**BOARD OF TRUSTEES**

**CLOUD COUNTY COMMUNITY COLLEGE**

**March 24, 2015**

**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 24, 2015**

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

3. Guests’ Comments

4. Recognitions

5. Executive Session

A. Negotiations

B. Consultation with Legal Counsel

C. Non-elected Personnel

6. Consent Agenda . Information

1. Approval of Minutes of February 24, 2015 and February 25, 2015
2. Treasurer’s Report
3. Purchasing and Payment of Claims

D. Personnel

7. Discussion Items

A. Capital Improvement Plan

8. Action Items

A. Bid – Gymnasium Floor

B. Policy and Procedures to Policy E1 – Student Code of Conduct

D. Policy and Procedures to Policy E5 –Student Privacy

E. Procedures to Policy D21 – Administrative Drop and Withdrawal

F. Procedures to Policy F6 – Tuition Refunds

9. Other

1. Committee to Choose Board of Trustees Awards

10. Reports

A. Vice President for Academic Affairs

B. Vice President for Administrative Services

C. Vice President for Enrollment Management and Student Services

D. Geary County Campus Update

E. Cloud County Community College Foundation Update

F. Meetings Trustees Attended

G. President’s Message

NEXT MEETING - April 28, 2015

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 24, 2015

ITEM NO: 1

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

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 24, 2015

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 March 24, 2015 Board of Trustees meeting.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 24, 2015

ITEM NO: 3

AGENDA ITEM: Guests’ Comments

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 24, 2015

ITEM NO: 4

AGENDA ITEM: Recognitions

ITEM TYPE:

COMMENT:

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 24, 2015

ITEM NO: 5

AGENDA ITEM: Executive Session

ITEM TYPE:

COMMENT:

**A. Negotiations.**

**B. Consultation with Legal Counsel.**

**C. Non-elected Personnel.**

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 24, 2015

ITEM NO: 6

AGENDA ITEM: Consent Agenda

ITEM TYPE: Decision

COMMENT:

1. **Approval of Minutes of February 24, 2015 and February 25, 2015.** The minutes of the regular meeting of February 24, 2015 and the special meeting of February 25, 2015 are enclosed.
2. **Treasurer’s Report.** The Treasurer’s Report as of February 28, 2015 shows a balance of $8,009,202.70 at Central National Bank.
3. **Purchasing and Payment of Claims.** The purchase orders are enclosed or are available from the Clerk of the Board.
4. **Personnel.**

1. Emeritus Status. Each year the Board is asked to consider retired faculty and administrators for “Emeritus” status which means retired with merit. This honor is bestowed upon faculty and administrators who have given 20 or more years of meritorious service to the College. This honor is to be bestowed at least one year after retirement from the College. This year the administration is recommending Karl de Rochefort-Reynolds, Debra Monzon and Susan Sutton for this honor.

2) Retirement – Chet Anson. Chet Anson has submitted his notice of retirement effective January 1, 2016. Chet has been an instructor at Cloud County Community College since August 2006. The administration recommends accepting this retirement.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 24, 2015

ITEM NO: 6

AGENDA ITEM: Consent Agenda Cont’d

ITEM TYPE: Decision

COMMENT:

3) Contract Renewal for Basketball Coaches – 2015-2016. The administration recommends the contracts for the full-time Men’s Basketball Coaches and the Assistant Women’s Basketball Coach be renewed. Those contracts are for Chad Eshbaugh, Lance Carter and Carolyn Blair Mobley.

RECOMMENDED ACTION:

Approve the items included in the Consent Agenda as presented.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 24, 2015

(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.

1. 01-11-1539-52 USD 333 (Concordia) Tuition Reimbursement $ 16,970.00

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 24, 2015

ITEM NO: 7

AGENDA ITEM: Discussion Items

ITEM TYPE: Discussion

COMMENT:

**A. Capital Improvement Plan.** Enclosed are a memo and an updated 5-year Capital Improvement plan.

**Memorandum**

**To:** Board of Trustees

**From:** Amy Lange, Vice President for Administrative Service

Danette Toone, President

**Date:** 3/24/15

**Re:** Cloud County Community College 5-Year Capital Improvement Plan

The Facilities Planning Committee of Cloud County Community College has been meeting regularly this past year, specifically discussing facilities-related needs of the college and how to address these needs. The committee reviewed the most recent facilities master plan prepared for the Concordia Campus in 2009 by Bartlett and West Engineers. Upon a detailed review, it was determined the recommendations in the master plan were completed, in progress or now obsolete. However, the committee determined a lengthy list of facilities needs still requiring attention; and as a result, a 5-year capital improvement plan was developed.

