**BOARD OF TRUSTEES**

**CLOUD COUNTY COMMUNITY COLLEGE**

**June 25, 2013**

**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 - June 25, 2013**

Meeting Place: Room 257 in the President’s Addition

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. President’s Message Information

7. 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

8. Meeting Reports Information

9. Geary County Campus Update Information

10. Cloud County Community College Foundation Update Information

11. Approval of Minutes of May 22, 2013 and May 28, 2013 Decision

12. Finances Decision

A. Treasurer’s Report

B. Financial Overview

C. End-of-year Closing Entries

D. Consortium Computer Purchases

E. Insurance

F. Software Professional Services

13. Purchasing and Payment of Claims Decision

14. Bids Decision

1. Athletic Insurance
2. Worker’s Compensation Coverage

C. Microsoft Campus Agreement

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

**Agenda - June 25, 2013**

15. Personnel Decision

1. Samantha Stueder - Resignation

B. Director of Admissions

C. Instructor in Mass Communications

D. Instructor in Animal Science

E. Instructor in Chemistry

F. Assistant Women’s Basketball Coach

G. Head Cross Country and Assistant Track Coach

H. Other

16. Facilities Information

1. Summer Projects

1). Agricultural Science Laboratory Lab Tables

2). Agricultural Classroom Furniture

1. Other

17. Information Items Information

1. 2013-2014 Organizational Meeting
2. Kid’s College
3. Cloud and Republic County Fairs
4. Cloud County Community College T-Bird Golf Tournament
5. ACCT Annual Leadership Conference

18. Other

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19. Executive Session Executive Session

A. Consultation with Legal Counsel

B. Non-elected Personnel

C. Negotiations

CLOUD COUNTY COM0MUNITY COLLEGE

BOARD OF TRUSTEES

June 25, 2013

ITEM NO: 1

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

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 25, 2013

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 June 25, 2013 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 25, 2013

ITEM NO: 3

AGENDA ITEM: Guests’ Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 25, 2013

ITEM NO: 4

AGENDA ITEM: Recognitions

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 25, 2013

ITEM NO: 5

AGENDA ITEM: Program Highlights

ITEM TYPE: Information

COMMENT:

Christy Streeter will present the annual TRiO report.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 25, 2013

ITEM NO: 6

AGENDA ITEM: President’s Message

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 25, 2013

ITEM NO: 7

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

June 25, 2013

ITEM NO: 8

AGENDA ITEM: Meeting Reports

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 25, 2013

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

June 25, 2013

ITEM NO: 10

AGENDA ITEM: Cloud County Community College Foundation Update

ITEM TYPE: Information

COMMENT:

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

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 25, 2013

ITEM NO: 11

AGENDA ITEM: Approval of Minutes of May 22, 2013 and May 28, 2013

ITEM TYPE: Decision

COMMENT:

The minutes of the special meeting of May 22, 2013 and the regular meeting of May 28, 2013 are enclosed.

RECOMMENDED ACTION:

Approve the minutes of May 22, 2013 and May 28, 2013.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 25, 2013

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 May 31,

2013 with a cash balance of $3,895,504.52.

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

**C. End-of-year Closing Entries.** There are several transfers of funds on the A List that are related to end-of-year closing.

**D. Consortium Computer Purchases.** Enclosed is information on the purchase of computers for the various computer labs on both campuses. These purchases will be approved on the A List.

**E Insurance.** A recommendation for property and casualty insurance will be brought to the meeting.

RECOMMENDED ACTION: Take action as appropriate.

1. **Software Professional Services.**

Memorandum

To: Board of Trustees

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

Danette Toone, President

Date: 6/20/2013

**Re:** Consortium Purchase of Desktop Computers for Fiscal Year 2014

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On the A-list this month is an item related to our annual purchase of classroom desktop lab computers. These computers will be installed to replace computers in the Student Success Center and all Smart classrooms on the Concordia Campus and the Geary County Campus. The 50 desktop PC’s will be purchased from Dell Computers at a cost of $640.23 each for a total of $32,011.50. This cost includes a four-year extended warranty needed by the college.

