**BOARD OF TRUSTEES**

**CLOUD COUNTY COMMUNITY COLLEGE**

**October 28, 2014**

**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 - October 28, 2014**

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. Student Senate

 5. Consent Agenda . Information

1. Approval of Minutes of September 30, 2014
2. Treasurer’s Report
3. Purchasing and Payment of Claims
4. 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

 8. Action Items

 A. Default Management Contract

 9. Other

10. Executive Session

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

NEXT MEETING: Tuesday, November 18, 2014 at **6:00 p.m.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 28, 2014

ITEM NO: 1

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

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 28, 2014

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 October 28, 2014 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 28, 2014

ITEM NO: 3

AGENDA ITEM: Guests’ Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 28, 2014

ITEM NO: 4

AGENDA ITEM: Student Senate

ITEM TYPE: Information

COMMENT:

**A. Concordia Campus.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 28, 2014

ITEM NO: 5

AGENDA ITEM: Consent Agenda

ITEM TYPE: Decision

COMMENT:

1. **Approval of Minutes of September 30, 2014.** The minutes of the regular meeting of September 30, 2014 are enclosed.
2. **Treasurer’s Report.** The Treasurer’s Report as of September 30, 2014 shows a balance of $6,390,208.55 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.**
5. Contract Renewal for Bruce Graham. The administration recommends the contract for Bruce Graham as the Director of Wind Energy Development for the 2014-2015 contract year be renewed. This is a grant funded position.

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

3). Instructor in Physical Education. 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

October 28, 2014

ITEM NO: 5

AGENDA ITEM: Consent Agenda (Cont’d)

ITEM TYPE: Decision

COMMENT:

 4). TRiO Academic Specialist. The search committee and the President recommend the appointment of Matthew Nies on a full-time, twelve-month, KPERS-covered, grant-funded professional services contract to the position of TRiO Academic Specialist at the Geary County Campus effective October 29, 2014.

 5). Resignation – Judith Bunting. Judith Bunting, Student Health Counselor, has submitted her letter of resignation effective December 16, 2014. The administration recommends accepting this resignation. Her letter is enclosed.

RECOMMENDED ACTION:

Approve the items included in the Consent Agenda as presented.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 28, 2014

(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. 01-11-6501-611 Reserve Account Postage for meter $10,000.00

2. 01-25-2007-679 Darrel Hosie Quarterly hangar rent 16,020.00

3. 01-86-0000-484 Consolidated Management Off-campus meal plans 18,593.00

4. 01-11-1539-524 USD 273 (Beloit) Tuition reimbursement 12,240.00

5. 01-11-1539-524 USD 333 (Concordia) Tuition reimbursement 22,850.00

6. 01-11-1539-524 USD 435 (Abilene) Tuition reimbursement 10,180.00

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 28, 2014

ITEM NO: 6

AGENDA ITEM: Reports

ITEM TYPE: Information

COMMENT:

1. **President’s Message.**

1). Recognitions

2). Information Items

 a). Special Nights at Basketball Games

 b). NCK Band

 c). PTK Induction

 d). Cook Series

 e). College Play

 f). Community Choir Concert

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

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

1). Financial Overview

 2). Facilities

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 28, 2014

ITEM NO: 6

AGENDA ITEM: Reports (Cont’d)

ITEM TYPE: Information

COMMENT:

**D. Vice President for Enrollment Management and Student Services.**

**E. Geary County Campus Update.** A report from the Geary County Campus is enclosed.

1. **Cloud County Community College Foundation Update.**
2. **Meetings Trustees Attended.**

