**BOARD OF TRUSTEES**

**CLOUD COUNTY COMMUNITY COLLEGE**

**May 26, 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 - May 26, 2015**

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

3. Guests’ Comments

4. Recognitions

5. Consent Agenda . Information

1. Approval of Minutes of April 28, 2015
2. Treasurer’s Report
3. Purchasing and Payment of Claims

D. Personnel

E. Policy AP7

F. Program Review Approval – ECE, Wind and Ag

6. 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

7. Discussion Items

A. Nominating Committee

8. Action Items

A. Approval of Bid for Asbestos Abatement

B. 2015-2016 Jenzabar Contract

C. Scholarship Request

D. Policy AP6 – Retirement

E. Procedures to Policy SS4 – Benefits

F. 2015-2016 Organizational Meeting

9. Other

10. Executive Session

A. Negotiations

B. Consultation with Legal Counsel

C. Non-elected Personnel

NEXT MEETING - June 23, 2015

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 26, 2015

ITEM NO: 1

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

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 26, 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 May 26, 2015 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 26, 2015

ITEM NO: 3

AGENDA ITEM: Guests’ Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 26, 2015

ITEM NO: 4

AGENDA ITEM: Recognitions

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 26, 2015

ITEM NO: 5

AGENDA ITEM: Consent Agenda

ITEM TYPE: Decision

COMMENT:

1. **Approval of Minutes of April 28, 2015.** The minutes of the regular meeting of April 28, 2015 are enclosed.
2. **Treasurer’s Report.** The Treasurer’s Report as of April 30, 2015 shows a balance of $7,143,117.61 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.**

1). Nonrenewal of Tonya Merrill. The administration recommends the Board of Trustees not renew the employment of Tonya Merrill as an Instructor in English, for the reason of reduction in force due to declining enrollment effective at the end of the 2014-2015 academic year.

2). Nonrenewal of Joan Robison and Jennifer Sieben. The administration recommends the Board of Trustees not renew the employment of Joan Robison and Jennifer Sieben as Instructors in Early Childhood Education, for the reasons of reduction in force due to declining enrollment and insufficient funds effective the end of the 2014-2015 academic year.

3) Other.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 26, 2015

ITEM NO: 5

AGENDA ITEM: Consent Agenda (Cont’d)

ITEM TYPE: Decision

COMMENT:

**E. Policy AP7 Resignation, Termination and Nonrenewal - Procedures.** The procedures for Policy AP7 Resignation, Termination and Nonrenewal were brought to the April 28, 2015 meeting for discussion. They are brought to this meeting for approval. The recommended procedures are enclosed.

1. **Program Review Approval – ECE, Wind and Ag.**

RECOMMENDED ACTION:

Approve the items included in the Consent Agenda as presented.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 26, 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.



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CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 26, 2015

ITEM NO: 6

AGENDA ITEM: Reports

ITEM TYPE: Information

COMMENT:

**A. President’s Message.**

1. KACCT/COP Retreat
2. Cloud County Community College Foundation Spring Meeting
3. Kid’s College
4. Cloud County Community College T-Bird Golf Tournament
5. **Vice President for Academic Affairs.**

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

1). Financial Overview

2). Facilities

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

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

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 26, 2015

ITEM NO: 6

AGENDA ITEM: Reports (cont’d)

ITEM TYPE: Information

COMMENT:

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

**G. Meetings Trustees Attended.**

Geary County Campus

Report to the Board of Trustees

May 26, 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, Associate Vice President**

