**BOARD OF TRUSTEES**

**CLOUD COUNTY COMMUNITY COLLEGE**

**JULY 31, 2012**

**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 31, 2012**

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. Vice-President Reports Information

A. Vice President for Academic Affairs

B. Vice President for Administrative Services

C. Vice President for Enrollment Management and Student Services

8. Meeting Reports Information

9. Geary County Campus Update Information

10. Cloud County Community College Foundation Update Information

11. Approval of Minutes of June 26, 2012 and July 16, 2012 Decision

12. Finances Decision

A. Treasurer’s Report

B. Financial Overview

C. 2012-2013 Certified Budget

1). Approve Publishing Notice of Public Hearing

2). Set Date for Public Hearing

13. Purchasing and Payment of Claims Decision

14. Bids Decision

1. Northwind Wind Turbines
2. Nordtank Wind Turbine

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

**Agenda - July 31, 2012**

15. Personnel Decision

1. Admissions Counselor
2. Head Women’s and Men’s Cross Country Coach/Assistant

Women’s and Men’s Track and Field Coach

1. Coordinator for Concurrent and Outreach Education
2. Student Services Specialist
3. Other

16. Facilities Decision

1. Residence Life Building 8
2. Summer Projects
3. Fleet
4. Other

17. Board Travel Decision

18. Information Items Information

1. Republic County Fair
2. Residence Life Move-in Day
3. Welcome Week Activities
4. Cloud County Community College T-Bird Golf Tournament

E. ACCT Annual Leadership Conference

F. Pawnee Mental Health Awareness Art Exhibit

19. Other

20. Executive Session Executive Session

A. Consultation with Legal Counsel

B. Non-elected Personnel

C. Negotiations

NEXT MEETING – August 28, 2012

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 31, 2012

ITEM NO: 1

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

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 31, 2012

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 31, 2012 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 31, 2012

ITEM NO: 3

AGENDA ITEM: Guests’ Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 31, 2012

ITEM NO: 4

AGENDA ITEM: Recognitions

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 31, 2012

ITEM NO: 5

AGENDA ITEM: Program Highlights

ITEM TYPE: Information

COMMENT:

Carleen Nordell will share the highlights of another successful Kid’s College with the Board.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 31, 2012

ITEM NO: 6

AGENDA ITEM: President’s Message

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 31, 2012

ITEM NO: 7

AGENDA ITEM: Vice President Reports

ITEM TYPE: Information

COMMENT:

1. **Vice President for Academic Affairs.**
2. **Vice President for Administrative Services.**
3. **Vice President for Enrollment Management and Student Services.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 31, 2012

ITEM NO: 8

AGENDA ITEM: Meeting Reports

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 31, 2012

ITEM NO: 9

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

July 16, 2012

This report highlights the recent activities of the offices of the campus Dean, Student Services, and Business and Industry Training:

**Campus Activities – Brenda Edleston**

* The construction continues with exciting things happening every day. On the 16th of July, the parking lot’s first layer was asphalted. It looks great!
* Dean Edleston continues to conduct interviews for new fall adjunct. To date, 53 adjunct faculty, including 10 new instructors, will be teaching on campus this fall.
* Dean Edleston has assisted Dr. Krull and Dr. Toone in locating classroom space and services for a proposed WET short-course certificate program for veterans to be taught in Junction City. This program is at the request of the Kansas Department of Commerce.
* Jason York and Brenda Edleston continue to represent the college at Rotary meetings, Geary County Health Needs Assessment committee, and the Geary County Prevention Program Committee.
* The Geary County Scholarship Committee met to award GCC scholarships for fall 2012. Twenty scholarships were awarded to both new and returning students.
* The mobile science lab construction has begun. Pictures will be included in next month’s report.