The attached priority list will be used to manage college capital improvement activities. Significant considerations are necessary to determine the top priorities for capital improvement purchases, such as the desired goal achieved by the improvement, the impact of the improvement to adjacent areas and overall functionality of the college, as well as the funding source and long-term budgetary impact to the college.

The items on the attached priority list have been prioritized for a 5-year implementation plan. The list includes items recently begun, items in need of immediate attention, and items needed in the future. Capital improvement items are submitted by various sources including those serving on the Facilities Planning Committee.

There is one fact to keep in mind: this list will most likely never get shorter, and as buildings and their internal systems age, it will get longer. Availability of resources and Board approval will dictate how much is accomplished each year.

This list will be discussed in more detail during the Board meeting. Board members are encouraged to ask questions and become familiar with this list and how it will be utilized by college administration to address the needs identified. The Board will be asked to formally endorse this priority list at their April 2015 meeting, resulting in the use of this document as a guide for facility improvements college-wide during the coming year.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 24, 2015

ITEM NO: 8

AGENDA ITEM: Action Items

ITEM TYPE: Decision

COMMENT:

**A. Gymnasium Floor Bid.** Enclosed is information on the bids for the replacement of the floor in Arley Bryant gymnasium. The bids were opened Friday, March 20, 2014. The bids and the recommendation will be brought to the meeting.

RECOMMENDED ACTION: Take action as appropriate.

**B. Policy and Procedures to Policy E1 – Student Code of Conduct.**  The policy and procedures to E1 – Student Code of Conduct were brought to the February 24, 2015 meeting for discussion. They are brought to this meeting for approval. Minor changes have been made since they were presented on February 24. The recommended policy and procedures are enclosed.

RECOMMENDED ACTION: Approve the changes to the Policy and Procedures to Policy E1 – Student Code of Conduct.

**C. Policy and Procedures for E5 – Student Privacy.** The policy and procedures to E5 – Student Privacy were brought to the February 24, 2015 meeting for discussion. They are brought to this meeting for approval. The recommended policy and procedures are enclosed.

RECOMMENDED ACTION: Approve the changes to the Policy and Procedures to Policy E5 – Student Privacy.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 24, 2015

ITEM NO: 8

AGENDA ITEM: Action Items (Cont’d)

ITEM TYPE: Decision

COMMENT:

**D. Procedures to Policy D21 – Administrative Drop and Withdrawal.** Enclosed are proposed changes to the procedures to Policy D21 – Administrative Drop and Withdrawal. The administration recommends approving these changes.

RECOMMENDED ACTION: Approve the changes to the procedures to Policy D21 – Administrative Drop and Withdrawal.

**F. Procedures to Policy F6 – Tuition Refunds.** Enclosed are proposed changes to the procedures to Policy F6 – Tuition. The administration recommends approving these changes.

RECOMMENDED ACTION: Approve the changes to the procedures to Policy F6 – Tuition Refunds.

**Memorandum**

**To:** Board of Trustees

**From:** Amy Lange, Vice President for Administrative Services

Danette Toone, President

**Date:** 3/24/15

**Re:** Approval of Replacement Gymnasium Floor Purchase

Bids were solicited on February 20, 2015 for replacement of the wooden gymnasium floor in Arley Bryant Gymnasium at the Concordia Campus. Replacement of the floor is a part of the gym renovation project discussed at the August 12, 2014 special Board meeting. This work will be performed during the summer of 2015. The new wooden floor will feature Cloud’s mascot, Thor, at half-court, superimposed on a two-toned floor. Court markings for main and cross court basketball and volleyball are included in the bid and will meet all current NJCAA regulations.

A pre-bid meeting was held on March 6, 2015 with ACME Floors, Beckett Brothers, Creative Floors and Sportstech in attendance.

Sealed bids were opened at 2:00PM on Friday, March 20, 2015. Tabulation follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bidder | Base Bid | Add/Alternate #1 – Baseline Lettering | Add/Alternate #2 – Signature Block | Total Bid |
| ACME Floor | $ | $ | $ | $ |
| Beckett Bros. | $ | $ | $ | $ |
| Creative Floors | $ | $ | $ | $ |
| Sportstech | $ | $ | $ | $ |

As with any remodel project, unforeseen circumstances can arise so a contingency of $10,000 should also be included as part of this project.

