**BOARD OF TRUSTEES**

**CLOUD COUNTY COMMUNITY COLLEGE**

**May 28, 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 - May 28, 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. 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 April 30, 2013 and May 8, 2013 Decision

12. Finances Decision

A. Treasurer’s Report

B. Financial Overview

13. Purchasing and Payment of Claims Decision

14. Bids Decision

1. Autoclave for Geary County Campus

15. Personnel Decision

1. Resignation – Mike Nydegger
2. Head Men’s and Women’s Soccer Coach
3. Instructor in Music
4. Contract Renewal Recommendation for Administrative

Personnel – 2013-2014

1. Instructor in Mass Communications
2. Director of Institutional Planning, Research and Effectiveness

G. Other

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

**Agenda - May 28, 2013**

16. Facilities Information

1. Summer Projects
2. Other

17. Policy F12 – Weapons Decision

18. Concealed Carry Decision

19. Scholarship Request Decision

20. 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

21. Other Decision

A. 2013-2014 Board Orientation and Organizational Meetings

22. Executive Session Executive Session

A. Consultation with Legal Counsel

B. Non-elected Personnel

C. Negotiations

NEXT MEETING – June 25, 2013

CLOUD COUNTY COM0MUNITY COLLEGE

BOARD OF TRUSTEES

May 28, 2013

ITEM NO: 1

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

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 28, 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 May 28, 2013 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 28, 2013

ITEM NO: 3

AGENDA ITEM: Guests’ Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 28, 2013

ITEM NO: 4

AGENDA ITEM: Recognitions

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 28, 2013

ITEM NO: 5

AGENDA ITEM: Program Highlights

ITEM TYPE: Information

COMMENT:

Jennifer Schroeder, Library Director, will tell the Board about some of the changes in services to libraries being implemented by the State of Kansas.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 28, 2013

ITEM NO: 6

AGENDA ITEM: President’s Message

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 28, 2013

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

May 28, 2013

ITEM NO: 8

AGENDA ITEM: Meeting Reports

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 28, 2013

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

May 28, 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**

* Student Senate hosted the Fourth Annual Spring Fling May 9. Student Services, the Student Veterans Association, the A & P Club, Cindy Lamberty and chemistry students each sponsored an activity or booth. There were also inflatables for the children to enjoy.
* On May 6, Jason York, Brenda Edleston and Cathy Castle hosted a Rotary Vocational Training Team (VTT) of medical professionals from Uganda, Kenya, and Tanzania. Brenda and Cathy presented to the group on the topics of Agri-Biotechnology and TRAC-7 as well as provided tours of the laboratories and mobile lab.
* Brenda Edleston and Lisa Marie Cheek met with Kim Reynolds to discuss launching a capital campaign in support of the Geary County Campus.
* On May 15, Brenda Edleston traveled to Dodge City Community College for a meeting of the TRAC-7 advisors. The group discussed marketing each other’s programs in each college’s service area.
* On May 20 and May 24, the faculty teaching any of the courses in the Agri-Biotechnology program participated in an online training through National American University in the best practices in online instruction.
* On May 22 and 23 Brenda Edleston attended a meeting of the TRAC-7 Site Coordinators at Washburn Institute of Technology in Topeka.

**Student Services Activities – Jennifer Zabokrtsky**

**Recruitment/Admissions/Scholarships**

* Miriam Melendez, Student Services Specialist/Military Affairs Liaison, administered the Compass placement test to 23 prospective students between April 15 and May 15 and to nine prospective concurrent students from Chapman High School.
* The Geary County Campus (GCC) Foundation Scholarship committee met to award Summer scholarships May 9.

**Military/Veterans**

* Cloud has 286 students currently using military education benefits including: GI Bill and Post 911 GI Bill for veterans and their dependents, Tuition Assistance for active duty military and My Career Advancement Account (MyCAA) for military spouses.
* Miriam Melendez and Patti Elliott, Assistant Registrar, completed and submitted the GI Jobs Military Friendly Schools Survey.

**Enrollment/Advising/Transfer**

* Enrollment began April 15 for the Summer and Fall terms. As of May 17, 2013 Summer and Fall enrollment as compared to 2012 is as follows:

Students Credit Hours

Summer 2013      173 967

Summer 2012 113 690

Fall 2013 169 1847

Fall 2012 170 1795

* Stephen Ferguson, Admissions Counselor at Southwestern College at Fort Riley, met with staff and faculty advisors April 25 to share information about online bachelor’s programs and incentive for Cloud students transferring to Southwestern.
* Brenda Edleston, Miriam Melendez and Jennifer Zabokrtsky, Coordinator of Student Services, met with Jennie Hicks from Baker University May 3 to discuss potential interest in our students transferring into bachelor’s degree programs through Baker.
* Jennifer Zabokrtsky attended a Community College Partnership Meeting at K-State’s College of Education May 6.
* Summer Student Services Day will be May 29 and New Student Orientation will be May 30 at 5:30 PM.