Report to the Board of Trustees

October 28, 2014

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**

* Brenda Edleston and Cathy Troupe are working with Connie Beene and Seth Carter of the Kansas Board of Regents staff and Kevin Remy, TRAC-7 Military Affairs Recruiter, to align the Agri-Biotechnology degree courses with Military Occupation Specialty (MOS) and Air Force Specialty Code (AFSC) in order to grant credit for prior learning. Dr. Bill Backlin and the division deans and department chairs will be brought into the conversation once a framework has been established.
* Phi Theta Kappa sponsors, Dr. Gwen Carnes and Dr. Mitch Stimers, have established a selection committee to determine the All-USA Community College Academic Team recipients from the Geary Campus. Eighteen eligible students have received notification that they should apply. The PTK chapter will submit the names of two awardees to Phi Theta Kappa International. These students will be honored at a luncheon reception in Topeka next February.
* In recent weeks, the College has filled four vacant positions for the Geary County Campus and extended an offer to a fifth candidate. These positions are: administrative assistant to the associate vice-president, administrative assistant to student services, day custodian, evening custodian, and TRiO academic specialist.
* Marc Malone, Communications Department Chair, was on the Geary Campus to take digital portrait photos for the 2014-2015 Yearbook. He will return in the spring term to continue the project.
* On Saturday, November 8, Brenda Edleston will be the guest speaker for the Phi Theta Kappa Regional Honors in Action Conference. This conference will be held in Junction City this year.
* The annual Middle School Leadership Academy will be held Friday, November 7, on the Geary County Campus. As of October 16, 2014, we have had requests from two schools wishing to bring a total of 100 to 125 sixth, seventh, and eighth graders to the Academy. The faculty and staff are considering offering the Academy on two dates to accommodate all the schools who are expressing interest.

**Student Services Activities – Jennifer Zabokrtsky**

**Recruitment/Admissions/Scholarships**

* Brittany Porcase administered the Compass placement test to 14 prospective students between September 15 and October 14.
* Brittany Porcase has conducted six scheduled campus visits/tours since September 21 and met with numerous walk-in prospective students.
* Jennifer Zabokrtsky attended the St. Xavier High School College Fair October 14 and joined Kadie Kutschka at the Junction City High School College Planning Conference.

**Financial Aid/Military Benefits**

* Suzi Knoettgen was on campus October 13 to provide training for current Student Services staff.
* Jennifer Zabokrtsky emailed all current GCC students, encouraging them to apply for Foundation Scholarships for the Spring semester.

**Enrollment/Advising/Transfer**

* Second Start New Student Orientation was October 7 from 5:30-7:00 PM.
* The GCC picked up 32 new students for the Second Start 8 week term. Those students are enrolled in 187 credit hours.
* Enrollment for the Spring semester began October 20.

**Student Retention**

* Kim Wagner evaluated mid-term grades for current GCC students and counseled students with a mid-term GPA <2.0 or who received any mid-term grades of D or F. Students who did not come in to Student Services for counseling were mailed a copy of their mid-term grades and a letter, encouraging them to seek out campus resources.
* Kim Wagner is currently working with Spencer Farha and Amanda Strait to create a procedure for retention referrals from online instructors.
* Mrs. Wagner is also researching area libraries that offer test proctoring and tutoring services that Cloud online students could utilize.
* Mrs. Wagner is meeting weekly with each of 18 students who are enrolled and on Academic Probation this semester.

**Other**

* Seven current students including Tracy Hill, Britta Schmidt, Valissa Saez, Aren Sewell, Ciara French, Sam Karhoff, and Judith Wilson were nominated by GCC faculty and staff to attend K-State’s Transfer Leadership Day, which will be November 12.

Business and Industry Programs Activities – Jason York

* An evening CDL Phase I training session will be held October 20-29. CDL Phase II training (behind-the-wheel driving) is ongoing with DMV examinations scheduled at the Junction City DMV.
* In cooperation with JoDee Aldridge-Ball, CNA classes for 38 students started in October in Junction City and Manhattan.
* An online-hybrid Certified Medication Aide course began October 27 with clinical sessions at Stoney Brook in Manhattan.
* EMT courses for the spring 2015 semester will begin in January for both the Geary County and Concordia campuses.
* Jason York met with representatives from industry, the Department of Commerce and the Clay County Economic Development Group to discuss welding training in Clay Center. Cloud is working with the group to begin offering welding training in Clay Center for the fall 2015 semester.
* Cloud is offering an evening welding course in Concordia January 22 to May 14, 2015. The training will take place at Concordia High School, and Andy Massing will be the instructor.
* On October 10, Jason York attended the Junction City Economic Development Commission’s Partner Appreciation Day. Scott Deeter, CEO, Ventria Bioscience, provided an update on its business operations in Junction City. Cloud received recognition for its Agri-Biotechnology program as well as other workforce and technical education offerings. Cloud was also mentioned for participating in the Jobs for America’s Graduates program through the USD 475 Larry Dixon Center.
* A seminar entitled “Supervisory Skills Training for the 21st Century” was re-scheduled and will be held in Manhattan on November 13 and 14. Cloud faculty and staff, along with representatives from local industry, the Kansas Department of Commerce and the Kansas Human Rights Commission, will make presentations as part of the seminar.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 28, 2014

