**BOARD OF TRUSTEES**

**CLOUD COUNTY COMMUNITY COLLEGE**

**OCTOBER 25, 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 - October 25, 2011**

Meeting Place: Room 257 in the President’s Addition

 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. Cloud County Community College Foundation Information

10. President’s Evaluation Form Information

11. Approval of Minutes of September 27, 2011 and October 19, 2011 Decision

12. Finances Decision

 A. Treasurer’s Report

 B. Financial Overview

 C. Capital Levy – Resolution 1112-1

 D. November Bids

13. Purchasing and Payment of Claims Decision

14. Personnel Decision

1. Resignation – Gayathri Kambhampati
2. Contract Renewal Recommendations for Fall Coaches – 2011-2012
3. Other

15. Facilities Decision

1. Turbine Update
2. Other

16. Policies Decision

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

**Agenda - October 25, 2011**

17. Videotaping Board of Trustees Meetings

18. Information Items  Information

 A. Special Nights at Basketball Games

 B. Phi Theta Kappa Induction

 C. NCK Band

 D. Great Society Fall Fling

 E. Geary County Campus PTK Honors Lecture Series

 1). October 27

 2). November 17

19. Other

20. Executive Session Executive Session

 A. Consultation with Legal Counsel

 B. Non-elected Personnel

 C. Negotiations

NEXT MEETING – November 29, 2011

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 25, 2011

ITEM NO: 1

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

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 25, 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 October 25, 2011 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 25, 2011

ITEM NO: 3

AGENDA ITEM: Guests’ Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 25, 2011

ITEM NO: 4

AGENDA ITEM: Recognitions

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 25, 2011

ITEM NO: 5

AGENDA ITEM: Program Highlights

ITEM TYPE: Information

COMMENT:

Ty Hughbanks, Science Instructor, will tell the Board about the cadaver lab, how students help prepare the cadavers in class and how High School students touring the lab have an impact on recruitment.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 25, 2011

ITEM NO: 6

AGENDA ITEM: President’s Message

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 25, 2011

ITEM NO: 7

AGENDA ITEM: Meeting Reports

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 25, 2011

ITEM NO: 8

AGENDA ITEM: Geary County Campus Update

ITEM TYPE: Information

COMMENT:

A monthly report from the Geary County Campus is enclosed.

Geary County Campus

Report to the Board of Trustees

October 25, 2011

**Student Services Activities – Calvin Shope**

* Student Services held its annual Counselor’s Breakfast. A record 19 counselors from area high school, as well as, organizations from Fort Riley attended the event
* Student Services attended Army Career and Alumni Program’s Educational Planning Seminar – 55 soldiers, who are transitioning out of the Army participated in the event - Cloud was the only school present.
* Junction City Chamber of Commerce held its annual Junction Function – Theme was Las Vegas. GCC had a roulette wheel, loaned from Carleen Nordell. The felt for the roulette wheel was decorated to represent various degree and programs GCC offers. The table also on the scrolling board that read “Cloud’ Geary Campus – A Sure Bet” –followed by slot machine symbols.
* Second Start began on 10/17 with 22 new students added to Fall 2011 numbers.

Current Enrollment:

 head count credit hrs.

Fall 2011 547 (+9.6%) 4768 (+12.4%)

 499 4238.5

* Student Services will Speak to a group of 45 students at Flint Hills Job Corps Center on Tuesday, October 18th
* Student Services will attending a Wellness Fair at Footlocker in Junction City with Amanda Rankin from B&I
* Enrollment for spring 2012 semester begins on Monday, October 24th
* Veteran’s attending the Geary Campus will meet on Thursday, October 27th to discuss the election of officers for at Student Veterans Group. The Geary Campus plans to apply for membership in Student Veterans of America. A national recognized organization supporting veterans.

