**BOARD OF TRUSTEES**

**CLOUD COUNTY COMMUNITY COLLEGE**

**DECEMBER 17, 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 - December 17, 2013**

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 Decision

 3. Guests’ Comments

 4. Recognitions Information . Information

 5. 2012-2013 Audit Decision

 6. President’s Message Information

 7. 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

 8. Meeting Reports Information

 9. Geary County Campus Update Information

10. Cloud County Community College Foundation Update Information

11. Approval of Minutes of November 19, 2013 and November 22, 2013 Decision

12. Finances Decision

 A. Treasurer’s Report

 B. Financial Overview

 C. Residence Life Rates 2014-2015

13. Purchasing and Payment of Claims Decision

14. Personnel Decision

1. Schedule President’s Evaluation
2. Retirement – Deb Monzon
3. Coordinator of Online Service
4. Director of Information Technology
5. Information Technology Technician
6. Other

15. Facilities

1. Hangar Lease Agreement
2. Other

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

**Agenda - December 17, 2013**

16. Information Items Information

1. Youth for Music
2. Induction into the Athletic Hall of Fame and Winter Homecoming
3. 2014 Telefund

17. Other Information

18. Executive Session Executive Session

 A. Consultation with Legal Counsel

 B. Non-elected Personnel

NEXT MEETING – January 28, 2014

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 17, 2013

ITEM NO: 1

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

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 17, 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 December 17, 2013 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 17, 2013

ITEM NO: 3

AGENDA ITEM: Guests’ Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 17, 2013

ITEM NO: 4

AGENDA ITEM: Recognitions

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 17, 2013

ITEM NO: 5

AGENDA ITEM: 2012-2013 Audit

ITEM TYPE: Decision

COMMENT:

The final audit is enclosed. A representative from Jarrad, Gilmore and Phillips, P.A., will be present to answer any questions and for the acceptance of the audit.

RECOMMENDED ACTION:

Accept the 2012-2013 audit.

Memorandum

To: Board of Trustees

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

 Danette Toone, President

Date: 12/12/2013

Subject: Fiscal Year 2013 Audit

Enclosed is the complete Fiscal Year 2013 Audit and Management Letter. Neil Phillips, CPA from Jarred, Gilmore and Phillips, will attend the Board meeting to discuss the audit and answer any questions you may have.

I encourage you to review the Management’s Discussion and Analysis section for a better understanding of how the financial results of the college have changed and reasons for those changes.

In conclusion, the audit provides you with financial statements in conformity with accounting principles generally accepted in the United States of America; and for the second consecutive year, there were no detected compliance issues related to major federal financial aid programs.

|  |
| --- |
|  Recommendation: Accept the 2012-2013 audit |

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 17, 2013

ITEM NO: 6

AGENDA ITEM: President’s Message

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 17, 2013

ITEM NO: 7

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

December 17, 2013

ITEM NO: 8

AGENDA ITEM: Meeting Reports

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 17, 2013

ITEM NO: 9

AGENDA ITEM: Geary County Campus Update

ITEM TYPE: Information

COMMENT:

A report will be presented at the meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 17, 2013

ITEM NO: 10

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

December 17, 2013

ITEM NO: 11

AGENDA ITEM: Approval of Minutes of November 19, 2013 and November 22, 2013

ITEM TYPE: Decision

COMMENT:

The minutes of the regular meeting of November 19, 2013 and the special meeting of November 22, 2013 are enclosed.

RECOMMENDED ACTION:

Approve the minutes of November 19, 2013 and November 22, 2013.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 17, 2013

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 November 30, 2013 with cash balances of $3,970,801.15 at Citizens National Bank and $50,421.00 at Central National Bank.

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

**C. Residence Life Rates 2014-2015.** Enclosed are the proposed residence life rates for the 2014-2015 school year.

 RECOMMENDED ACTION: Approve the recommended room and board rates for academic year 2014-2015.

Memorandum

To: Board of Trustees

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

 Danette Toone, President

Date: 12/12/2013

Subject: 2013-2014 Residence Life Rates

We recommend you approve an average increase of 0% for our housing semester room and board rates for academic year 2013-2014. We recommend the following specific rates be approved:

|  |  |  |  |
| --- | --- | --- | --- |
| **Level** |  **2013 -2014 Cost** | **Description** | **Number of Units** |
| Diamond | $3,235 | Thunder Heights and Bldg. 15 -private room | 38 |
| Emerald | $3,125 | Bldg. 7  | 19 |
| Platinum |  $2,860 | Thunder Heights - shared room and Hillside | 77 |
| Gold | $2,715 | Bldgs: 2, 4, 5, 6, 12, 13 | 104 |
| Silver | $2,350 | Bldgs: 1, 3, 8, 9, 10, 11, 14  | 122 |
|  Total |  |  | 360 |

We will also be implementing an end-of- semester cash bonus of $200/semester for 2nd year residents who renew their contract for housing.

These rates include the room, utilities, phone, cable, wireless internet and a 17- meal plan per week.

|  |
| --- |
| Recommendation:Approve the recommended room and board rates for academic year 2013-2014. |

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

December 17, 2013

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

December 17, 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 COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 17, 2013

ITEM NO: 14

AGENDA ITEM: Personnel

ITEM TYPE: Decision

COMMENT:

1. **Schedule President’s Evaluation.** Policy AP-9 requires the President to be evaluated at a special meeting in the month of January. The administration recommends Tuesday, January 14, at 7:00 a.m.

RECOMMENDED ACTION: Schedule the Evaluation of the President at a special meeting in January.

1. **Retirement – Deb Monzon.** On November 26, 2013, Deb Monzon submitted her request to participate in the Early Retirement Program effective July 5, 2014. Deb is currently an Instructor in Physical Education. Her letter requesting to participate in the Early Retirement Program is enclosed.

RECOMMENDED ACTION: Approve to allow Deb Monzon to participate in the Early Retirement Program effective July 5, 2014.

1. **Coordinator for Online Service.** The search committee has been reviewing applications and interviewing candidates for a Coordinator for Online Service. If available, a recommendation will be made for this position.

RECOMMENDED ACTION: Take action as appropriate.

1. **Director of Information Technology.** The search committee has been reviewing applications and interviewing candidates for a Director of Information Technology. If available, a recommendation will be made for this position.

RECOMMENDED ACTION: Take action as appropriate.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 17, 2013

ITEM NO: 14

AGENDA ITEM: Personnel (Cont’d)

ITEM TYPE: Decision

COMMENT:

1. **Information Technology Technician.** The search committee has been reviewing applications and interviewing candidates for an Information Technology Technician. If available, a recommendation will be made for this position.

RECOMMENDED ACTION: Take action as appropriate.

1. **Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 17, 2013

ITEM NO: 15

AGENDA ITEM: Facilities

ITEM TYPE: Information

COMMENT:

1. **Hangar Lease Agreement.** Attached is the lease for the Hangar Facility and the recommendation from the administration.

RECOMMENDED ACTION: Authorize Dr. Danette Toone to sign the lease and memorandum of understanding between the College and Darrel and Margo Hosie for the Hangar Facility with funding from the 2010 U.S. Department of Energy Grant.

1. **Other.**

Memorandum

To: Board of Trustees

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

 Danette Toone, President

Date: 12/12/2013

Subject: 2014 and 2015 Lease for Hangar Facility

Attached is the new two-year lease for the Hangar Facility for the calendar years 2014 and 2015, the memorandum of understanding related to the lease and the current lease for the facility. The new lease calls for additional payments for each of the two years in the amount of $64,080 for remodeling of the facility. The remodeling will include significant changes to the large bay to include significant insulating, electrical, heating/cooling, lighting and dust control to the shop area and additional remodeling of current classroom and storage area. I have attached a floor plan drawing of the newly remodeled facilities.

Funding for the two-year lease will be from the 2010 U.S. Department of Energy Grant. The goal for completion of the remodeling by Darrel and Margo Hosie based on college plans is mid- March of 2014.

|  |
| --- |
|  Recommendation: Authorize Dr. Danette Toone to sign the lease and memorandum of understanding between the College and Darrel and Margo Hosie for the Hangar Facility with funding from the 2010 U.S. Department of Energy Grant. |

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 17, 2013

ITEM NO: 16

AGENDA ITEM: Information Items

ITEM TYPE: Information

COMMENT:

**A. Youth for Music.** The 44th Annual Youth for Music sponsored by Cloud County Community College and Tom’s Music House will be held January 25-26. Rehearsals will take place on Saturday, January 25; and more than 300 area high school students will perform either in the band or one of the two choirs on Sunday, January 26.

**B. Induction into the Athletic Hall of Fame and Winter Homecoming.** The 2014 Induction into the Athletic Hall of Fame and Winter Homecoming will be held Saturday, February 1. The men’s and women’s basketball teams will be playing Colby Community College that evening.

**C. 2014 Telefund.** The 2014 Cloud County Community College Foundation Telefund will be held January 26 through February 6.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 17, 2013

ITEM NO: 17

AGENDA ITEM: Other

ITEM TYPE:

COMMENT:

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CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

December 17, 2013

ITEM NO: 18

AGENDA ITEM: Executive Session

ITEM TYPE: Executive Session

COMMENT:

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