**BOARD OF TRUSTEES**

**CLOUD COUNTY COMMUNITY COLLEGE**

**SEPTEMBER 24, 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 - September 24, 2013**

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

1. Concordia Campus
2. Geary County Campus

6. Personnel Decision

1. Early Retirement – Mark Cote
2. Vice President for Academic Affairs
3. Other

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 August 27, 2013 and August 28, 2013 Decision

13. Finances Decision

A. Treasurer’s Report

B. Financial Overview

14. Purchasing and Payment of Claims Decision

15. Facilities

1. Other

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

**Agenda - September 24, 2013**

16. Information Items Information

1. Fall Fest
2. Sophomore Career Day
3. Glasco Fun Day
4. Toy Run
5. Fall Homecoming
6. Senior Preview Day

17. Other

18. Executive Session Executive Session

A. Consultation with Legal Counsel

B. Non-elected Personnel

C. Negotiations

NEXT MEETING – October 29, 2013

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 24, 2013

ITEM NO: 1

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

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 24, 2013

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 24, 2013 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 24, 2013

ITEM NO: 3

AGENDA ITEM: Guests’ Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 24, 2013

ITEM NO: 4

AGENDA ITEM: Recognitions

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 24, 2013

ITEM NO: 5

AGENDA ITEM: Student Senate

ITEM TYPE: Information

COMMENT:

1. **Concordia Campus.**

**B. Geary County Campus.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 24, 2013

ITEM NO: 6

AGENDA ITEM: Personnel

ITEM TYPE: Decision

COMMENT:

1. **Early Retirement – Mark Cote.** On August 26, 2013, Mark Cote submitted his request to participate in the Early Retirement Program effective June 1, 2014. Mark is currently the Maintenance Supervisor for Residence Life. His letter requesting to participate in the Early Retirement Program and the Early Retirement Agreement are enclosed.

RECOMMENDED ACTION: Approve to allow Mark Cote to participate in the Early Retirement Program effective June 1, 2014.

**B. Vice President for Academic Affairs.** The Search Committee and the President recommend the appointment of Dr. William Backlin to the full-time, twelve-month, KPERS-covered position of Vice President for Academic Affairs effective November 1, 2013.

RECOMMENDED ACTION: Approve the appointment of Dr. William Backlin to the position of Vice President for Academic Affairs on a full-time, KPERS-covered Regular Administrator contract effective November 1, 2013, at the twelve-month prorated salary of $81,500 plus fringe benefits.

**C. Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 24, 2013

ITEM NO: 7

AGENDA ITEM: President’s Message

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 24, 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

September 24, 2013

ITEM NO: 9

AGENDA ITEM: Meeting Reports

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 24, 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

September 24, 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**

* Recently, staff and students accomplished the planned move of the Student Success Center and Library. These two services traded locations. The Library is now off of the Student Services suite in a quiet, welcoming space. When not used by students, faculty advisors plan to use the newly designed space as another academic advising site. The Student Success Center now has a somewhat larger space for peer tutors to work with students. A special thanks to Bob Forman for coordinating the move.
* In honor of Constitution/Citizenship Day, the Student Senate sponsored Voter Registration September 16 through the 18.
* The Student Veterans Association held officer elections the week of September 16.
* Game Night was September 20 at 5:30 pm. Families, friends and kids enjoyed fun and fellowship as we broke out all of our games. Everyone had a great time.
* October will be a very busy month with several student life activities planned.

**Student Services Activities – Jennifer Zabokrtsky**

**Recruitment/Admissions/Scholarships**

* Laura Burgess administered the Compass placement test to 19 prospective students between August 17 and September 13.
* Review of applications for a new Student Services Administrative Assistant is underway.
* Student Services coordinated with Jeanette Pellegrin to administer the Compass math placement test to 43 concurrent students from Junction City High School on September 5 and 6. These students plan to enroll in Intermediate or College Algebra for dual credit at Junction City High School.
* Laura Burgess and Kadie Kutschka visited Riley County High School, Abilene High School and Junction City High School September 11 to meet guidance counselors and talk with prospective students.
* Laura Burgess coordinated with Megan Kennedy from the Larry Dixon Center for Innovative Studies in Junction City to bring 30 high school students for a campus visit on Friday, September 13. Ms. Kennedy and the students were given a campus tour and heard presentations from GCC faculty and staff about the college admissions and financial aid processes, the Kansas Career and Technical Education Initiative and Cloud County Community College programs, degrees and short term training opportunities including Agri-Biotechnology.

**Military/Veterans/Financial Aid**

* Cloud County Community College has once again been selected as a Military Friendly School for the 2013-14 school year.
* The Geary County Campus has 9 Federal Work Study (FWS) students employed this semester. This is about double the number of FWS students in previous years. Jennifer and Laura worked to recruit and train these students over the past several months. Students are working 10 hours per week as peer tutors, office assistants and science lab assistants.

