**BOARD OF TRUSTEES**

**CLOUD COUNTY COMMUNITY COLLEGE**

**MARCH 27, 2012**

**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 - March 27, 2012**

Meeting Place: Room 257 in the President’s Addition

Time: 7:00 p.m.

1. Tour of the Music Room – 6:15 p.m. (meet at the entrance to the cafeteria)

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. Vice-President Reports Information

A. Vice President for Academic Affairs

B. Vice President for Administrative Services

C. Vice President for Enrollment Management and Student Services

9. Meeting Reports Information

10. Geary County Campus Update Information

11. Cloud County Community College Foundation Update Information

12. Performance Agreement Update Information

13. Strategic Plan Decision

14. Approval of Minutes of February 28, 2012 and March 16, 2012 Decision

15. Finances Decision

A. Treasurer’s Report

B. Financial Overview

16. Purchasing and Payment of Claims Decision

17. Personnel Decision

1. Retirement – Pamela Haden
2. Coordinator of Concurrent Education
3. Other

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

**Agenda - March 27, 2012**

18. Facilities

1. Turbine Update
2. Summer Projects

1). Music Room

2). Parking Lot 1

3). Sign

C. Other

19. Videotaping Board of Trustees Meetings Decision

20. Information Items Information

1. High School Art
2. High School Regional Music Festival
3. Aggie Days
4. Cloud Burst
5. Intergovernmental Meeting
6. Junior Day
7. Cook Series
8. Phi Theta Kappa Induction
9. Great Society at Home
10. 32nd Annual Scholarship Auction
11. Nurses’ Pinning
12. Graduation

21. Other

22. Executive Session Executive Session

A. Consultation with Legal Counsel

B. Non-elected Personnel

C. Negotiations

NEXT MEETING: April 24, 2012

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 27, 2012

ITEM NO: 1

AGENDA ITEM: Tour of the Music Room – 6:15 p.m.

ITEM TYPE:

COMMENT:

Meet at the Cafeteria entrance.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 27, 2012

ITEM NO: 2

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

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 27, 2012

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 March 27, 2012 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 27, 2012

ITEM NO: 4

AGENDA ITEM: Guests’ Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 27, 2012

ITEM NO: 5

AGENDA ITEM: Recognitions

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 27, 2012

ITEM NO: 6

AGENDA ITEM: Program Highlights

ITEM TYPE: Information

COMMENT:

Suzi Knoettgen, Director of Financial Aid, will tell the Board the procedures they use to process Financial Aid.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 27, 2012

ITEM NO: 7

AGENDA ITEM: President’s Message

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 27, 2012

ITEM NO: 8

AGENDA ITEM: Vice President Reports

ITEM TYPE: Information

COMMENT:

1. **Vice President for Academic Affairs.**
2. **Vice President for Administrative Services.**
3. **Vice President for Enrollment Management and Student Services.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 27, 2012

ITEM NO: 9

AGENDA ITEM: Meeting Reports

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 27, 2012

ITEM NO: 10

AGENDA ITEM: Geary County Campus Update

ITEM TYPE: Information

COMMENT:

A monthly report from the Geary County Campus is enclosed.

Geary County Campus

Report to the Board of Trustees

March 27, 2012

**Student Services Activities – Calvin Shope**

* Student Services held an Information Night Thursday, March 15, 2012. The attendees were prospective students and parents of prospective students. Calvin Shope, Jennifer Zabokrtsky, and Jennifer Kellert shared information on the College, the Geary campus, Cloud’s admissions process, and financial aid, among other topics.
* In celebration of Easter, Student Services will host an Easter Egg Hunt for the children of GCC students, faculty, and staff.
* A comparison of the March 16, 2011 and March 16, 2012 enrollment statistics shows an increase this spring over last. The student headcount from 2011 was 491. The student headcount on this same date in 2012 is 547. The number of credits hours increased from 4856 credit hours to 5314.

