**BOARD OF TRUSTEES**

**CLOUD COUNTY COMMUNITY COLLEGE**

**February 26, 2013**

**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 26, 2013**

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. Student Senate

1. Concordia Campus
2. Geary County Campus

6. Program Highlights Information

7. President’s Message Information

8. 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

9. Meeting Reports Information

10. Geary County Campus Update Information

11. Cloud County Community College Foundation Update Information

12. Approval of Minutes of January 29, 2013 Decision

13. Finances Decision

A. Treasurer’s Report

B. Financial Overview

14. Purchasing and Payment of Claims Decision

15 Bids Decision

1. Campus Apartment Building 9

16. Personnel Decision

1. Contract Renewal for Basketball Coaches – 2013-2014
2. Cloud County Community College Foundation Executive Director
3. Other

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

**Agenda - February 26, 2013**

17. Facilities

1. Turbines
2. Other

18. Information Items Information

1. 33rd Annual Scholarship Auction
2. NCK Community Band Concert
3. “A Day in Concordia”
4. High School Basketball All Star Weekend

19. Other

20. Executive Session Executive Session

A. Consultation with Legal Counsel

B. Non-elected Personnel

C. Negotiations

NEXT MEETING – March 26, 2012

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 26, 2013

ITEM NO: 1

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

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 26, 2013

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 26, 2013 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 26, 2013

ITEM NO: 3

AGENDA ITEM: Guests’ Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 26, 2013

ITEM NO: 4

AGENDA ITEM: Recognitions

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 26, 2013

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 26, 2013

ITEM NO: 6

AGENDA ITEM: Program Highlights

ITEM TYPE: Information

COMMENT:

Janet Eubanks, Director of Auxiliary Services, will share with the Board the security measures established on the Concordia Campus.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 26, 2013

ITEM NO: 7

AGENDA ITEM: President’s Message

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 26, 2013

ITEM NO: 8

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

February 26, 2013

ITEM NO: 9

AGENDA ITEM: Meeting Reports

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 26, 2013

ITEM NO: 10

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

February 26, 2013

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

**Campus Activities – Brenda Edleston**

* Thursday, January 31, two federal program officers from the Department of Labor were on campus to meet with Dr. Toone, Dr. Krull, Brenda Edleston and the principal investigators of the TRAC-7 grant, Debra Mikulka and Gillian Gabelmann. The team reviewed documentation to verify our compliance with the terms of the grant and DOL regulations.
* February 28-March 1 Brenda Edleston and Cathy Castle will attend a meeting of the TRAC-7 site coordinators and grant personnel in Topeka.
* We are well into the second year of the three-year TRAC-7 grant. The focus shifts from building capacity to training individuals in Agri-Biotechnology and the other six institutions’ programs and to student recruitment and support.
* LisaMarie Cheek and Brenda Edleston inventoried the computer hardware purchased under the TRAC-7 grant.
* Rex Sicard was on campus twice this month to install a variety of items including: faculty computer stations in Building D lecture rooms, a water refill station, a bulletin board and a brochure rack both in Building D.
* A group of Junction City High School sophomore through senior students visited the Geary County Campus. The group spent two hours on campus and heard a presentation on community colleges in general and Cloud in particular. During their campus tour, they were able to visit a variety of classrooms and observe college instruction. The tour groups were led by Jennifer Zabokrtsky, Miriam Melendez and Brenda Edleston.
* On Wednesday, February 20, the search committee interviewed five candidates for the GCC evening custodial position. The committee included Miriam Melendez, Mitch Stimers, Jessi Hendrickson, LisaMarie Cheek and Brenda Edleston.
* On Thursday, February 14, Jennifer Zabokrtsky, Miriam Melendez and Brenda Edleston met with Jennifer Pfortmiller from the Kansas State University Division of Continuing Education and Kurk Diamond, coordinator of K-State’s Ft. Riley office. K-State-Ft. Riley is actively promoting Cloud’s Geary Campus to their students needing general education courses. The meeting was very positive and promises future collaboration between K-State and Cloud.
* On Thursday, February 14, Jeanette Pellegrin and Brenda Edleston accompanied Geary Student Noel Richardson and family member to the annual Phi Theta Kappa KACCT Kansas Academic All-American luncheon. Cheryl Henderson, the second honoree from the Geary Campus, was unable to attend. Ms. Henderson was presented her medallion, certificate and honorarium at the Geary Campus.
* Rick Dykstra of the Geary County Convention and Visitors Bureau was on campus Friday, February 15, to take a photograph of the Geary employees for the Chamber of Commerce Annual Dinner held February 22. Cloud is one of the corporate sponsors for the event and was featured at the dinner.
* Mr. Dykstra will work with Cathy Castle this spring and summer to create videos incorporating her on-line Agri-Biotechnology courses.
* On Saturday, March 2, Cloud will host the annual meeting of the KAMATYC on the Geary Campus.