ITEM NO: 7

AGENDA ITEM: Discussion Items

ITEM TYPE: Discussion

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 28, 2014

ITEM NO: 8

AGENDA ITEM: Action Items

ITEM TYPE: Decision

COMMENT:

**A. Default Management Contract.** The enclosed memorandum explains the importance of managing the cohort default rate for students awarded federal loans for classes taken at Cloud.

 RECOMMENDED ACTION: Approve the contract with TG in the amount of $29,140 for default management services for the 2014-2015 fiscal year and authorize payment from technology fees.

**Memorandum**

**To:** Board of Trustees

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

Danette Toone, President

**Date:** 10/28/2014

**Re:** Approval of Default Management Services Contract

Cloud County Community College received notification of the official cohort default rate (CDR) for 2011 on September 25, 2014. The CDR is 22.8%, up from 16.9% for the 2010 cohort and up from 12.5% for the 2009 cohort. Cloud is following the state and national upward trend of default rates.

Default rates are calculated as a ratio. The numerator is the number of students defaulting on their federal loans over a consecutive three-year period, and the denominator is the number of students entering the repayment period for their federal loans for the first of the consecutive three-year period of the numerator. To illustrate:

CDR = (# students defaulting on federal loans 10/01/2010 – 9/30/2013)

(# students entering repayment period 10/01/2010 – 9/30/2011)

Students are included in Cloud’s default rate cohort group if they were awarded federal student loans for classes taken at Cloud. The College’s financial aid department packages aid, including Pell grant and student loans, based on FAFSA information provided by the student. Financial aid staff is required to share the maximum amounts of each award the student is eligible to receive. However, financial aid staff cannot discourage the student’s acceptance of the full amount of award, even though the award may be in excess of their student charges.

The default rate impacts financial aid awards at Cloud. Sanctions are imposed on the methods for awarding financial aid for CDR’s at or greater than 15%. Additional sanctions are imposed for CDR’s at or greater than 30%, including the loss of Title IV eligibility.

The college implemented the use of SALT in 2013. SALT is a financial literacy program for students that is intended to help students better plan their needs related to paying for college as well as the general expenses they are likely to encounter as they progress through life, such as buying a house and car, planning for retirement, etc. SALT is strongly encouraged for use by students during entrance counseling and again during College Skills class. While SALT is and will continue to be promoted, it will take several years for its impact on Cloud’s CDR to be measurable.

Due to the recent steep increase, the financial aid department felt compelled to investigate options for a more aggressive approach to decrease Cloud’s CDR. Financial aid staff found several companies specializing in default management services, which include default aversion planning, grace counseling, delinquency outreach, reports and analyses, as well as resources for financial aid staff to use when visiting with students about their financial aid packages. The financial aid department believes these services are critical to insure Cloud’s continued eligibility for Title IV participation.

Two companies, TG and Inceptia, were invited to interview with a committee comprised of representatives from financial aid, business office and administration. The committee felt confident the default management services provided by TG would best meet Cloud’s needs.

The cost of default management services is comprised of three components: program start up, grace counseling and delinquency outreach. Costs are based on the estimated number of students served and, therefore, may vary slightly each year. The first year’s cost is estimated at $29,140. Subsequent years are estimated at $25,140 billed monthly. The committee recommends engaging with TG for default management services for 2014-2015. Depending on the quality of service provided, the committee will recommend renewal of service for the subsequent year. The request for renewal will be brought back to the Board for their approval in the spring.

Recommendation: Approve the contract with TG in the amount of $29,140 for default management services for the 2014-2015 fiscal year and au

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 28, 2014

ITEM NO: 9

AGENDA ITEM: Other

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

October 28, 2014

ITEM NO: 10

AGENDA ITEM: Executive Session

ITEM TYPE: Executive Session

COMMENT:

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