**Campus Dean – Brenda Edleston**

* Forty-eight students, faculty, and staff attended the presentation by Dr. Martin Vacanti, MD, on March 13th. The audience learned of the continuing research in tissue regeneration through genetic engineering and the promise it holds for future use for amputees and paralysis victims.
* March was a month busy with committee meetings strategically positioning the College for growth and advancement in practices and educational services. Dean Edleston represented the Geary Campus in committee discussions on evaluation of adjunct faculty, implementation of the College’s assessment program, and investigation of the College’s courses in developmental education.
* Brenda Edleston will represent the College as a member of the Geary Community Hospital and Junction City/Geary County Health Department’s Health Needs Assessment Committee. The committee will study the current health needs of the community and develop a plan to remediate any deficiencies.
* Much progress has been made toward the construction of the science building for the Geary Campus. After meeting with the GCC science faculty, Brenda Edleston met with the architect to finalize the floor plan. Dean Edleston and Cathy Castle, instructor in the Agri-biotechnology program, have had numerous meetings throughout the month with manufacturers of specialty vehicles on a related grant-funded project. This second major project involves the design and manufacture of a mobile biotechnology science lab. We expect to have proposals on the mobile lab by the end of April.
* Brenda Edleston was a guest speaker for a recent College Skills class. Dean Edleston spoke with the class about strategies for success in their college studies including approaches to reading texts and taking notes. Much of the presentation focused in defining and using higher order thinking skills.

**Business and Industry training – Jason York**

* Nine students participated in CDL Phase I training that was held February 27-28, and included employees of the Fort Riley’s Readiness Sustainment Maintenance Site. Six students participated in CDL Phase I training March 5-8. Our next CDL Phase I training is scheduled April 2-5.
* CDL Phase II training (behind-the-wheel driving) is ongoing and students are completing their driving examinations weekly at the Junction City DMV.
* In cooperation with the JoDee Aldridge-Ball, Department of Allied Health, thirty-five students completed C.N.A. Online-Hybrid courses ending on March 12. Twenty-seven students started C.N.A. Online-Hybrid courses on March 12. The next C.N.A. Online-Hybrid training begins April 9 and we anticipate having at least three sections to offer students.
* We are taking pre-enrollments for the Summer EMT Course.
* A full class of 12 students participated in our first 2012 Motorcycle Safety Foundation Course, March 16-18. The next MSF class begins March 22, and this section is also full. Classes are scheduled approximately every other weekend.
* In cooperation with Sterling House of Junction City, the GCC will host Primetime Yoga. The courses will meet April 5, 12, 19, and 26.
* Our ESL Classes attended an official presentation on the GCC to thank an ESL student for her dedication and hard work in translating official U.S. Air Force application documents from English to Spanish. As a thank you for translating the 11-page document, Air Force representatives presented Miriam Ramos-Escobar with a commendation medallion. A reception followed the presentation.
* In cooperation with the Topeka YWCA, the “Careers in Highway Construction” training will be held on the Geary County Campus April 23 through June 8. The 8-week training session prepares participants to gain a job in the construction field. The program is grant-funded and the training is free to qualifying applicants—targeting women, minorities, and the unemployed. Cloud will be providing the Commercial Driver’s License and OSHA-10 Construction training. A graduation ceremony will be scheduled on Friday, June 8. Other participating partners include Kansas Works, The Junction City and Manhattan Workforce Centers, Fort Riley Employment Readiness, and local construction companies.
* B&I will participate in the Hiring Heroes Career Fair at Riley’s Conference Center on Fort Riley on Tuesday, April 17.
* On March 1-2, Jason York attended a statewide conference for the Kansas Dean & Directors of Continuing Education at the McPherson Campus of Hutchinson Community College. The group meets twice a year to discuss best practices, trends, funding, and other hot topics. Representatives from the Kansas Board of Regents and the Kansas Department of Commerce made presentations to the group. CCCC will host the Spring 2013 meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 27, 2012