**Enrollment/Advising/Transfer**

* Jennifer Zabokrtsky joined Concordia advising staff September 9 for a meeting with University of Kansas representatives to learn about changes to transfer admissions requirements and the new KU Core general education requirements.
* Faculty advisors continue to enroll current and new students in Second Start courses that begin October 14.
* At the monthly advisor meeting September 20, Spencer Farha gave a Retention and Academic Probation/Suspension policy overview, Jason York gave an update on our new EMT certificate programs and Jennifer shared information from K-State’s College of Education and changes to Washburn and KU general education requirements. Plans to educate prospective and new students regarding network computer access, @tbirds.cloud.edu email access and Canvas access were also discussed.

**Other Activities**

* Student Senate and Student Services sponsored Welcome Week August 26-30. Events included T-shirt Tuesday, Watermelon Wednesday and a Welcome Back BBQ on Thursday evening. During those events, a total of 144 students registered for the drawing for a Kindle Fire and $50 iTunes gift card.
* Brenda Hanson was on the Geary County Campus August 29 and September 12 to assist students with Career Services.
* Bob Forman and Student Services staff have helped new and returning students with Canvas and Cloud student email access issues during the first few weeks of classes. Holly Andrews was on campus August 26 and September 5 to assist students and faculty with Canvas issues.
* Laura Burgess and Jennifer Zabokrtsky have been working with Judith Bunting and Ashley Douglas to screen all on-campus students for tuberculosis, as required by the state.

**Business and Industry Program Activities**

* Eight students completed the CDL Phase I training August 19-27.
* CDL Phase II training (behind-the-wheel driving) is ongoing. Phase II is currently booked continuously with instructional driving and examinations at the Junction City DMV into October.
* Two units on Fort Riley have contacted Cloud to look into providing CDL training for groups of soldiers who work as mechanics and drivers.
* Six students participated in a Motorcycle Safety Class September 6-8.
* In cooperation with JoDee Aldridge-Ball, nineteen students started CNA Online-Hybrid courses September 3. The next CNA Online-Hybrid training begins October 5 and thirty seats are available.
* Cloud launched the computerized State Board examination for Certified Nurse Aides on September 4. The new computerized testing will provide students with their test results immediately upon completion of the exam.
* We are currently scheduling field internship opportunities for students who are enrolled in the Fall 2013 EMT training.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 24, 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 at the meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 24, 2013

ITEM NO: 12

AGENDA ITEM: Approval of Minutes of August 27, 2013 and August 28, 2013

ITEM TYPE: Decision

COMMENT:

The minutes of the regular meeting of August 27, 2013 and the special meeting of

August 28, 2013 are enclosed.

RECOMMENDED ACTION:

Approve the minutes of August 27, 2013 and August 28, 2013.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 24, 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 August 31,

2013 with a cash balance of $6,386,269.19.

**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 24, 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

September 24, 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. 01-83-9100-742 Citizens National Bank Fall book buyback $ 68,000.00
2. 01-11-6501-611 Reserve Account Postage for meter 10,000.00
3. 01-73-7303-799 The College Board PowerFAIDS support 11,821.00

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 24, 2013

ITEM NO: 15

AGENDA ITEM: Facilities

ITEM TYPE: Information

COMMENT:

1. **Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 24, 2013

ITEM NO: 16

AGENDA ITEM: Information Items

ITEM TYPE: Information

COMMENT:

**A. Fall Fest.** Concordia’s annual Fall Fest will be September 28. The mobile science lab will be on display for tours. Members of the Board of Trustees are invited to tour the lab and assist with the College’s booth.

1. **Sophomore Career Day.** The Sophomore Career Day will be October 3. Approximately 300 high school Sophomores will visit campus and explore the various careers available.
2. **Glasco Fun Day.** Glasco Fun Day will be October 5. Cloud County Community College will have some parade entries at 10:30 a.m.

**D. Toy Run.** The annual ABATE Toy Run will be held Saturday, October 5. Toys and/or monetary contributions may be made at the Auxiliary Services Office through October 4. All toys and money are used for Cloud County children.

**E. Fall Homecoming.** Fall Homecoming will be held October 19. A schedule of events will be brought to the meeting.

**F. Senior Preview Day.** Senior Preview Day will be October 24. High school Seniors will have the opportunity to visit classes and visit with staff in the various Student Services offices.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 24, 2013

ITEM NO: 17

AGENDA ITEM: Other

ITEM TYPE: Decision

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

September 24, 2013

ITEM NO: 18

AGENDA ITEM: Executive Session

ITEM TYPE: Executive Session

COMMENT:

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