**BOARD OF TRUSTEES**

**CLOUD COUNTY COMMUNITY COLLEGE**

**MAY 31, 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 - May 31, 2011**

Meeting Place: Room 257 in the Student Center

 Time: 7:00 p.m.

1. Tour of Remodeled Apartment Building 1 – 6:15 p.m. (meet at main entrance by flag pole)

 2. Call to Order – 7:00 p.m.

 3 Adopt Agenda Decision

 4. Guests’ Comments

 5. Recognitions Information . Information

 6. Program Highlights Information

 7. President’s Message Information

 8. Meeting Reports Information

 9. Strategic Plan Annual Report Information

10. Geary County Campus Update Information

11. Approval of Minutes of April 26, 2011 and May 13, 2011 Decision

12. Finances Decision

 A. Treasurer’s Report

 B. Financial Overview

 C. 2009 PEI Loan Agreement

13. Purchasing and Payment of Claims Decision

14. Bids Decision

1. 15-passenger Van
2. Cook Theatre Lighting
3. Geary County Campus Classroom Furniture
4. College Insurance

15. Personnel Decision

1. Contract Renewal Recommendations for Administrative

Personnel – 2011-2012

1. 2009-2010, 2010-2011 and 2011-2012 Master Contract
2. 2011-2012 Compensation for Administrative Personnel
3. 2011-2012 Compensation for Hourly Support Staff.
4. Resignation – Alison Farnham
5. Resignation – Kevin Cook
6. English/Speech Instructor
7. Marketing Communications Specialist
8. “360” Evaluations
9. Other

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

**Agenda - May 31, 2011**

16. Facilities Decision

1. HVAC Project

 1). Budget

 2). New Horizons Change Order 1 for Asbestos Abatement

1. Carpeting and Ceiling Change Order from Hood Heating and Air
2. Apartment Building 3 and Classroom Remodeling Change Orders

from Stupka Construction

1. Projects in Progress
2. Nordtank Turbine
3. Other

17. Policies Decision

1. D18 – Internet Courses
2. F23 - Tobacco Usage

18. Scholarship Request Decision

19. Information Items  Information

1. KACCT/COP Retreat
2. Cloud County Community College Foundation Spring Meeting
3. Kid’s College
4. Cloud County Community College T-Bird Golf Tournament
5. Wheat State Whirlwind Tour
6. Board Orientation

20. Other

21. Executive Session Executive Session

 A. Consultation with Legal Counsel

 B. Non-elected Personnel

NEXT MEETING – June 28, 2011

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 31, 2011

ITEM NO: 1

AGENDA ITEM: Tour of Remodeled Apartment Building 1 – 6:15 p.m.

ITEM TYPE:

COMMENT:

Meet at main entrance by flag pole.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 31, 2011

ITEM NO: 2

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

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 31, 2011

ITEM NO: 3

AGENDA ITEM: Adopt Agenda

ITEM TYPE: Decision

COMMENT:

Parliamentary rules recommend the adoption of the Agenda.

RECOMMENDED ACTION:

Adopt the Agenda for the May 31, 2011 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 31, 2011

ITEM NO: 4

AGENDA ITEM: Guests’ Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 31, 2011

ITEM NO: 5

AGENDA ITEM: Recognitions

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 31, 2011

ITEM NO: 6

AGENDA ITEM: Program Highlights

ITEM TYPE: Information

COMMENT:

Bruce Graham, Wind Energy Technology Instructor and Cloud Power Wind Farm Site Manager and Technician, will bring the Board up to date on the Wind Farm.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 31, 2011

ITEM NO: 7

AGENDA ITEM: President’s Message

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 31, 2011

ITEM NO: 8

AGENDA ITEM: Meeting Reports

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 31, 2011

ITEM NO: 9

AGENDA ITEM: Strategic Plan Annual Report

ITEM TYPE: Information

COMMENT:

The 2010-2011 Annual Report is enclosed.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 31, 2011

ITEM NO: 10

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

May 31, 2011

ITEM NO: 11

AGENDA ITEM: Approval of Minutes of April 26, 2011 and May 13, 2011

ITEM TYPE: Decision

COMMENT:

The minutes of the regular meeting of April 26, 2011 and the special meeting of May 13, 2011 are enclosed.

