**BOARD OF TRUSTEES**

**CLOUD COUNTY COMMUNITY COLLEGE**

**JANUARY 25, 2011**

**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 - January 25, 2011**

Meeting Place: Room 257 in the Student Center

 Time: 7:00 p.m.

 1. Call to Order – 7:00 p.m.

 2 Adopt Agenda Decision

 3. Guests’ Comments

 4. Recognitions Information . Information

 5. Program Highlights Information

 6. 2009-2010 Audit Decision

 7. President’s Message Information

 8. Meeting Reports Information

 9. Geary County Campus Update Information

 10. Approval of Minutes of December 21, 2010 and January 6, 2011 Decision

11. Finances Decision

 A. Treasurer’s Report

 B. Financial Overview

 C. Consortium Purchases of Technology Products

12. Purchasing and Payment of Claims Decision

13. Personnel Decision

1. President’s Evaluation
2. President’s Moving Expenses
3. Early Retirement – Elsie Brummett
4. English Instructor Position
5. Other

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

**Agenda - January 25, 2011**

14. Facilities Decision

1. HVAC Update
2. Other

15. Information Items  Information

1. Pike Trail League Basketball Tournament
2. Induction into the Athletic Hall of Fame
3. Winter Homecoming
4. Telefund 2011
5. 31st Annual Scholarship Auction
6. Youth for Music
7. Cook Series
8. College Goals Sunday
9. NCK Community Band Concert
10. PTK Academic All Americans
11. Intergovernmental Meeting

16. Other

17. Executive Session Executive Session

 A. Consultation with Legal Counsel

 B. Non-elected Personnel

 C. Negotiations

NEXT MEETING – February 22, 2011

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

January 25, 2011

ITEM NO: 1

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

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

January 25, 2011

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 January 25, 2011 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

January 25, 2011

ITEM NO: 3

AGENDA ITEM: Guests’ Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

January 25, 2011

ITEM NO: 4

AGENDA ITEM: Recognitions

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

January 25, 2011

ITEM NO: 5

AGENDA ITEM: Program Highlights

ITEM TYPE: Information

COMMENT:

The basketball teams will introduce themselves and tell of their seasons thus far.

 CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

January 25, 2011

ITEM NO: 6

AGENDA ITEM: 2009-2010 Audit

ITEM TYPE: Decision

COMMENT:

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

RECOMMENDED ACTION:

Accept the 2009-2010 audit.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

January 25, 2011

ITEM NO: 7

AGENDA ITEM: President’s Message

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

January 25, 2011

ITEM NO: 8

AGENDA ITEM: Meeting Reports

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

January 25, 2011

ITEM NO: 9

AGENDA ITEM: Geary County Campus Update

ITEM TYPE: Information

COMMENT:

A monthly report from the Geary County Campus is enclosed.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

January 25, 2011

ITEM NO: 10

AGENDA ITEM: Approval of Minutes of December 21, 2010 and January 6, 2011

ITEM TYPE: Decision

COMMENT:

The minutes of the regular meeting of December 21, 2010 and the special meeting of January 6, 2011 are enclosed.

RECOMMENDED ACTION:

Approve the minutes of December 21, 2010 and January 6, 2011.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES MEETING

December 21, 2010

Present: Gregory Askren, David Clemons, Marsha Doyenne, Daniel Gerber, Roger Koester and Charles Lowers; President Danette Toone and Marilyn Martin, Clerk.

Others Present: Joe Jindra, KNCK and Brad Lowell, Blade-Empire; Attorney David Swenson; Glenda Clemons, James Douglass, Eric Johnson, Janet Jones, Gavin Koester, Ethan Dralle, John Toone, Madison Toone and Morgan Toone; Holly Andrews, Chet Anson, Shane Britt, Lucas Brown, Nick Elniff, Janet Eubanks, Shelly Farha, Joel Figgs, Lou Frohardt, Nick Jones, Kim Krull, Bob Maxson, Brent Phillips, Jennifer Sieben, Patrick Sieben, Susan Sutton and Chris Wilson, staff.

