**BOARD OF TRUSTEES**

**CLOUD COUNTY COMMUNITY COLLEGE**

**DECEMBER 20, 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 December 20, 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. 2010-2011 Audit Decision

6. President’s Message Information

7. Meeting Reports Information

8. Geary County Campus Update Information

9. Cloud County Community College Foundation Information

10. Approval of Minutes of November 29, 2011 and December 1, 2011 Decision

11. Finances Decision

A. Treasurer’s Report

B. Financial Overview

C. Residence Life Rates 2012-2013

12. Purchasing and Payment of Claims Decision

13. Bids Decision

A. Legal Services

14. Personnel Decision

1. Director of Institutional Planning, Research and Effectiveness
2. Schedule President’s Evaluation
3. Math Instructor – Geary County Campus
4. Other

15. Facilities Decision

1. Turbine Update
2. Other

16 . Trustees’ Travel Decision

17. President’s Travel Decision

18. January 2012 Board of Trustees Meeting Decision

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

**Agenda - December 20, 2011**

19. Information Items  Information

1. Student Services Day – Geary County Campus
2. Student Services Day – Concordia Campus
3. First Day of Classes
4. 2012 Telefund

20. Other

21. Executive Session Executive Session

A. Consultation with Legal Counsel

B. Non-elected Personnel

C. Negotiations

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 20, 2011

ITEM NO: 1

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

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 20, 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 December 20, 2011 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 20, 2011

ITEM NO: 3

AGENDA ITEM: Guests’ Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 20, 2011

ITEM NO: 4

AGENDA ITEM: Recognitions

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 20, 2011

ITEM NO: 5

AGENDA ITEM: 2010-2011 Audit

ITEM TYPE: Decision

COMMENT:

The final audit is enclosed. A representative from Jarrad, Gilmore & Phillips, P.A. will be present to answer any questions and for the acceptance of the audit.

RECOMMENDED ACTION:

Accept the 2010-2011 audit.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 20, 2011

ITEM NO: 6

AGENDA ITEM: President’s Message

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 20, 2011

ITEM NO: 7

AGENDA ITEM: Meeting Reports

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 20, 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

December 20, 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.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 20, 2011

ITEM NO: 10

AGENDA ITEM: Approval of Minutes of November 29, 2011 and December 1, 2011

ITEM TYPE: Decision

COMMENT:

The minutes of the regular meeting of November 29, 2011 and the special meeting of December 1, 2011 are enclosed.

RECOMMENDED ACTION:

Approve the minutes of November 29, 2011 and December 1, 2011.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 20, 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

November 30, 2011 with a cash balance of $3,830,096.03.

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

**C. Residence Life Rates 2012-2013.** Enclosed are the proposed residence life rates for the 2012-2013 school year.

RECOMMENDED ACTION: Approve the recommended room and board rates for academic year 2012-2013.

Memorandum

To: Board of Trustees

From: Robert P. Maxson, Vice President of Administrative Services

Danette Toone, President

Date: 12/15/2011

Subject: 2012-2013 Residence Life Rates

We are recommending that you approve an average increase of 2.9% for our housing semester room and board rates for academic year 2012-2013. We are recommending the following specific rates be approved:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Level | 2011-2012 Cost | 2012 -2013 Cost | Description | Number of units |
| Diamond\* | $2990 | $3,110 | Thunder Heights and Bld. 15-Private room | 38 |
| Emerald | $2,890 | $3,005 | Bld. 7 and Hillside | 36 |
| Platinum | $2690 | $2,770 | Thunder Heights, shared room | 60 |
| Gold | $2550 | $2,630 | Blds: 2, 4, 5, 6, LHH | 68 |
| Silver | $2300 | $2,370 | Blds: 1, 3, 10, 12, 13 | 88 |
| Bronze | $2150 | $2,170 | Blds: 8, 9, 11, 14 | 74 |
| Total |  |  |  | 364 |

These rates include the room, utilities, phone, cable, wireless internet, and a 17 meal plan per week. This rate increase is necessary to cover projected increases in utility costs, food costs, student programming and maintaining housing profitability. We requested rates for a 12 meal per week plan as an option for students. The difference in price for that amounted to a reduction in rates of $10.00 per semester which did not seem reasonable to offer as an option.

|  |
| --- |
| Recommendation:  Approve the recommended room and board rates for academic year 2012-2013. |

