**BOARD OF TRUSTEES**

**CLOUD COUNTY COMMUNITY COLLEGE**

**June 23, 2015**

**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 - June 23, 2015**

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

 3. Guests’ Comments

 4. Recognitions

 5. Consent Agenda . Information

1. Approval of Minutes of May 26, 2015
2. Treasurer’s Report
3. Purchasing and Payment of Claims

D. Personnel

 6. Reports

 A. President’s Message

 B. Vice President for Academic Affairs

 C. Vice President for Administrative Services

 D. Vice President for Enrollment Management and Student Services

 E. Geary County Campus Update

 F. Cloud County Community College Foundation Update

 G. Meetings Trustees Attended

 7. Discussion Items

 A.

 8. Action Items

 A. Approval of Lease Purchase for Replacement Bus

 B. Property, Liability, etc. & Worker’s Compensation Insurance Renewal Premiums for 2015-2016

 C. Approval of Athletic Insurance Bid for 2015-2016

 D. Approval of Cyber Liability Insurance

 E. Policy E18 – Formal Complaint Process

 9. 2015-2016 Organizational Meeting

10. Other

11. Executive Session

 A. Negotiations

 B. Consultation with Legal Counsel

 C. Non-elected Personnel

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 23, 2015

ITEM NO: 1

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

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 23, 2015

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 June 23, 2015 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 23, 2015

ITEM NO: 3

AGENDA ITEM: Guests’ Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 23, 2015

ITEM NO: 4

AGENDA ITEM: Recognitions

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 23, 2015

ITEM NO: 5

AGENDA ITEM: Consent Agenda

ITEM TYPE: Decision

0.

COMMENT:

1. **Approval of Minutes of May 26, 2015.** The minutes of the regular meeting of May 26, 2015 are enclosed.
2. **Treasurer’s Report.** The Treasurer’s Report as of May 31, 2015 shows a balance of $6,677,486.09 at Central National Bank.
3. **Purchasing and Payment of Claims.** The purchase orders are enclosed or are available from the Clerk of the Board.
4. **Personnel.**

1) Instructor in English/Speech. The Search Committee and the President recommend the appointment of Lynn Suzette Ghent to the full-time, KPERS-covered position of Instructor in English/Speech effective August 17, 2015.

2) Retirement – Joan Robison. On June 16, 2015, Joan Robison submitted her request to participate in the Early Retirement program effective on August 1, 2015. Joan is currently a Teacher in the Children’s Center. Her letter requesting to participate in the Early participate in the Early Retirement Program is enclosed. The administration requests the Board approve this request.

 3) IT Director. The search committee has been reviewing applications and interviewing candidates for this position. If available, a recommendation will be made for this position.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 23, 2015

ITEM NO: 5

AGENDA ITEM: Consent Agenda (Cont’d)

ITEM TYPE: Decision

COMMENT:

4) Change of Position/Title for Mitch Stimers.  The administration recommends, effective 7/1/2015, the promotion of Mitch Stimers to Chief Information Officer/IRPE with a salary of $62,878, plus any raise given for administrative staff in fiscal year 2015-2016.  Dr. Stimers will have database management added to his duties. These tasks were being accomplished thru the Jenzabar hourly contract. We have recommended, and the Board of Trustees has approved, the reduction in contract hours of approximately 200 hours through Jenzabar. This savings will be used to for this position/title change.

5) Change of Months Worked for Steve Schroeder.  The administration recommends, effective 7/1/2015, the increase in months worked for Steve Schroeder from 9.5 months to 12 months with a salary of $50,247.16, plus any raise given for administrative staff in fiscal year 2015-16.  The reasons for this increase are:

* Athletic preventive injury measures need to be enhanced
* Increased insurance bill processing
* Increased summer treatments for student-athletes
* Summer camp oversight
* Increased need for event administrators

RECOMMENDED ACTION:

Approve the items included in the Consent Agenda as presented.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 23, 2015

(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.