**Business and Industry Training Programs – Jason York**

* Thirteen students participated in the CDL Phase I Training September 26-29. We have three CDL Phase I Training sessions before the Thanksgiving holiday. Students may choose between day, evening, or weekend classes.
* CDL Phase II training (behind-the-wheel driving) is ongoing and students are completing their driving examinations weekly at the Junction City DMV.
* Sixteen students are participating in “Careers in Highway Construction” October 10 through December 2 in cooperation with the Topeka YWCA. The 8-week training session prepares participants to gain a job in the construction field. The program is grant-funded and the training is free to qualifying applicants—targeting women, minorities, and the unemployed. Cloud will be providing the Commercial Driver’s License and OSHA-10 Construction training. A graduation ceremony will be scheduled on Friday, December 2. Other participating partners include Kansas Works, The Junction City and Manhattan Workforce Centers, Fort Riley Employment Readiness, and local construction companies.
* An OSHA-10 Construction Training will be held on November 7 & 8.
* Six students participated in the Motorcycle Safety Foundation Course October 14-16. Our final MSF Course for the season is October 20, 29, and 30.
* In cooperation with the Department of Allied Health, ten students began a C.N.A. Online-Hybrid course on October 10 with the clinical rotations hosted at Chapman Valley Manor. The next C.N.A. Online-Hybrid training begins November 14.
* Cloud will be offering an EMT-Transition Course on November 12, 13, 26, and 27.
* Business & Industry Programs will participate at job fairs at Foot Locker on October 20 and at Fort Riley on October 25. We will promote all Cloud programs and advertise for adjunct instructor positions.

**Campus Dean – Brenda Edleston**

* Under the leadership of Dr. Pete Pellegrin, the Beta Eta Xi chapter of Phi Theta Kappa is gearing up for their annual Honors Lecture Series. Faculty member Cindy Lamberty will lead the presentation and discussion for the first of the series on October 27th. TRiO Student Support Specialist Dr. Mitch Stimers will lead the discussion on the night of November 17th. Additional dates are yet to be announced.
* The weekend of November 4, 5, and 6 the Geary and Concordia campuses will start a shared course in Criminology. This is a hybrid class with students meeting over the course of two three-day weekends and completing readings and tasks online in between the face-to-face sessions.
* GCC has a new electronic message center in the lobby of Building A. The addition of this flat screen TV has caused quite a buzz. Students are taking notice and reading the announcements of coming events and important dates to remember. Soon, we hope to add message centers in both Buildings B and C.
* The GCC spring schedule has been published and students have begun to enroll. We will be welcoming seven new adjunct instructors to our faculty this term.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 25, 2011

ITEM NO: 9

AGENDA ITEM: Cloud County Community College Foundation Update

ITEM TYPE: Information

COMMENT:

A monthly report from the Cloud County Community College Foundation is enclosed.

CCCC FOUNDATION STATUS

October 25, 2011

Since the September 27, 2011, Trustees’ Meeting the following progress has been made at the Cloud County Community College Foundation:

1. The Scholarship Reception was held October 18. Beth Whisler was honored as a Donor.
2. Two more Donors have agreed to remove the restrictions on their scholarships.
3. A Donor prospect list of Concordia business owners has been obtained from the Concordia Chamber with the co-operation of Roberta Lowery and a work study student assigned to the Chamber. A supplemental list of other area business owners is in process.
4. The Foundation staff has been researching unusual scholarships and creating and placing in the files “General Information” pages which contain the history, recipient qualifications, award amounts, donor contact information, etc., for the rapid reference of future Foundation personnel.
5. Set-up for the Foundation page on the CCCC website has begun!

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 25, 2011

ITEM NO: 10

AGENDA ITEM: President’s Evaluation Form

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 25, 2011

ITEM NO: 11

AGENDA ITEM: Approval of Minutes of September 27, 2011 and October 19, 2011

ITEM TYPE: Decision

COMMENT:

The minutes of the regular meeting of September 27, 2011, and the special meeting of October 19, 2011, are enclosed.

RECOMMENDED ACTION:

Approve the minutes of September 27, 2011 and October 19, 2011.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 25, 2011

ITEM NO: 12

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

September 30, 2011 with a cash balance of $5,338,925.51.

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

**C. Capital Levy – Resolution 1112-1.** Attached is Resolution 1112-1 and a memorandum explaining the need for this resolution.

 RECOMMENDED ACTION: Approve Resolution 1112-1 authorizing publication of the resolution for a four mill capital outlay.

1. **November Bids.** Proposals have been requested and will be brought to the regular November meeting for approval for legal services, window coverings at the Geary County Campus, video camcorder for Wind Energy Technology Program (WET), camera and photo training equipment for WET, electrical 3-phase motor control training equipment (WET), flexible video Borescope training equipment (WET), electrical training equipment (WET) and electrical industrial controls training equipment (WET).



**RESOLUTION TO LEVY TAX AND CREATE CAPITAL OUTLAY FUND**

 WHEREAS, the Board of Trustees of Cloud County Community College, State of Kansas, is authorized by law to make an annual tax levy for a period of time not to exceed five (5) years in an amount of four (4) mills, upon all taxable tangible property in the community college district for the purposes specified in said law:

 WHEREAS, said Board of Trustees has determined to exercise the authority vested in it by said law;

 NOW, THEREFORE,

**RESOLUTION 1112-1**

 BE IT RESOLVED that:

 The above-named Board of Trustees shall be authorized to make an annual tax levy for a period of not to exceed five (5) years in an amount not to exceed four (4) mills upon all taxable tangible property in the community college district for the purpose of reconstruction, repair, remodeling, additions to, furnishing and equipping of community college buildings, architectural expenses incidental thereto, and the acquisition of real property for use as building sites or for educational programs. The tax levy authorized by this resolution may be made unless, within sixty (60) days following the last publication of this resolution, a petition in opposition to such level, signed by not less than five percent (5%) of the qualified electors of the community college district, is filed with the county election officer of the county in which the main campus of the community college is located. If a petition is filed, the levy shall not be made without the question of levying the tax having been submitted to and approved by a majority of the qualified electors of the district voting at an election called for that purpose or at the next general election.

**CERTIFICATE**

 THIS IS TO CERTIFY that the above resolution was duly adopted by the Board of Trustees of Cloud County Community College, State of Kansas, on the 25th day of October, 2011.

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 Clerk of the Board of Trustees

 Cloud County Community College

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

October 25, 2011

ITEM NO: 13

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

October 25, 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. 01-86-0000-484 Treat America Off-campus meal plans $ 24,030.00

 2. 01-83-9100-742 Arrow Printing Co. Printing *Cloud County Community*  7,500.00

  *College Forty-five and Counting*

 *A History 1965-2010*

 3. 01-11-1539-524 USD 435 (Abilene) Tuition Reimbursement 14,755.50

 4. 01-11-1539-524 USD 273 (Beloit) Tuition Reimbursement 11,346.00

 5. 01-11-1539-524 USD 473 (Chapman) Tuition Reimbursement 5,130.00

 6. 01-11-1539-524 USD 379 (Clay Center) Tuition Reimbursement 7,670.50

 7. 01-11-1539-524 USD 333 (Concordia) Tuition Reimbursement 20,680.00

 8. 01-11-1539-524 USD 223 (Hanover) Tuition Reimbursement 6,417.00

 9. 01-11-1539-524 USD 410 (Hillsboro) Tuition Reimbursement 5,859.00

10. 01-11-1539-524 USD 272 (Lakeside) Tuition Reimbursement 5,208.00

11. 01-11-1539-524 USD 298 (Lincoln) Tuition Reimbursement 5,859.00

12. 01-11-1539-524 USD 239 (Minneapolis) Tuition Reimbursement 5,998.50

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 25, 2011

ITEM NO: 14

AGENDA ITEM: Personnel

ITEM TYPE: Decision

COMMENT:

**A. Resignation – Gayathri Kambhampati.** Gayathri Kambhampati has resigned her position as Instructor in Mathematics at the Geary County Campus effective December 20, 2011. Mrs. K. has been a full-time employee of Cloud County Community College since August 1999. Her letter of resignation is enclosed.

