**BOARD OF TRUSTEES**

**CLOUD COUNTY COMMUNITY COLLEGE**

**November 18, 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 - November 18, 2014**

Meeting Place: Room 257 in the President’s Addition

Time: 6:00 p.m.

1 Call to Order – 6:00 p.m.

2. Adopt Agenda

3. Guests’ Comments

4. Consent Agenda . Information

1. Approval of Minutes of October 28, 2014 and November 7, 2014
2. Treasurer’s Report
3. Purchasing and Payment of Claims
4. Personnel

5. 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

6. Discussion Items

7. Executive Session

A. Negotiations

8. Action Items

A. 2014-2015 Master Contract

B. Policy E2 – Admissions

C. Gymnasium Lighting Bid

D. Take 6 Summer Tuition

E. Cloud County Neighborhood Revitalization Plan

9. Other

NEXT MEETING: Tuesday, December 16, 2014 at 6:00 p.m.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 18, 2014

ITEM NO: 1

AGENDA ITEM: Call to Order – 6:00 p.m.

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 18, 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 November 18, 2014 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 18, 2014

ITEM NO: 3

AGENDA ITEM: Guests’ Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 18, 2014

ITEM NO: 4

AGENDA ITEM: Consent Agenda

ITEM TYPE: Decision

COMMENT:

1. **Approval of Minutes of October 28, 2014 and November 7, 2014.** The minutes of the regular meeting of October 28, 2014 and the special meeting of November 7, 2014 are enclosed.
2. **Treasurer’s Report.** The Treasurer’s Report as of October 31, 2014 shows a balance of $5,702,834.65 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 Recommendation for Fall Coaches – 2014-2015. The administration recommends the renewals for Molly Skocny, Head Volleyball Coach, and James Ross, Head Men’s Soccer Coach, for the 2014-2015 contract year.

RECOMMENDED ACTION:

Approve the items included in the Consent Agenda as presented.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 18, 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.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 18, 2014

ITEM NO: 5

AGENDA ITEM: Reports

ITEM TYPE: Information

COMMENT:

1. **President’s Message.**

1). Recognitions

2). Information Items

a). CCCC Foundation Annual Meeting

b). College Christmas Party

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

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

1). Financial Overview

2). Facilities

3). Audit. The Fiscal Year 2014 Audit is enclosed for your review. Neil Phillips with Jarred, Gilmore & Phillips, PA, will discuss the audit in more detail at the December 16 Board of Trustees meeting.

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

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 18, 2014

ITEM NO: 5

AGENDA ITEM: Reports (Cont’d)

ITEM TYPE: Information

COMMENT:

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

**F. Cloud County Community College Foundation Update.**

**G. Meetings Trustees Attended.**

Geary County Campus

Report to the Board of Trustees

November 18, 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 has been contacted by the school counselor at Washington schools, USD 108, to discuss the possibility of taking the Agri-Biotechnology program to the Washington area to train underemployed residents in that region.
* On Saturday, November 8, Brenda Edleston was the guest speaker for the Phi Theta Kappa Regional Honors in Action Conference. This conference was held in Junction City.
* The annual Middle School Leadership Academy took place Friday, November 7, on the Geary County Campus. The members of Edleston’s BE 210 Leadership Development class hosted the event. In all, 113 sixth, seventh and eighth graders and six school counselors attended the Academy. The attendees were very pleased with the day’s activities and have expressed their desire to return next year. The schools represented were: Junction City Middle School, Fort Riley Middle School, Wakefield schools and Hope/White City schools.
* Edleston is working with JHP Associates to market the Agri-Biotechnology program in Cloud’s service area. Radio ads will run starting in January with television and radio picking up during the summer 2015 recruiting time frame.

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

**Recruitment/Admissions/Scholarships**

* Brittany Porcase administered the Compass placement test to 16 prospective students, conducted campus tours for seven prospective students, delivered Spring 2015 Cloud line schedules to K-State at Fort Riley and attended the Fort Riley Job and Education Fair on Post along with Kadie Kutschka from the Concordia campus.
* Deb Taylor and Haley Ouellette were on campus October 21 and 29, respectively, to help train Mark Tasker, Student Services Administrative Assistant.

**Financial Aid/Military Benefits**

* Brittany Porcase and Mark Tasker attended financial aid training provided by the Kansas Association of Student Financial Aid Administrators (KASFAA) November 12 in Topeka. Jennifer Zabokrtsky attended the same training November 13 in Manhattan.

**Enrollment/Advising/Transfer**

* Enrollment update for Spring 2015
  + As of November 10, enrollment for Spring 2015 compared to Spring 2014 is as follows:

Students Credits

Spring 2015 111 1246

Spring 2014 136 1548

**Student Retention**

* Kim Wagner is currently:
  + Contacting currently enrolled students who have not yet enrolled for Spring 2015.
  + Working with Tom Roberts to create a Retention Hold in Jenzabar to assist in tracking at-risk students.
  + Reminding Fall 2014 faculty of last day to withdraw deadlines for 16-week and Second Start 8-week courses.
  + Meeting weekly with students enrolled on academic probation.
  + Reaching out to current students who are struggling in their courses.

