**BOARD OF TRUSTEES**

**CLOUD COUNTY COMMUNITY COLLEGE**

**NOVEMBER 19, 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 - November 19, 2013**

Meeting Place: Room 257 in the President’s Addition

Time: 6:00 p.m.

1. Call to Order – 6:00 p.m.

2. Adopt Agenda Decision

3. Guests’ Comments

4. Recognitions Information . Information

5. President’s Message Information

6. 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

7. Meeting Reports Information

8. Geary County Campus Update Information

9. Cloud County Community College Foundation Update Information

10. Approval of Minutes of October 29, 2013 and November 13, 2013 Decision

11. Finances Decision

A. Treasurer’s Report

B. Financial Overview

C. 2012-2013 Audit

12. Purchasing and Payment of Claims Decision

13. Bids Decision

1. Banking

14. Personnel Decision

1. Contract Renewals for Fall Coaches 2013-2014
2. Other

15. Facilities

1. Other

16. Concealed Carry Decision

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

**Agenda - November 19, 2013**

17. Information Items Information

1. CCCC Foundation Annual Meeting
2. Drama Production
3. College Christmas Party

18. Other Information

19. Executive Session Executive Session

A. Consultation with Legal Counsel

B. Non-elected Personnel

NEXT MEETING – December 17, 2013

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 19, 2013

ITEM NO: 1

AGENDA ITEM: Call to Order – 6:00 p.m.

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 19, 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 November 19, 2013 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 19, 2013

ITEM NO: 3

AGENDA ITEM: Guests’ Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 19, 2013

ITEM NO: 4

AGENDA ITEM: Recognitions

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 19, 2013

ITEM NO: 5

AGENDA ITEM: President’s Message

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 19, 2013

ITEM NO: 6

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

November 19, 2013

ITEM NO: 7

AGENDA ITEM: Meeting Reports

ITEM TYPE: Information

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 19, 2013

ITEM NO: 8

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

November 19, 2013

This report highlights the recent activities of the offices of the Campus Dean, Student Services and Business and Industry Training.

**Campus Activities – Brenda Edleston**

* Ninety-two middle school students from Junction City and Fort Riley spent the day on the Geary County Campus on Friday, November 4, participating in our annual Middle School Leadership Academy. Session facilitators included Dr. Toone, Brenda Edleston, Jeanette Pellegrin, Cindy Lamberty, Craig Lamb, Junction City High School Jr. ROTC, Manhattan High School Future Business Leaders club members and the Geary County Campus chapter of Phi Theta Kappa along with members of the fall Leadership Development class.
* The science faculty hosted an Agri-Biotechnology Open House for area high school science and agriculture instructors November 12. The attendees toured the new science building and the mobile lab. The purpose of the meeting was to start building bridges for the high school students interested in science as a major and career field that will facilitate their transition from high school to college. The visiting high school faculty were excited about articulating courses with the Agri-Biotechnology program and having the mobile lab visit their campuses. Science faculty from Chapman, Junction City and Manhattan were in attendance.
* Geary County students have been invited to write a 500-word essay on what Cloud County Community College means to them. The writer of the winning essay will be awarded a scholarship for a three-credit hour course and textbook(s).
* Several Student Life activities occurred during November. The week of Veterans’ Day, several activities were sponsored by the Student Veterans Association. On the 13th, they served lunch to raise funds for a scholarship. On the 15th they hosted a family friendly movie night on campus.

**Student Services Activities – Jennifer Zabokrtsky**

**Recruitment/Admissions/Scholarships**

* Between October 12 and November 8, Laura MacLafferty administered the Compass placement test to 12 prospective students.
* Jennifer Zabokrtsky emailed the Cloud County Community College Spring 2014 line schedule to current and prospective students encouraging them to enroll for next semester.
* Jennifer Zabokrtsky emailed current and prospective students reminding them to apply for Spring 2014 Foundation Scholarships and to enroll in at least six credit hours by December 12 to be entered in a drawing to win one of four $250 scholarships for students who enroll early.
* Laura MacLafferty, along with Kadie Kutschka, Jason York and Susan Harvey attended the Fort Riley Education Fair on Post November 14 to promote Cloud County Community College.

**Military/Veterans/Financial Aid**

* Patti Elliott continues to travel to GCC weekly to assist Laura MacLafferty in serving current and prospective students receiving military education benefits.
* Laura MacLafferty and Kyle Mulvaney attended the Junction City Area Chamber of Commerce Military Affairs Council breakfast October 24. Ron Walker was the guest speaker.
* Jennifer Zabokrtsky worked with Suzi Knoettgen to evaluate financial aid for 140 students enrolled in at least one Second Start course on the Geary County Campus.

**Enrollment/Advising/Transfer**

* As of November 7, Spring 2014 enrollment as compared to 2013 is as follows:

Students Credits

Spring 2014 132 1508

Spring 2013 134 1469

* Jennifer Zabokrtsky and Cathy Troupe attended Kansas State University’s Transfer Partnerships Conference November 8.