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

December 20, 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

December 20, 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. 01-73-7303-799 Jenzabar PowerFAIDS licence for Financial Aid $ 10,962.00
2. 01-11-1610-523 We Care Online Online CNA instructions 6,000.00
3. 01-11-6102-662 Swenson, Brewer Legal fees 11-22-11 thru 12-12-11 500.00

01-60-6200-682 & Long Turbine legal fees 11-22-11 to 12-12-11 5,901.75

1. 01-11-6501-611 Reserve Account Postage for meter 10,000.00

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 20, 2011

ITEM NO: 13

AGENDA ITEM: Bids

ITEM TYPE: Decision

COMMENT:

1. **Legal Services.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 20, 2011

ITEM NO: 14

AGENDA ITEM: Personnel

ITEM TYPE: Decision

COMMENT:

**A. Director of Institutional Planning, Research and Effectiveness.** At the November 29, 2011 meeting, the Board tabled action on approving a Director of Institutional Planning, Research and Effectiveness position. This item needs to be removed from the table for further discussion.

RECOMMENDED ACTION: Remove approval of a Director of Institutional Planning, Research and Effectiveness position from the table.

RECOMMENDED ACTION: Approve the full-time, administrative support, KPERS-covered position of Director of Institutional Planning, Research and Effectiveness.

**B. Schedule President’s Evaluation.** Policy AP-9 requires the President to be evaluated at a special meeting in the month of January.

RECOMMENDED ACTION: Schedule the Evaluation of the President at a special meeting in January.

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

**D. Other.**

**CLOUD COUNTY COMMUNITY COLLEGE**

**Administrative Support Position Job Description**

**Reports To:** President

**Type of Contract:** Full-Time, Administrative Support

**Length of Contract:**  12 Months

**Date of Position Description:** November 2011

The administration retains the right to add or change duties at any time.

## GENERAL NARRATIVE DESCRIPTION OF THE POSITION:

The role of the Director of Institutional Planning, Research, and Effectiveness (IPRE) is to provide visionary and effective leadership; provide reliable, complete and understandable data and information to inform academic decision-makers about the College’s effectiveness in serving our students' and communities' educational needs. The Director of IPRE is responsible for coordinating college-wide institutional research and effectiveness activities in support of executive decision-making, strategic planning and evaluation, quality enhancement, and ensuring CCCC’s compliance with state and federal accountability and reporting requirements and with regional accreditation standards of the Higher Learning Commission. The Director develops, maintains, and uses institutional databases to support decision-making, strategic planning, budgeting, assessment and evaluations, program review, enrollment management, trend analysis, accreditation, student success studies and other assigned areas. The Director of IPRE must work with individuals, groups and committees to create and implement efficient and effective strategies to provide students the means to obtain their educational goals.

**RESPONSIBILITIES:**

Specific responsibilities include, but are not limited to:

* Plan, design and consult with others on a variety of projects relating to College planning, institutional accountability, effectiveness and decision-making;
* Plan, organize, design, coordinate and implement a comprehensive program of research projects for the College;
* Integrate statistical and planning software, processes and models including data warehousing and client server database procedures with academic planning. Develop and maintain computerized databases; retrieve information from the College’s database; verify and interpret results from both internal and external sources for use in a variety of on-line and printed reports;
* Provide timely and accurate data in a format that is easy to read and understand, including the production of an annual Fact Book;
* Report on admissions, enrollment and registration, demographics, retention, graduation, ethnicity and gender, course demand, and GPA’s;
* Conduct ad hoc studies on significant policy issues;
* Maintain a compendium of statistics on faculty, staff, courses, and surveys;
* Conduct and analyze student and alumni surveys;
* Oversee the maintenance of research web based data warehouse system with an indexed archive of screens and templates suitable for viewing information or, responding to federal, state and local surveys, questionnaires, or to comply with federal, state and local data collection or accountability requirements:
* Provide services/support to faculty, staff and administrators resulting in their ability to perform desktop research via a web-based system for user access of data and information;
* Promote research projects and services and encourage collaboration, teamwork and positive working relationships among administrators, faculty, staff, and community leadership;
* Develop, maintain and be accountable for IPRE budget; perform other administrative duties as required;
* Interacting cordially with coworkers to accomplish common tasks; and
* Perform related duties and responsibilities as assigned.

**Knowledge, Skills and Abilities needed for the position**  
Knowledge:  
  
1. Research and planning methods and techniques to include both qualitative and quantitative processes. Appropriate understanding of software and models including current technical aspects of data mining, information management and other related web-based technologies.  
2. Appropriate understanding of computer software associated with research, such as spreadsheet, statistical software, data warehousing, databases, inter/intranet, operating systems and networks, etc.  
3. Operation of personal computer, interfacing with servers and related equipment.  
  