**Other**

* Jennifer Zabokrtsky attended a supervisory workshop in Topeka October 23.
* Jennifer Zabokrtsky and Brenda Edleston attended an American Association of Community Colleges webinar on Gainful Employment November 6.

Business and Industry Program Highlights—November 2014

* Thirteen participants attended a CDL Phase I training October 20-29. A winter class has not yet been scheduled.
* 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, 18 students started CNA courses in November in Junction City and Chapman.
* A Certified Medication Aide course began November 11 with clinical sessions at Valley View Senior Life in Junction City.
* EMT courses for the Spring 2015 semester will begin in January for both the Geary County and Concordia campuses.
* 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.
* Twenty-three participants attended a seminar entitled “Supervisory Skills Training for the 21st Century” 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 made presentations as part of the seminar.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 18, 2014

ITEM NO: 6

AGENDA ITEM: Discussion Items

ITEM TYPE: Discussion

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 18, 2014

ITEM NO: 7

AGENDA ITEM: Executive Session

ITEM TYPE: Executive Session

COMMENT:

**A. Negotiations.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 18, 2014

ITEM NO: 8

AGENDA ITEM: Action Items

ITEM TYPE: Decision

COMMENT:

**A. 2014-2015 Master Contract.** The Master Contract for Fiscal Year 2014-2015 is presented for approval.

RECOMMENDED ACTION: Approve the Master Contract for Fiscal Year 2014-2015.

**B. Policy E2 – Admissions.** The administration recommends a change to the procedures to this policy to include a definition of “transient student” needed for the Higher Learning Commission.

RECOMMENDED ACTION: Adopt the changes to Policy E2 – Admissions to include a definition of “transient student”.

**C. Gymnasium Lighting Bid.** Bids to replace the lighting in Arley Bryant Gymnasium were solicited and opened November 12, 2014. Attached is the recommendation made by the administration.

RECOMMENDED ACTION: Approve the bid from Hood Heating, Air, Plumbing and Electric, Inc., in the amount of $39,260.18 for replacement lighting in Arley Bryant Gymnasium and authorize payment from Dane G. Hansen Foundation Funds.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 18, 2014

ITEM NO: 8

AGENDA ITEM: Action Items (Cont’d)

ITEM TYPE: Decision

COMMENT:

1. **Take 6 Summer Tuition.** Last year the Board authorized a $200.00 reduction in the tuition and fees for students in summer session who were enrolled in six or more credit hours. This provided additional encouragement for new students to enroll in classes during the summer and for existing students to complete classes needed to meet graduation and program requirements. The administration recommends adoption of this plan for Summer 2015.

RECOMMENDED ACTION: Approve a $200.00 reduction in total tuition for students enrolled in six credit hours or more during Summer 2015.

1. **Cloud County Neighborhood Revitalization Plan.** Cloud Corp is requesting support from the taxing entities in Cloud County for a three-year renewal of the April 2010 Cloud County Neighborhood Revitalization Plan. The Board of Trustees needs to schedule a public hearing after which a vote on a resolution as to whether or not to support this renewal will be taken. Enclosed are the notice and the plan.

RECOMMENDED ACTION: Approve publishing the Notice of the Public Hearing to be held December 16, 2014 on the Cloud County Neighborhood Revitalization Plan.

**Memorandum**

**To:** Board of Trustees

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

Danette Toone, President

**Date:** 11/18/14

**Re:** Approval of Replacement Gymnasium Lighting Bid

Bids were requested on October 30, 2014 for replacement of the light fixtures and associated electrical work in Arley Bryant Gymnasium and the fitness center at the Concordia campus. Replacement of the lighting is a part of the gym renovation project discussed at the August 12, 2014 special Board meeting. This work will be performed between December 14 and December 26, 2014 and includes replacement of the existing mercury vapor light fixtures with T5 fluorescent light fixtures on both the gym floor and the adjacent fitness center. The new light fixtures will provide emergency egress illumination as well as instant-on functionality. Illumination of the gym floor and fitness center will be increased as a result of this project to meet current IES standards. The electrical components of the breaker panel serving the light fixtures will be replaced with modern components to allow for continued maintenance of the panel. New light switches will be provided for improved safety in operation of the light fixtures.

Bid invitations were sent to Heineken Electric (Beloit, KS), Hood Heating and Air (Concordia, KS), Stupka Electric (Concordia, KS), and advertised on the college website and in the Blade-Empire. A pre-bid meeting was held November 7, 2014 with Heineken Electric and Hood Heating and Air in attendance.

Sealed bids were opened at 2:00 p.m. on Wednesday, November 12, 2014. Results follow.

|  |  |
| --- | --- |
| VENDOR | LIGHTING REPLACMEMENT BID |
| Hood Heating, Air, Plumbing and Electric, Inc. | $39,260.18 |
| Heineken Electric, Inc. | $56,795.00 |

Recommendation: Approve the bid from Hood Heating, Air, Plumbing and Electric, Inc., in the amount of $39,260.18 for replacement lighting in Arley Bryant Gymnasium and authorize payment from Dane Hansen Funds.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 18, 2014

ITEM NO: 9

AGENDA ITEM: Other

ITEM TYPE:

COMMENT: