**BOARD OF TRUSTEES**

**CLOUD COUNTY COMMUNITY COLLEGE**

**SEPTEMBER 27, 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 - September 27, 2011**

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. Student Senate Information

 A. Concordia Campus

 B. Geary County Campus

 6. President’s Message Information

 7. Meeting Reports Information

 8. Geary County Campus Update Information

 9. Cloud County Community College Foundation Information

10. Program Highlights Information

11. Approval of Minutes of August 30, 2011; September 14, 2011 and Decision

 September 19, 2011

12. Finances Decision

 A. Treasurer’s Report

 B. Financial Overview

13. Purchasing and Payment of Claims Decision

14. Personnel Decision

1. Geary County Campus TRiO Administrator
2. Librarian Associate Specialist
3. Other

15. Facilities Decision

1. HVAC Change Order
2. Turbine Update
3. Other

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

**Agenda - September 27, 2011**

16. Policies Decision

 A. C2 – Hiring Personnel

 B. C5 – Nondiscrimination

 C. C6 – Communicable Diseases

 D. C7 – Drugs, Alcohol and Controlled Substances Abuse

 E. C9 – Harassment, Retaliation or Discrimination

 F. C10 – Problem Resolution

 G. C11 – Family and Medical Leave

 H. C12 – Early Retirement - Support Staff

 I. C13 – Declared Holidays

 J. C14 – Employee Tuition and Comprehensive Fee Benefit

 K. C15 – Nepotism

 L. C16 – Hiring of Minors

 M. C17 – CDL Drug/Alcohol Testing

 N. C18 – Shared Sick Leave Pool

 O. C19 – Workers Compensation

17. Information Items  Information

 A. Sophomore Career Day

 B. Cook Series

 C. Marion Cook Legacy Award

 D. Admissions Senior Preview Day

 E. Thunder Daze & Fall Homecoming

 F. Chili for Charity

 G. Toy Run

 H. Fall Drama Production

18. Other

19. Executive Session Executive Session

 A. Consultation with Legal Counsel

 B. Non-elected Personnel

NEXT MEETING – October 25, 2011

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 27, 2011

ITEM NO: 1

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

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 27, 2011

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 September 27, 2011 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 27, 2011

ITEM NO: 3

AGENDA ITEM: Guests’ Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 27, 2011

ITEM NO: 4

AGENDA ITEM: Recognitions

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 27, 2011

ITEM NO: 5

AGENDA ITEM: Student Senate

ITEM TYPE:

COMMENT:

**A. Concordia Campus.**

**B. Geary County Campus**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 27, 2011

ITEM NO: 6

AGENDA ITEM: President’s Message

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 27, 2011

ITEM NO: 7

AGENDA ITEM: Meeting Reports

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 27, 2011

ITEM NO: 8

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

September 27, 2011

**Student Services Activities – Calvin Shope**

* As of September 15, 2011, the Geary County Campus has a population of 514 students enrolled in 4288 credit hours. This is an increase of 8.8% in student body and a 10.4% increase in the number of credit hours taken.
* One Hundred four students are enrolled in Second Start classes which begin October 17th. Student Services began another enrollment period yester, September 26th.
* CCCC was promoted at the annual Fort Riley Apple Days festival on Saturday, September 24th.

**Business and Industry Training Programs – Jason York**

* The GCC will host “Careers in Highway Construction” October 10th through December 2nd in cooperation with the Topeka YWCA. The 8-week training session prepares participants to gain a job in the construction field. The program is grant-funded and the training is free to qualifying applicants—targeting women, minorities, and the unemployed. Cloud will be providing the Commercial Driver’s License and OSHA-10 Construction training. A graduation ceremony will be scheduled on Friday, December 2nd. Other participating partners include Kansas Works, The Junction City and Manhattan Workforce Centers, Fort Riley Employment Readiness, and local construction companies.
* Five students participated in the Motorcycle Safety Foundation Course September 9th -11th. Our next session starts September 29th.
* In cooperation with the Department of Allied Health, ten students began a C.N.A. Online-Hybrid course on September 12th with the clinical rotations hosted at Chapman Valley Manor. The next C.N.A. training begins October 14th.
* Fourteen students began the fall 2011 EMT Training on September 12th. The 13-credit hour training segment continues through January 30, 2012.
* Business & Industry Programs were promoted at Fort Riley Apple Days, the GCC High School Counselor’s Breakfast, and at fall job fairs.

**Campus Dean – Brenda Edleston**

* The campus’s highway trailblazing signs were installed along Highway 77 by the Junction City Public Works Department.
* The students on the Geary County Campus now have access to the Career Center through Brenda Hanson. Brenda has visited the campus three times this month to present to classes and meet with individuals regarding the services she can provide through the career center.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 27, 2011

ITEM NO: 9

AGENDA ITEM: Cloud County Community College Foundation Update

ITEM TYPE: Information

COMMENT:

A monthly report from the Cloud County Community College Foundation is enclosed.

CCCC FOUNDATION STATUS

September 27, 2011

Since the August 30, 2011, Trustees’ Meeting the following progress has been made at the Cloud County Community College Foundation:

1. The Fall Campaign, under the direction of Heather Boys, was successfully completed and exceeded the goal of $20,000.00!
2. Scholarship restrictions are in the process of conversion to preferences.
3. The following activities are in process to develop a Donor Prospect List to prepare for the Foundation Director to make donor calls;
4. A work study student has been assigned to the Concordia Chamber to update and complete the list of area business owners (including emails when available). This list is 75% complete.
5. A list of contact information for Junction City Chamber Members has been obtained, and the Junction City Chamber has agreed to provide the Foundation with a detailed list of that area’s major employers.
6. As a result of the concentrated efforts of the entire Foundation staff during a negotiated free trial period use of Wealth Engine, a prospect research tool, a detailed spreadsheet list of farmers for both the Concordia and Junction City areas has been substantially completed.
7. A donor prospecting service, iWave PRO, has been purchased to provide the Foundation with a list of donation and contact information for several classes of potential Major Donors including; grant sources, CCCC Alumni who are in high-level management positions, the four million wealthiest people in the U.S., the wealthiest people in the CCCC service area, etc. Those lists are partially completed.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 27, 2011

ITEM NO: 10

AGENDA ITEM: Program Highlights

ITEM TYPE: Information

COMMENT:

The cross country and volleyball teams and coaches will introduce themselves and tell of their successes thus far.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 27, 2011

ITEM NO: 11

AGENDA ITEM: Approval of Minutes of August 30, 2011; September 14, 2011 and

 September 19, 2011

ITEM TYPE: Decision

COMMENT:

The minutes of the regular meeting of August 30, 2011 and the special meetings of September 14, 2011 and September 19, 2011 are enclosed.

RECOMMENDED ACTION:

Approve the minutes of August 30, 2011; September 14, 2011 and September 19, 2011.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 27, 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

August 31, 2011 with a cash balance of $6,348,944.56.

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

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

September 27, 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

September 27, 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. 01-73-7303-799 Jenzabar Yearly maintenance agreement $ 63,102.54

 2. 01-73-7303-799 The College Board PowerFaids maintenance fee 10,962.00

 3. 01-11-7500-852 Montgomery Door ADA door operator with 2,805.00

 01-11-7100-650 Controls access control for Tech West

 4. 01-85-9100-741 Treat America Meals – 8-5 to 8-14 2,805.00

 5. 01-85-9100-741 Treat America Meals – 8-15 to 8-18 8,981.68

 6. 01-85-9100-741 Treat America Meals – 8-19 to 8-25 15,717.94

 7. 01-85-9100-741 Treat America Meals – 8-26 to 9-1 15,722.52

 8. 01-85-9100-741 Treat America Meals – 9-2 to 9-8 15,750.00

 9. 01-85-9100-741 Treat America Meals – 9-9 to 9-15 15,693.75

10. 01-85-9100-741 Treat America Meals – 9-16 to 9-22 15,693.75

11. 01-85-9100-741 Treat America Meals – 9-23 to 9-29 15,693.75

12. 01-85-9100-741 Treat America Meals – 9-30 to 10-6 15,693.75

13. 01-85-9100-741 Treat America Meals – 10-7 to 10-13 15,693.75

14. 01-85-9100-741 Treat America Meals – 10-14 to 10-20 15,693.75

15. 01-85-9100-741 Treat America Meals – 10-21 to 10-27 15,693.75

16. 01-85-9100-741 Treat America Meals – 10-28 to 11-3 15,693.75

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

September 27, 2011

(A) LIST (Cont’)