Skills and Abilities:  
  
1. Extensive understanding of, sensitivity to, and respect for the diverse academic, socio-economic, gender, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty, administration and staff.  
2. Plan, design, coordinate, supervise, and implement comprehensive institutional research and planning projects to provide information about the College, its students and its programs.  
3. Communicate effectively both orally and in writing; establish and maintain cooperative and effective working relationships; develop, prepare and deliver oral/multi-media presentations.  
4. Coordinate, develop and supervise the preparation of assigned data reports; read, interpret and explain plans and research findings.  
5. Analyze situations accurately and adopt an effective course of action.  
6. Work independently with little direction in a multi-project, fast-paced environment and meet concurrent deadlines.  
7. Familiarity with community college accreditation, governance, curriculum, scheduling, staffing and budget procedures and practices.  
8. Experience working in or with community colleges, K-12 or community organizations.  
9. Well-developed communication, technical, analytical and interpersonal skills; ability to and experience in presenting information/reports in publications or electronic formats such as research documents and fact books, and making multi-media presentations.  
10. Understanding of contemporary issues faced by academic institutions related to outcome assessment, equity and student success.

Working Conditions:  
  
Typical office environment.

Minimum Qualifications:

1. Master's degree in a field related to research.  
2. Three years combination of post baccalaureate education and work experience, in an area related to educational research, and/or pedagogy.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 20, 2011

ITEM NO: 15

AGENDA ITEM: Facilities

ITEM TYPE: Decision

COMMENT:

**A, Turbine Update.**

**B. Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 20, 2011

ITEM NO: 16

AGENDA ITEM: Trustee’s Travel

ITEM TYPE: Decision

COMMENT:

Trustee Gregory Askren will be traveling to Florida with members of the administration to make a presentation for the Bellwether award at the Community College Futures Assembly to be held January 28-31, 2012. Policy B4 – Board of Trustees Professional Development requires travel by a member of the Board estimated to be over $500 be pre-approved by a majority vote of the Board of Trustees at a regular meeting. The estimated cost is as follows:

Registration $ 750.00

Air fare 275.00

Hotel 675.00

Meals 125.00

Taxi 50.00

$ 1,875.00

RECOMMENDED ACTION:

Approve the travel for Gregory Askren to Orlando, FL for the Community College Futures Assembly January 28-31, 2012.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 20, 2011

ITEM NO: 17

AGENDA ITEM: President’s Travel

ITEM TYPE: Decision

COMMENT:

President Toone is planning to attend the NCA HLC Annual Conference to be held in Chicago March 30-April 3, 2012. Policy C20 – President’s Travel requires pre-approval by the Board of Trustees on travel estimated to exceed $1,000. The estimated cost is as follows:

Registration $ 350.00

Hotel 950.00

Air fare 350.00

Meals 200.00

Taxi 50.00

$ 1,900.00

RECOMMENDED ACTION: Approve the travel for Dr. Toone to Chicago, IL for the 2012 NCA HLC Annual Conference March 30-April 3, 2012.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 20, 2011

ITEM NO: 18

AGENDA ITEM: January 2012 Board of Trustees Meeting

ITEM TYPE: Decision

COMMENT:

The date of the January Board meeting is during the time of the Bellwether Award presentation in Florida. Board Member Gregory Askren and the Vice Presidents for Academic Affairs and Administrative Services will be attending this conference. The administration would like the Board to consider moving the meeting to January 24.

RECOMMENDED ACTION:

Take action as appropriate.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 20, 2011

ITEM NO: 19

AGENDA ITEM: Information Items

ITEM TYPE: Information

COMMENT:

1. **Student Services Day – Geary County Campus.** Student Services day on the Geary County Campus will be January 12, 2012.

**B. Student Services Day – Concordia Campus.** Student Services day on the Concordia Campus will be January 17, 2011.

**C. First Day of Classes.** The first day of classes for the Spring 2012 semester will be January 18, 2012.

**D. 2012 Telefund.** The 2012 Cloud County Community College Foundation Telefund will begin January 22, 2012.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 20, 2011

ITEM NO: 20

AGENDA ITEM: Other

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 20, 2011

ITEM NO: 21

AGENDA ITEM: Executive Session

ITEM TYPE: Executive Session

COMMENT:

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