**BOARD OF TRUSTEES**

**CLOUD COUNTY COMMUNITY COLLEGE**

**AUGUST 30, 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 - August 30, 2011**

Meeting Place: Room 257 in the Student Center

Time: 7:00 p.m.

1. Tour of Facilities – 6:00 p.m.

2. Call to Order – 7:00 p.m.

3 Adopt Agenda Decision

4. Guests’ Comments

5. Recognitions Information . Information

6. Program Highlights Information

7. President’s Message Information

8. Meeting Reports Information

9. Geary County Campus Update Information

10. Cloud County Community College Foundation Information

11. Approval of Minutes of July 26, 2011 and August 9, 2011 Decision

12. Finances Decision

A. Treasurer’s Report

B. Financial Overview

C. 2011-2012 Operational Budget

13. Purchasing and Payment of Claims Decision

14. Bids Decision

A. Web Content Management System

15. Personnel Decision

1. Geary County Campus TRiO Administrator
2. Library Associate Specialist
3. Other

16. Facilities Decision

1. Turbine Update
2. Other

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

**Agenda - August 30, 2011**

17. Policies Decision

A. C2 – Hiring Personnel

B. C5 – Nondiscrimination

C. C6 – Communicable Diseases

D. C7 – Drugs, Alcohol and Controlled Substances Abuse

E. C9 – Harassment, Retaliation or Discrimination

F. C10 – Problem Resolution

G. C11 – Family and Medical Leave

H. C12 – Early Retirement - Support Staff

I. C13 – Declared Holidays

J. C14 – Employee Tuition and Comprehensive Fee Benefit

K. C15 – Nepotism

L. C16 – Hiring of Minors

M. C17 – CDL Drug/Alcohol Testing

N. C18 – Shared Sick Leave Pool

O. C19 – Workers Compensation

18. Information Items  Information

A. T-Bird Golf Tournament

B. CCCC Foundation Fall Campaign

C. KACCT Annual Meeting

D. Marty Essen, Around the World in 50 Minutes

19. Other

20. Executive Session Executive Session

A. Consultation with Legal Counsel

B. Non-elected Personnel

NEXT MEETING – September 27, 2011

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

August 30, 2011

ITEM NO: 1

AGENDA ITEM: Tour of Facilities – 6:00 p.m.

ITEM TYPE:

COMMENT:

Meet in the President’s Office.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

August 30, 2011

ITEM NO: 2

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

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

August 30, 2011

ITEM NO: 3

AGENDA ITEM: Adopt Agenda

ITEM TYPE: Decision

COMMENT:

Parliamentary rules recommend the adoption of the Agenda.

RECOMMENDED ACTION:

Adopt the Agenda for the August 30, 2011 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

August 30, 2011

ITEM NO: 4

AGENDA ITEM: Guests’ Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

August 30, 2011

ITEM NO: 5

AGENDA ITEM: Recognitions

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

August 30, 2011

ITEM NO: 6

AGENDA ITEM: Program Highlights

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

August 30, 2011

ITEM NO: 7

AGENDA ITEM: President’s Message

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

August 30, 2011

ITEM NO: 8

AGENDA ITEM: Meeting Reports

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

August 30, 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

August 30, 2011

ITEM NO: 10

AGENDA ITEM: Cloud County Community College Foundation Update

ITEM TYPE: Information

COMMENT:

A monthly report from the Cloud County Community College Foundation is enclosed.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

August 30, 2011

ITEM NO: 11

AGENDA ITEM: Approval of Minutes of July 26, 2011 and August 9, 2011

ITEM TYPE: Decision

COMMENT:

The minutes of the regular meeting of July 26, 2011 and the special meeting of August 9, 2011 are enclosed.

RECOMMENDED ACTION:

Approve the minutes of July 26, 2011and August 9, 2011.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

August 30, 2011

ITEM NO: 12

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

July 31, 2011 with a cash balance of $5,253,341.38.

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

**C. 2011-2012 Operational Budget.** Enclosed is the operational budget.

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

August 30, 2011

ITEM NO: 13

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

August 30, 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. 01-60-6200-683 Morris Lang Evans Turbine legal fees – July $ 6,474.92

Brock & Kennedy

2. 01-83-9100-679 Nebraska Book Co. Textbooks 7,038.00

3. 01-11-7500-852 Contract Supply Library repairs – HVAC damages 10,162.50

4. 01-73-7338-799 ATI Nursing NCLEX Prep Plan 13,414.18

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

August 30, 2011

ITEM NO: 14

AGENDA ITEM: Bids

ITEM TYPE: Decision

COMMENT:

**A. Web Content Management System.** Bids for a web content management system were solicited and opened August 11, 2011. The administration recommends accepting the low bid from Percussion Software, Woburn, Massachusetts.

RECOMMENDED ACTION: Accept the low bid of $25,000.00 submitted by Percussion Software, Woburn, Massachusetts, for a Web Content Management System and authorize payment from the $25,000 transfer to technology fees approved by the Board in July 2011.