**Financial Aid**

* Student Services staff is working with Federal Work Study (FWS) supervisors at GCC to update FWS job descriptions.
* Student Services is in the process of hiring a summer FWS student and six FWS students for the 2013-14 academic year.

**Other Activities**

* Faculty and Staff at GCC hosted a Graduate Reception May 10 at 5:30 PM for graduates, family and friends.
* The Student Veterans Association hosted a free hotdog lunch on campus May 15 in honor of Military Appreciation Month.

**Business and Industry Training Programs**

* Commercial Driver’s License Training:
  + Eleven students completed the CDL Phase I training April 22-25. Two of those students obtained their CDL for continuation into Manhattan Area Technical College’s Electric Power Distribution Program.
  + CDL Phase II training (behind-the-wheel driving) is ongoing. Phase II is currently booked continuously with instructional driving and examinations at the Junction City DMV through the end of June.
  + In April, three high school seniors enrolled in CDL training utilizing Senate Bill 155, Governor Brownback’s Career and Technical Education Initiative, to pay tuition (but not fees) for the course.
* Motorcycle Safety Classes:
  + Twenty-four students participated in three sessions of Motorcycle Safety Classes between April 18 and May 19.
* In cooperation with JoDee Aldridge-Ball, Coordinator of Allied Health:
  + Nineteen students took the CNA state board exam on Wednesday, May 15.
  + Nine students started CNA Online-Hybrid courses on May 6.
  + The next CNA Online-Hybrid training begins June 3, and 10 seats are available.
  + Five students completed the Certified Medication Aide state board exam on May 9.
  + The next Medication Aide state board exam will be given on June 6.
  + Nine students have pre-enrolled for the Summer 2013 EMT course.
* On April 23, Jason York attended the Nursing Program Advisory Council Meeting at Manhattan Area Technical College.
* On May 15, staff from Mercy Regional Hospital was on the GCC for a site inspection and observation of instructors. The GCC was approved to be affiliated with Mercy Regional as a designated training site for the American Heart Association.
* Jason York has co-facilitated this year’s Junction City/Geary County Crossroads of Leadership training through the Kansas Leadership Center. “Agriculture Day” was held April 24 at Munson Angus Farms. “Education and Healthcare Day” was held May 8 at various locations including USD 475, Cloud’s Geary County Campus, and the Geary Community Hospital. The final session, “Large Business and Fort Riley Day” was held May 22 at Foot Locker and locations on Fort Riley.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 28, 2013

ITEM NO: 10

AGENDA ITEM: Cloud County Community College Foundation Update

ITEM TYPE: Information

COMMENT:

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

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 28, 2013

ITEM NO: 11

AGENDA ITEM: Approval of Minutes of April 30, 2013 and May 8, 2013

ITEM TYPE: Decision

COMMENT:

The minutes of the regular meeting of April 30, 2013 and the special meeting of May 8, 2013 are enclosed.

RECOMMENDED ACTION:

Approve the minutes of April 30, 2013 and May 8, 2013.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 28, 2013

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, 2013 with a cash balance of $5,341,608.54.

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

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

May 28, 2013

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 28, 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. 01-73-7303-799 KanREN Upgrade to Internet and ITV $ 11,920.89

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

May 28, 2013

ITEM NO: 14

AGENDA ITEM: Bids

ITEM TYPE: Decision

COMMENT:

1. **Autoclave for Geary County Campus.** Bids for an autoclave for the Geary County Campus were solicited and opened May 21, 2013. A recommendation will be sent under separate cover.

RECOMMENDED ACTION: Take action as appropriate.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 28, 2013

ITEM NO: 15

AGENDA ITEM: Personnel

ITEM TYPE: Decision

COMMENT:

**A. Resignation – Mike Nydegger.** Mike Nydegger has resigned his position as Instructor in Chemistry effective May 18, 2013. Mike has been an employee at Cloud County Community College since August 2010. His letter of resignation is enclosed.

RECOMMENDED ACTION: Accept the resignation of Mike Nydegger effective May 18, 2013 and authorize the administration to fill the Instructor in Chemistry position vacancy.

**B. Head Men’s and Women’s Soccer Coach.** The Search Committee, the Athletic Director and the President recommend the appointment of Derek Talcott to the full-time, twelve-month, KPERS-covered position of Head Men’s and Women’s Soccer Coach effective June 1, 2013.

