CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

June 26, 2012

Present: Ellen Anderson, Gregory Askren, David Clemons, Larry Henry, Roger Koester and Thomas Tuggle; President Danette Toone and Marilyn Martin, Clerk.

Others Present: Amy Hadachek, KNCK and Jessica LeDuc, Blade-Empire; Attorney Scott Condray; Sr. Marcia Allen, Gene Johnson and Steve Lindsey; Jenny Acree, Matt Bechard, Shane Britt, Brenda Edleston, Janet Eubanks, Joel Figgs, Harry Kitchener, Kim Krull, James Lukacevich, Bob Maxson, Tom Roberts, Beth Whisler, Mark Whisler and Chris Wilson, staff.

Chairman David Clemons called the meeting to order at 7:00 p.m. in Room 257 of the President’s Addition.

Roger Koester moved and Gregory Askren seconded to adopt the agenda; motion passed.

Guests’ Comments: None.

Recognitions: Matt Bechard recognized seven athletic teams for being name NJCAA Academic Teams of the Year. Kellen Johnson is competing in the Olympic trials, Jeffrey Julmis will be competing for Haiti in the Olympics and Mikel Thomas will be competing for Trinidad. Kim Krull recognized the Phi Theta Kappa chapter at the Concordia Campus for being a 2-Star Chapter and the chapter at the Geary County Campus for being a 5-Star Chapter.

President’s Message: Dr. Toone said a farmer from Texas was on campus to see the Nordtank wind tower and is interested in our blades. The Kansas Board of Regents voted on the distribution of the additional $8 million for tech funding. CCCC will receive an additional $195,130. When we purchased Jenzabar in 2005, we purchased the degree audit module. Ashley Douglas is rebuilding trees for this module. We may have to contact Jenzabar for some advice.

Vice Presidents’ Reports: Kim Krull, Vice President for Academic Affairs, reported the first session of summer classes ends this week, and the second session starts Monday. The KBOR approved 17 classes that will transfer from any institution to another in Kansas. The on-campus developmental education committee has been assessing the developmental education program on campus. The State is no longer going to fund developmental education at the four-year universities. Bob Maxson, Vice President for Administrative Services, said the Business Office is extremely busy with the end of the fiscal year. Auxiliary Services is preparing for the fall and housing occupancy for fall is at 102%. He is working on next year’s budget. The actual revenues and expenses for 2012 will be within $2,000 of the budget. Joel Figgs, Vice President for Enrollment Management and Student Services, reported the sixth and final enrollment day is July 18. The 2011-2012 year set another record in credit hours.

Meeting Reports: Ellen Anderson reported on the KACCT meeting at Johnson County Community College June 7-8.

Geary County Campus Update: Brenda Edleston reported they have 215 students enrolled in summer classes. The TRAC 7 Advisory Committee has been appointed. The program hopes to do internships and apprenticeships. Cathy Castle is going to take the CDL class so she can drive the mobile lab.

Cloud County Community College Foundation Update: Jim Lukacevich told the Board the Geary County Campus has been experiencing need on the part of students who do not have the money to enroll. They have received approximately $18,000 from the Dorothy J. Cassity Charitable Trust which will be used for this purpose. The Crescendo Gift Legacy Page on the website is being installed. He said Tom Roberts and he are working to complete on-line donation on the website.

Gregory Askren moved and Ellen Anderson seconded to approve the minutes of May 29, 2012; May 31, 2012 and June 19, 2012; motion passed.

Larry Henry moved and Roger Koester seconded to approve the Treasurer’s Report as of

May 31, 2012 with a cash balance of $5,287,340.22; motion passed.

Bob Maxson reported the reports were for the first 11 months. The last ad valorem tax payment is not shown but was received in June. Auxiliary services performed well this year. Money has been set aside for the bond payments in September.

Two separate lists of purchases and payment of claims were presented to the Board for approval. List (A) requested approval of expenditures or transfer of college funds of $5,000 or more.

Larry Henry moved and Thomas Tuggle seconded to approve the (A) List and the addendum (numbers 9 and 10); motion passed.

The (B) List contained those checks/claims that had approval and/or met the requirements of state law. Gregory Askren moved and Ellen Anderson seconded to approve the (B) List; motion passed.

Roger Koester moved and Larry Henry seconded to remove bids for Workers Compensation Insurance from the table; motion passed.

Roger Koester moved and Gregory Askren seconded to accept the low local bid in the amount of $53,254 submitted by Peoples Insurance, Concordia, Kansas, with a $1,000 deductible per claim for Workers Compensation Insurance and authorize payment; motion passed. Bob Maxson reported lighting is being improved in the stairwells and signs hung cautioning people to use the hand rails in an attempt to prevent falls.

Roger Koester moved and Gregory Askren seconded to accept the low base bid of $31,670 and the low catastrophic bid of $1,665 both submitted by Dwight Menke/First Agency for student athletes in the College sports programs and authorize payment with funding from the All Sports Budget; motion passed.