**APPROVAL OF EXPENDITURES OR TRANSFERS OF COLLEGE FUNDS OVER $5,000.**

17. 01-85-9100-741 Treat America Meals – 11-4 to 11-10 15,693.75

18. 01-85-9100-741 Treat America Meals – 11-11 to 11-17 15,693.75

19. 01-85-9100-741 Treat America Meals – 11-25 to 12-1 15,693.75

20. 01-85-9100-741 Treat America Meals – 12-2 to 12-8 15,693.75

21. 01-85-9100-741 Treat America Meals – 12-9 to 12-15 15,693.75

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 27, 2011

ITEM NO: 14

AGENDA ITEM: Personnel

ITEM TYPE: Decision

COMMENT:

**A. Geary County Campus TRiO Administrator.** The search committee and the President recommend the appointment of Dr. Mitchel Stimers to the full-time, twelve-month, grant-funded, KPERS-covered position of Geary County Campus TRiO Administrator effective September 28, 2011.

 RECOMMENDED ACTION: Approve the appointment of Dr. Mitchel Stimers to the position of Geary County Campus TRiO Administrator on a full-time, KPERS-covered, professional services contract effective September 28, 2011, at the twelve-month prorated salary of $32,960 plus fringe benefits; motion passed.

**B. Library Associate Specialist.** The search committee and the President recommend the appointment of Katrina Sorell to the full-time, KPERS-covered position of Librarian Associate Specialist effective October 3, 2011.

 RECOMMENDED ACTION: Approve the appointment of Katrina Sorell to the position of Library Associate Specialist on a full-time, KPERS-covered, noninstructional professional employee contract effective October 3, 2011, at the twelve-month prorated salary of $31,500 plus fringe benefits; motion passed.

**C. Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 27, 2011

ITEM NO: 15

AGENDA ITEM: Facilities

ITEM TYPE: Decision

COMMENT:

**A, HVAC Change Order.** Enclosed is Change Order 19 from Glassman Corporation for the installation of bypass and control valves in chilled and hot water lines in the HVAC piping.

 RECOMMENDED ACTION: Approve Change Order 19 from Glassman Corporation in the amount of $12,267.17 for the installation of bypass and control valves in the chilled and hot water lines in the HVAC piping and authorize payment.

**B. Turbine Update.**

**C. Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 27, 2011

ITEM NO: 16

AGENDA ITEM: Policies

ITEM TYPE: Decision

COMMENT:

At the August 30, 2011 meeting, the Board tabled action on the 15 policies presented for revision. This item needs to be removed from the table for further discussion. A summary of those revisions is enclosed.

RECOMMENDED ACTION: Remove revisions to 15 policies from the table.

**A. C2 – Hiring Personnel.** Policies C2, C3 and C4 were combined into one policy C2 titled Hiring Personnel. General policy statements were written and existing policy moved to procedures. The procedures were updated.

**B. C5 – Nondiscrimination.** A general policy statement was written and existing policy moved to procedures. The procedures were updated.

**C. C6 – Communicable Diseases.** The policy name was changed from AIDS, ARC and AIDS Virus to Communicable Diseases and a general policy statement written. Existing policy was moved to procedures and updated.

**D. C7 – Drugs, Alcohol and Controlled Substances Abuse.** A general policy statement was written and existing policy moved to procedures and updated.

**E. C9 – Harassment, Retaliation or Discrimination.** The name was changed from Sexual Harassment, a general policy statement was written and existing policy moved to procedures and updated.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 27, 2011

ITEM NO: 16

AGENDA ITEM: Policies (Cont’d)

ITEM TYPE: Decision

COMMENT:

**F. C10 – Problem Resolution.** The name was changed from Complaint Procedure, a general policy statement was written and existing policy moved to procedures and updated.

**G. C11 – Family and Medical Leave.** A general policy statement was written and existing policy moved to procedures and updated**.**

**H. C12 – Early Retirement – Support Staff.** This policy was changed to Early Retirement, a general statement written and the specific information moved to the Administrative Personnel and Support Staff Policy Manuals.

**I. C13 – Declared Holidays.** The format of this policy was changed.

**J. C14 – Employee Tuition and Comprehensive Fee Benefit.** A general policy statement was written and existing policy moved to procedures and updated.

 **K. C15 – Nepotism.** This policy was updated.

**L. C16 – Hiring of Minors.** This policy was updated.

**M. C17 – CDL Drug/Alcohol Testing.**  A general policy statement was written and existing policy moved to procedures and updated.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 27, 2011

ITEM NO: 16

AGENDA ITEM: Policies (Cont’d)

ITEM TYPE: Decision

COMMENT:

**N. C18 – Shared Sick Leave Pool.** A general policy statement was written and existing policy moved to procedures and updated.