1. 01-11-6102-681 KACCT 2015-2016 dues $ 13,565.00

1. 01-83-9100-990 CCCC Transfer aux funds – Bookstore to Bond 71,195.85

01-85-9100-990 Transfer aux funds – Housing to Bond 252,421.65

1. 01-34-2010-516 CCCC Transfer TriO fringe benefits 11,805.18
2. 01-11-5800-732 CCCC Transfer General Fund scholarships 73,617.00

01-81-9100-732 Transfer Activity Fee scholarships 694,396.45

01-83-0000-474 Transfer Bookstore scholarship 80,000.00

|  |
| --- |
|  |
|  |  |

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 23, 2015

ITEM NO: 6

AGENDA ITEM: Reports

ITEM TYPE: Information

COMMENT:

**A. President’s Message.**

1). Kid’s College

 2). Cloud County Community College T-Bird Golf Tournament

1. **Vice President for Academic Affairs.**

1. **Vice President for Administrative Services.**

1) Financial Overview

2) Facilities

1. **Vice President for Enrollment Management and Student Services.**
2. **Geary County Campus Update.** A report from the Geary County Campus is enclosed.
3. **Cloud County Community College Foundation.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 23, 2015

ITEM NO: 6

AGENDA ITEM: Reports (cont’d)

ITEM TYPE: Information

COMMENT:

**G. Meetings Trustees Attended.**

Geary County Campus

Report to the Board of Trustees

June 23, 2015

This report highlights the recent activities of the offices of the Associate Vice-President, Coordinator of Student Services, and Director of Business and Industry Programs.

**Campus Activities – Brenda Edleston, Associate Vice President**

* Brenda Edleston represented the College at a number of trainings and conferences during the month of June.
	+ Both Edleston and Cindy Lamberty serve on the college’s Assessment Academy Team through the North Central Association of Colleges and Schools, Higher Learning Commission (HLC). As such, Edleston and Lamberty attended the Academy Roundtable conference in St. Charles, IL from June 2 through June 5.
	+ On June 9 Edleston and Jennifer Zaboktrsky attended one-day training on “How to Deal with Difficult People.” The focus of the training was on communication styles and how to identify another person’s perception and perspective in an attempt to communicate clearly and effectively.
	+ From June 10 through June 12, Edleston and Jason York attended a leadership conference conducted by the Kansas Leadership Center in Wichita. The leadership focus was on teaching leadership through personal coaching techniques.
* Edleston serves as the chair of the Developmental Education Mission Critical Team. The team met for the first time on June 15. The group will investigate three aspects of developmental education through research-based literature: placement practices to determine a student’s need for remediation, the course of study in our developmental courses and how they align with the learning outcomes in English Composition and College Algebra, and the best methods to deliver instruction. The team will present a preliminary plan to the President by July 15, 2015.
* On June 18, Edleston met with Dr. Robert Scott, Vice President for Strategic Planning and Institutional Effectiveness with Kansas Wesleyan University. Cloud and KWU are in discussions of how to best serve both our student bodies to include possibly providing junior and senior level baccalaureate courses from KWU on the Geary campus. On June 23 a team from Cloud will meet with the KWU representatives at Salina to further pursue these affiliations.

**Student Services Activities – Jennifer Zabokrtsky, Coordinator of Student Services**

**Recruitment/Admissions/Scholarships**

* Student Services staff sent enrollment reminder texts to 197 students to enroll for fall.
* Ashley Ortega, Admissions Counselor/Military Liaison, administered the Compass placement test to 40 prospective students including nine Chapman High School students planning to enroll in concurrent classes this fall.
* Student Services sent recruitment letters to seven people enrolled in the June 7 online-hybrid CNA class encouraging them to enroll in pre-nursing courses making them college degree seeking. Three students from this cohort have already enrolled as degree-seeking students.
* Ashley Ortega spent June 11 on the Concordia campus meeting with the Admissions staff and getting a tour of the campus.
* Ortega and Patti Elliot attended a webinar conducted by KBOR regarding the “Impact of Legislation on Military Residency” on June 15.
* Student Services staff along with some faulty and TRiO staff conducted an information session and campus tour for a dozen Geary county high school students on June 23. These students are considered at risk and are being served by the Geary County Corrections Department for truancy concerns.

**Enrollment/Advising/Transfer**

* Geary County Campus faculty and staff with assistance from Karen Leiszler, Patti Elliott, Joan Robison, and Jolene Clark all from the Concordia campus assisted 62 students on Summer Term Student Services Day. The college netted 27 new summer enrollments and seven new fall 2015 enrollments. Students received assistance in: admissions, placement testing, enrollment, financial aid, military benefits, payment of tuition and fees, textbook ordering and student ID’s.
* From May 13 to June 17 Student Services enrolled 50 students in 550 credit hours for the fall 2015 term:

Students Credit Hours

Summer 2015 162 985

Summer 2014 181 1071

Fall 2015 126 1382

Fall 2014 182 1940

**Student Retention**

* Kim Wagner, Retention Specialist, has received six retention referrals for five on-campus students and 95 retention referrals for 71 online students. All students have been contacted and all but two have re-engaged.
* Wagner has also sent 126 retention mailers to students enrolled for fall 2015 as a means of keeping in touch. She is also working with Jenny Acree to send enrollment reminder postcards to 180 fall applicants who have not yet enrolled and 191 spring students who did not graduate or transfer and who have not yet enrolled for fall.
* Wagner is working with faculty advisors to track the number of students who drop or withdraw from summer 2015 courses, their reasons for dropping/withdrawing, and the retention efforts made to re-engage these students.
* Student Services staff sent enrollment reminder texts to 191 spring 2014-2015 students who have not yet enrolled for fall.
* Wagner and Zabokrtsky, are meeting with Rebecca Murrow, Director of Advisement and Retention, and Alan LaPolice, Retention Specialist, to review the advising, enrollment, and retention information in the college catalog for possible updates/changes for the 2015-2016 college catalog.
* Over the past four weeks, 152 current and prospective students have sought help with advising/enrollment, financial aid, admissions, retention, and military benefits.

Business and Industry Program Highlights

* The next CDL Phase I training will be held July 8, 9, 15, and 16 from 6:00 to 9:30 PM on the Geary Campus.
* Twenty students enrolled in CNA training which started in June. The clinical rotations will be conducted in Junction City and Manhattan.
* July CNA training will produce 10 additional spaces.
* Three students began Certified Medication Aid training on June 1.
* Eight students are currently enrolled in the summer EMT training on the Geary campus.
* Two new students enrolled in the Commercial Truck Driving Program in June.
* On June 15, CCCC was approved as a Workforce Investment Act (WIA) Eligible Training Provider (ETP) for the commercial truck driving program. With this certification, qualifying students may be awarded WIA funds through the Kansas Workforce Centers to pursue this training.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 23, 2015

ITEM NO: 7

AGENDA ITEM: Discussion Items

ITEM TYPE: Discussion

COMMENT:

**A.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 23, 2015

ITEM NO: 8

AGENDA ITEM: Action Items

ITEM TYPE: Decision

COMMENT:

**A. Bus.** The administrative services and fleet maintenance personnel have been working on a viable solution for replacement of the T-Bus. Enclosed is information supporting their recommendation.

 RECOMMENDED ACTION: Approve the purchase of a replacement bus via lease-purchase agreement with Kansas Truck of Wichita, Kansas as presented for a total purchase price of $162,877.00, approve the purchase of a separate graphics wrap package for $6,000.00 and authorize payment from Fund 61 Capital Outlay funds.

**B. Property, Liability, etc., and Worker’s Compensation Insurance Renewal Premiums for 2015-2016.**  Enclosed is information on the Midwestern Higher Education Compact and IMA insurance renewal premiums including a summary of the cost of insurance since 2012-2013.

RECOMMENDED ACTION: Approve the renewal premium of IMA for college property, inland marine, general liability, business automobile, crime, umbrella, and linebacker in the amount of $66,477 plus the options of Law Enforcement Professional in the amount of $1,035 and Crime in the amount of $688, and the renewal premium IMA for worker’s compensation insurance coverage in the amount of $70,985 for FY 16 and authorize payment.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 23, 2015

ITEM NO: 8

AGENDA ITEM: Action Items (Cont’d)

ITEM TYPE: Decision

COMMENT:

**C. Approval of Athletic Insurance Bid for 2015-2016.** Bids were requested on April 17, 2015 and opened on June 11, 2015 for athletic insurance for 2015-2016. Enclosed is the recommendation for athletic insurance.

RECOMMENDED ACTION: Approve the bid of The Baker Agency in the amount of $97,319 for basic and Dwight Menke in the amount of $5,080 for catastrophic student athletic insurance coverage for the 2015-2016 fiscal year and authorize payment.

