger Koester seconded to name Gregory Askren Vice-Chairman of the Board of Trustees; motion passed 5-1 (Askren abstaining).

David Clemons moved and Gregory Askren seconded to name Marilyn Martin Clerk of the Board of Trustees; motion passed.

Gregory Askren moved and Thomas Tuggle seconded to name Gene Johnson Treasurer of the Board of Trustees; motion passed.

Thomas Tuggle moved and Gregory Askren seconded to name Swenson, Brewer and Long, Chtd, as the College’s law firm for fiscal year 2011-2012. Roger Koester moved and David Clemons seconded to amend the motion by changing “fiscal year 2011-2012” to “from July 1, 2011 to December 31, 2011”; motion passed 5-1 (Anderson abstaining). The motion amended to read from “July 1, 2011 to December 31, 2011” passed.

David Clemons moved and Roger Koester seconded to name Ellen Anderson the representative to the Kansas Association of Community College Trustees; motion passed.

Roger Koester moved and Thomas Tuggle seconded to name Gregory Askren as representative to the KASB Governmental Relations Network; motion passed 5-1 (Askren abstaining).

Roger Koester moved and Gregory Askren seconded to name David Clemons as the representative to CloudCorp; motion passed 5-1 (Clemons abstaining).

David Clemons moved and Gregory Askren seconded to name Roger Koester and Larry Henry to the Board Audit and Finance Committee. The motion was withdrawn.

Roger Koester moved and Gregory Askren seconded to establish a Board Audit and Finance Committee consisting of two Board members; motion passed.

Gregory Askren moved and Ellen Anderson seconded to appoint Roger Koester and Larry Henry to the Board Audit and Finance Committee; motion passed.

Roger Koester moved and Larry Henry seconded to establish a Board Nominating/President’s Evaluation Committee; motion passed.

Roger Koester moved and David Clemons seconded to appoint Ellen Anderson and Thomas Tuggle to the Board Nominating/President’s Evaluation Committee; motion passed.

David Clemons appointed Gregory Askren to serve on the College Facilities Committee.

Gregory Askren moved and David Clemons seconded to set the last Tuesday of the month at 7:00 p.m. on the campus of Cloud County Community College for the regular monthly meeting except for December, moving the meeting to December 20 because of the Christmas holiday; motion passed.

Gregory Askren moved and Roger Koester seconded to schedule a special meeting for Monday, July 11, 2011, at 7:00 p.m. in the President’s Office; motion passed.

Roger Koester moved and Larry Henry seconded to set the Treasurer’s salary at $1,860 per year; motion passed.

The Chairman adjourned the meeting at 7:50 p.m.

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Marilyn A. Martin, Clerk

Cloud County Community College

Board of Trustees

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES SPECIAL MEETING

July 11, 2011

Present: Ellen Anderson, Gregory Askren, David Clemons, Larry Henry, Roger Koester and Thomas Tuggle; President Danette Toone and Marilyn Martin, Clerk.

Others Present: Attorney David Swenson.

Chairman David Clemons called the meeting to order at 7:00 p.m. in the President’s Office.

Roger Koester moved and Larry Henry seconded to adopt the agenda; motion passed.

Roger Koester moved and Ellen Anderson seconded to recess into executive session at 7:02 p.m. in the President’s Office for consultation with legal counsel and return to regular session in the same place at 8:02 p.m. with the six Board members, Dr. Toone and David Swenson present in the executive session; motion passed.

Roger Koester moved and David Clemons seconded to recess into executive session at 8:03 p.m. in the President’s Office for consultation with legal counsel and return to regular session in the same place at 8:33 p.m. with the six Board members, Dr. Toone and David Swenson present in the executive session; motion passed.

The Chairman adjourned the meeting at 8:34 p.m.

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Marilyn A. Martin, Clerk

Cloud County Community College

Board of Trustees

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 26, 2011

ITEM NO: 10

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

June 30, 2011 with a cash balance of $6,134,494.48.

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

**C. Recommended Transfer of Funds.** Attached are four recommendations for the transfer of funds for fiscal year 2012.

1.) $25,000 to the Contingency Fund (Fund 50)

 2.) $25,000 to the Technology Fee Activity Account (Fund 73)

 3.) $14,000 to the ADA Activity Account (Fund 73)

 4.) $20,000 to the Turbine Refurbishment Account (Fund 60)

 RECOMMENDED ACTION: Approve the transfers from fiscal year 2012 operating funds of $25,000 to the Contingency Fund, $25,000 to the Technology Fee Activity Account Fund, $14,000 to the ADA Activity Account and $20,000 to the Turbine Refurbishment Account Fund.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 26, 2011

ITEM NO: 10

AGENDA ITEM: Finances (Cont’d)

ITEM TYPE: Decision

COMMENT:

**D. 2011-2012 State Certified Budget.** A completed State Budget is enclosed. The Board needs to approve publishing the notice and set the date of the Public Hearing.

 RECOMMENDED ACTION:

1). Approve publishing Notice of Public Hearing.

2). Set the date for the public hearing which must be at least ten days after the publishing of the Notice of Public Hearing and at least ten days before August 25, 2011 which is the date the budget must be filed with the County Clerk. The administration suggests August 10, 2011.