**Student Services Activities – Jennifer Zabokrtsky**

**Recruitment/Admissions/Scholarships**

* Miriam Melendez administered the Compass placement test to 17 prospective students from January 18-February 15.
* Miriam Melendez, Brenda Edleston, Amanda Rankin and Jason York represented CCCC at a Career and Technical Education Expo at Manhattan High Tuesday, January 22, promoting Cloud County Community College, specifically the Agri-Biotechnology program.
* Jennifer Zabokrtsky, Miriam Melendez and Laura Burgess updated the Geary County Campus recruitment letter sequence and submitted the new letters to Kim Reynolds for approval. The letters are designed to recruit prospective students, welcome and guide applicants through the admissions process and highlight services and activities on the Geary County Campus.
* Jennifer Zabokrtsky and Miriam Melendez worked with Jenny Acree to send a Second Start recruitment email to Spring 2013 prospects and applicants who did not enroll in January-start courses to promote the March-start session.
* Jennifer Zabokrtsky and Miriam Melendez worked with Jenny Acree to promote Second Start courses through CCCC’s website, print and radio ads.
* Jennifer Zabokrtsky, Miriam Melendez and Laura Burgess have selected three applicants for Student Ambassador to interview for two open positions on the Geary County Campus. These students will assist with campus tours, send recruitment and informational emails and postcards to prospective students and help make phone calls to prospective students. We are modeling our program after the current Ambassador program on the Concordia Campus.
* Over the next month, Student Services staff will continue contacting Summer and Fall 2013 prospective students to help them navigate the admissions process and promote enrollment in summer and fall courses on the Geary County Campus.

**Military/Veterans**

* 100 students are currently receiving VA benefits at CCCC.
* Miriam Melendez and Patti Elliott, Cloud’s Veteran’s Rep, are submitting tuition and fees charges to the VA requesting payment for spring courses.
* Miriam Melendez is sponsoring a Veterans group on campus. They had their first meeting of the semester Tuesday, February 12.
* Patti Elliott continues to travel to the Geary County Campus on Thursdays to assist Miriam Melendez in serving students receiving military benefits.

**Enrollment/Advising/Transfer**

* Second Start enrollment is ongoing. Fifteen new students are pre-enrolled (waitlisted) in Second Start courses on the Geary County Campus. These students are not yet reflected in the spring 2013 headcount, as classes do not begin until March 13.
* Faculty advisors, Student Services Staff, Brenda Edleston, Jason York and Amanda Rankin met with staff from Manhattan Area Tech’s Allied Health Department to discuss MATC’s Practical Nursing, Associate Degree in Nursing, Dental Hygiene and Medical Lab Tech program admissions requirements.
* Faculty advisors offered Academic Planning conferences February 4-15 to current Geary County Campus students.
* Laura Burgess distributed 112 Spring 2013 Certification Rosters to Geary County Campus faculty.
* A Geary County Campus Advisor Meeting is scheduled for Friday, February 22.
* Spencer Farha continues to travel to the Geary County Campus on Thursdays to meet with students on Academic Probation.
* Brenda Hanson will be on campus Thursday, February 28, to meet with students regarding career assessment, internship placement and career planning.

**Other Activities**

* Student Services hosted Sundaes on Thursday, February 14, giving away free ice cream to students, faculty and staff for Valentine’s Day.

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

* Our January Phase 1 CDL class was January 28-31, and we had eighteen students enrolled. Approximately nine students are scheduled to enroll for our February Phase 1 course which runs February 18-21, 2013. We will also have a day CDL Phase 1 session, requested by local employers, Monday, February 25 and Wednesday, February 27, from 8:00am – 3:00pm both days.
* CDL Phase II training (behind-the-wheel driving) is ongoing and students are completing their driving examinations weekly at the Junction City DMV. Phase II is currently booked continuously with instructional driving and examinations at the Junction City DMV through the end of February.
* In cooperation with JoDee Aldridge-Ball, Coordinator of Allied Health, eighteen students will take the CNA state board exam on Wednesday, February 20. Twenty-five students started CNA Online-Hybrid courses on February 4. The next CNA Online-Hybrid training begins March 4, and we will be enrolling at least 20 students for that start date. Enrollment for the March CNA class will be February 22.
* JoDee Aldridge-Ball and Jason York met with high school students at Abilene High School to recruit for a CNA class which has been established for AHS students. Student interest was strong and the class is expected to be full.
* The Region II SKEMS EMT Skills Exam has approved our request to host a regional exam again. The Skills Test will be held on the Geary County Campus March 9. There are currently six students from our Fall 2012 EMT class that have applied to take their exam that day. The Fall 2012 EMT course will end February 18.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 26, 2013

ITEM NO: 11

AGENDA ITEM: Cloud County Community College Foundation Update

ITEM TYPE: Information

COMMENT:

A report from the Cloud County Community College Foundation will be presented.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 26, 2013

ITEM NO: 12

AGENDA ITEM: Approval of Minutes of January 29, 2013

ITEM TYPE: Decision

COMMENT:

The minutes of the regular meeting of January 29, 2013 are enclosed.