ITEM NO: 11

AGENDA ITEM: Cloud County Community College Foundation Update

ITEM TYPE: Information

COMMENT:

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

CCCC FOUNDATION STATUS

March 27, 2012

Since the prior Trustees’ Meeting the following progress has been made at the Cloud County Community College Foundation:

1. Set-up for the Foundation page on the CCCC website is progressing, and the Foundation page should be completed very soon.
2. The Foundation staff is in the process of securing donations for the Annual Auction, which will be held April 28th. In response to concerns expressed by the public that historically too few items auctioned appeal to men, donations of hunting and fishing gear and guided trips are being solicited for the 2012 Auction to complement the items that appeal solely to women. Included in the hunts is an African safari which will include one day of fishing on the Okavango River.
3. The Foundation staff is in the process of preparing a “shopping list” spreadsheet which will contain a list of Grants potentially available to Cloud County Community College. This will be a major step forward for the College. This is a major project, but significant progress has already been made toward completion.
4. The Foundation staff is preparing a Foundation Newsletter to be sent to Alumni.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 27, 2012

ITEM NO: 12

AGENDA ITEM: Performance Agreement Update

ITEM TYPE: Information

COMMENT:

The annual report for year two of the 2010-2012 Performance Agreement has been submitted to the Kansas Board of Regents. The three-year Performance Agreement was approved in September 2009, and this annual report covers the timeframe from January 1, 2011 through December 31, 2011. The report is enclosed.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 27, 2012

ITEM NO: 13

AGENDA ITEM: Strategic Plan

ITEM TYPE: Decision

COMMENT:

Enclosed are the Strategic Goals for Cloud County Community College for 2012-2015.

RECOMMENDED ACTION: Approve the Strategic Goals for Cloud County Community College for 2012-2015.

**Cloud County Community College**

**Strategic Goals**

**2012 -2015**

**ACCESS AND AFFORDABILITY**

Expand educational opportunities to increase unduplicated headcount by 500 and credit hours by 5,000. Maintain tuition and fees at less than half of the average cost of attending Kansas’ public four-year institutions.

**TEACHING AND STUDENT SUCCESS**

Enhance academic excellence through rigor, relevance, relationship-building, innovative teaching and assessment. Increase the number of students who are graduating, transferring or completing an educational goal or credential by 25%.

**OUR PEOPLE**

Recruit highly qualified and diverse employees passionate about the mission and annually retain at least 92% of its existing employees. Upgrade salaries, based on statewide average faculty salaries1, to the 50th percentile of Kansas community colleges. On an annual basis, at least 95% of faculty and staff will participate in internal and/or external professional development opportunities.

**FACILITIES**

Expand, maintain, enhance, and efficiently utilize facilities to meet growth expectations that enable the delivery of high quality, innovative, affordable, and accessible educational opportunities and services by increasing room utilization by 10%.

**RESOURCES**

Raise at least $5.7 million in cumulative gifts, institutional support, and grants to support the mission.

1 *The statewide average faculty salary calculation will exclude Kansas City Kansas Community College and Johnson County Community College.*

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 27, 2012

ITEM NO: 14

AGENDA ITEM: Approval of Minutes of February 28, 2012 and March 16, 2012

ITEM TYPE: Decision

COMMENT:

The minutes of the regular meeting of February 28, 2012 and the special meeting of March 16, 2012 are enclosed.

RECOMMENDED ACTION:

Approve the minutes of February 28, 2012 and March 16, 2012.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 27, 2012

ITEM NO: 15

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

February 29, 2012 with a cash balance of $6,637,784.73.