RECOMMENDED ACTION:

Approve the minutes of April 26, 2011 and May 13, 2011.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 31, 2011

ITEM NO: 12

AGENDA ITEM: Finances

ITEM TYPE: Decision

COMMENT:

**A. Treasurer’s Report and Financial Report.** These reports are enclosed.

RECOMMENDED ACTION: Approve the Treasurer’s Report as of

April 30, 2011 with a cash balance of $5,360,880.71.

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

**C. 2009 PEI Loan Agreement.** Enclosed is information on the history of the projects funded by the Post-secondary Education Infrastructure loan along with a recommendation from the administration.

RECOMMENDED ACTION: Approve the transfer of remaining balances in Projects 3 and 5 of $4,216.00 and $577.74 respectively to Project 4 remodeling of Apartment Buildings 1 and 3 and authorize Trustee Koester and President Toone to sign the enclosed KBOR Forms PEI-2 for Projects 3 and 5.

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

May 31, 2011

ITEM NO: 13

AGENDA ITEM: Purchasing and Payment of Claims

ITEM TYPE: Decision

COMMENT:

The purchase orders are enclosed or are available from the Clerk of the Board.

RECOMMENDED ACTION:

Approve the recommendations as stated.

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

May 31, 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. 01-85-9100-741 Treat America Meals – 5/1 to 5/5 $ 9,574.80
2. 01-85-9100-741 Treat America Meals – 5/6 to 5/12 13,360.48

3. 01-61-6100-761 UMB Bank HVAC lease purchase payment 175,000.00

* + - 1. 83,883.66

4. 01-35-2007-709 Spider Platform safety kit & Safescape 6,556.71

 elite for wind program

5. 01-11-1539-611 U. S. Postmaster Postage for Fall 2011 CE 7,900.00

 Tabloid

6. 01-35-2007-758 CCCC Perkins Grant administration 5,512.00

 fee

7. 01-35-2007-626 CCCC Reimburse for development of 6,850.00

 WET on-line

8. 01-11-6501-704 Paper 101 Paper for 2011-2012 16,602.88

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

May 31, 2011

ITEM NO: 14

AGENDA ITEM: Bids

ITEM TYPE: Decision

COMMENT:

**A. 15 Passenger Van.** Bids for a new full-sized 15 passenger van were solicited and opened May 20, 2011. The administration recommends accepting the low bid submitted by Womack Sunshine Ford, Concordia, KS.

 RECOMMENDED ACTION: Accept the low bid of $24,350.00 submitted by Womack Sunshine Ford, Concordia, KS, for a 2011 full-sized 15 passenger van and authorize payment with funding coming from the insurance payment received on maxi van #45 totaled in an accident and parking fees auxiliary.

**B. Cook Theatre Theatrical Lighting.** Bids for a “SmartFade 2496” or equivalent lighting control system for Cook Theatre and for installation of same were solicited and opened May 20, 2011. The administration recommends the following:

 1). RECOMMENDED ACTION: Accept the low bid of $24,834.00 submitted by Heartland Scenic Studio, Omaha, NE, for a lighting system for Cook Theatre and authorize payment with funding coming from deferred maintenance tax credits and building fees.

 2). RECOMMENDED ACTION: Accept the low bid of $5,936.00 submitted by Hood, Air, Plumbing and Electric for installation of the lighting system in the back of Cook Theatre and authorize payment with funding coming from building fees.

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

May 31, 2011

ITEM NO: 14

AGENDA ITEM: Bids (Cont’d)

ITEM TYPE: Decision

COMMENT:

**C. Classroom Furniture for the Geary County Campus.** Bids for classroom furniture for the Geary County Campus were solicited and opened May 24, 2011. A recommendation will be sent under separate cover.

RECOMMENDED ACTION: Take action as appropriate.

**D. College Insurance.** Bids for the College’s property and general liability insurance were solicited and opened May 24, 2011. The administration

 recommends accepting the bid from Peoples Insurance, Concordia, KS, serving as broker for EMC (Employers Mutual Insurance Company of Des Moines, IA). This includes workers compensation coverage and medical liability protecting students injured while riding in college vehicles. Enclosed is a memorandum completely explaining this bid and the availability of coverage from EMC.