To: Board of Trustees

From: Robert P. Maxson, Vice-President for Administrative Services

Dr. Danette Toone, President

Date: August 23, 2011

Subject: Bid recommendation for Content Management System

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On July 19, 2011 bids were requested for the purchase, training and maintenance of a Web Content Management System. On August 11, 2011 six bids were received and opened. The following is a recap of the bids received and opened:

Vendor Location System Cost

Vision Internet Santa Monica, CA $32,325.00

Fuseideas Boston, MA $55,000.00

Percussion Software Woburn, MA $25,000.00

Academica Group Boston, MA $39,960.00

IKON Office Solutions Beloit, KS $39,960.00 (1)

Nubifer, Inc. San Diego, CA $35,000.00

Oracle Higher Ed Redwood Shores, CA $96,600.00

1. Note – Using Academica as sub-contractor

We recommend you approve the low bid submitted by Percussion Software, Woburn, MA.

The web is increasingly important, not only as a source of information, but also as a marketing tool. Since students are more likely than their parents to utilize the web for communication, it follows that the college must utilize the web more effectively to maximize recruitment. In addition, as the web has grown in importance, it has moved beyond the reach of one person to maintain. To provide more frequent content updates and ensure web content is timely and fresh, a more decentralized content management system is needed and required.

Percussion Software’s CM-1 offers an easy-to-use interface for non IT personnel to create and edit content on the web. In addition, the system offers flexible ways to integrate existing content such as styles and graphics. Finally, CM-1 can be deployed on the existing server hardware, which saves on time and cost. As the college moves forward, there will be product upgrades, maintenance, and unlimited support, all covered by the annual subscription.

Funding for the purchase, training and maintenance will come from the $25,000 transfer to technology fees approved by the Board of Trustees in July, 2011.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

August 30, 2011

ITEM NO: 15

AGENDA ITEM: Personnel

ITEM TYPE: Decision

COMMENT:

**A. Geary County Campus TRiO Administrator.** The search committee has been reviewing applications and interviewing candidates for this position. If available, a recommendation will be made for this position.

RECOMMENDED ACTION: Take action as appropriate.

**B. Library Associate Specialist.** The search committee has been reviewing applications and interviewing candidates for this position. If available, a recommendation will be made for this position.

RECOMMENDED ACTION: Take action as appropriate.

**C. Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

August 30, 2011

ITEM NO: 16

AGENDA ITEM: Facilities

ITEM TYPE: Decision

COMMENT:

**A, Turbine Update.**

**B. Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

August 30, 2011

ITEM NO: 17

AGENDA ITEM: Policies

ITEM TYPE: Decision

COMMENT:

**A. C2 – Hiring Personnel.** Policies C2, C3 and C4 were combined into one policy C2 titled Hiring Personnel. General policy statements were written and existing policy moved to procedures. The procedures were updated.

**B. C5 – Nondiscrimination.** A general policy statement was written and existing policy moved to procedures. The procedures were updated.

**C. C6 – Communicable Diseases.** The policy name was changed from AIDS, ARC and AIDS Virus to Communicable Diseases and a general policy statement written Existing policy was moved to procedures and updated.

**D. C7 – Drugs, Alcohol and Controlled Substances Abuse.** A general policy statement was written and existing policy moved to procedures and updated.

**E. C9 – Harassment, Retaliation or Discrimination.** The name was changed from Sexual Harassment, a general policy statement was written and existing policy moved to procedures and updated.

**F. C10 – Problem Resolution.** The name was changed from Complaint Procedure, a general policy statement was written and existing policy moved to procedures and updated.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

August 30, 2011

ITEM NO: 17

AGENDA ITEM: Policies (Cont’d)

ITEM TYPE: Decision

COMMENT:

**G. C11 – Family and Medical Leave.** A general policy statement was written and existing policy moved to procedures and updated**.**

**H. C12 – Early Retirement – Support Staff.** The information in this policy was moved to the Support Staff Policy Manual.

**I. C13 – Declared Holidays.** The format of this policy was changed.

**J. C14 – Employee Tuition and Comprehensive Fee Benefit.** A general policy statement was written and existing policy moved to procedures and updated.

**K. C15 – Nepotism.** This policy was updated.

**L. C16 – Hiring of Minors.** This policy was updated.

**M. C17 – CDL Drug/Alcohol Testing.**  A general policy statement was written and existing policy moved to procedures and updated.

**N. C18 – Shared Sick Leave Pool.** A general policy statement was written and existing policy moved to procedures and updated.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

August 30, 2011

ITEM NO: 17

AGENDA ITEM: Policies (Cont’d)

ITEM TYPE: Decision

COMMENT:

**O. C19 – Workers Compensation.** A general policy statement was written and existing policy moved to procedures and updated.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

August 30, 2011

ITEM NO: 16

AGENDA ITEM: Information Items

ITEM TYPE: Information

COMMENT:

**A. Cloud County Community College T-Bird Golf Tournament.** The 11th Annual T-Bird Classic Golf Tournament is scheduled for August 21, 2011.

**B. CCCC Foundation Fall Campaign.** A report on the Fall Campaign will be presented.

**C. KACCT Annual Meeting.** The annual meeting of KACCT will be held September 11 and 12 on at Highland Community College.

**D. Marty Essen “Around the World in 50 Minutes”.** This program will be presented in Cook Theatre on September 1, at 11:00 a.m. and 7:00 p.m.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

August 30, 2011

ITEM NO: 17

AGENDA ITEM: Other

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

August 30, 2011

ITEM NO: 18

AGENDA ITEM: Executive Session

ITEM TYPE: Executive Session

COMMENT:

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