 RECOMMENDED ACTION: Accept the resignation of Gayathri Kambhampati (Mrs. K.) as Instructor in Mathematics at the Geary County Campus effective December 20, 2011 and authorize the administration to fill the position vacancy.

1. **Contract Renewal Recommendations for Fall Coaches – 2011-2012.** The administration recommends the contracts for full-time Fall Coaches be renewed.

 RECOMMENDED ACTION: Renew the contracts for Marquis Clark and Steve Ralos for the 2011-2012 year.

**C. Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 25, 2011

ITEM NO: 15

AGENDA ITEM: Facilities

ITEM TYPE: Decision

COMMENT:

**A, Turbine Update.**

**B. Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 25, 2011

ITEM NO: 16

AGENDA ITEM: Policies

ITEM TYPE: Decision

COMMENT:

At the September 27, 2011 meeting, the Board tabled action on Policy C2 – Hiring Personnel. This item needs to be removed from the table for further discussion.

RECOMMENDED ACTION: Remove revisions to Policy C2 – Hiring Personnel from the table.

**C2 – Hiring Personnel.** Policies C2, C3 and C4 were combined into one policy C2 titled Hiring Personnel. General policy statements were written and existing policy moved to procedures. The procedures were updated.

RECOMMENDED ACTION: Approve the revisions to Policy C2 – Hiring Personnel.

CLOUD COUNTY COMMUNITY COLLEGE

Topic: Policy Number: ~~Administrative Personnel~~ Hiring Personnel C2

~~Administrative Personnel~~

~~Administrative Personnel shall be appointed by the Board of Trustees with the recommendation of the President. Terms of compensation, terms of employment, and responsibilities shall be established by the Board of Trustees with the recommendation of the President.~~

~~The general policy provisions as set forth in the Administrative Personnel Policies shall control the conditions of employment of all administrative personnel at the college and is appended to this document as institutional policy.~~

Cloud County Community College maintains established procedures for hiring personnel. The president or his/her designee has the authority to establish these procedures.

(Delete policy C3 and C4)

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Adopted: Revised/Reviewed Revised/Reviewed Revised/Reviewed Revised/Reviewed

11/18/85 1/15/90

CLOUD COUNTY COMMUNITY COLLEGE

TOPIC: Policy Number:

 Hiring Personnel - Procedures C2

Cloud County Community College is an equal opportunity employer and strives to uphold the guidelines as set down by the EEOC.

The following hiring procedures will be observed to fill all non-faculty vacancies and new positions, which are half-time or more, within the College with the exception of the President who is hired directly by the Board of Trustees. (Please see the Master Contract for hiring procedures for full-time faculty.)

The supervising Executive Cabinet Member ~~Vice President~~ or his/her designee will create or review and make necessary modifications to the open position’s job description when a vacancy exists or a new position. The position is then brought to Cabinet to review the need to fill the open position. President will make the decision to fill or not fill the position vacancy.

The College, recognizing its responsibility as a public employer, will fill most positions using an open application process to enable persons not currently employed by the College equal opportunity to apply. ~~However, when there is a valid overriding business reason, the supervising Vice President may elect to recommend to the President either an internal transfer or promotion, or to limit the scope of the search to internal applications only.~~  Cloud County Community College encourages the promotion of qualified current employees whenever possible and feasible. A careful evaluation is made of each applicant’s experience, education, training, and career potential. The chain of command shall be followed in all aspects of the hiring procedure.

If the President approves filling the vacancy as proposed or amended, the President informs the supervising Executive Cabinet Member ~~Vice President~~ and/or supervisor and the Director of Human Resources, who is responsible for preparing advertisement copy and determining advertising methods for the specific position in consultation with the appropriate Executive Cabinet Member ~~Vice President~~. After writing the advertisement, the Director of Human Resource places the advertisement in the appropriate outside media for administrative positions. The Cloud County Community College website and the Kansas State Department of Education website are considered as outside media. If a like position has been advertised within the last six (6) months, and an adequate number of candidates have been found, the President may direct the Director of Human Resources that it is not necessary to proceed with a new advertisement.