**D. Approval of Cyber Liability Insurance.** Enclosed is a recommendation on the purchase of Cyber Liability Insurance. The administration recommends the purchase of the insurance.

RECOMMENDED ACTION: Approve the purchase of cyber liability insurance through IMA in the amount of $7,950 for FY16 and authorize payment.

**E. Policy E18 – Formal Complaint Process.** The administration recommends the adoption of a policy outlining a formal complaint process for students. It is enclosed for your review and is brought to this meeting for approval.

RECOMMENDED ACTION: Approve Policy E18 – Formal Complaint Process.

**Memorandum**

**To:** Board of Trustees

**From:** Amy Lange, Vice President for Administrative Services

Danette Toone, President

**Date:** 6/23/2015

**Re:** Approval of Replacement Bus Lease-Purchase Agreement – M-Bus

College administrative services and fleet maintenance personnel have worked diligently this past year to determine a viable solution for replacement of the college’s two buses. After reviewing transportation data for the past three years and visiting with the athletic department as primary user of the buses, it was determined the college needs one bus of a 48-55 passenger size and at least one bus of a 32-36 passenger size, in addition to several 15-passenger vans or equivalent passenger-size vehicles. Recent attempts to secure grant funding for replacement buses have been unsuccessful, yet the need for replacement remains strong.

The college’s goals when determining a suitable best-value replacement included a balance of safety, comfort, and affordability. College personnel have reviewed options including over-the-road (OTR) motorcoaches, “truck-style” buses, as well as multi-function activity buses.

We have been working with Kansas Truck of Wichita, KS to replace the college’s small fleet bus, affectionately referred to as the M-bus; this purchase will meet all three college goals. Kansas Truck has proposed a lease-purchase agreement with Cloud County Community College for a new 2015 Krystal “truck-style” 36-passenger bus. This proposal is based on final inspection by college personnel and Board approval. A graphics wrap package similar to the one for the recently purchased large fleet bus is available for an additional $6,000. The total purchase price is $162,877.00 with annual payments made over five years in arrears at an interest rate of 2.500%.

A breakdown of the annual payments follows, and assumes Board approval on June 23, 2015:

|  |  |  |  |
| --- | --- | --- | --- |
| Payment | Payment Description | Payment Amount | Payment Due Date |
| 1 | Down Payment | $ 27,146.00 | June 24, 2015 |
| 2 | 1st Payment | $ 27,146.00 | May 27, 2016 |
| 3 | 2nd Payment | $ 27,146.00 | May 27, 2017 |
| 4 | 3rd Payment | $ 27,146.00 | May 27, 2018 |
| 5 | 4th Payment | $ 27,146.00 | May 27, 2019 |
| 6 | 5th Payment | $ 27,146.00 | May 27, 2020 |
|  | TOTAL | $162,877.00 |  |

Recommendation: Approve the purchase of a replacement bus via lease-purchase agreement with Kansas Truck of Wichita, Kansas as presented for a total purchase price of $162,877.00, approve the purchase of a separate graphics wrap package for $6,000.00 and authorize payment from Fund 61 Capital Outlay funds.

**Memorandum**

**To:** Board of Trustees

**From:** Amy Lange, Vice President for Administrative Services

Danette Toone, President

**Date:** 6/23/2015

**Re:** Approval of College Property, Liability, etc. & Worker’s Compensation Insurance Renewal Premiums for 2015-2016

As a result of the Board approval in June 2014 of college property, liability, etc. and worker’s compensation insurance bids for FY15, the college became part of the Midwestern Higher Education Compact (MHEC) and, as a member of the Kansas Association of Community College Trustees (KACCT), was able to participate in the Master Property Program (an insurance purchasing consortium) as well as a purchasing consortium for worker’s compensation insurance, resulting in significant premium savings. We were pleased with the coverage and service offered by IMA this past year. Under this purchasing consortium, it is our intent to renew our coverage with IMA for FY16.

MHEC was established in 1991 and serves Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin. Its purpose is to provide greater higher education opportunities and services in the Midwestern region. Under the Master Property Program of MHEC, IMA is able to leverage risk exposure of multiple colleges in Kansas to provide increased coverage at reasonable rates. KACCT is currently a named insured with Coffeyville, Independence, Neosho, Fort Scott and Garden City community colleges participating under their name. Johnson County Community College is participating separate of KACCT. Highland Community College is considering participation this summer.