**Student Services Activities – Jennifer Zabokrtsky**

* We continue to enroll students fall courses which begin August 15.
* As of June 12th, our enrollment for Fall stood at:

Students Credit Hours

Fall 2012-13 288 3069

Fall 2011-12 293 3097

* Jennifer Zabokrtsky attended a TRAC7 Webinar, with Cathy Castle, June 20 regarding promoting the programs in the TRAC7 grant, including Cloud’s Agri Biotechnology program.
* Gave away 500 hand-held fans and other Cloud marketing materials at Sundown Salute, the annual July 4th celebration in Junction City. Geary County Campus staff and students staffed a Cloud booth on Wednesday, July 4 and Saturday, July 7.
* Patti Elliott, Cloud’s Veteran’s Rep, was on campus Monday, July 9th to meet with Geary County Campus veterans, active duty military, and dependents planning to receive military benefits while enrolled at Cloud.
* Joan Robison was on campus Thursday, July 12th to help enroll Early Childhood Education and other majors for the fall semester.
* Administered Compass placement test to 33 prospective students from June 18 to July 9.
* Search committees are currently working to fill the positions of Administrative Assistant and Student Services Specialist. Interviews are scheduled for the week of July 16th and the week of July 23rd.

**Business and Industry Training – Jason York**

* Eleven students participated in the CDL Phase I training that was held June 29 – June 30 (a weekend class) including five students from Konza Construction in Junction City, Kansas, and Cloud County Community College instructor Cathy Castle, who needs her license in order to drive the mobile Agri-biotechnology lab. Seven students participated in the CDL Phase I training that was held July 9-12. Our next CDL Phase I training is scheduled for July 23-24 (a day class) and we are anticipating 9 participants, all Veterans of the Armed Forces who will be using the Veteran’s Workforce Investment Program (VWIP) to cover their training. We have another CDL Phase 1 day class set for August 7-8.
* CDL Phase II training (behind-the-wheel driving) is ongoing and students are completing their driving examinations weekly at the Junction City DMV.
* In cooperation with the JoDee Aldridge-Ball, Department of Allied Health, twenty students completed C.N.A. Online-Hybrid courses ending on July 16. Twenty students took the CNA state board exam on Wednesday, July 11. Ten students started C.N.A. Online-Hybrid courses on July 9. The next C.N.A. Online-Hybrid training begins August 13 and we anticipate having at least three sections to offer students. The next CNA state board exam will be Wednesday, August 1.
* On Tuesday, July 10, Jason York and Jennifer Zabokrtsky attended a Workforce/Career Fair at the Teen Center on Fort Riley. The purpose was to inform young adults and their parents about the opportunities that Cloud County Community College can provide for them and to allow participants to ask questions in regard to programs and financial aid.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 31, 2012

ITEM NO: 10

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

July 31, 2012

Since the prior Trustees’ Meeting the following progress has been made at the Cloud County Community College Foundation:

1. Installation of the GiftLegacy Foundation web-page has been completed, and it may be viewed at [www.cloudgift.org](http://www.cloudgift.org). This will provide advanced features such as; eNewsletters, eBlasts, personalized flash presentations for donors regarding different types of annuities, donor proposal software, customizable royalty-free marketing material, etc. The email address lists necessary for the launching of the eNewsletters are nearly complete. The lists-in-process contains approximately 1700 Alumni email addresses, and email addresses of several other groups are being added including; Cloud County and Geary County Area business owners and wealthy individuals, members of civic organizations, etc. The final list will then be imported into Crescendo. The last step, yet to be completed by IT, will be the addition of the online donation capability on the Foundation web-page, after which the eNewsletters and periodic news articles in regional papers will commence.
2. The CCCC Foundation Facebook page has been completed by Heather Gennette of the Foundation staff.
3. The basic planning for the 2012-2013 Telefund, Fall Campaign, Auction Dinner, etc., has been completed.
4. The scholarship awards at the Geary County Campus have been completed.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 31, 2012

ITEM NO: 11

AGENDA ITEM: Approval of Minutes of June 26, 2012 and July 16, 2012

ITEM TYPE: Decision

COMMENT:

The minutes of the regular meeting of June 26, 2012 and the special meeting of July 16, 2012 are enclosed.

RECOMMENDED ACTION:

Approve the minutes of June 26, 2012 and July 16, 2012.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 31, 2012

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

June 30, 2012 with a cash balance of $5,739,514.03.