* Brenda Edleston met with Dr. Backlin and the academic deans to review the recommendations of Ad Astra regarding the courses and number of sections offered for the Fall 2015 semester. A number of their suggestions had been implemented when the campus schedules were built in the early spring 2015. Additional changes were made to the schedule in the hopes of strengthening remaining classes on the schedule.
* On April 29, Matthew Nies was the final presenter for our Student/Faculty Research Forum this spring. The Beta Eta Xi chapter of Phi Theta Kappa will continue this scholarly forum in the spring of 2016.
* The Student Senate and the Cloud Student Services office sponsored a Spring Fling BBQ on April 30. Free meals were offered to students at 11:00 AM and again at 5:00 PM.
* Friday, May 1, faculty, staff and students participated in a Campus Beautification Day. The troops planted flowers and a tree to enhance building entrances. Students Denver Kell, Jeremie Havice and Brett Slater placed concrete patio pavers in front of the benches in the smokers’ areas.
* The Geary County Graduation Reception was held Friday, May 8. The Geary Campus students were given an opportunity to express their thanks to special Cloud faculty and staff members who had made a difference in their lives.
* On Monday, May 11, Brenda Edleston met with the Geary County Commissioners to seek their approval for the College’s efforts to secure a grant to renovate the original science lab in Building B.
* Edleston attended the final planning meeting for the Regional Disaster Mitigation Plan development Tuesday, May 12. The plan was approved by the state consultant and has been forwarded to the federal government beginning a period of public response.
* Dr. Arsenia Magalong, adjunct instructor in Biology, held a student research presentation forum for four of her General Biology students. The students, working in pairs, presented their original research in: the growth of harmful bacteria in organically grown produce versus that of produce conventionally grown and the effects of homemade mouthwashes on bacteria growth in the mouth versus bacteria growth following the use of commercial mouthwashes.
* Edleston was a guest presenter in the recent Supervisory Leadership training program held on the Geary Campus May 8 and 15. Edleston led the group in a demonstration of the importance and pitfalls of delegation.
* May 20, Brenda Edleston attended the May TRAC-7 Site Coordinator’s meeting in Topeka.
* Interviews are underway to fill the position of administrative assistant to the GCC associate vice president. This position was vacated when Ashley Ortega was hired into the recruitment, admissions and military liaison position in the GCC Student Services Office.

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

**Recruitment/Admissions/Scholarships**

* Student Services staff sent enrollment reminder texts to 161 applicants who have not yet enrolled for Fall.
* Student Services staff administered the Compass placement test to 10 prospective students and conducted four campus visits April 18 – May 13.
* Student Services staff sent recruitment letters to twenty May-start online-hybrid CNA students, promoting Cloud’s pre-health science programs. Five May-start CNA students are already enrolled as degree-seeking students with Cloud.
* Jennifer Zabokrtsky met with Shane Olson to discuss changes in recruitment scholarships and marketing materials for the 2015-2016 recruitment year.
* Jenny Acree was on campus from 11AM-1PM May 13 to take pictures and testimonial videos for use in marketing materials.

**Financial Aid/Military Benefits**

* Student Services staff offered Exit Loan Counseling sessions for graduating or transferring GCC students on May 5, 6 and 14.
* Jennifer Zabokrtsky coordinated the evaluation of federal work-study students for the Spring 2015 semester.
* Patti Elliott shared with faculty, staff and administration that GoArmyEd has opened its portal to all colleges which will make applying for Tuition Assistance military benefits much easier for active duty soldiers.
* Student Services staff continues to assist current and prospective students with the FAFSA and verification paperwork for the 2014-2015 academic year and the upcoming 2015-2016 academic year.
* Patti Elliott continues to travel to GCC weekly to assist Student Services staff in serving current and prospective students receiving military education benefits.

**Enrollment/Advising/Transfer**

* Enrollment update compared to last year, as of May 13:

Students Credit Hours

Summer 2015 135 877

Summer 2014 115 796

Fall 2015 76 832

Fall 2014 112 1174

* Geary County Campus advisors emailed their current advisees encouraging them to enroll for Summer and/or Fall classes.
* Nineteen students have been invited to attend Summer New Student Orientation on May 28. Another round of invitations will be sent out the week of New Student Orientation to new students who enroll between now and then.

**Student Retention**

* Student Services staff sent enrollment reminder texts to 230 current students who have not yet enrolled for Fall.
* Kim Wagner compiled a list of community resources for students who are struggling financially or emotionally and shared it with all GCC faculty and staff.
* Student Services staff provided free popcorn for students during finals week.
* Student Services staff offered a Waffle Feed May 6 from 7:30-9:30 AM to raise money for the GCC Make a Difference Fund. The Make a Difference Fund provides small amounts of cash to students in emergency situations such as needing a tank of gas or a few groceries. $74 was raised.
* Kim Wagner is investigating housing options for students needing a place to live near campus.
* Kim Wagner will work with Concordia Advising and Retention staff to evaluate transcripts of Spring 2014-2015 students for Academic Probation and Suspension.
* Kim Wagner will coordinate retention mailings to students enrolled for the Fall semester.