Chairman Roger Koester called the meeting to order at 7:00 p.m. in Room 257 of the Student Center.

David Clemons moved and Charles Lowers seconded to approve the agenda amended to move the executive session from Item 15B1 to 15A1; motion passed.

Chairman Koester called a moment of silence in memory of former employee Lisa Huber whose funeral services were this morning.

Guests’ Comments: Brent Phillips, President of the Faculty Association, read a letter from the Association regarding acceptance of the 2010-2011 negotiated agreement.

Recognitions: Kim Krull recognized Ramon Daines for completing her Bachelors Degree, Michelle Charbonneau for receiving a $500 scholarship to attend the Belief Early Childhood Leadership Institute and Susan Sutton for being named to the Kansas Humanities Council by Governor Mark Parkinson.

President’s Message: Dr. Toone introduced her family John, Madison and Morgan Toone and grandson Ethan Dralle. She reported the Kansas Board of Regents approved a recommendation to the Legislature to implement tiered funding for technical education and non-tiered funding for general education. They are asking for increases of $12 million for technical and community colleges and $50 million for the Kansas Commitment from the Legislature. She read from a draft of the HLC visit report noting the challenges they identified.

Meeting Reports: None.

Geary County Campus Update: Kim Krull reported the GCC is continuing discussion with the city and community leaders about expansion at the Campus. Both campuses are beginning to see enrollment in the new hybrid on-line CNA course.

Higher Learning Commission: Kim Krull reported on the recommendation of our site team chair and our liaison. We are withdrawing our request for approval of Associate degrees online and will address it separately. We will resubmit this request in about a year.

Kim Krull presented the Strategic Plan Mid-year Report.

Daniel Gerber moved and Charles Lowers seconded to approve the minutes of November 30, 2010; motion passed.

Daniel Gerber moved and Charles Lowers seconded to approve the Treasurer’s Report as of November 30, 2010 with a cash balance of $4,601,246.55; motion passed.

Bob Maxson presented an overview of the financial condition of the College. Trustee Lowers asked about showing the expenses associated with the wind turbines. Mr. Maxson reported there is approximately $116,000 in the contingency fund for the Residence Life construction fund which will probably be transferred to the bond fund. He reported some people have taken advantage of the deferred maintenance tax credits with contributions to the "Light Up Cook Theatre" fund. It will take approximately $105,000 for the project.

Daniel Gerber moved and Charles Lowers seconded to approve the recommended room and board rates for academic year 2011-2012; motion passed.

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.

Charles Lowers moved and David Clemons seconded to approve the (A) List; motion passed.

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

Bob Maxson presented the final draft of the 2009-2010 audit. Consensus of the Board was to ask Neil Phillips to the January meeting.

The Chair declared a five-minute break.

By consensus of the Board, Item 16B was moved before Item 14.

David Clemons moved and Charles Lowers seconded to table Change Order 4 and all payments to Fowles Construction; motion passed.

Marsha Doyenne moved and Daniel Gerber seconded to accept the low bid for $7,147.95 submitted by Dell Computers, Round Rock, TX, for a Computer Network Attached Storage Server with funding coming from technology fees and authorize payment; motion passed.

Gregory Askren moved and Charles Lowers seconded to accept the bid for $75,617.75 submitted by Innovative Education Systems, Oak Grove, MO, for the Electrical and Hydraulic Training Equipment for the Wind Energy Technology program with funding from a State Energy Sector Partnership and Training grant from the Kansas Department of Commerce and authorize payment; motion passed.

Daniel Gerber moved and Gregory Askren seconded to recess into executive session at 9:05 p.m. in Room 251 for discussion of non-elected personnel and return to regular session in Room 257 at 9:25 p.m. with the six Board members, Dr. Toone and David Swenson present in the executive session; motion passed.

David Clemons moved and Gregory Askren seconded to recess into executive session at 9:26 p.m. in Room 251 for discussion of non-elected personnel and return to regular session in Room 257 at 9:36 p.m. with the six Board members, Dr. Toone and David Swenson present in the executive session; motion passed.