RECOMMENDED ACTION:

Approve the minutes of January 29, 2013.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 26, 2013

ITEM NO: 13

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, 2013 with a cash balance of $6,042,615.46.

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

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

February 26, 2013

ITEM NO: 14

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 26, 2013

(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. 01-85-9100-741 Treat America Food Service Meals – 1-18 to 1-24 $ 14,473.90
2. 01-85-9100-741 Treat America Food Service Meals – 1-25 to 1-31 14.447.22
3. 01-85-9100-741 Treat America Food Service Meals – 2-1 to 2-7 14.427.21
4. 01-85-9100-741 Treat America Food Service Meals – 2-8 to 2-14 14,427.21
5. 01-85-9100-741 Treat America Food Service Meals – 2-15 to 2-21 14.427.21
6. 01-85-9100-741 Treat America Food Service Meals – 2-22 to 2-28 14.427.21
7. 01-85-9100-741 Treat America Food Service Meals – 3-1 to 3-7 14,427.21
8. 01-85-9100-741 Treat America Food Service Meals – 3-8 to 3-14 14,427.21
9. 01-85-9100-741 Treat America Food Service Meals – 3-24 to 3-28 14,427.21
10. 01-85-9100-741 Treat America Food Service Meals – 3-29 to 4-4 14,427.21
11. 01-85-9100-741 Treat America Food Service Meals – 4-5 to 4-11 14,427.21
12. 01-85-9100-741 Treat America Food Service Meals – 4-12 to 4-18 14.427.21
13. 01-85-9100-741 Treat America Food Service Meals – 4-19 to 4-25 14,427.21
14. 01-85-9100-741 Treat America Food Service Meals – 4-26 to 5-2 14.427.21
15. 01-11-9100-741 Treat America Food Service Meals – 5-3 to 5-9 14,427.21
16. 01-11-9100-741 Treat America Food Service Meals – 5-10 to 5-16 14.427.21

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 26, 2013

ITEM NO: 15

AGENDA ITEM: Bids

ITEM TYPE: Decision

COMMENT:

1. **Campus Apartment Building 9.** Bids for the restoration and renovation of Building 9 were opened February 21, 2013. A recommendation will be brought to the meeting.

RECOMMENDED ACTION: Take action as appropriate.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 26, 2013

ITEM NO: 16

AGENDA ITEM: Personnel

ITEM TYPE: Decision

COMMENT:

1. **Contract Renewal for Basketball Coaches – 2013-2014.** The administration recommends the contracts for the full-time Men’s Basketball Coaches for the 2013-2014 contract year be renewed.

RECOMMENDED ACTION: Renew the contracts for Lance Carter and Chad Eshbaugh effective April 1, 2013.

1. **Cloud County Community College Foundation Executive Director.** The search committee has been reviewing applications and interviewing candidates for this position. If available, a recommendation will be made for this position.
2. **Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 26, 2013

ITEM NO: 17

AGENDA ITEM: Facilities

ITEM TYPE:

COMMENT:

1. **Turbines.**

**B. Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 26, 2013

ITEM NO: 18

AGENDA ITEM: Information Items

ITEM TYPE: Information

COMMENT:

1. **33rd Annual Scholarship Auction.** The 33rd Annual Scholarship Auction will be held Saturday, April 27, 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. **NCK Community Band Concert.** The NCK Community Band will be in concert with “America’s Work Songs on Monday, March 4, at 7:00 p.m. in Cook Theatre.
3. **“A Day in Concordia”.** “A Day in Concordia” sponsored by the National Orphan Train Complex will be presented on Tuesday, March 5, at 7:00 p.m. in Cook Theatre.
4. **High School Basketball All Star Weekend.** The High school Basketball All Star Weekend will be Saturday and Sunday, March 23 and 24.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 26, 2013

ITEM NO: 19

AGENDA ITEM: Other

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 26, 2013

ITEM NO: 20

AGENDA ITEM: Executive Session

ITEM TYPE: Executive Session

COMMENT:

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