

Cloud County Community College

BOARD OF TRUSTEES

May 28, 2019

Present: Greg Askren, Ellen Anderson, Jesse Pounds, Tom Tuggle (ZOOM); President Adrian Douglas, Diane Leif, Clerk.

Others Present:

Attorney-Justin Ferrell; Jim Lowell - Blade Empire, Toby Nosker - KNCK; Matt Bechard, Joy Cunningham, Janet Eubanks, Dave Garnas, Eric Johnson, Jim Koch, VP Amber Knoettgen, Brent Phillips, Tom Roberts, Shawn Walden, Chris Wilson, Beth Whisler, Mark Whisler, Jennifer Zabokrtsky

Not Present:

Larry Henry, Pat Macfarlane

- I. The meeting was called to order by Ellen Anderson serving as Chair of the Board at **5:02** pm in Room 257 of the President's Addition.
- II. **Pledge of Allegiance.**
- III. **Adoption of the Agenda** – Jesse Pounds moved and Tom Tuggle seconded to amend the agenda to include the approval of Stephanie Litchenauer as the Admissions Counselor and Dr. Clayton Dunaway as the instructor of music to the Consent Agenda. Motion passed.
- IV. **Guest Comments: NONE**
- V. **Presentation from Dave Garnas, Administrator of the Cloud County Health Center** – Mr. Garnas discussed how the town entities are joining together to be good stewards by attending local meetings and giving updates to one another. He explained the hospitals Master Facility Plan which got underway December 2018. They dove right in with a methodical approach and wrapped up May 2 with a direction to build new. Three location choices have been selected, those being their current location, South of Walmart or just across from the College. No cost estimates have been publicized as they are still evaluating all the options. Figures will become available come August. Mr. Garnas reported on all of the accomplishments of the hospital. The Walk-In Clinic

opened July of 2018 starting with 73 patients and as of April 2019 has increased to 296 patients. He cited the strong relationship with the College and looks forward to future workings. They have added several specialists to their list of care options. They have seen a 20% growth in Occupational Therapy. In addition, they have added pain management injections and wound care. They have hired 2 weekend mid-levels to add to the care consistency in hopes to recruit a third mid-level come January. As of July 2019 the hospital will be designated a Trauma 4 hospital, meaning they will meet a certain level of specialized care to deal with trauma victims.

VI. Introductions and Highlights: NONE

VII. Consent Agenda – Jesse Pounds moved and Tom Tuggle seconded to approve the Consent Agenda as amended to include the Minutes of April 23, 2019 and the Minutes of the Special Board Meeting of May 22, 2019; the Treasurer’s Report; the Purchasing and Payment of Claims; in Personnel – approval of the Registrar, the Director of Enrollment Management, the Instructor of Nursing, the Assistant Women’s Basketball Coach, the Vice President for Academic Affairs and Student Success, the Contract Renewal for Administrative Personnel for 2019-2020 contract year, the Request for Early Retirement for Janet Eubanks and the Renewal of Legal Services from the Ferrell Law Firm, LLC. Motion passed.

VIII. Reports:

A. *President Dr. Adrian Douglas* – reminded us of the College’s Mission and the Guiding Values of the Institution and our impact on the community. She reported 264 students graduated on May 17. She congratulated Kristina Frost and Cyndi Lamberty who were voted as Faculty of the Year by students. Taryn Renae was awarded Adjunct of the Year and Gaby Trotter from the cafeteria was voted Staff of the Year. Kudos and accolades to the Men’s Track team who were named NJCAA National Outdoor Track and Field Champions. Our lady T-Birds finished 7th overall. Our Thunderbird Baseball team finished with the program’s highest win total since 1989. They fell to top-seed Hutchinson in the Region VI/Central District Playoff game. Many athletes ranked nationally and/or broke school records. Congratulations to these awesome athletes on a job well done. Dr. Douglas recently celebrated the TRiO students by attending the annual End of Year dinner at Martinelli’s in Salina. *In Personnel* - Dr. Douglas reported resignations from Tammy Thompson-Gibbs; Admissions Counselor at the GC campus, Jenny Acree; Director of Enrollment Management, Derek Koehn; Assistant Wrestling Coach, and Todd Johnston; Assistant Men’s Basketball Coach. Retiring is Mary Lou

Channell after 4 years of service and Janet Eubanks after 21 years of service. We wish all of them well in their future endeavors! *In Community* - Dr. Douglas announced the College will be contributing \$4000.00 to the Senior Center's annual 20K General Public Transportation budget needs since nearly 20% of their riders are College students. She thanked Bruce Douglas for recently coordinating cell phone classes at the Senior Center. College students taught local seniors how to use their smart phones and it was well received with additional classes slated for the summer. Staff at the Senior Center were thrilled. *News from GCC* - Jennifer Zabokrtsky and Laura Leite continue conversations with the Junction City Tech Ed Committee regarding tech education needs in the region. Geary County held their final T-Bird Talk of the semester on Post World War II Germany. GCC Staff attended the Junction City Workforce Center's quarterly meeting. Jennifer and Laura are currently serving on a taskforce to help the Soldier for Life – transition assistance program to develop new courses for transitioning soldiers. GCC staff members and students volunteered at the Kansas Young Professionals Summit recently held in Junction City. Staff and students celebrated graduation with a picnic at Milford Lake.