Gregory Askren moved and David Clemons seconded to recess into executive session at 9:38 p.m. in Room 251 for discussion of non-elected personnel and return to regular session in Room 257 at 9:48 p.m. with the six Board members, Dr. Toone, Bob Maxson and David Swenson present in the executive session; motion passed. Bob Maxson left the executive session at 9:44 p.m.

Daniel Gerber moved and David Clemons seconded to appoint Joel Figgs to the position of Interim Vice President of Enrollment Management and Student Services from January 1, 2011 to June 30, 2011 with no additional salary; motion passed.

Gregory Askren moved and Charles Lowers seconded to approve the supplemental position of Cloud Power Wind Farm Site Manager and Technician beginning January 1, 2011 through June 30, 2011 with funding coming from technology fees; motion passed.

Gregory Askren moved and Daniel Gerber seconded to appoint Bruce Graham to the position of Cloud Power Wind Farm Site Manager and Technician at a salary of $11,690 for January 1, 2011 through June 30, 2011; motion passed.

Consensus of the Board was to set a special Board meeting for January 4, 2011 at 7:00 p.m. in Room 257 for the President’s evaluation and possible other items.

Bob Maxson reported great progress is being made on the HVAC replacement project. They are still working on the noise levels.

Discussion was held on the possible remodeling of the Student Services area. Consensus of the Board was for Bob Maxson to work with Eric Johnson for the remodeling of the Student Services area.

Discussion was held about a possible contribution to the Community Foundation for Cloud County. Consensus of the Board was to not place any money in the Community Foundation for Cloud County.

Information Items: The Pike Trail League Basketball Tournament will be held January 18-22, 2011 on the Concordia Campus of Cloud County Community College. It was announced the Clyde special night at Cloud County ball games will be February 16 and the Glasco night January 17.

Other: Charles Lowers reported on December 20 he had traveled to Great Bend and Otis to observe the progress being made on the refurbishment of the Nordtank wind turbine. They expect to have the turbine running by February 1, 2011.

Charles Lowers moved and Marsha Doyenne seconded to recess into executive session at 10:26 p.m. in Room 251 for consultation with legal counsel and for discussion of non-elected personnel and return to regular session in Room 257 at 10:56 p.m. with the six Board members, Dr. Toone, Kim Krull, Chris Wilson and David Swenson present in the executive session; motion passed. Kim Krull and Chris Wilson left the executive session at 10:53 p.m.

The Chairman adjourned the meeting at 10:57 p.m.

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Marilyn A. Martin, Clerk

Cloud County Community College

Board of Trustees

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES SPECIAL MEETING

January 6, 2011

Present: Gregory Askren, David Clemons, Daniel Gerber, Roger Koester and Charles Lowers; President Danette Toone, and Marilyn Martin, Clerk. Absent: Marsha Doyenne.

Others Present: Brad Lowell, Blade-Empire and Toby Nosker, KNCK; Attorney David Swenson; Janet Eubanks, Joel Figgs, Kim Krull, Bob Maxson, Tom Roberts, Susan Sutton, Chris Wilson and Nancy Zenger-Beneda, staff.

Chairman Roger Koester called the meeting to order at 7:00 p.m. in Room 257 of the Student Center.

David Clemons moved and Charles Lowers seconded to adopt the agenda amended by adding decision to Item 3; motion passed.

David Clemons moved and Charles Lowers seconded to approve Change Order #4 for the parking lot drainage issue at Thunder Heights and authorize payment; motion passed 4-1 (Clemons voting no).

Charles Lowers moved and David Clemons seconded to approve the appointment of Kevin Cook to the position of Instructor in Wind Energy Technology on a full-time, KPERS-covered faculty contract effective January 10, 2011, at the nine-month prorated salary of $33,300 plus fringe benefits; motion passed.

David Clemons moved and Gregory Askren seconded to recess into executive session at 7:23 p.m. in Room 251 for discussion of non-elected personnel and return to regular session in Room 257 at 7:33 p.m. with the five Board members, Dr. Toone, Chris Wilson and David Swenson present in the executive session; motion passed.