RECOMMENDED ACTION: Approve the appointment of Derek Talcott to the position of Head Men’s and Women’s Soccer Coach on a full-time, KPERS-covered, professional services contract effective June 1, 2013 at the twelve-month prorated salary of $34,800 plus fringe benefits.

**C. Instructor in Music.** The search committee has completed its work; and the committee and the President recommend the appointment of Christopher Krampe to the full-time, nine-month position of Instructor in Music effective August 14, 2013.

RECOMMENDED ACTION: Approve the appointment of Christopher Krampe to the position of Instructor in Music on a full-time, KPERS-covered faculty contract effective August 14, 2013 at the nine-month salary of $39,000 plus fringe benefits.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 28, 2013

ITEM NO: 15

AGENDA ITEM: Personnel (Cont’d)

ITEM TYPE: Decision

COMMENT:

**D. Contract Renewal Recommendations for Administrative Personnel – 2013-2014.** It is time for the Board of Trustees to renew the contracts for full-time and part-time administrative personnel for the 2013-2014 contract year. The list of people to be renewed is enclosed.

RECOMMENDED ACTION: Renew the contracts for the full-time and part-time administrative personnel for 2013-2014.

**E. Instructor in Mass Communications.** 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. Director of Institutional Planning, Research and Effectiveness.** The administration requests approval of a Director of Institutional Planning, Research and Effectiveness position. A job description is enclosed. This will be a full-time administrative support, KPERS-covered position with benefits. This position will be funded by the re-alignment of budgets, specifically the position of Director of the Student Success Center will not be filled. Those resources will be allotted to this position.

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

**F. Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 28, 2013

ITEM NO: 16

AGENDA ITEM: Facilities

ITEM TYPE: Information

COMMENT:

1. **Summer Projects.**
2. **Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 28, 2013

ITEM NO: 17

AGENDA ITEM: Policy F12 - Weapons

ITEM TYPE: Decision

COMMENT:

Adoption of this policy is necessary before we can adopt Resolution 1213-1 exempting the College for a period of four years from the requirement to allow concealed carry on campus.

RECOMMENDED ACTION:

Approve Policy F12 – Weapons.

CLOUD COUNTY COMMUNITY COLLEGE

TOPIC: Policy Number:

Weapons F12

Cloud County Community College prohibits the possession or use of firearms, explosives, or other weapons or any facsimile thereof within any College building or facility and at any College-sponsored classes, events or activities unless allowed under College approved curriculum. This policy shall apply to all persons entering any College facility or leased facility, including students, employees, and campus visitors; and this policy shall not apply to authorized and full-time commissioned law enforcement officers.

Pursuant to K.S.A. 75-7c10 of the Kansas Personal and Family Protection Act, K.S.A. 75-7c01 et seq., as amended (the “Act”), no license issued pursuant to the Act shall authorize a licensee to carry a concealed weapon into any College facility that is posted in accordance with rules and regulations adopted by the Kansas Attorney General as a facility where carrying a concealed weapon is prohibited. Notwithstanding the foregoing, and in accordance with the Act, this policy shall not be deemed to prohibit any person licensed under the Act from possessing a firearm within a vehicle or other private means of conveyance.

For purposes of this policy, “weapon” means any object or substance designed to inflict a wound, cause an injury or incapacitate, or create a reasonable fear of harm, including but not limited to those weapons described in K.S.A. 21-4201, as amended. Notwithstanding the foregoing, personal self-defense items containing mace or pepper spray shall not be deemed to be weapons for the purposes of this policy.

Adopted Revised/Reviewed Revised/Reviewed Revised/Reviewed Revised/Reviewed

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 28, 2013

ITEM NO: 18

AGENDA ITEM: Concealed Carry

ITEM TYPE: Decision

COMMENT:

The 2013 Kansas Legislature enacted and Governor Brownback signed legislation allowing the carrying of concealed weapons in public buildings. By execution of a resolution stating the reasons, educational institutions can be exempted for a period of four years. Enclosed is Resolution 1213-1 exempting Cloud County Community College from this requirement.

RECOMMENDED ACTION:

Adopt Resolution 1213-1.

**RESOLUTION 1213-1**

A RESOLUTION OF THE CLOUD COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES TO TEMPORARILY EXEMPT CLOUD COUNTY COMMUNITY COLLEGE’S BUILDINGS AND FACILITIES FROM APPLICATION OF THE PROVISIONS OF SECTION 2 OF 2013 SENATE SUBSTITUTE FOR HOUSE BILL NO. 2052

Recitals

Whereas, the Legislature of the State of Kansas enacted Senate Substitute for House Bill No. 2052 during the 2013 legislative session, which bill has been enrolled and was signed by the Governor on April 17, 2013 and is referred to herein as “the Act”; and

Whereas, Section 2(a) of the Act provides as follows:

The carrying of a concealed handgun as authorized by the personal and family protection act shall not be prohibited in any state or municipal building unless the building has adequate security measures to ensure that no weapons are permitted to be carried into such building and the building is conspicuously posted in accordance with K.S.A. 2012 Supp. 75-7c10 and amendments thereto; and

Whereas, Section 2(j)(5) of the Act provides that the governing body of a postsecondary educational institution, as defined in K.S.A. 74-3201d and amendments thereto, may exempt any buildings located on the grounds of or leased by such institution from the provisions of Section 2 of the Act for a period of four years only by stating the reasons for such exemption and sending notice of such exemption to the Kansas attorney general; and

Whereas, CLOUD COUNTY COMMUNITY COLLEGE referred to herein as “CCCC” is a post-secondary educational institution as defined in K.S.A. 74-3201d; and

Whereas, the CCCC BOARD OF TRUSTEES referred to herein as “Board” is the governing body of CCCC and is therefore authorized to exempt the buildings located on the grounds of or leased by CCCC from the provisions of Section 2 of the Act pursuant to Section 2(j)(5) of the Act; and

Whereas, the CCCC Board policies currently provide that CCCC to the extent allowed by law and except as otherwise provided therein, the campuses shall be weapons-free and that each entrance to each building and facility on each campus shall be posted in accordance with K.S.A. 2007 Supp. 75-7c10, K.A.R. 16-11-7, K.S.A. 21-6309 and K.A.R. 1-49-11, and amendments thereto.

Whereas, the CCCC Emergency Planning and Crisis Response Taskforce has specifically advised the Board that not only would allowing persons with concealed carry permits to bring firearms onto campus likely have no positive effect on campus safety, but could in fact decrease the safety and security of CCCC students; and

Whereas, Section 2 of the Act requires the CCCC Board to determine (a) whether to permit students and other persons to carry concealed handguns in one or more buildings located on the grounds of or leased by CCCC, (b) whether to incur the costs of acquiring, installing, operating and maintaining “adequate security measures” as such term is defined in Section 2(l)(1) of the Act for one or more buildings located on the grounds of or leased by CCCC, or (c) whether to continue the status quo no-weapons policy for up to four more years for one or more buildings located on the grounds of or leased by CCCC; and

Now, Therefore, Be it resolved by the CCCC Board as follows:

Section 1. The Chair of the CCCC Board is hereby authorized and directed to send an executed counterpart of this Resolution to the Kansas Attorney General as notice of the CCCC Board’s selection to exempt all of the buildings and facilities located on the grounds of or leased by CCCC from the application of Section 2 of the Act as set forth herein.

Section 2. This Resolution shall take effect and be in force from and after its adoption and approval by the CCCC Board and until such time as it is revoked, amended or replaced by further action of the Board.

Adopted by the CLOUD COUNTY COMMUNITY COLLEGE BOARD OF TRUSTEES this 28th day of May 2013.

CLOUD COUNTY COMMUNITY COLLEGE

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Gregory Askren, Chair, Board of Trustees

Attest:

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Marilyn A. Martin, Clerk, Board of Trustees

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 28, 2013

ITEM NO: 19

AGENDA ITEM: Scholarship Request

ITEM TYPE: Decision

COMMENT:

The amount to be requested from the Cloud County Community College Foundation for the Scholarship Program will be brought to the meeting.

RECOMMENDED AC TION:

Take action as appropriate.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 28, 2013

ITEM NO: 20

AGENDA ITEM: Information Items

ITEM TYPE: Information

COMMENT:

1. **KACCT/COP Retreat.** The KACCT and the Council of Presidents Retreat will be held Friday and Saturday, June 7 and 8, at Dodge City Community College.
2. **Cloud County Community College Foundation Spring Meeting.** The spring meeting of the Foundation is Tuesday, June 18, on the Concordia Campus. Dinner will be at 6:00 p.m. with the meeting immediately following.
3. **Kid’s College.** Kid’s College will be held July 15 to 18 from 1:00 p.m. to 4:00 p.m. The theme is “African Safari”.

**D. Cloud County Community College T-Bird Golf Tournament.** The 13th Annual T-Bird Classic Golf Tournament is scheduled for Sunday, August 10, at the 19th Hole.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 28, 2013

ITEM NO: 21

AGENDA ITEM: Other

ITEM TYPE: Decision

COMMENT:

1. **2013-2014 Board Orientation and Organizational Meetings.** New Board member orientation needs to be scheduled sometime in June. Also, the organizational meeting of the Board needs to take place July 1 or after.

RECOMMENDED ACTION:

Take action as appropriate.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 28, 2013

ITEM NO: 22

AGENDA ITEM: Executive Session

ITEM TYPE: Executive Session

COMMENT:

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