Below is a summary of renewal premiums for college property, inland marine, general liability, business automobile, crime, umbrella, linebacker, worker’s compensation and employer’s liability insurance coverage for the 2015-2016 fiscal year, effective July 1, 2015. These insurance policies are intended to provide primary insurance coverage for all areas listed for a reasonable per-occurrence deductible paid by the college.

College Insurance (Property, Liability, etc.)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Year: | 2012-2013 | 2013-2014 | 2014-2015 | 2015-2016 |
| PREMIUM: |  |  |  |  |
| Property | $43,847 | $54,767 | $24,744 | $25,391 |
| Inland Marine | $11,657 | $9,415 | INCLUDED | INCLUDED |
| General Liability | $5,055 | $6,192 | $7,537 | $7,514 |
| Business Auto | $14,444 | $14,770 | $19,505 | $21,451 |
| Treasurer’s Errors & Omissions | $375 | $375 | INCLUDED | INCLUDED |
| Employee Dishonesty |  | $483 | INCLUDED | INCLUDED |
| Linebacker | $9,239 | $10,907 | $3,630 | $3,619 |
| Umbrella / Excess Liability | $4,189 | $5,027 | $2,509 | $2,502 |
| Healthcare Professional Liability | $863 | $863 | INCLUDED | INCLUDED |
| Commission | INCLUDED | INCLUDED | $6,000 | $6,000 |
| SUBTOTAL BASE: | $89,669 | $102,799 | $63,925 | $66,477 |
|  |  |  |  |  |
| Option: Law Enforcement Professional (Unarmed) | - | - | $1,038 | $1,035 |
| Option: Crime | $155 | $105 | $784 | $688 |
|  |  |  |  |  |
| SUBTOTAL OPTIONS: | $155 | $105 | $1,822 | $1,723 |
|  |  |  |  |  |
| TOTAL PREMIUM | $89,824 | $102,904 | $65,747 | $68,200 |
|  |  |  |  |  |
| Deductible (General) | $1,000 | $1,000 | $25,000 | $25,000 |
| Deductible (Auto) | $500/$250 | $500/$250 | $1,000/$1,000 | $500/$500 |
|  |  |  |  |  |
| NAME OF INSURER: | People’s Insurance (EMC) | People’s Insurance (EMC); Marsh U.S. Consumer (Liberty International); Farmers Alliance | IMA (MHEC & Wright Specialty) | IMA (MHEC & Wright Specialty) |

Worker’s Compensation

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Year: | 2012-2013 | 2013-2014 | 2014-2015 | **2015-2016** |
| PREMIUM: |  |  |  |  |
| Worker’s Compensation | $40,423 | $64,628 | $78,349 | **$70,985** |
|  |  |  |  |  |
| Deductible | $1,000 | $1,000 | $1,000 | **$1,000** |
|  |  |  |  |  |
| NAME OF INSURER: | Berkley Risk | KASB | IMA (Hartford) | **IMA (Hartford)** |

Several factors contribute to changes in premiums compared to FY 2015. The college’s annual premium is based on total payroll, risk exposure categories of employees, and a 3-year claims history (the “mod rate”). Three years of loss experience is used to determine an experience modification rate, excluding the current year. Therefore, the college’s current “mod rate” of 1.25 is based on loss experience in FY12, FY13 and FY14. A mod rate of 1.0 is the average amount of claims for a similar-size organization. The college experienced a high amount of claims in FY11 and FY12, but a low amount of claims in FY13, FY14 and FY15. We anticipate the “mod rate” will decrease in FY17 provided we incur no substantial claims in FY16, just as it did in FY15. Student workers will be covered under the FY 2016 policy.

Recommendation: Approve the renewal premium of IMA for college property, inland marine, general liability, business automobile, crime, umbrella, and linebacker in the amount of $66,477 plus the options of Law Enforcement Professional in the amount of $1,035 and Crime in the amount of $688, and the renewal premium of IMA for worker’s compensation insurance coverage in the amount of $70,985 for FY16 and authorize payment.

