**BOARD OF TRUSTEES**

**CLOUD COUNTY COMMUNITY COLLEGE**

**February 27, 2018**

**MISSION**

Cloud County Community College prepares students to lead successful lives and enhances the vitality of our communities.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

**AGENDA - February 27, 2018**

Meeting Place: Room 257 in the President’s Addition

Time: 5:00 p.m.

1. Call to Order – 5:00 p.m.

2. Adopt Agenda

3. Guests’ Comments

4. Men’s and Women’s Basketball Teams

5. Phi Theta Kappa

1. Concordia Campus
2. Geary County Campus

6. Consent Agenda

1. Approval of Minutes of January 30, 2018
2. Treasurer’s Report

C. Purchasing and Payment of Claims

1) A List

2) B List

D. Personnel

E. Policies

7 Reports

A. President’s Message

B. Vice President for Academic Affairs

C. Vice President for Administrative Services

D. Vice President for Student Affairs and Advancement

E. Meetings Trustees Attended

8. Discussion Items

A. Wayfinding Signage Update

9. Action Items

A, Memorandum of Agreement – Retirement of Tena Elwood

10. Other

11. Executive Session

12. Adjournment

NEXT MEETING – March 27, 2018

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 27, 2018

ITEM NO: 1

AGENDA ITEM: Call to Order – 5:00 p.m.

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 27, 2018

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 27, 2018 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 27, 2018

ITEM NO: 3

AGENDA ITEM: Guests’ Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 27, 2018

ITEM NO: 4

AGENDA ITEM: Men’s and Women’s Basketball Teams

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 27, 2018

ITEM NO: 5

AGENDA ITEM: Phi Theta Kappa

ITEM TYPE:

COMMENT:

**A. Concordia Campus.**

**B. Geary County Campus.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 27, 2018

ITEM NO: 6

AGENDA ITEM: Consent Agenda

ITEM TYPE: Decision

COMMENT:

1. **Approval of Minutes of January 30, 2018.** The minutes of the regular meeting of January 30, 2018 are enclosed.
2. **Treasurer’s Report.** The Treasurer’s Report as of January 31, 2018 shows a balance of $10,379,420.07 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. A List. Approval 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.

a) 01-85-9100-741 Consolidated Mgmt Meals – 1-11 to 1-17 $ 4,596.48

Meals – 1-18 to 1-24 16,087.68 b) 01-61-6100-820 CCCC Foundation Baseball hitting facility 15,000.00

2) B List. This list contains those checks/claims that have had Board approval and/or met requirements of State law and have been written. See attached B List.

1. **Personnel.**
2. Contract Renewal Recommendation for Wrestling Coaches. The administration recommends renewal of the contracts for Cody Cole as the Head Wrestling Coach and Andy Jay as the Assistant Wrestling Coach for the 2018-2019 contract year.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 27, 2018

ITEM NO: 6

AGENDA ITEM: Consent Agenda (Cont’d)

ITEM TYPE: Decision

COMMENT:

1. **Policies.** Proposed changes to these policies were brought to the January 2018 meeting. They are brought to this meeting for approval.
2. Policy C7 – Drug, Alcohol and Controlled Substances Abuse. These policy and procedure changes are being proposed so both employees and supervisors are aware of the factors which may be causes of reasonable suspicion for working under the influence of a controlled substance and the processes if there is reasonable suspicion. Please note that the procedures being recommended have been revised since the procedures presented at the January Board meeting.
3. Policy C17 – CDL Drug/Alcohol Testing. These policy and procedure changes are being proposed to simplify the Drug Testing Processes and to make the procedures consistent with other Cloud County Community College policies and drug testing policies from other colleges.
4. Policy D18 – Internet Courses. The changes remove the payment for courses from policy. Online pay is defined in the Master Contract as is salary. Changes also document the process which was already in place for obtaining approval to develop a course and puts into procedures the online course standards that have been approved by faculty and the form in use.

4) Policy E4 – Alcohol and Controlled Substances Abuse. Since this is a student related policy, the policy is brought to remove “employees” from the fourth line.

5) Policy AP7 – Resignation, Discipline, Termination and Nonrenewal. The Administrative Procedures include causes for disciplinary action. These changes are being proposed so that both employees and supervisors are aware of the potential causes for discipline and the types of discipline that can take place.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 27, 2018

ITEM NO: 6

AGENDA ITEM: Consent Agenda (Cont’d)

ITEM TYPE: Decision

COMMENT:

**E. Policies. (Cont’d)**

6) Policy SS5 – Employee Relations. The Support Staff Procedures include causes for disciplinary action. We want to make them consistent with the procedures being proposed in AP7. We are also proposing the Discipline, Resignation, and Termination be under one procedure to be consistent with the procedures in AP7.

RECOMMENDED ACTION:

Approve the items included in the Consent Agenda as presented.

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CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 27, 2018

ITEM NO: 7

AGENDA ITEM: Reports

ITEM TYPE: Information

COMMENT:

**A. President’s Message.**

1. Council of Presidents Update

**B. Vice President for Academic Affairs.**

1. Academic Review/Budget Hearings
2. Fall Schedule
3. HLC Criterion Chairman Meeting/Training
4. Strategic Planning Advancement/Implementation

**C. Vice President for Administrative Services.**

1. Financial Overview

2) Facilities

**D. Vice President for Student Affairs and Advancement.**

**E. Meetings Trustees Attended.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 27, 2018

ITEM NO: 8

AGENDA ITEM: Discussion Items

ITEM TYPE: Discussion

COMMENT:

**A. Wayfinding Signage Update.**

CLOUD COUNTY COMMUNITY COLLEGE

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February 27, 2018

ITEM NO: 9

AGENDA ITEM: Action Items

ITEM TYPE: Decision

COMMENT:

**A. Memorandum of Agreement – Retirement of Tena Elwood.** On November 3, 2017, Tena Elwood submitted her request to participate in the Early Retirement Program effective June 1, 2018. Tena is currently an Instructor in Nursing. Her Memorandum of Agreement requesting to participate in the Early Retirement Program is enclosed.

RECOMMENDED ACTION: Approve to allow Tena Elwood to participate in the Early Retirement Program effective June 1, 2018.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 27, 2018

ITEM NO: 10

AGENDA ITEM: Other

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 27, 2018

ITEM NO: 11

AGENDA ITEM: Executive Session

ITEM TYPE: Executive Session

COMMENT:

1. **Non-elected Personnel.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

February 27, 2018

ITEM NO: 12

AGENDA ITEM: Adjournment

ITEM TYPE:

COMMENT: