**BOARD OF TRUSTEES**

**CLOUD COUNTY COMMUNITY COLLEGE**

**April 30, 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 - April 30, 2013**

Meeting Place: Room 257 in the President’s Addition

 Time: 7:00 p.m.

1. Tour of the Agriculture Classrooms – 6:30 p.m. (meet in President’s Office)
2. Call to Order – 7:00 p.m.

 3. Adopt Agenda Decision

 4. Guests’ Comments

 5. Recognitions Information . Information

 6. Program Highlights Information

 7. President’s Message Information

 8. 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

 9. Meeting Reports Information

10. Geary County Campus Update Information

11. Cloud County Community College Foundation Update Information

12. Approval of Minutes of March 26, 2013 and April 17, 2013 Decision

13. Finances Decision

 A. Treasurer’s Report

 B. Financial Overview

 C. Cafeteria Request for Proposal

14. Purchasing and Payment of Claims Decision

15. Bids Decision

1. Vehicles
2. Agriculture Classrooms

16. Personnel Decision

1. Contract Renewal Recommendations for Faculty – 2013-2014
2. Other

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

**Agenda - April 30, 2013**

17. Facilities

1. Other

18. Information Items Information

1. Heartland Chorus
2. Geary County Spring Fling
3. Geary County Graduation Reception
4. Nurses’ Pinning
5. Graduation
6. KACCT/COP Retreat

19. Other

20. Executive Session Executive Session

 A. Consultation with Legal Counsel

 B. Non-elected Personnel

 C. Negotiations

NEXT MEETING – May 28, 2013

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 30, 2013

ITEM NO: 1

AGENDA ITEM: Tour of the Agriculture Classrooms – 6:30 p.m.

ITEM TYPE:

COMMENT:

Meet at the President’s Office.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 30, 2013

ITEM NO: 2

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

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 30, 2013

ITEM NO: 3

AGENDA ITEM: Adopt Agenda

ITEM TYPE: Decision

COMMENT:

Parliamentary rules recommend the adoption of the Agenda.

RECOMMENDED ACTION:

Adopt the Agenda for the April 30, 2013 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 30, 2013

ITEM NO: 4

AGENDA ITEM: Guests’ Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 30, 2013

ITEM NO: 5

AGENDA ITEM: Recognitions

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 30, 2013

ITEM NO: 6

AGENDA ITEM: Program Highlights

ITEM TYPE: Information

COMMENT:

The Men’s and Women’s Track teams, the Baseball team and the Softball team will introduce themselves and tell about their seasons up to now.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 30, 2013

ITEM NO: 7

AGENDA ITEM: President’s Message

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 30, 2013

ITEM NO: 8

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

April 30, 2013

ITEM NO: 9

AGENDA ITEM: Meeting Reports

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 30, 2013

ITEM NO: 10

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

April 30, 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**

* Brenda Edleston, Cindy Lamberty and Jennifer Zabokrtsky represented the College at the city employees’ Health and Fitness Fair March 28. The fair offered city employees an opportunity to visit with non-profit organizations, community groups and businesses about their offerings.
* On Wednesday, April 2, Jennifer Zabokrtsky and Brenda Edleston met with representatives of the C. L. Hoover Opera House regarding the possibility of a Cloud student serving an internship with them. Two students will interview for summer and fall placements. This will be the first formalized internship from the Geary County Campus in several years. Brenda will work to nurture this relationship with the Opera House and develop more internship placements within the community.
* On Monday, April 8, Lisa Marie Cheek and Brenda Edleston met with a planning committee to organize the Chamber of Commerce’s annual fund raiser, Junction Function. This year’s event will be October 10.
* On Wednesday, April 10, Brenda Edleston and Cathy Castle met with the Junction City Morning Optimist Club to offer the program. Brenda presented about the TRAC-7 consortium and what it has to offer Junction City and Geary County. Cathy Castle took the group on a tour of the mobile laboratory.
* Also on April 10 Brenda Edleston, Cathy Castle and Jennifer Zabokrtsky attended the monthly meeting of the TRAC-7 advisors and case managers held on Highland Community College’s Wamego Campus. The mobile lab was set up for tours and several science students and their instructors took advantage of the opportunity.
* On Thursday, April 11, Brenda Edleston met with Marilyn Mahan, Vice President of Instructional Services at Manhattan Area Technical College. MATC would like to formalize an articulation for their and our biotechnology programs.
* On Friday, April 12, Cathy Castle and Brenda Edleston brought the mobile laboratory to the Concordia campus for faculty and staff to view.
* Tuesday, April 16, and Wednesday, April 17, Brenda Edleston attended the TRAC-7 Site Coordinators’ Meeting at Washburn University. The TRAC-7 grant has reached the halfway mark, with 18 months remaining on the life of the grant.
* The third annual Black and Gold Awards Banquet was held on Friday, April 19 at the Riley Conference Center on Fort Riley. Over 100 students and their guests, faculty and staff attended. Awards were given to the 2013 Honor Graduates, Who’s Who Among Students awardees, Rotary Students of the Month, and the spring 2012 and fall 2012 Presidential Honor List recipients.
* Jason York and Brenda Edleston presented to the Noon Rotary Club on Tuesday, April 23. The group learned more about the college and its programs focusing on the Agri-Biotechnology program. The TRAC-7 mobile lab was also on display for this group to tour.
* Brenda Edleston attended the Junction City Community Coalition Committee Meeting Thursday, April 25.