 RECOMMENDED ACTION: Accept the bid of $115,095.00 from Peoples Insurance, Concordia, KS, serving as broker for EMC (Employers Mutual Insurance Company of Des Moines, IA) for property and general liability insurance, workers compensation insurance and a medical liability rider for the 2011-2012 fiscal year and authorize payment.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 31, 2011

ITEM NO: 15

AGENDA ITEM: Personnel

ITEM TYPE: Decision

COMMENT:

**A. Contract Renewal Recommendations for Administrative Personnel – 2011-2012.** The administration recommends the contracts for full-time and part-time administrative personnel for the 2011-2012 contract year be renewed. The list of people to be renewed is enclosed.

RECOMMENDED ACTION: Renew the contracts for full-time and part-time administrative personnel for 2011-2012.

**B. 2009-2010, 2010-2011 and 2011-2012 Master Contract.** The President recommends the Board of Trustees approve the 2009-2010, 2010-2011 and 2011-2012 Master Contract for Fiscal Year 2011-2012. Enclosed is the signed verification from the Faculty Association ratifying the proposed negotiated agreement.

RECOMMENDED ACTION: Approve the proposed 2009-2010, 2010-2011 and 2011-2012 Master Contract for Fiscal Year 2011-2012.

**C. 2011-2012 Salaries for Administrative Personnel.** The President recommends the Board of Trustees approve a salary increase of $975 to the base salary of each administrative employee.

 RECOMMENDED ACTION: Approve a salary increase of $975 to the base salary of each administrative employee for the 2011-2012 fiscal year.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 31, 2011

ITEM NO: 15

AGENDA ITEM: Personnel (Cont’d)

ITEM TYPE: Decision

COMMENT:

**D. 2011-2012 Wages for Support Staff.** The President recommends the Board of Trustees approve a wage increase of $.47 to the base wage of each support staff employee.

 RECOMMENDED ACTION: Approve a wage increase of $.47 to the base wage of each support staff employee for the 2011-2012 fiscal year.

**E. Resignation – Alison Farnham.** Alison Farnham has resigned her position as Librarian effective June 30, 2011. Her letter of resignation is enclosed.

 RECOMMENDED ACTION: Accept the resignation of Alison Farnham as Librarian effective June 30, 2011 and authorize the administration to fill the position vacancy.

**F. Resignation – Kevin Cook.** Kevin Cook has resigned his position as Wind Energy Technology Instructor effective May 26, 2011. His letter of resignation is enclosed.

 RECOMMENDED ACTION: Accept the resignation of Kevin Cook as Wind Energy Technology Instructor and authorize the administration to fill the position vacancy.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 31, 2011

ITEM NO: 15

AGENDA ITEM: Personnel (Cont’d)

ITEM TYPE: Decision

COMMENT:

**G. English/Speech Instructor.** The search committee has completed its work, and the committee recommends the appointment of Tonya Merrill to the full-time, nine-month position of Instructor in English/Speech effective August 15, 2011.

RECOMMENDED ACTION: Approve the appointment of Tonya Merrill to the position of Instructor in English/Speech on a full-time, KPERS-covered, faculty contract effective August 15, 2011, at the nine-month salary of $32,000 plus fringe benefits.

**H. Marketing Communications Specialist.** The administration requests approval of a Marketing Communications Specialist position. This position would report to the Director of Marketing. A job description is enclosed. This is a full-time, support staff, KPERS-covered position with benefits.

 RECOMMENDED ACTION: Approve the full-time, support staff, KPERS-covered position of Marketing Communications Specialist.

**I. “360” Evaluations.**

**J. Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 31, 2011

ITEM NO: 16

AGENDA ITEM: Facilities

ITEM TYPE: Decision

COMMENT:

**A, HVAC Project.**

1). Budget. The status of the budget for the HVAC replacement project will be presented to the Board.

 2). New Horizons Change Order 1 for Asbestos Abatement.Enclosed is Change Order 1 from New Horizons for total ceiling removal in Rooms 304-306 and 308. Also enclosed is a memorandum explaining this item. The administration recommends approval of this change order.

 RECOMMENDED ACTION: Approve Change Order #1 for asbestos abatement from New Horizons in the amount of $11,071.00 for the total ceiling removal in Rooms 304-306 and 308 and authorize payment with funding coming from the HVAC project.