**Other Activities**

* Brenda Hanson was on the Geary County Campus October 24 and November 7 to assist students with Career Services. She offered a workshop on Cooperative Education Internships October 24 and a Resume and Cover Letter workshop November 7.
* The week of November 4-8 Jennifer Zabokrtsky, Lisa Cheek and Susan Harvey attended meetings in Concordia with other CCCC staff and Jenzabar Consultants in the areas of Registration, Advising, and Student Life.

**Business and Industry Program Activities**

* Commercial Driver’s License Training Phase I and Phase II (behind the wheel) continues.
* In cooperation with JoDee Aldridge-Ball:
  + Nineteen students started CNA Online-Hybrid courses November 4.
  + Nine students started CMA Online-Hybrid courses November 4.
  + The next CNA Online-Hybrid training begins December 2 and ten seats are available.
  + We are currently enrolling students for the Spring 2014 EMT class which will meet Monday, Wednesday and Friday evenings from 6:00-10:00, January 13 through May 15.
  + Flint Hills Job Corps is exploring the expansion of their healthcare occupations training. We have been making plans to increase Cloud’s capacity to provide training to their students.
* On November 6, Jason York met with USD 475 and Junction City Chamber of Commerce officials to expand workforce training opportunities for high school students.
* On November 15, Jason York met with USD 475 to explore grant opportunities for English as a Second Language Training.

On November 26, Jason York will meet with the North Central Kansas Rural Development Council to promote welding training in the Concordia/Belleville area.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 19, 2013

ITEM NO: 9

AGENDA ITEM: Cloud County Community College Foundation Update

ITEM TYPE: Information

COMMENT:

A report from the Cloud County Community College Foundation will be presented at the meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 19, 2013

ITEM NO: 10

AGENDA ITEM: Approval of Minutes of October 29, 2013 and November 13, 2013

ITEM TYPE: Decision

COMMENT:

The minutes of the regular meeting of October 29, 2013 and the special meeting of November 13, 2013 are enclosed.

RECOMMENDED ACTION:

Approve the minutes of October 29, 2013 and November 13, 2013.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 19, 2013

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 October 31, 2013 with cash balances of $5,082,295.79 at Citizens National Bank and $50,577.00 at Central National Bank.

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

**C. 2012-2013 Audit.** Enclosed is a draft of the 2012-2013 audit. The final audit will be presented at the December meeting, and a member of the auditing firm will be present to answer any questions you may have.

CLOUD COUNTYCOMMUNITY COLLEGE

BOARD OF TRUSTEES

November 19, 2013

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

November 19, 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.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 19, 2013

ITEM NO: 13

AGENDA ITEM: Bids

ITEM TYPE: Decision

COMMENT:

1. **Banking.** Bids for banking services were solicited and opened on November 14, 2013. A recommendation will be sent under separate cover.

RECOMMENDED ACTION: Take action as appropriate.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 19, 2013

ITEM NO: 14

AGENDA ITEM: Personnel

ITEM TYPE: Decision

COMMENT:

1. **Contract Renewal Recommendation for Fall Coaches – 2013-2014.** The administration recommends the contract renewals for Molly Skocny, Head Volleyball Coach, and Derek Talcott, Head Men’s and Women’s Soccer Coach, for the 2013-2014 contract year.

RECOMMENDED ACTION: Renew the contracts for Molly Skocny, Head Volleyball Coach, and Derek Talcott, Head Men’s and Women’s Soccer Coach, for the 2013-2014 contract year.

1. **Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 19, 2013

ITEM NO: 15

AGENDA ITEM: Facilities

ITEM TYPE: Information

COMMENT:

**A. Other.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 19, 2013

ITEM NO: 16

AGENDA ITEM: Concealed Carry

ITEM TYPE: Decision

COMMENT:

At the June 25, 2013 Board of Trustees meeting, the issue of concealed carry was discussed; and the Board authorized the administration to apply for a four-year exemption as allowed by HB2052. The Board directed the Emergency Task Force to look into the issues regarding concealed carry on campus and bring a recommendation to the Board by the December meeting. Enclosed is a report and recommendation from the Task Force.

RECOMMENDED ACTION:

Continue the current exemption, explore options for increasing the level of security on both campuses and research options from insurance companies that will allow employees to conceal and carry once the exemption is lifted or expires.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 19, 2013

ITEM NO: 17

AGENDA ITEM: Information Items

ITEM TYPE: Information

COMMENT:

1. **CCCC Foundation Annual Meeting.** The Cloud County Community College Foundation fall and annual meetings will be Tuesday, December 10, in Room 257 of the President’s Edition. Dinner will be at 6:00 p.m. with the meeting following at 7:00 p.m.
2. **Drama Production.** The Drama Department will present “The Life and Adventures of Santa Claus” December 5 and 6 at 7:00 p.m. in Cook Theatre.
3. **College Christmas Party.** The College Christmas Party will be Friday, December 13, at 11:30 a.m. in the T-Bird Café.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 19, 2013

ITEM NO: 18

AGENDA ITEM: Other

ITEM TYPE:

COMMENT:

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CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

November 19, 2013

ITEM NO: 19

AGENDA ITEM: Executive Session

ITEM TYPE: Executive Session

COMMENT:

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