**Student Services Activities – Jennifer Zabokrtsky**

**Recruitment/Admissions/Scholarships**

* Miriam Melendez, Student Services Specialist/Military Affairs Liaison, administered the Compass placement test to 11 prospective students March 15-April 15.
* The Junction City High School Advancement Via Individual Determination (AVID) student group visited campus April 4 to learn about the difference between community colleges and universities and Cloud County Community College, specifically. The students listened to a short presentation, participated in Agri Biotech and Chemistry demonstrations, and visited a class while on campus.
* Jennifer Zabokrtsky, Coordinator of Student Services, emailed all current Geary County Campus students and prospective summer and fall students to promote early enrollment for Summer and Fall. The email included an electronic copy of the Summer and Fall line schedules. The email also informed current and prospective students that all students enrolled in at least 6 credit hours for Fall 2013 by May 16 will be entered in a drawing for a chance to win one of four $250 textbook scholarships from the Foundation.
* Jennifer Zabokrtsky attended a webinar April 11 regarding parents’ involvement in the college decision-making process.

**Military/Veterans**

* Patti Elliott continues to travel to the Geary County Campus on Thursdays to assist Miriam Melendez, Student Services Specialist/Military Affairs Liaison, in serving students receiving military benefits.

**Enrollment/Advising/Transfer**

* Deana Core, K-State Transfer Coordinator, was on campus March 25 to meet with students planning to transfer to K-State.
* Brenda Hanson, Career Center Director, was on campus, Thursday, March 28 to meet with students regarding career assessment, internship placement, and career planning.
* Student Services Staff and faculty advisors met April 5 to prepare for Summer and Fall enrollment.
* Jennifer Zabokrtsky attended an Enrollment Prep meeting with Concordia Advising staff April 9.
* Spencer Farha, Student Retention Specialist, continues to travel to the Geary County Campus on Thursdays to meet with students on Academic Probation.

**Financial Aid**

* Jennifer Zabokrtsky met with Kris Farmer, Loan Specialist, about implementing additional financial aid awareness and default prevention strategies on the Geary County Campus.
* Jennifer Zabokrtsky and Laura Burgess, Administrative Assistant, attended the Kansas Association of Student Financial Aid Administrators (KASFAA) Conference in Topeka April 17-19.
* Jennifer worked with Suzi Knoettgen, Financial Aid Director, to prepare for Second Start financial aid disbursement April 19.