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

**C. 2012-2013 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, 2012 which is the date the budget must be filed with the County Clerk. The administration suggests August 14, 2012.

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

July 31, 2012

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

July 31, 2012

(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.

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

$10,000.

1. 01-73-7338-799 Assessment Technologies ATI test prep materials - $ 14,688.00

Institute, LLC Nursing

1. 01-73-7303-799 Jenzabar Maintenance fee 66,670.08

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 31, 2012

ITEM NO: 14

AGENDA ITEM: Bids

ITEM TYPE: Decision

COMMENT:

1. **Northwind Wind Turbines.** A request for proposals for decommissioning and installation of new turbine tower sections on the two Northwind turbines was solicited and opened July 19, 2012.

**B. Nordtank Wind Turbine.** A request for proposal for decommissioning, taking down and reinstalling of the existing Nordtank wind tower was solicited and opened July 19, 2012.

Enclosed is a recap of the responses to the requests for proposals for reducing the height of the wind turbines. The administration recommends acknowledging the receipt of the proposals and tabling action until further consultation is held with the U.S. Department of Energy staff and the Kansas Board of Regents staff.

RECOMMENDED ACTION: Acknowledge the receipt of the proposals to reduce the height of the two Northwind turbines and the relocation of the Nordtank turbine and table action until further consultation is held with the U.S. Department of Energy staff and the Kansas Board of Regents staff.

Memorandum

To: Board of Trustees

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

Danette Toone, President

Date: 7/26/2012

**Re:** Bids to Reduce Northwind Turbine Height and Relocate Nordtank Turbine

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

On June 18, 2012 requests for proposals to reduce the height of the two Northwind 100kW turbines and relocate the Nordtank 130 kW turbine were solicited from six vendors and advertised. On July 19, 2012 two vendors provided proposals for the reduction in height of the Northwinds and relocation of the Nordtank. The following is a recap of the responses to the request:

Reduction in Height of Two Northwind Turbines

|  |  |  |  |
| --- | --- | --- | --- |
| Vendor | Location | Base Proposal | Alternate Proposal |
| MUTI | Champaign, IL | $190,167 | $131,695 |
| Kettle View Renewable | Random Lake, WI | $293,600 | $203,900 |

Reduction in Height of Nordtank Turbine

|  |  |  |  |
| --- | --- | --- | --- |
| Vendor | Location | Base Proposal | Alternate Proposal |
| MUTI | Champaign, IL | $245,643 | NA |
| Kettle View Renewable | Random Lake, WI | $204,800 | NA |

The base proposal for the Northwinds required the College purchase two larger rotors from Northern Power at an additional cost of $60,000. The alternate proposal for the Northwinds required the College to purchase two new tower sections and two new rotors from Northern Power for an additional cost of $150,000. The proposal for the Nordtank called for relocating the turbine one foot below the FAA permitted air space.

We request the Board acknowledge the receipt of the proposals and table action until further consultation is held with the U.S. Department of Energy staff and the Kansas Board of Regents staff.

RECOMMENDED ACTION:

Acknowledge the receipt of the proposals to reduce the height of the two Northwind turbines and the relocation of the Nordtank turbine and table action until further consultation is held with the U.S. Department of Energy staff and the Kansas Board of Regents staff.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 31, 2012

ITEM NO: 15

AGENDA ITEM: Personnel

ITEM TYPE: Decision

COMMENT:

1. **Admissions Counselor.** The Search Committee and the President recommend the appointment of Jameson Beckner to the full-time, twelve-month, KPERS-covered position of Admissions Counselor effective August 1, 2012.

RECOMMENDED ACTION: Approve the appointment of Jameson Beckner to the position of Admissions Counselor on a full-time, KPERS-covered, professional services contract effective August 1, 2012 at the twelve-month prorated salary of $28,000 plus fringe benefits.

1. **Head Women’s and Men’s Cross Country Coach/Assistant Women’s and Men’s Track & Field Coach.** The Search Committee and the President recommend the appointment of Brian Callaway to the full-time, twelve-month, KPERS-covered position of Head Women’s and Men’s Cross Country Coach/Assistant Women’s and Men’s Track & Field Coach effective August 1, 2012.