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

July 26, 2011

ITEM NO: 11

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

July 26, 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. 01-83-9100-742 Nebraska Book Company Textbooks $ 47,600.00
2. 01-83-9100-742 Morton Publishing Textbooks 5,500.00
3. 01-83-9100-742 MPS – Accounts Receivable Textbooks 40,500.00
4. 01-83-9100-742 Elsevier Textbooks 15,100.00
5. 01-83-9100-742 Mc-Graw-Hill Companies Textbooks 113,000.00
6. 01-83-9100-742 John Wiley & Sons, Inc. Textbooks 11,700.00
7. 01-83-9100-742 Pearson Education Textbooks 40,500.00
8. 01-83-9100-742 CENGAGE Textbooks 118,000.00
9. 01-60-6200-683 Morris Lang Evans Turbine legal fees – June 31,785.37

 Brock & Kennedy

10. 01-84-9100-852 Spectrum Industries, Inc. Furniture for Room 307 5,099.03

11. 01-11-6501-611 Reserve Account Postage for meter 10,000.00

12. 01-73-7303-799 Dell Marketing L.P. 15 Dell laptops 12,525.60

13. 01-73-7361-799 Northern Power Systems Turbine repairs 9,520.27

 CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

July 26, 2011

ITEM NO: 12

AGENDA ITEM: Bids

ITEM TYPE: Decision

COMMENT:

**A. Workstations for Student Services.** Bids for workstation for Student Services were solicited and opened July 19, 2011. The administration recommends accepting the low bid of $11,967.53 submitted by Indoff Interiors, Salina, KS.

 RECOMMENDED ACTION: Accept the low bid of $11,967.53 submitted by Indoff Interiors, Salina, KS, for two Student Services workstations and authorize payment with funding coming from Building fees.

**B. Microsoft Campus Agreement.** Bids for the fiscal year 2012 Microsoft Campus Agreement were solicited and opened July 19, 2011. The administration recommends accepting the low bid of $12,375.04 from Software One, New Berlin, WI.

 RECOMMENDED ACTION: Accept the low bid of $12,375.04 submitted by Software One, New Berlin, WI, for the 2012 Microsoft Campus Agreement and authorize payment with funding coming from Technology fees.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 26, 2011

ITEM NO: 13

AGENDA ITEM: Personnel

ITEM TYPE: Decision

COMMENT:

**A. Head Softball Coach Position.** The Director of Athletics and the President recommend the Boardof Trustees approve a salary increase of $2,749 for Aaron Acree. This is recommended to bring his salary in line with other head coaches of similar sports. Aaron has been Head Softball Coach since 2002.

RECOMMENDED ACTION: Approve a salary increase of $2,749 for Aaron Acree, Head Softball Coach, retroactive to July 1, 2011.

**B. Resignation – Scott Velasquez.** Scott Velasquez has resigned his position as TRiO Academic Specialist at the Geary County Campus effective August 31, 2011. Mr. Velasquez has been an employee of Cloud County Community College since January 2006. His letter of resignation is enclosed.

RECOMMENDED ACTION: Accept the resignation of Scott Velasquez as TRiO Academic Specialist at the Geary County Campus effective August 31, 2011 and authorize the administration to fill the position vacancy.

**C. Nursing Instructor.** The search committee has been reviewing applications and interviewing candidates for this position. If available, a recommendation will be made for this position.

RECOMMENDED ACTION: Take action as appropriate.

**D. Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 26, 2011

ITEM NO: 14

AGENDA ITEM: Facilities

ITEM TYPE: Decision

COMMENT:

**A, HVAC Project.**

**B. Projects in Progress.**

**C. Turbine Update.**

**D. Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 26, 2011

ITEM NO: 15

AGENDA ITEM: Board and President’s Travel

ITEM TYPE: Decision

COMMENT:

The ACCT Annual Leadership Congress will be held October 12-15, 2011 in Dallas, Texas. The early registration deadline is August 11. At this point Ellen Anderson, Tom Tuggle and Dr. Toone are planning to attend. Policy requires pre-approval by the Board of Trustees on travel estimated to exceed $500 for Board members and $1,000 for the President. The estimated cost per person is as follows:

 Registration $ 715.00 (includes 2 luncheons and one brunch)

 Hotel 700.00

 Meals 200.00

 $1,615.00

With the conference being so close, the group will be able to travel by college van.

RECOMMENDED ACTION:

Approve the travel for Dr. Toone, Ellen Anderson and Tom Tuggle to Dallas, TX, for the ACCT Annual Leadership Congress October 12-15, 2011.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 26, 2011

ITEM NO: 16

AGENDA ITEM: Information Items

ITEM TYPE: Information

COMMENT:

**A. Cloud and Republic County Fairs.** The College will have a booth at the Cloud County Fair July 26-30 and the Republic County Fair August 2-6. Board members are welcome to volunteer to work in these booths.

**B. Move-in Day and Welcome Week Activities.** Listed below is the schedule of activities the first week students are on campus.

 • Aug 14 – Residence Life Move-in Day

* Aug 15 – Movie Night
* Aug 16 – Watermelon, climbing wall and outdoor games
* Aug 17 – Back to School BBQ
* Aug 18 – BBQ 5:15 p.m. @ City Park followed by T-Bird Splash

**C. Cloud County Community College T-Bird Golf Tournament.** The 11th Annual T-Bird Classic Golf Tournament is scheduled for August 21, 2011.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 26, 2011

ITEM NO: 17

AGENDA ITEM: Other

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 26, 2011

ITEM NO: 18

AGENDA ITEM: Executive Session

ITEM TYPE: Executive Session

COMMENT:

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