**Business and Industry Training Programs**

* Our March Phase 1 CDL class was March 25-28, and we had nine students enrolled, including four who are obtaining their CDL to continue on to Manhattan Area Technical College’s Electric Power and Distribution program. We also held a two-day CDL Phase 1 session April 3 & 5 requested by local employers from 8:00am – 3:00pm both days. Six students enrolled in that class, including three from the City of Wamego, and one from Mid-Kansas Cooperative (MKC). Approximately ten students enrolled for our April Phase 1 course, which ran April 22-25, 2013.
* CDL Phase II training (behind-the-wheel driving) is ongoing and students are completing their driving examinations weekly at the Junction City DMV. Phase II is booked continuously with instructional driving and examinations at the Junction City DMV through the middle of May.
* Given the sustained growth of the CDL training, Jason York is conducting discussions with industry partners to solicit support for the purchase of a truck and trailer for CDL training.
* In cooperation with JoDee Aldridge-Ball, Coordinator of Allied Health, ten students took the CNA state board exam on Wednesday, April 17. The ten students from Abilene High School tested on Tuesday, April 23. Nineteen students started CNA Online-Hybrid courses April 1, 2013. The next CNA Online-Hybrid training begins May 6, 2013 and we will be enrolling at least 20 students for that start date. Enrollment for the May CNA class will be April 30.
* On April 1, 2013, in cooperation with JoDee Aldridge-Ball, 5 students started an Online-Hybrid Certified Medication Aide course. This is the second Online-Hybrid Medication Aide class that we have held recently.
* Motorcycle Safety Classes began the season March 28, April 6 & 7. There were eight students signed up for the first class of the season. The next MSF class was April 5-7, and there were eight students enrolled in that class as well. Other MSF classes were held on April 18, 27, & 28 and will be conducted again on May 3-5.
* The GCC is working with Mercy Regional Hospital to become a training site for American Heart Association Basic Life Support training. Training and site inspections are expected to be completed by the end of April.
* On April 8, Jason York attended the Career and Technical Education Advisory Committee meeting on the Manhattan High School Campus. On April 23, he attended the Nursing Program Advisory Committee meeting at Manhattan Area Technical College.
* B and I faculty attended a Basic Life Support Instructor Course at Mercy Regional Health Center on April 29. This is the first step for Cloud’s Geary County Campus to become 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. The opening retreat was held on March 13 at the Rock Springs 4-H Ranch. “City Day” was held March 27 at the Junction City Opera House and various city locations. “County Day” was held April 10 at the Geary County Office Buildings. “Agriculture Day” was held on April 24 at Munson Angus Farms and Hildebrand Dairy.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 30, 2013

ITEM NO: 11

AGENDA ITEM: Cloud County Community College Foundation Update

ITEM TYPE: Information

COMMENT:

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

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 30, 2013

ITEM NO: 12

AGENDA ITEM: Approval of Minutes of March 26, 2013 and April 17, 2013

ITEM TYPE: Decision

COMMENT:

The minutes of the regular meeting of March 26, 2013 and the special meeting of April 17, 2013 are enclosed.

RECOMMENDED ACTION:

Approve the minutes of March 26, 2013 and April 17, 2013.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 30, 2013

ITEM NO: 13

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

March 31, 2013 with a cash balance of $6,243,501.52.

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

**C. Cafeteria Request for Proposal.** The College sent out and advertised a request for proposal to provide food services on the Concordia Campus for the 2013-2018 academic years. Four proposals were received. Enclosed is a summary of proposals and the recommendation.

RECOMMENDED ACTION: Authorize President Toone to contract for food service with Consolidated Management Company for academic years 2013-2018 and authorize the required four-week payments required by the contract based on the number of students and subject to appropriate per diem rates.

Memorandum

To: Board of Trustees

From: Robert P. Maxson, Vice President for Administrative Services

 Danette Toone, President

Date: 4/25/2013

Subject: Recommendation on Contract for Food Service for Academic Years 2013-2018

On December 7, 2012, we sent out and advertised a detailed request for proposal to provide food services for the Concordia Campus. By February 5, 2013, we had received 5 responses to our request for proposal. The vendors who responded were:

 Great Western Dining Tipton, Missouri

 Aladdin Food Management Oak Park, Illinois

 Treat America Omaha, Nebraska

 Consolidated Management Company Des Moines, Iowa

 Taher Minnetonka, Minnesota

Responses were reviewed by the food services committee members who included:

 Janet Eubanks – Director of Auxiliary Services

 Shane Britt – Residence Life Coordinator

 Lance Carter – Assistant Men’s Basketball Coach

 Joel Figgs – Vice President for Enrollment Management and Student Services

 Nick Jones – Graphic Design Instructor

 Robert Maxson – Vice President for Administrative Services

 Tyler Bray – Resident Assistant

 Jessie Leis – Resident Assistant

 Morgan Stryker – Resident Assistant

We invited the top four vendors (Treat America, Great Western Dining, Taher and Consolidated Management Company) to campus to prepare a sample student lunch for the committee and answer questions from committee members and other guests. Others involved in the review process were Matt Bechard, Athletic Director; Kim Krull, Vice President for Academic Affairs and Danette Toone, President.

After the four vendors provided these meals and answered questions, the committee did on-site visits to Consolidated Management Company’s food service operation at Mid Plains Community College in McCook, Nebraska and Great Western Dining’s food service operation at Barton County Community College in Great Bend, Kansas.

On April 11, 2013, the committee met and by unanimous decision decided to invite Consolidated Management Company back to campus for a series of meetings with various internal heavy users of food services, current food service staff and F & A Foods.

After a day and a half of meetings with user groups, President Toone and the committee, it has been decided we recommend for approval a contract with Consolidated Management Company to provide food service operations for academic years 2013-2018.