**Memorandum**

**To:** Board of Trustees

**From:** Amy Lange, Vice President for Administrative Services

Danette Toone, President

**Date:** 6/23/2015

**Re:** Approval of Athletic Insurance Bid for 2015-2016

Bids were requested on April 17, 2015 for student athletic insurance coverage for the 2015-2016 year, effective August 1, 2015. Athletic insurance is intended to provide medical coverage in excess of the student athlete’s primary personal insurance coverage for a reasonable per-occurrence deductible paid by the college. A summary of the past three years’ coverage as well as proposed coverage for 2015-2016 and associated cost to the college is provided below.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  Year: | 2012/2013 | 2013/2014 | 2014/2015 | **2015/2016** |
| BENEFITS: |  |  |  |  |
| Maximum Medical | $25,000 | $24,500 | $25,000 | **$25,000** |
| Benefit Period | 2 years | 2 years | 2 years | **2 years** |
| Accidental Death & Dismemberment | $10,000 | $10,000 | $10,000 | **$10,000** |
| Coverage for HMO/PPO Denials | Yes | Yes | Yes | **Yes** |
| Coverage for Pre-Existing Conditions | No | No | No | **No** |
| Expanded Medical Coverage | Yes | Yes | Yes | **Yes** |
|  |  |  |  |  |
| PREMIUM: |  |  |  |  |
| Basic | $31,670 | $57,036 | $58,529 | **$97,319** |
| Catastrophic | $1,665 | $1,665 | $5,608 | **$5,080** |
| Deductible | $500 | $500 | $500 | **$500** |
|  |  |  |  |  |
| NAME OF INSURER – Broker and Underwriters: | Guarantee TrustLife Ins. Co. | Guarantee TrustLife Ins. Co. | The Baker Agency (Aetna, Summit America) | **The Baker Agency (Specialty Insurance Solutions, Inc., Ascension by Mutual of Omaha). Dwight Menke will be the broker for Catastrophic** |

Bid invitations were sent to Dwight Menke (Topeka, KS), Dissinger Reed (Overland Park, KS), Baker Agency (Plainwell, MI), First Agency Guarantee Trust Life Ins (Kalamazoo, MI), Kathy Burgess (Concordia, KS), K & K Insurance (Fort Wayne, IN), and advertised on the college website and in the Blade-Empire.

Sealed bids were opened at 3:00p.m. on Thursday, June 11, 2015. Results follow.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | VENDOR: | **Baker Agency** | **Dwight Menke** | Dissinger Reed |
| **Deductible** |  |  |  |  |
| **$500** |  | **$97,319** | $125,960 | $110,997 |
| $1,000 |  | $92,568 | $104,826 | $105,447 |
| $1,500 |  | $88,562 | No Bid | No Bid |
| $2,000 |  | No Bid | $84,460 | $99,898 |
| $2,500 |  | No Bid | No Bid | $94,348 |
| $3,000 |  | $79,461 | No Bid | No Bid |
| $5,000 |  | $70,395 | No Bid | $78,808 |
| **Catastrophic** |  | $5,608 | **$5,080** | $6,730 |

Recommendation: Approve the bid of The Baker Agency in the amount of $97,319 for basic and Dwight Menke in the amount $5,080 for catastrophic student athletic insurance coverage for the 2015-2016 fiscal year and authorize payment.

**Memorandum**

**To:** Board of Trustees

**From:** Amy Lange, Vice President for Administrative Services

Danette Toone, President

**Date:** 6/23/2015

**Re:** Approval of Cyber Liability Insurance for 2015-2016

Cyber Liability Insurance has become a topic of significant discussion of risk managers recently. This insurance helps organizations to pay for costs incurred to recover from a data breach, and “is becoming more widely used in higher ed because of the considerable rise in the number of attempted data breaches at colleges and universities.” (University Business, June 2015, pg 62). Data breaches may include release of sensitive information about organizations’ employees, vendors, and customers (students in the case of colleges) such as names, social security numbers, and payroll information.

Beazley Breach Response, a leader in data breach response services, is a cyber liability insurance policy available to the college through IMA as part of our KACCT purchasing consortium, and is underwritten by Wright Specialty Insurance, our current liability insurance underwriter. The purchase of cyber liability insurance will provide the college with a professional initial breach investigation and consulting, including legal services and computer forensic services, as well as a professional response to breach events including notification services (including foreign notification where applicable), call center services, breach resolution and mitigation services and public relations and crisis management expenses.

The college’s estimated premium for cyber liability insurance is $7,500 plus $450 (6%) for fees for a total of $7,950. The final premium amount will be based on review of the application, which will be processed following Board approval.