- B. *Vice President for Administrative Services, Amber Knoettgen* – the financials look good. Revenue is at 93% of the budgeted amount through the end of April, which is up 2% from last year. She is working on end of year closeout and moving on to the budget build for the next fiscal year. The Budget Study Session will be scheduled later tonight. *In Facilities* – last Thursday, we had a bid opening for the remodel of the athletic training/locker rooms, Amber will recommend moving forward with a contractor tonight. *In Auxiliary Services* – in early May we had a live training exercise involving a violent intruder on the campus to test our crisis response plan (ALICE). The Local Emergency Preparedness Committee (LEPC) and county emergency manager were quite complimentary of the institutions commitment to emergency preparedness. Feedback for need of a more adequate communication system was cited, which is a budgetary priority this next fiscal year. Amber believes the ALICE training was successful. She thanked Janet Eubanks, LEPC and local observers that helped. Plans to bid out the cafeteria floor will occur within the next two weeks. Housing Occupancy is at 60%, so there are plans for updates to dorms as we anticipate low tenancy. Amber recognized and thanked Janet Eubanks for her many years of dedicated service to the College. Janet applied for early retirement. Those are very big shoes to fill. In IT – the website redesign

has seen significant progress over the past few weeks with an estimated completion of late June early July. In the study session scheduled for later this evening Shawn Walden of Dynamic Campus will present a business case for the proposed network plan. Amber attended KCCLI in early May and she appreciated the opportunity for growth.

- E. Meetings the Board Members attended – Tom Tuggle attended the Foundation Executive Meeting. He deferred to Dr. Douglas to add the highlights of that meeting. She reported the Foundation’s financial transactions from the auction grossed \$80,000.00 and they netted \$60,000.00. Carleen is working on the Alumni Spotlight video that highlights individual alumni monthly which is posted on the College’s website and FACEBOOK page. It is well received and our alum are excited. We are in full discussion with coaches and their input for the Athletic Fieldhouse. Dr. Douglas plans to work closer with the Foundation Office once the June 1 re-organization takes hold. Stephanie Downie is stream-lining the scholarship processes, we have a record amount for scholarships. Ellen Anderson interjected that May is her favorite month. Graduation is such a thrill and she thoroughly enjoyed being part of the surprise welcome home for our champion track team.

IX. Discussion Items: NONE

- X. **Action Items:** Jesse Pounds moved and Tom Tuggle seconded to recess into executive session at 5:37 pm for 10 minutes to discuss personnel matters pertaining to non-elected personnel in order to protect the privacy interests of the person(s) to be discussed, and that we return to open session in this room at 5:47 pm with the 4 Board members, Dr. Adrian Douglas and Chris Wilson.

No action was taken after the executive session.

Greg Askren moved and Jesse Pounds seconded to recess into executive session at 5:48 pm for 10 minutes to discuss personnel matters pertaining to non-elected personnel in order to protect the privacy interests of the person(s) to be discussed, and that we return to open session in this room at 5:58 pm with the 4 Board members, Dr. Adrian Douglas and Chris Wilson.

No action was taken after the executive session.

Greg Askren moved and Jesse Pounds seconded to recess into executive session at 5:59 pm for 30 minutes to discuss personnel matters pertaining to non-elected personnel in order to protect the privacy interests of the person(s) to be discussed, and that we return to open session in this room at 6:29 with the 4 Board members and Chris Wilson.

No action was taken after the executive session.

Jesse Pounds moved and Greg Askren seconded to recess into executive session at 6:31 pm for 10 minutes to discuss personnel matters pertaining to non-elected personnel in order to protect the privacy interests of the person(s) to be discussed, and that we return to open session in this room at 6:41 pm with the 4 Board members, Dr. Douglas, Chris Wilson and Justin Ferrell.

No action was taken after the executive session.

Greg Askren moved and Jesse Pounds seconded to recess in to executive session at 6:43 pm for 10 minutes to discuss personnel matters pertaining to non-elected personnel in order to protect the privacy interests of the person(s) to be discussed, and that we return to open session in this room at 6:53 pm with the 4 Board members, Chris Wilson and Justin Ferrell.

No action was taken after the executive session.

Greg Askren moved and Jesse Pounds seconded to authorize the President to request from the Cloud County Community College Foundation not more than \$85,000.00 for the scholarship program. Motion passed.

Jesse Pounds moved and Greg Askren seconded to accept the grant from Heartland Works for the WIOA Youth Services Grant in the amount of \$90,088.00 to be used at the Geary County Campus and ABE in both Junction City and Clay Center. Motion passed.

Greg Askren moved and Tom Tuggle seconded to approve the base bid of Harbin Construction in the amount of \$211,500.00, not to exceed 110 days and authorize payment from Fund 61 Capital Outlay Fund. Motion passed.

XI. Other:

- A. Special Board Meeting - Contract Renewal of President, Dr. Adrian Douglas scheduled for June 5 at 9:00 am in the President's Office.
- B. Special Board Meeting - Budget Study Session was scheduled for June 12 at 5:00 pm in the President's Office.

XII. Study Session

A. Network Infrastructure with Shawn Walden and Tom Roberts

XII. Executive Session: NONE

Jesse Pounds moved and Greg Askren seconded to adjourn the meeting at **7:08** pm. Motion passed.

Diane Leif, Clerk of the Board
Cloud County Community College
Board of Trustees