**Other**

* In the last four weeks, 168 current and prospective students have signed in to receive help with Advising/Enrollment, Financial Aid, Admissions, Retention, and Military Benefits.
* Freddy’s Frozen Custard managers were on campus April 21 and 22 accepting applications for employment from current Geary County Campus students.
* Steph Pitchford is working with Brenda Hanson to weekly post area job openings.
* Student Services coordinated the distribution of caps and gowns for Geary County Campus 2014-2015 graduates and graduate’s completion of the online Graduate Survey May 6-14.
* Jennifer Zabokrtsky is serving on the Technology Committee which met May 8 to discuss options for replacing our current ITV system and potential mobile apps to use in the recruitment and retention of students.
* Jennifer Zabokrtsky and Craig Lamb continue to serve on the search committee for English instructor for the Geary County Campus.
* Brenda Hanson continues to travel to the GCC two Thursdays per month to assist students with career counseling and cooperative education internship placement.

Business and Industry Program Highlights

* The next Commercial Driver’s License training short course will be held June 3, 4, 8 and 9 at the Geary County Campus.
* Most students from the recent Washington CDL class have completed their behind-the-wheel testing at the Junction City DMV.
* In cooperation with JoDee Aldridge-Ball:
  + Twenty-six students enrolled in CNA training which started on May 5, with clinical rotations in Junction City and Manhattan.
  + At least twenty seats will be available for Certified Nurse Aide courses that begin June 2 with clinical rotations in Manhattan and Junction City.
  + Six seats will be available for a Certified Medication Aide course that begins June 1 in Junction City.
  + The Summer 2015 EMT training on the Geary County Campus will begin on June 1 and end August 5. As of May 18, six students have enrolled.
* Thirteen participants attended a seminar entitled, “Supervisory Skills Training for the 21st Century,” on Cloud’s Geary County Campus on May 8 and 15. Cloud faculty and staff, along with representatives from local industry, the Kansas Department of Commerce, and the Kansas Human Rights Commission made presentations as part of the seminar.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 26, 2015

ITEM NO: 7

AGENDA ITEM: Discussion Items

ITEM TYPE: Discussion

COMMENT:

**A. Nominating Committee.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 26, 2015

ITEM NO: 8

AGENDA ITEM: Action Items

ITEM TYPE: Decision

COMMENT:

**A. Approval of Bid for Asbestos Removal.** Bids were solicited on May 12, 2015 and received and opened on May 19, 2015 for asbestos abatement in Room 207. Enclosed is the recommendation for this item.

RECOMMENDED ACTION: Approve the bid for asbestos abatement from iSi Environmental in the amount of $35,471.00 in Room 207 at the Concordia campus, and $10,000 contingency, and authorize payment from Building Development (Fund 84) funds.

**B. 2015-2016 Jenzabar Contract.** Enclosed is the recommendation for execution of a contract with Jenzabar for professional services for 2015-2016.

RECOMMENDED ACTION: Authorize the president to execute a contract with Jenzabar for $154,655 plus travel expenses to provide a maintenance plan, RSMS, custom maintenance, consulting hours, and RDBA hours for the 2015-2016 academic year beginning July 1, 2015 and authorize payment from Tech Fees.

**C. Scholarship Request.** The amount to be requested from the Cloud County Community College Foundation for the Scholarship Program will not exceed $131,279.16.

RECOMMENDED ACTION: Authorize the President to request from the Cloud County Community College Foundation not more than $131,279.16 for the Scholarship Program.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 26, 2015

ITEM NO: 8

AGENDA ITEM: Action Items (Cont’d)

ITEM TYPE: Decision

COMMENT:

**D. Policy AP6 – Retirement.** Enclosed are proposed changes to Policy AP6 – Retirement. The administration recommends approving these changes.

RECOMMENDED ACTION: Approve the changes to Policy AP6 – Retirement.

**E. Procedures to Policy SS4 – Benefits.** Enclosed are proposed changes to the procedures to Policy SS4 – Benefits. The administration recommends approving these changes.

RECOMMENDED ACTION: Approve the changes to the procedures to Policy

SS4 – Benefits.

**F. 2015-2016 Organizational Meeting.** Even though this was an election year, no new Board members will be coming on as of July. In the past when no new Board members were coming on, we have scheduled the next year’s organizational meeting with the regular meeting in June. If this is the desire of the Board, Policy B1 – Board Meeting must be waived.

RECOMMENDED ACTION: Waive Policy B1 – Board Meeting and hold the organizational meeting of the Board during the regular meeting on June 23, 2014.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 26, 2015

ITEM NO: 9

AGENDA ITEM: Other

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

May 26, 2015

ITEM NO: 10

AGENDA ITEM: Executive Session

ITEM TYPE:

COMMENT:

**A. Negotiations.**

**B. Consultation with Legal Counsel.**

**C. Non-elected Personnel.**