The four-year-old desktops removed from classrooms will be used to replace older computers in faculty and administrative office areas, and unused computers will be offered for sale to employees and community members with unsold computers being sold to a computer recycler who commits to recycling them in an environmentally safe and friendly manner.

These purchases will be funded by technology fees and will be installed over the summer.

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

June 25, 2013

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

June 25, 2013

(A) LIST

**APPROVAL OF EXPENDITURES OR TRANSFERS OF COLLEGE FUNDS OVER $10,000.**

This list contains requests for approval of expenditures 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.

RECOMMENDED ACTION: Approve this list of expenditures or transfers of college funds over

$10,000.

1. 01-11-6102-681 KACCT 2013-2014 membership dues $ 13,550.50
2. 01-11-6200-559 CCCC Workstudy match 26,666.93
3. 01-73-7303-799 Dell Computers 50 Dell computers 32,011.50
4. 01-11-5800-732 CCCC Transfer General Fund 67,828.00

scholarships

1. 01-81-9100-732 CCCC Transfer Activity Fund scholarships 564,412.00

6, 01-34-2010-796 CCCC Transfer TRiO admin costs 18,507.00

7. 01-34-2010-516 CCCC Transfer TRiO benefit costs 57,301.27

8. 01-83-9100-990 CCCC Transfer Auxiliary Fund (Bookstore) 72,275.00

to Bond Fund

9. 01-85-9100-990 CCCC Transfer Auxiliary Fund (Housing) 256,249.50

to Bond Fund

10. 01-83-9100-990 CCCC Transfer Auxiliary Fund (Bookstore) 70,000.00

to General Fund for revenue support

11. 01-85-9100-990 CCCC Transfer Auxiliary Fund (Housing) to 100,000.00

General Fund for revenue support

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

June 25, 2013

ITEM NO: 14

AGENDA: Bids

ITEM TYPE: Decision

COMMENT:

1. **Athletic Insurance.** Bids for athletic insurance were solicited and opened June 20, 2013. A recommendation will be brought to the meeting.

RECOMMENDED ACTION: Take action as appropriate.

1. **Worker’s Compensation Coverage.** Bids for worker’s compensation coverage were solicited and opened June 13, 2013. Enclosed are the results of the bids. The administration recommends accepting the low bid from Kansas Association of School Boards.

RECOMMENDED ACTION: Accept the low bid from Kansas Association of School Boards for $64,628 with a $1,000 deductible for workers compensation insurance for fiscal year 2014 and authorize payment.

**C. Microsoft Campus Agreement.** Bids for the fiscal year 2014 Microsoft Campus Agreement were solicited and opened June 24, 2013. A recommendation will be brought to the meeting.

RECOMMENDED ACTION: Take action as appropriate.

Memorandum

To: Board of Trustees

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

Dr. Danette Toone, President

Date: 6/20/2013

Re: Recommendation for College’s Workers Compensation Insurance

On, April 12, 2013 the College requested proposals for workers compensation insurance for fiscal year 2014. On June 13, 2013, two bids were received. We recommend you accept the low bid for workers compensation insurance from Kansas Association of School Boards, Topeka, KS. The low bid for the fiscal year is $64,628 and also continues with a $1,000 deductible per claim for workers compensation. By accepting this deductible, we will lower the premium by $5,595.

|  |  |  |  |
| --- | --- | --- | --- |
| **Vendor** | **Base Bid with $0 deductible** | **Base Bid with $1,000 deductible** | **Base Bid with $2,000 deductible** |
| KASB – Topeka, KS | $70,223.00 | $64,628.00 | $62,038 |
| EMC via Peoples Insurance – Concordia, KS | $79,953.00 | $78,104.00 | No bid |

We had hoped this year we would see a significant drop in our workers compensation costs due to our internal efforts at reducing employee claims. Unfortunately, even though our claims were very low this year at a total $551.82, workers compensation providers base their rates on experience factors shown by the National Council on Compensation. These experience factors are based on the three-year claims and do not include the current year. This rate represents an increase of $11,104 or 20.7% in our workers comp from FY 2013 and an increase of 63.4% since fiscal year 2012. We will continue our internal efforts on safety in the work place and hopefully will see some reductions in fiscal year 2015.