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

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

March 27, 2012

ITEM NO: 16

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

March 27, 2012

(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. 01-11-6501-611 Postmaster Postage for meter $ 10,000.00

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 27, 2012

ITEM NO: 17

AGENDA ITEM: Personnel

ITEM TYPE: Decision

COMMENT:

**A. Retirement – Pamela Haden.** Pamela Haden has submitted a letter of notification to retire from her position as the Administrative Assistant to the Vice President for Enrollment Management and Student Services effective June 30, 2012. Mrs. Haden has been an employee of Cloud County Community College since April 1982. Her notification of retirement is enclosed.

RECOMMENDED ACTION: Accept the retirement of Pamela Haden effective June 30, 2012, and authorize the administration to fill the position vacancy.

**B. Coordinator of Concurrent Education.** The Search Committee and the President recommend the appointment of Tia Benyshek to the full-time, KPERS-covered, position of Coordinator of Concurrent Education effective April 1, 2012.

RECOMMENDED ACTION: Approve the appointment of Tia Benyshek to the position of Coordinator of Concurrent Education on a full-time, KPERS-covered, professional services contract effective April 1, 2012 at the prorated salary of $30,000 plus fringe benefits.

**C. Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 27, 2012

ITEM NO: 18

AGENDA ITEM: Facilities

ITEM TYPE:

COMMENT:

**A. Turbine Update.**

**B. Summer Projects.**

1). Music Room.

2). Parking Lot 1.

3). Sign.

**C. Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 27, 2012

ITEM NO: 19

AGENDA ITEM: Videotaping Board of Trustees Meetings

ITEM TYPE: Decision

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 27, 2012

ITEM NO: 20

AGENDA ITEM: Information Items

ITEM TYPE: Information

COMMENT:

**A. High School Art Show.**  The High School Art Show will be Friday, March 30, in Arley Bryant Gymnasium.

**B. High School Regional Music Festival.** The high school regional music festival will be held at the College on March 31, 2012.

**C. Aggie Days.**  The Ag Department will hold Aggie Days for high school students on Thursday, April 5. Judging contests in agronomy, animal science, food science, horse, meats and other competitions will take place.

**D.** **Cloud Burst.** Cloud Burst, the liberal arts showcase, will be held Wednesday, April 11, at 7:00 p.m. in Cook Theatre. Some of the groups represented will be the Great Society, Cloud Brass and the Cloud Circle Players.

**E. Intergovernmental Meeting.** An intergovernmental meeting has been scheduled for Wednesday, April 11, at 6:30 p.m. at the EMS Building in Miltonvale. Please let Marilyn know whether or not you plan to attend.

**F. Junior Day.** Junior Day will be Thursday, April 12. This is a time for Juniors in high school to visit campus, explore majors and careers and receive information on financial aid, housing and other areas.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 27, 2012

ITEM NO: 20

AGENDA ITEM: Information Items (Cont’d)

ITEM TYPE: Information

COMMENT:

**G. Cook Series.** The African Dance and Drum Troupe will perform on Thursday, April 12, at 11:00 a.m. and 7:00 p.m. in Cook Theater.

**H. Phi Theta Kappa Induction.** The induction of new members to both chapters of Phi Theta Kappa will be held at the Geary County Campus on Friday, April 13, at 7:00 p.m.

**I. Great Society at Home.** The Spring concert for Great Society will be Saturday, April 14, at 7:00 p.m. at the Brown Grand Theatre.

**J.**  **32nd Annual Scholarship Auction.** The 32nd Annual Scholarship Auction will be held Saturday, April 28, 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.

**K. Nurses’ Pinning.** The Pinning Ceremony for those students receiving their Associate of Nursing will be Friday, May 18, at 4:00 p.m. in Arley Bryant Gymnasium.

**L. Graduation.** Graduation will be Friday, May 18, at 7:00 p.m. at Harold M. Clark Stadium. A detailed schedule will be sent with the April Board agenda.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 27, 2012

ITEM NO: 21

AGENDA ITEM: Other

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 27, 2012

ITEM NO: 22

AGENDA ITEM: Executive Session

ITEM TYPE: Executive Session

COMMENT:

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