3). HVAC Change Order from Hood Heating and Air**.** Hood Heating and Air were requested to submit change requests for carpet and ceilings for Phase III of the HVAC project. Enclosed is a memo explaining their change requests.

RECOMMENDED ACTION: Approve the change order from Hood Heating and Air in the amount of $17,262 for carpeting in faculty and administrative offices and drop ceilings in Room 232, the IT office and Room 308 and vinyl composition tile in the gym stairway landings and authorize payment with funding coming from the HVAC budget.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 31, 2011

ITEM NO: 16

AGENDA ITEM: Facilities (Cont’d)

ITEM TYPE: Decision

COMMENT:

**B. Apartment Building 3 Change Order 002 and Classroom Remodeling Change Order 001 from Skupka Construction.** Enclosed are these two change orders and a memorandum explaining these items. The administration recommends approval of these change orders.

RECOMMENDED ACTION: Approve Change Order 002 on the Apartment Building 3 remodel for $5,278.38 and Change Order 001 on the Classroom Remodeling project for $6,320.69 for a total of $11,599.07 from Stupka Construction with funding coming from Residence Life and Building Fees and authorize payment.

**C. Projects in Progress.**

**D. Nordtank Turbine.**

**E. Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 31, 2011

ITEM NO: 17

AGENDA ITEM: Policies

ITEM TYPE: Decision

 COMMENT:

**A. Policy D18 – Internet Courses.** A general policy statement was written and existing policy moved to procedures.

RECOMMENDED ACTION: Approve the revisions to Policy D18 – Internet Courses.

**B. Policy F23 – Tobacco Usage.** Policy E18 has been developed to control the use of tobacco on both campuses.

 RECOMMENDED ACTION: Approve Policy E18 – Tobacco Usage.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 31, 2011

ITEM NO: 18

AGENDA ITEM: Scholarship Request

ITEM TYPE: Decision

 COMMENT:

The request to the Cloud County Community College Foundation for the Scholarship Program will not exceed $200,919.00.

RECOMMENDED ACTION:

Authorize the President to request from the Cloud County Community College Foundation not more than $200,919.00 for the Scholarship Program.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 31, 2011

ITEM NO: 19

AGENDA ITEM: Information Items

ITEM TYPE: Information

COMMENT:

**A. KACCT/COP Retreat.** The KACCT and the Council of Presidents Retreat will be held Friday and Saturday, June 10 and 11, at Kansas City Kansas Community College. There will be a New Trustee Workshop on Friday from 1:00 to 4:00 p.m.

**B. Cloud County Community College Foundation Spring Meeting.** The spring meeting of the Foundation is Tuesday, June 21, 2011, on the Concordia Campus. Dinner will be at 6:00 p.m. with the meeting at 7:00 p.m.

**C. Kid’s College.** Kid’s College will be held July 11 to 14 from 1:00 p.m. to 4:00 p.m.

**D. Cloud County Community College T-Bird Golf Tournament.** The 11th Annual T-Bird Classic Golf Tournament is scheduled for August 21, 2011.

**E. Wheat State Whirlwind Tour.** On Monday, May 23rd, 55 faculty, staff and administrators from Kansas University were on campus as part of the Wheat State Whirlwind Tour.  Each year, KU organizes a weeklong bus tour to better acquaint new employees with Kansas attractions and businesses in more rural parts of the state.  Dr. Marlesa Roney, Vice Provost for Student Success, helps organize the state tour and has been instrumental in ensuring they make a stop in Concordia  nearly every year.  Dr. Roney and Kim Krull welcomed the group in Cook Theatre where they listened to a presentation from Bruce Graham and Bob Maxson on the WET program, the construction of Cloud Power Wind Farm, and the College’s focus on the use of renewable resources with the wind farm and geothermal system.  While in Concordia, the tour group also visited the National Orphan Train Complex and the Brown Grand Theatre.

**F. Board Orientation.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 31, 2011

ITEM NO: 20

AGENDA ITEM: Other

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 31, 2011

ITEM NO: 21

AGENDA ITEM: Executive Session

ITEM TYPE: Executive Session

COMMENT:

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