Recommendation: Approve the purchase of cyber liability insurance through IMA in the amount of $7,950 for FY16 and authorize payment.

CLOUD COUNTY COMMUNITY COLLEGE

Topic: Policy Number:

 Formal Complaint Process E18

The Cloud County Community College nonacademic appeals process is to be used for issues other than disciplinary or academic matters, and provides you with protection against unwarranted infringement of your rights. A grievance may concern an alleged violation of college policies, infringement of your rights and other such problems dealing with other students, college staff and faculty and authorized college activities.

The following procedures will be followed to ensure an appropriate resolution of a student grievance or complaint at the lowest possible level:

* You will attempt to rectify the grievance with the supervisor of the area in which the alleged violation occurred within 10 business days. Every effort will be made to resolve the grievance at the lowest possible level.
* Where resolution is unsatisfactory to either party, the issue should be appealed in writing to the appropriate supervisor. The supervisor must inform you in writing of any decision made and the reason for that decision within five business days.
* If you feel the grievance has not been resolved, you may submit a written grievance to the Vice President for Enrollment Management and Student Services within 10 business days from the time the complaint was filed at the previous level and request a conference. The Vice President for Enrollment Management and Student Services must, within five business days following the conference, inform you in writing of any decision made and the reasons for making that decision.
* The Vice President for Enrollment Management and Student Services will notify the Non-Discrimination Coordinator of the college in writing of any grievance involving alleged illegal discrimination, including any claim that you have been subjected to illegal discrimination on the basis of race, sex, national origin, age, religion or disability. Claims of illegal discrimination will be investigated by the designated officer who will make a report to the President.

These proceedings will occur in a professional manner and all efforts will be made to protect the rights of all parties involved.

If resolution is not reached, the individual may address their concern with the Kansas Attorney General’s Office of Consumer Protection:

**Consumer Protection Hotline:** 1-800-432-2310 (785) 296-3751
Fax: (785) 291-3699
<http://ag.ks.gov/about-the-office/contact-us/file-a-complaint>

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 23, 2015

ITEM NO: 9

AGENDA ITEM: 2015-2016 Organizational Meeting

ITEM TYPE: Decision

COMMENT:

1. **Election of Officers.**

1). Chairman

2). Vice-Chairman

3). Clerk-Secretary

4). Treasurer

1. **Designation of Law Firm.**
2. **Committee Appointments.**

1). Delegate to KACCT

2). Representative to KASB Governmental Relations Network

3). Representative to CloudCorp Board of Directors

4). CCCC Foundation

5). Board Committees/College Committees

1. Audit/Finance
2. Nominating/President’s Evaluation
3. Facilities
4. Institutional Planning Team
5. Benefits
6. Negotiating Team
7. Emergency Preparedness

 CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 23, 2015

ITEM NO: 9

AGENDA ITEM: 2015-2016 Organizational Meeting (Cont’d)

ITEM TYPE: Decision

COMMENT:

1. **Set Day, Time and Place of Meetings.** The Board has been meeting on the last Tuesday of the month in Room 257 of the President’s Addition as the regular monthly meeting. In the recent past, the time has been 6:00 p.m. for the November through March meetings and 7:00 p.m. for the April through October meetings. Also, the November meeting falls the night before the start of the Thanksgiving holiday and the December meeting falls in the middle of the Christmas break. The administration requests moving these Board meetings.

RECOMMENDED ACTION: Set the last Tuesday of the month in Room 257 of the President’s Addition as the regular monthly meeting except for the November meeting which will be November 18 because of the Thanksgiving holiday and the December meeting which will be December 15 because of the Christmas holiday and set the time at 6:00 p.m. for the November through March meetings and 7:00 p.m. for the April through October meetings.

1. **Salary for Treasurer.** The Treasurer currently receives an annual salary of $2,000.

RECOMMENDED ACTION: Approve an annual salary of $2,000 for the Treasurer.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 23, 2015

ITEM NO: 10

AGENDA ITEM: Other

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 23, 2015

ITEM NO: 11

AGENDA ITEM: Executive Session

ITEM TYPE: Executive Session

COMMENT:

**A. Consultation with Legal Counsel.**

**B. Non-elected Personnel.**

**C. Negotiations.**