Gregory Askren moved and Larry Henry seconded to accept the low bid of $182,000 submitted by New Horizons RV from Junction City, KS, for the purchase of a 44-foot fifth-wheel Agribiotech Teaching Laboratory and authorize payment with funding from the TRAC7 Department of Labor grant; motion passed.

Roger Koester moved and Gregory Askren seconded to approve the full-time, twelve-month, professional services employee position of Head Women’s and Men’s Cross Country Coach/Assistant Women’s and Men’s Indoor/Outdoor Track and Field Coach and authorize the administration to fill the position; motion passed.

Bob Maxson reported the requests for proposals have gone out for the reduction of the height of the wind turbines. The requests will be opened July 19, 2012. He has received quotes for the replacement of the sign on the northeast corner of campus. This is an insurance item.

Gregory Askren moved and Larry Henry seconded to approve Change Order #1 from R & R Developers, Inc., on the Geary County Campus Science Building in the amount of $8,137.90; motion passed.

The summer projects which are the parking lot repair, the sewer problem in the President’s Addition, the Music Room renovation, stairwells and greenhouse are all progressing nicely.

Dr. Toone presented information from the Fleet Task Group. The Board requested information on what we are paying for maintenance by vehicle.

David Clemons asked about a small shed out by the horses being blown down. Bob reported it was not a large enough claim for insurance.

Gregory Askren moved and Ellen Anderson seconded to approve revisions to the following policies: D9 – Tuition Refunds; F1 – Solicitation of Funds; F2 – Gifts, Bequests and Grants; F3 – Use of College Facilities; F4 – Crisis Management; F5 – Accounting Policies; F7 – Purchasing; F8 – Vehicles and Transportation; F9 – Traffic and Parking; F10 – Non-College Use of Equipment, Furniture and Other Property; F11 – College Property and Inventory of Equipment; F12 – Disposal of Obsolete Property (Equipment & Materials); F13 – Insurance; F14 – Institutional Publications, Logo Use and College Marketing; F15 – Services for Employees; F16 Security Procedures; F17 Payment of Tuition, Fees and Other Charges; F18 – Computer Maintenance; F19 – Bloodborne Pathogen Exposure Plan; F20 – Conflict of Interest; F21 – Records Retention; F22 – Identity Theft and Red Flag; F24 – Banking and Investments and F25 – Cloud County Community College Foundation; motion passed.

Information Items: The items were Kid’s College, the Cloud and Republic County Fairs, Cloud County Community College T-Bird Golf Tournament and the ACCT Community College Leadership Congress.

Ellen Anderson moved and Larry Henry seconded to name Gregory Askren Chairman of the Board of Trustees; motion passed.

Gregory Askren moved and Thomas Tuggle seconded to name Larry Henry Vice-Chairman of the Board of Trustees; motion passed.

Ellen Anderson moved and David Clemons seconded to name Marilyn Martin Clerk of the Board of Trustees; motion passed.

Ellen Anderson moved and Gregory Askren seconded to name Gene Johnson Treasurer of the Board of Trustees; motion passed.

Roger Koester moved and Gregory Askren seconded to designate Condray and Thompson, LLC, as the College’s law firm; motion passed.

Roger Koester moved and David Clemons seconded to name Ellen Anderson the representative to the Kansas Association of Community College Trustees; motion passed.

The following appointments were made: KASB Governmental Relations Network – Thomas Tuggle; Representative to CloudCorp – David Clemons; Audit/Finance Committee – Larry Henry and Roger Koester; Nominating/President’s Evaluation Committee – Ellen Anderson and Thomas Tuggle; Negotiating Team – Ellen Anderson, Gregory Askren and David Clemons; Benefits Committee – Gregory Askren and David Clemons; CCCC Foundation – Thomas Tuggle; Facilities Committee – Thomas Tuggle and Institutional Planning – Ellen Anderson.

Roger Koester moved and Gregory Askren seconded to set the last Tuesday of the month at 7:00 p.m. in Room 257 of the President’s Addition as the regular monthly meeting except the December meeting which will be December 18 because of the Christmas holiday; motion passed.

Thomas Tuggle moved and Roger Koester seconded to set the annual Treasurer’s salary at $1,860; motion passed.

Other: Thomas Tuggle emphasized we should be making sure employees and students are encouraged to use the hand rails when going up and down the stairs. This will be covered during an employee in-service.

Gregory Askren moved and David Clemons seconded to recess into executive session at 9:44 p.m. in Room 259 to discuss negotiations and return to regular session in Room 257 at 9:59 p.m. with the six Board members, Dr. Toone, Chris Wilson and Scott Condray present in the executive session; motion passed.

It was announced there would be no action taken following the executive session.

The meeting was adjourned at 10:00 p.m.

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Marilyn A. Martin, Clerk

Cloud County Community College

Board of Trustees