David Clemons moved and Charles Lowers seconded to recess into executive session at 7:39 p.m. in Room 251 for discussion of non-elected personnel and return to regular session in Room 257 at 7:54 p.m. with the five Board members, Dr. Toone, Chris Wilson and David Swenson present in the executive session; motion passed.

Daniel Gerber moved and David Clemons seconded to accept the resignation of Jonathon Wild effective May 13, 2011, and that Mr. Wild be placed upon indefinite administrative leave with full pay and benefits until the end of his current contract term; motion passed 4-1 (Askren voting no).

Charles Lowers moved and David Clemons seconded to recess into executive session at 7:55 p.m. in Room 251 for the President’s evaluation and return to regular session in Room 257 at 8:15 p.m. with the five Board members present in the executive session; motion passed.

It was announced there would be no decision following executive session.

Charles Lowers moved and David Clemons seconded to recess into executive session at 8:18 p.m. in Room 251 for the President’s evaluation and return to regular session in Room 257 at 8:48 p.m. with the five Board members present in the executive session; motion passed. Dr. Toone was invited into the executive session at 8:26 p.m.

Charles Lowers moved and David Clemons seconded to recess into executive session at 8:49 p.m. in Room 251 for the President’s evaluation and return to regular session in Room 257 at 8:59 p.m. with the five Board members and Dr. Toone present in the executive session; motion passed.

The Chairman adjourned the meeting at 9:00 p.m.

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Marilyn A. Martin, Clerk

Cloud County Community College

Board of Trustees

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

January 25, 2011

ITEM NO: 11

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

December 31, 2010 with a cash balance of $4,723,741.39.

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

**C. Consortium Purchases of Technology Products.** Enclosed is information on purchasing items through the Western States Contract Alliance Consortium. We will be recommending purchasing some computers through WSCA.

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

January 25, 2011

ITEM NO: 12

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

January 25, 2011

(A) LIST

**APPROVAL OF EXPENDITURES OR TRANSFERS OF COLLEGE FUNDS OVER $5,000.**

This list contains requests for approval of expenditures or transfers of college funds over $5,000.

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

$5,000.

1. 01-11-6104-799 Higher Learning Comprehensive visit $ 10,937.57

 Commission

1. 01-11-6102-662 Swenson, Brewer Legal fees 12-16 to 12-28 797.21

01-60-6200-683 & Long Legal fees – wind turbine 4,433.22

1. 01-73-7303-799 Dell Marketing, L.P. 22 Dell Latitude E5510 computers 20,436.24

 for Wind Energy

1. 01-73-7303-799 Dell Marketing, L.P. 16 Dell Optiplex 980 computers 14,471.52

 for Wind Energy

1. 01-11-3100-592 Peoples Insurance Worker’s comp insurance 34,261.73

01-11-6200-621 Property insurance 47,844.29

01-85-9100-621 Residence Life property insurance 10,142.98

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

January 25, 2011

ITEM NO: 13

AGENDA ITEM: Personnel

ITEM TYPE: Decision

COMMENT:

1. **President’s Evaluation.**

**B. President’s Moving Expenses.** Dr. Toone’s current contract states she will be reimbursed for moving expenses incurred before February 28, 2011 in an amount not to exceed $5,000. Since she is in the process of building a new home and is currently residing in furnished housing, she will not be moving her own furnishings until her new home is completed.

 RECOMMENDED ACTION: Change Dr. Toone’s contract to state she will be reimbursed for moving expenses incurred by June 30, 2011 in an amount not to exceed $5,000.

**C. Early Retirement – Elsie Brummett.** On January 18, 2011, Elsie Brummett submitted her request to participate in the Early Retirement Program effective March 31, 2011. Since her request was received after the deadline of December 1, it is recommended that the Board approve to waive the December 1 deadline. Elsie is currently the Bookstore Manager and has been an employee of Cloud County Community College since August 1977. Her letter requesting to participate in the Early Retirement Program and the Memorandum of Agreement are enclosed.