The application process may consist of requesting applicants to complete an application form, submit a letter of application, a resume, the names and phone numbers of three - five references, and transcripts. All applications are directed to the Human Resources

CLOUD COUNTY COMMUNITY COLLEGE

TOPIC: Policy Number:

 Hiring Personnel - Procedures C2

Office where they are processed. Resumes received by the Human Resources Office where no vacancies currently exist will be kept on file for a period of one year for faculty and six months for administrators and staff, however the applicant must express a desire in writing to activate their application for a specific open position to receive consideration.

The supervising Executive Cabinet Member ~~Vice President~~ or designee appoints a selection committee. The selection committees will consist of at least three members. The selection committee shall include the immediate supervisor for the position, who will serve as the chair for the selection committee, and at least two members from other College departments. The supervisor may expand the number on the committee if deemed necessary. The Director of Human Resources supplies procedural services as required and apprises the committee of EEO laws.

After the application submission deadline or application review process has started, the committee chair will schedule the first committee meeting. The chair will then notify the Director of Human Resources and committee members of the scheduled meeting time and location.

The Director of Human Resource will distribute the application materials to the committee as directed by the committee chair.

The selection committee selects the candidates that will be invited for interviews. The Director of Human Resources can schedule interviews.

The interview documents will be retained by the Human Resources Office where they remain on file for an appropriate period. At the conclusion of the interviews, one or two candidates are recommended to the supervising Executive Cabinet Member ~~Vice President~~ by the committee. The Director of Human Resources is responsible for contacting unsuccessful candidates after interviews are held.

After the preferred candidate has been selected, the supervising Executive Cabinet Member ~~Vice President~~ will review the committee’s choice, and if she or he concurs with the committee’s recommendation an appropriate salary will be determined in consultation with the Director of Human Resources. The supervising Executive Cabinet Members ~~Vice President~~ will then recommend to the President the preferred candidate and the starting salary agreed upon.

With the President’s approval, the Human Resource Office will make a tentative offer of employment pending Board approval, if applicable.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 25, 2011

ITEM NO: 17

AGENDA ITEM: Videotaping Board of Trustees Meetings

ITEM TYPE: Discussion

COMMENT:

One member of the Board of Trustees has requested we reopen the discussion on videotaping the Board meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 25, 2011

ITEM NO: 18

AGENDA ITEM: Information Items

ITEM TYPE: Information

COMMENT:

**A. Special Nights at Basketball Games.** A schedule of the special nights at the basketball games is enclosed.

**B. Phi Theta Kappa Induction.** The Phi Theta Kappa induction will be Monday, November 7, at 7:00 p.m. in Room 258 on the Concordia Campus.

**C. NCK Band Concert.** The North Central Kansas Band will be in concert on Sunday, November 13, at 3:00 p.m. in Cook Theatre.

**D. Great Society Fall Fling.** The Great Society Fall Fling will be Sunday, November 20, at 2:00 p.m. at the Brown Grand Theatre.

**E. Geary County Campus PTK Lecture Series.**

1. October 27
2. November 17

SPECIAL BASKETBALL NIGHTS

Nov. 1, 2011                     4-H clubs

Nov. 18, 2011                  Veterans

Dec. 3, 2011                     BBBS and KS Gear up

Dec. 6, 2011                     Friendship club

Dec. 10, 2011                   Ag night

Jan. 7, 2012                      Concordia night

Jan. 18, 2012                    Jamestown night

Jan. 25, 2012                    Boy Scouts/Girl Scouts

Feb. 1, 2012                     Clyde/Clifton

Feb. 15, 2012                   Glasco

Feb. 22, 2012                   Miltonvale-Aurora

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 25, 2011

ITEM NO: 19

AGENDA ITEM: Other

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 25, 2011

ITEM NO: 20

AGENDA ITEM: Executive Session

ITEM TYPE: Executive Session

COMMENT:

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