RECOMMENDED ACTION: Approve the appointment of Brian Callaway to the position of Head Women’s and Men’s Cross Country Coach/Assistant Women’s and Men’s Track & Field Coach on a full-time, KPERS-covered, professional services contract effective August 1, 2012 at the twelve-month prorated salary of $32,000 plus fringe benefits.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 31, 2012

ITEM NO: 15

AGENDA ITEM: Personnel (Cont’d)

ITEM TYPE: Decision

COMMENT:

**C. Coordinator for Concurrent and Outreach Education.** The Search Committee and the President recommend the appointment of April Benne to the full-time, KPERS-covered position of Coordinator of Concurrent and Outreach Education effective August 1, 2012.

RECOMMENDED ACTION: Approve the appointment of April Benne to the position of Coordinator of Concurrent and Outreach Education on a full-time, KPERS-covered, professional services contract effective August 1, 2012, at the prorated salary of $30,000 plus fringe benefits.

1. **Student Services Specialist.** 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.

**E. Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 31, 2012

ITEM NO: 16

AGENDA ITEM: Facilities

ITEM TYPE: Decision

COMMENT:

**A. Residence Life Building 8.**

1. **Summer Projects.**

**C. Fleet.**

**D. Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 31, 2012

ITEM NO: 17

AGENDA ITEM: Board Travel

ITEM TYPE: Decision

COMMENT:

The ACCT Annual Leadership Congress will be held October 10-13, 2012 in Boston, Massachusetts. The early registration deadline is August 9. At this point Ellen Anderson is planning to attend. Ellen was given a registration for this conference at the 2011 Congress. Policy requires pre-approval by the Board of Trustees on travel estimated to exceed $500 for Board members. The estimated cost for Ellen to attend this conference is $1,560.00.

Registration $ 0.00

Air fare 400.00

Hotel 900.00

Meals 200.00

Shuttle and misc. 60.00

$1,560.00

RECOMMENDED ACTION:

Approve the travel for Ellen Anderson to Boston, MA, for the ACCT Annual Leadership Congress October 10-13, 2012.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 31, 2012

ITEM NO: 18

AGENDA ITEM: Information Items

ITEM TYPE: Information

COMMENT:

**A. Republic County Fair.** The College will have a booth at the Republic County Fair July 31 through August 4. Board members are welcome to volunteer to work in the booth.

**B. Residence Life Move-in Day.** Sunday, August 12, is move-in day for Residence Life. We will be assisting students in unloading their cars, and Bob will be serving his famous hot dogs for lunch. Board members are encouraged to come share lunch and help with move-in if they so desire.

1. **Welcome Week Activities.** Listed below are the evening activities the first week students are on campus. A complete schedule is enclosed.

* Monday – Ice Cream Social

• Tuesday – Watermelon, climbing wall, sand volleyball and music

• Wednesday – Back to School BBQ

• Thursday – BBQ 5:30 p.m. @ City Park followed by T-Bird Splash

**D. Cloud County Community College T-Bird Golf Tournament.** The 12th Annual T-Bird Classic Golf Tournament is scheduled for Sunday, August 26, 2012, at the 19th Hole.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 31, 2012

ITEM NO: 18

AGENDA ITEM: Information Items (Cont’d)

ITEM TYPE: Information

COMMENT:

**E.** **ACCT Community College Leadership Congress.** The 2012 ACCT Community College Leadership Congress will be held October 10-13 in Boston, MA. The early registration deadline is August 9. The registration cost will go up after that date. Also, the deadline for hotel reservations is September 8. If anyone is interested in attending, please let Marilyn know.

**F. Pawnee Mental Health Awareness Art Exhibit.** The Pawnee Mental Health Awareness Art Exhibit is on display in various areas at the College through August 23. An opening reception will be held July 24 from 5:30 p.m. to 6:30 p.m. in the Student Commons area.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 31, 2012

ITEM NO: 19

AGENDA ITEM: Other

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

July 31, 2012

ITEM NO: 20

AGENDA ITEM: Executive Session

ITEM TYPE: Executive Session

COMMENT:

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