**O. C19 – Workers Compensation.** A general policy statement was written and existing policy moved to procedures and updated.

RECOMMENDED ACTION: Approve the revisions to the fifteen policies presented.

Section C: Personnel

Current Policy Changes made

**C1 President:** No changes made – only reviewed

**C2 Administrative Personnel:**

**C3 Faculty:**

**C4 Support staff:** These three policies were combined into one new policy with details moved to procedures. The proposed new policy is named “Hiring Personnel.”

**C5 Nondiscrimination:** Minor changes made to policy statement. Grievance information moved to procedures.

**C6 AIDS, ARC, & AIDS virus:** Policy name changed to Communicable Disease as AIDS is now considered a communicable disease. General policy statement written and new procedures written to reflect the change from specific AIDS, ARC, & AIDS virus focus to communicable diseases.

**C7 Drug and Alcohol Abuse:**Policy name changed to Alcohol and Controlled Substances. General policy statement written and detailed information moved to procedures. This policy reflects policy E4.

**C8 Drug-Free Workplace:** No changes made – only reviewed.

**C9 Sexual Harassment:** Policy named changed to Harassment, Retaliation, and Discrimination. New policy statement was written and procedures were revised.

**C10 Complaint Procedure:** Policy name changed to Problem Resolution. New policy statement was written and detailed information moved to procedures.

**C11 Family and**

**Medical Leave:** Policy statement was re-worded and information moved to procedures.

**C12 Early Retirement –**

**Support Staff:** Policy renamed and rewritten to be a general retirement policy. Detailed information moved to procedures.

**C13 Declared Holidays:** Wording changes and reorganized into bullet list.

**C14 Employee Tuition and**

**Comprehensive Fee Benefit**

**Plan:** Separated policy statement from procedures.

**C15 Nepotism:** A few wording changes.

**C16 Hiring of Minors:** Wording changes made to comply with federal and state laws.

**C17 CDL Drug/Alcohol**

**Testing Policy:** Separated policy statement from procedures.

**C18 Shared Sick Leave**

**Pool:** Condensed to simple policy statement and separated out the detailed procedures.

**C19 Workers**

**Compensation:** Separated policy statement from procedures.

**C20 President’s Travel:** No changes at this time – reviewed.

 CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 27, 2011

ITEM NO: 17

AGENDA ITEM: Information Items

ITEM TYPE: Information

COMMENT:

**A. Sophomore Career Day.** The Sophomore Career Day will be October 6, 2011. Approximately 300 high school Sophomores will visit campus and explore the various careers available.

**B. Cook Series.** The first program in this year’s Cook Series will feature Jaime Fall on October 6 at 7:00 p.m. in Cook Theatre.

**C. Marion Cook Legacy Award.** The first Marion Cook Legacy Award will be presented to Peggy Doyen, retired drama instructor on October 6, 2011 in conjunction with the Cook Series’ 20th Anniversary and the first Cook Series presentation of the year with a reception following in the College library.

**D. Admissions Senior Preview Day.** Senior Preview Day will be October 13, 2011. High school Seniors will have the opportunity to visit classes and visit with staff in the various Student Services offices.

**E. Thunder Daze and Fall Homecoming.** Thunder Daze and Fall Homecoming will be held October 15, 2011. Enclosed is a calendar of the activities being planned.

**F. Chili for Charity.** Cloud County Community College and Neighbor to Neighbor are sponsoring Chili for Charity on Thursday, October 6, 2011, downtown at 5:00 to 7:00 p.m.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 27, 2011

ITEM NO: 17

AGENDA ITEM: Information Items (Cont’d)

ITEM TYPE: Information

COMMENT:

**G. Toy Run.** The annual ABATE Toy Run will be held Saturday, October 1, 2011. Toys and/or monetary contributions may be made at the Auxiliary Services Office through September 30. All toys and money are used for Cloud County children.

**H. Fall Drama Production.** The Drama Department will present “The Shame of Tombstone” September 29 and 30 at 7:00 p.m. in Cook Theatre.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 27, 2011

ITEM NO: 18

AGENDA ITEM: Other

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 27, 2011

ITEM NO: 19

AGENDA ITEM: Executive Session

ITEM TYPE: Executive Session

COMMENT:

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