The following is a list of features included in their proposal:

* A 5% reduction in our per diem food cost for academic year 2013-2014.
* Limits the annual increase in per diem rates, casual and catering rates to be no higher than 0.5% above CPI for food away from home.
* Sets a subsidy to the College of $50,000 per year to be paid in 10 installments in the amount of $5,000 on the 15th of the month beginning August 15, 2013.
* Requires a single $25,000 donation for capital improvements for the cafeteria.
* The college will be compensated at 5% for all catering and casual food sales excluding sales taxes.
* The vendor will work with local vendors unless documented pricing is not competitive or items are not available to be delivered to the local site.
* The contract maintains this year’s off-campus and employee 5 and 10 meals/week agreement.
* Future site manager hired by vendor will be chosen with the direct involvement of our food service liaison at the College.
* The vendor will provide marketing theme nights, the Sunday buffet and specials at the College subject to College review.
* The contract calls for a Presidential allowance of $2,500 per year in free services and will provide one all-employee meal per year at no charge to the college.
* All food service employees will be dressed in appropriate uniforms that will be provided by vendor.
* All those working for the vendor will maintain the highest standards of hygiene and follow the safest food-handling standards.
* The vendor will be proactive with internal groups in providing specialty meals.
* The vendor will perform all required custodial services within kitchen, serving area and main seating area.
* Weekly menus will be posted prior to the beginning of each week and will be also posted on college web site.
* Vendor will be paid each four weeks with first payment being made on or about August 1, 2013 with that payment being credited for the April/May bill.

This agreement meets the revenue and profit needs of the college and allows the college to become a full partner in the food service operation.

We recommend that you authorize President Toone to contract for food service with Consolidated Management Company for academic years 2013-2018. We also recommend that you authorize the college to make required 4 week payments as required by contract. These payments are based on the number of students and are subject to appropriate per diem rates.

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

April 30, 2013

ITEM NO: 14

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

April 30, 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. 01-11-6501-611 Reserve Account Postage for meter $ 10,000.00

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

April 30, 2013

ITEM NO: 15

AGENDA ITEM: Bids

ITEM TYPE: Decision

COMMENT:

1. **Vehicles.** Bids for the replacement of vehicles were solicited and were opened April 10, 2013. A recommendation will be brought to the meeting.

RECOMMENDED ACTION: Take action as appropriate.

**B. Agriculture Classrooms.** Bids for the remodeling of the agriculture classrooms were solicited and opened April 22, 2013. A recommendation will be brought to the meeting.

 RECOMMENDED ACTION: Take action as appropriate.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 30, 2013

ITEM NO: 16

AGENDA ITEM: Personnel

ITEM TYPE: Decision

COMMENT:

**A. Contract Renewal Recommendations for Faculty – 2013-2014.** It is time for the Board of Trustees to renew the contracts for full-time faculty for the 2013-2014 contract year. The list of people to be renewed is enclosed.

RECOMMENDED ACTION: Renew the contracts for the full-time faculty for 2013-2014.

**B. Other.**





CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 30, 2013

ITEM NO: 17

AGENDA ITEM: Facilities

ITEM TYPE:

COMMENT:

1. **Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 30, 2013

ITEM NO: 18

AGENDA ITEM: Information Items

ITEM TYPE: Information

COMMENT:

1. **Heartland Chorus.** The Heartland Chorus will be in concert Sunday, May 5, at 2:00 p.m. in Cook Theatre. This concert will be a benefit for the Brown Grand Theatre.
2. **Geary County Spring Fling.** The Geary County Campus Spring Fling will be held Thursday, May 2, 3:00 to 7:00 p.m.
3. **Geary County Graduation Reception.** The GCC Graduation Reception will be held Friday, May 10, 5:30 to 8:00 p.m., in Building C at the Geary County Campus.

**D. Nurses’ Pinning.** The Pinning Ceremony for those students receiving their Associate of Nursing will be Friday, May 17, at 4:00 p.m. in Arley Bryant Gymnasium.

**E. Graduation.** Graduation is Friday, May 17, at 7:00 p.m. at Harold M. Clark Stadium. A complete schedule is enclosed.

**F. 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.

CLOUD COUNTY COMMUNITY COLLLEGE

BOARD OF TRUSTEES

April 30, 2013

ITEM NO: 19

AGENDA ITEM: Other

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

April 30, 2013

ITEM NO: 20

AGENDA ITEM: Executive Session

ITEM TYPE: Executive Session

COMMENT:

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