RECOMMENDED ACTION: Waive the December 1 deadline to request early retirement and approve the participation of Elsie Brummett in the College’s Early Retirement Program as per the Memorandum of Agreement effective March 31, 2011 and authorize the administration to fill the Bookstore Manager position vacancy

 CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

January 25, 2011

ITEM NO: 13

AGENDA ITEM: Personnel (Cont’d)

ITEM TYPE: Decision

COMMENT:

**D. English Instructor Position.** At the January 6, 2011 meeting, the Board of

Trustees accepted the resignation of Jonathon Wild effective May 13, 2011 but did not authorize the administration to fill the position vacancy. That request is brought at this time.

RECOMMENDED ACTION: Authorize the administration to fill the English Instructor position to be vacated by Jonathon Wild effective May 13, 2011.

1. **Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

January 25, 2011

ITEM NO: 14

AGENDA ITEM: Facilities

ITEM TYPE: Decision

COMMENT:

1. **HVAC Update.**
2. **Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

January 25, 2011

ITEM NO: 15

AGENDA ITEM: Information Items

ITEM TYPE: Information

 COMMENT:

1. **Pike Trail League Basketball Tournament.** The tournament was held last week and was a big success. This is the final year the tournament will be held at Cloud County Community college.
2. **Induction into the Athletic Hall of Fame.** The 2001 National Championship Women’s Basketball Team was inducted into the Cloud County Community College Athletic Hall of Fame following the women’s basketball game on Sunday, January 23, 2011.
3. **Winter Homecoming.** Winter Homecoming will be Saturday, January 29, 2011. The men’s and women’s basketball teams will be playing Hutchinson Community College that evening.
4. **Telefund 2011.** The 2011 telefund will take place from January 30 through February 17, 2011.
5. **31st Annual Scholarship Auction.** The 31st Annual Scholarship Auction will be held Saturday, April 16, 2011, at the National Guard Armory. The silent auction begins at 5:30 p.m., dinner at 7:00 p.m. and the live auction at 8:00 p.m.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

January 25, 2011

ITEM NO: 15

AGENDA ITEM: Information Items (Cont’d)

ITEM TYPE: Information

 COMMENT:

1. **Youth for Music.** The 41st Annual Youth for Music sponsored by Cloud County Community College and Tom’s Music House will be held January 29-30, 2011. Rehearsals will take place on Saturday, January 29, 2011; and more than 300 area high school students will perform either in the band or one of the two choirs on Sunday, January 30, 2011, at the Brown Grand Theatre.
2. **Cook Series.** Two Cook Series events will take place in November. The Fabulous Chinese Acrobats will perform February 16 at 7:00 p.m. in Cook Theatre. The silent film *The Cameraman* starring Buster Keaton will be shown February 22 at 7:00 p.m. in Cook Theatre.
3. **College Goals Sunday.** College Goals Sunday will be February 13, 2011 from 2:00 to 4:00 p.m. in the upper level of the Student Center.
4. **NCK Community Band Concert.** The NCK Community Band will be in concert with the Concordia High School Band on Thursday, February 17, 2011, at 7:00 p.m. in the Concordia High School Auditorium**.**
5. **Phi Theta Kappa Academic All-Americans.** The PTK Academic All-Americans will be honored in Topeka on February 17, 2011. The students from the Concordia Campus are Brian Baetz and Emily Jackson and the students from the Geary County Campus are Justin Irvin and Pat Mensker.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

January 25, 2011

ITEM NO: 15

AGENDA ITEM: Information Items (Cont’d)

ITEM TYPE: Information

 COMMENT:

1. **Intergovernmental Meeting.** An intergovernmental meeting has been scheduled for Wednesday, February 9, 2011, at 7:00 p.m. in the Dining Room of Cloud County Health Center.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

January 25, 2011

ITEM NO: 16

AGENDA ITEM: Other

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

January 25, 2011

ITEM NO: 17

AGENDA ITEM: Executive Session

ITEM TYPE: Executive Session

COMMENT:

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

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