RECOMMENDED ACTION: Accept the low bid from Kansas Association of School Boards for $64,628 with a $1,000 deductible for workers compensation insurance for fiscal year 2014 and authorize payment.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 25, 2013

ITEM NO: 15

AGENDA ITEM: Personnel

ITEM TYPE: Decision

COMMENT:

**A. Resignation – Samantha Stueder.** Samantha Stueder has resigned her position as Admissions Counselor effective July 31, 2013. Samantha has been an employee at Cloud County Community College since November 2012. Her letter of resignation is enclosed.

RECOMMENDED ACTION: Accept the resignation of Samantha Stueder effective July 31, 2013 and authorize the administration to fill the Admissions Counselor position vacancy.

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**B. Director of Admissions.** 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. Instructor in Mass Communications.** The search committee has completed its work, and the committee and the President recommend the appointment of Tasha Riggins to the full-time, nine-month position of Instructor in Mass Communications effective August 14, 2013.

RECOMMENDED ACTION: Approve the appointment of Tasha Riggins to the position of Instructor in Mass Communications on a full-time, KPERS-covered, faculty contract effective August 14, 2013 at the nine-month salary of $33,750 plus fringe benefits and authorize the filling of the Admissions Counselor position being vacated by Ms. Riggens.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 25, 2013

ITEM NO: 15

AGENDA ITEM: Personnel (Cont’d)

ITEM TYPE: Decision

COMMENT:

**D. Instructor in Animal Science.** 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.

**E. Instructor in Chemistry.** 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.

**F. Assistant Women’s Basketball Coach.** The search committee has completed its work, and the committee and the President recommend the appointment of Brady Jasper to the full-time, twelve-month position of Assistant Women’s Basketball Coach effective July 1, 2013.

RECOMMENDED ACTION: Approve the appointment of Brady Jasper to the position of Assistant Women’s Basketball Coach on a full-time, KPERS-covered, professional services contract effective July 1, 2013 at the pro-rated twelve-month salary of $30,000 plus fringe benefits.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 25, 2013

ITEM NO: 15

AGENDA ITEM: Personnel (Cont’d)

ITEM TYPE: Decision

COMMENT:

**G. Head Cross Country and Assistant Track Coach.**

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.

1. **Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 25, 2013

ITEM NO: 16

AGENDA ITEM: Facilities

ITEM TYPE: Information

COMMENT:

1. **Summer Projects.**

1). Agricultural Science Laboratory Lab Tables

2). Agricultural Classroom Furniture

1. **Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 25, 2013

ITEM NO: 17

AGENDA ITEM: Information Items

ITEM TYPE: Information

COMMENT:

1. **2013-2014 Board Organizational Meeting.** At the May 28 meeting, the Board set Wednesday, July 3, at 6:00 a.m. to organize the Board for 2013-2014.
2. **Kid’s College.** Kid’s College will be held July 15 to 18 from 1:00 p.m. to 4:00 p.m. The theme is “African Safari”.

**C. Cloud and Republic County Fairs.** The College will have a booth at the Cloud County Fair July 23-27 and the Republic County Fair July 29 through August 3. Board members are welcome to volunteer to work in these booths.

**D. Cloud County Community College T-Bird Golf Tournament.** The 13th Annual T-Bird Classic Golf Tournament is scheduled for Saturday, August 10, at the 19th Hole.

**E. ACCT Community College Leadership Conference.** The 2013 ACCT Community College Leadership Congress will be held October 2-5 in Seattle, WA. The early bird registration deadline is August 2. The registration cost will go up after that date. Also, the deadline for hotel reservations is September 9. If anyone is interested in attending, please let Marilyn know.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 25, 2013

ITEM NO: 18

AGENDA ITEM: Other

ITEM TYPE: Decision

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

June 25, 2013

ITEM NO: 19

AGENDA ITEM: Executive Session

ITEM TYPE: Executive Session

COMMENT:

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