**BOARD OF TRUSTEES**

**CLOUD COUNTY COMMUNITY COLLEGE**

**February 24, 2015**

**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 - February 24, 2015**

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

 3. Guests’ Comments

 4. Recognitions

 5. Student Senate

 6. Consent Agenda . Information

1. Approval of Minutes of January 27, 2015 and February 6, 2015
2. Treasurer’s Report
3. Purchasing and Payment of Claims

D. Personnel

 7. Reports

 A. President’s Message

 B. Vice President for Academic Affairs

 C. Vice President for Administrative Services

 D. Vice President for Enrollment Management and Student Services

 E. Geary County Campus Update

 F. Cloud County Community College Foundation Update

 G. Meetings Trustees Attended

 8. Discussion Items

1. Policy and Procedures E1 Student Code of Conduct
2. Policy and Procedures E5 Student Privacy
3. Policy and Procedures F2 Bequests, Gifts and Grants

 9. Action Items

 A. Multi-Purpose Building

 B. March 2015 Board of Trustees Meeting.

10. Other

11. Executive Session

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 A. Negotiations

 B. Consultation with Legal Counsel

 C. Non-elected Personnel

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 24, 2015

ITEM NO: 1

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

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 24, 2015

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 February 24, 2015 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 24, 2015

ITEM NO: 3

AGENDA ITEM: Guests’ Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 24, 2015

ITEM NO: 4

AGENDA ITEM: Recognitions

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 24, 2015

ITEM NO: 5

AGENDA ITEM: Student Senate

ITEM TYPE:

COMMENT:

**A. Concordia Campus.**

**B. Geary County Campus.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 24, 2015

ITEM NO: 6

AGENDA ITEM: Consent Agenda

ITEM TYPE: Decision

COMMENT:

1. **Approval of Minutes of January 27, 2015 and February 6, 2015.** The minutes of the regular meeting of January 27, 2015 and the minutes of the special meeting of February 6, 2015 are enclosed.
2. **Treasurer’s Report.** The Treasurer’s Report as of January 31, 2015 shows a balance of $8,537,583.29 at Central National Bank.
3. **Purchasing and Payment of Claims.** The purchase orders are enclosed or are available from the Clerk of the Board.
4. **Personnel.**
5. President’s Contract. A three-year rolling contract with the rest of the contract remaining the same as 2014-2015 is recommended, except a potential raise in salary will be the same as Administrative raises.

 RECOMMENDED ACTION:

Approve the items included in the Consent Agenda as presented.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 24, 2015

(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.

1. 01-34-2010-516 CCCC Fringe Benefits for TRiO $ 31,299.63
2. 01-34-2010-796 CCCC Indirect Funds for TriO 17,118.74
3. 01-11-6501-611 Reserve Account Postage for Meter 10,000.00

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 24, 2015

ITEM NO: 7

AGENDA ITEM: Reports

ITEM TYPE: Information

COMMENT:

1. **President’s Message.**

1). Recognitions

2). Information Items

 a) Intergovernmental Meeting

 b) Cook Series

 c) PTK Induction

 d) Aggie Days

 f) High School Basketball and Volleyball All-Star Weekend

 g) High School Regional Music Festival

 h) 35th Annual Scholarship Auction

1. **Vice President for Academic Affairs.**

1. **Vice President for Administrative Services.**

1). Financial Overview

 2). Facilities

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 24, 2015

ITEM NO: 7

AGENDA ITEM: Reports (Cont’d)

ITEM TYPE: Information

COMMENT:

**D. Vice President for Enrollment Management and Student Services.**

**E. Geary County Campus Update.** A report from the Geary County Campus is enclosed.

**F. Cloud County Community College Foundation Update.**

**G. Meetings Trustees Attended.**

Geary County Campus

Report to the Board of Trustees

January 27, 2015

This report highlights the recent activities of the offices of the Associate Vice-President, Coordinator of Student Services, and Director of Business and Industry Programs.

**Campus Activities – Brenda Edleston**

* Brenda Edleston participated in the Kansas Department of Emergency Management Region I Mitigation Plan initial meeting on January 21, 2015. This group consists of representatives of city and county governments, school districts, and colleges and universities within Chase, Geary, Lyon, Morris, Pottawatomie, Riley and Wabaunsee Counties. They will write action plans designed to preemptively lessen the impact of natural and man-made disasters. Only entities involved in writing the regional plan who include actionable strategies will be eligible to apply for federal funds to implement the strategies. The director of the Geary County Office of Emergency Management suggested that Cloud may want to consider the construction of a storm shelter.
* On January 15, Dr. Toone and Brenda Edleston were interviewed for an article to be published in *Dazzle,* a quarterly magazine published by the local newspaper, The Daily Union. The magazine focuses on successful women in our area and matters of interest to women.

**Student Services Activities – Jennifer Zabokrtsky, Coordinator of Student Services**

**Recruitment/Admissions/Scholarships**

* Between December 11 and January 15, Brittany Porcase administered the Compass placement test to 22 prospective students and conducted campus tours for eight prospective students.
* Deb Taylor, was on campus January 7 to help train Stephanie Pitchford, Administrative Assistant.

**Financial Aid/Military Benefits**

* Twenty-one students have already been certified for receive Veteran’s benefits for January-start classes. Additionally, ten students are receiving MyCAA funding for military spouses and three active duty soldiers plan to use Tuition Assistance.
* Patti Elliott continues to travel to GCC weekly to assist Brittany Porcase in serving current and prospective students receiving military education benefits.

**Enrollment/Advising/Transfer**

* Since the December board report, we have enrolled 126 students in 1,312 credit hours.
* On the GCC Student Services Day, January 15, 94 students were helped with enrollment, schedule changes, textbook orders, fee payment, financial aid, military benefits, placement testing, and student IDs. Of these 94 students, **40 were new enrollments**. The GCC faculty and staff were assisted by Concordia campus staff including: Patti Elliott, Suzi Knoettgen, Joan Robison and Karen Leiszler.
* Andrew Massenthin won the drawing for a $50 Wal-Mart gift card for students enrolled by December 16. This was an incentive program to encourage current students to enroll in classes before the winter break.

**Student Retention**

* Kim Wagner worked with Concordia Retention and Advising staff to evaluate end of semester transcripts for Academic Probation and Suspension. Kim contacted students on Academic Probation and added SS100 Personal Assessment and Planning to their spring 2015 schedules.
* Kim Wagner is teaching a section of SS 100 College Skills and Resources during the spring 2015 semester. This enables her to make another connection to students she serves.

**Other**

* Stephanie Pitchford was hired as Student Services Administrative Assistant and began work January 5.
* Brenda Hanson will return to the GCC this semester on a semimonthly basis to assist students with career counseling and accommodations for disability needs.

Business and Industry Program Highlights

* The next CDL Phase I training will be held February 4 and 6. In response to requests by industry, this session will be offered during the day.
* On February 3, we will conduct informative sessions for CDL training in the Washington County area.
* CDL Phase II training (behind-the-wheel driving) is ongoing with DMV examinations scheduled at the Junction City DMV.
* In cooperation with JoDee Aldridge-Ball, forty seats will be available for students for CNA training beginning January and February in Junction City and Manhattan.
* The request for new program proposal has been sent to KBOR for Cloud’s Commercial Truck Driving Certificate Proposal. Although CCCC cannot grant the 16-Hour Certificate unless and until the proposal is approved, Cloud can offer two of the truck driving courses for 15 hours of college credit. The first 6-week session is scheduled to begin on Monday, February 2.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 24, 2015

ITEM NO: 8

AGENDA ITEM: Discussion Items

ITEM TYPE: Discussion

COMMENT:

The following policies and procedures are brought to this meeting for discussion. They will be brought to the regular March meeting for approval.

**A. Policy and Procedures for E1- Student Code of Conduct.**

**B. Policy and Procedures for E5 – Student Privacy.**

**C. Policy and Procedures for F2 – Bequests, Gifts and Grants.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 24, 2015

ITEM NO: 9

AGENDA ITEM: Action Items

ITEM TYPE: Decision

COMMENT:

1. **Multi-Purpose Building.** In order to move forward with the proposed Multi-Purpose Building, the Board of Trustees needs to accept the feasibility study conducted by Carlton and Co., vote to proceed with the project and appoint an Interim Steering Committee in conjunction with the Cloud County Community College Foundation.

RECOMMENDED ACTION: Accept the feasibility study conducted by Carlton and Co., proceed with the project and appoint an Interim Steering Committee in conjunction with the Cloud County Community College Foundation.

1. **March 2015 Board of Trustees Meeting.** The date of the March Board meeting is during the Higher Learning Commission Annual Conference in Chicago. Several people will be attending this conference. The administration would like the Board to consider moving the meeting to March 24.

RECOMMENDED ACTION: Move the March Board of Trustees meeting from March 31, 2015 to March 24, 2015.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 24, 2015

ITEM NO: 10

AGENDA ITEM: Other

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 24, 2015

ITEM NO: 11

AGENDA ITEM: Executive Session

ITEM TYPE:

COMMENT:

**A. Negotiations.**

**B. Consultation with Legal Counsel.**

**C. Non-elected Personnel.**