Recommendation: Approve the bid for replacement gym floor from in the amount of $ at Arley Bryant Gymnasium, and $10,000 contingency, and authorize payment from Dane G. Hansen Foundation funds.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 24, 2015

ITEM NO: 9

AGENDA ITEM: Other

ITEM TYPE:

COMMENT:

**A. Board of Trustees Awards.** A committee of two needs to be appointed by the Chairman to review the nominations for the Board of Trustees Awards for College Service and Student Service. These awards will be presented at the Employee Recognition Luncheon which will be held on April 2.

RECOMMENDED ACTION: Appoint two members of the Board of Trustees to a committee to review and select the Board’s awards for outstanding service.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 24, 2015

ITEM NO: 10

AGENDA ITEM: Reports

ITEM TYPE: Information

COMMENT:

1. **Vice President for Academic Affairs.**

1. **Vice President for Administrative Services.**

1). Financial Overview

2). Facilities

1. **Vice President for Enrollment Management and Student Services**

**D. Geary County Campus Update.** A report from the Geary County Campus is enclosed.

**E. Cloud County Community College Foundation Update.**

**F. Meetings Trustees Attended.**

**E. Procedures to Policy D21 – Administrative Drop and Withdrawal.** Enclosed are proposed changes to the procedures to Policy D21 – Administrative Drop and Withdrawal. The administration recommends approving these changes.

RECOMMENDED ACTION: Approve the changes to the procedures to Policy D21 – Administrative Drop and Withdrawal.

CLOUD COUNTY COMMUNITY COLLEGE

BOARD OF TRUSTEES

March 24, 2015

ITEM NO: 10

AGENDA ITEM: Reports (Cont’d)

ITEM TYPE: Information

COMMENT:

**G. President’s Message.**

1). Recognitions

2). Information Items

a) High School Basketball and Volleyball All-Star Weekend

b) High School Regional Music Festival

c) PTK Induction

d) High School Junior Day

e) 35th Annual Scholarship Auction

Geary County Campus

Report to the Board of Trustees

March 24, 2015

This report highlights the recent activities of the offices of the Associate Vice-President, Coordinator of Student Services and Director of Business and Industry Programs.

**Campus Activities – Brenda Edleston**

* On March 5,a group of students enrolled in Theatre Appreciation and Dr. Virleen Carlson, English and theatre instructor, traveled to Lawrence to participate in the University of Kansas’s annual theatre review for high schools and community colleges. The students watched a production of “A Raisin in the Sun” performed by KU theatre majors.
* The second annual Geary County Campus Art Show was held March 3, 4 and 5. Over a dozen students and employees displayed artworks including etched glass; oil and acrylic paintings – including a painted guitar and motorcycle helmet; and charcoal, pen and ink and pencil drawings. The event was covered by the local paper, The Daily Union.
* On March 9, Brenda Edleston participated in an online meeting with Ad Astra researchers to verify the research identifying the instructional week and prime class times. The GCC instructional week was defined as Monday through Saturday. Prime instructional times were 1:00 pm to 9:00 pm, Monday through Thursday, 9:00 am -3:00 pm on Fridays and Saturdays.
* On March 10, Amy Baer brought bookstore items and Cloud spirit wear to the campus in her semiannual GCC sale.
* On March 11 and 12, Brenda Edleston attended several meetings representing the College. The monthly TRAC-7 Site Coordinators’ meeting was held on the eleventh at Washburn Institute of Technology. Also on the eleventh, on behalf of Dr. Backlin, Edleston attended the System Council of Chief Academic Officers (SCOCAO) meeting at the Board of Regents offices. On the twelfth, in Dr. Backlin’s absence, Edleston attended the Kansas Council of Instructional Administrators meeting in Topeka.
* Today, March 24, Jennifer Zabokrtsky, Brittany Porcase, Cindy Lamberty, Cathy Troupe and Brenda Edleston hosted the Junction City Middle School AVID group on campus. Advancement Via Individual Determination (AVID) is a national program for seventh through twelfth grade students that helps improve college readiness for populations typically underrepresented in college. This is the second year the AVID group has come to the campus. Their day was spent learning about a variety of concepts around college –the difference in two- and four-year colleges, how to be admitted into college, how to pay for college and the importance of clear communication. While on campus the group participated in science activities and took a tour of the campus.

**Student Services Activities – Jennifer Zabokrtsky, Coordinator of Student Services**

**Recruitment/Admissions/Scholarships**

* Brittany Porcase administered the Compass placement test to 28 prospective students and conducted six campus visits between February 14 and March 10.
* Jenny Acree is promoting Second Start enrollment through social media in the Junction City and Manhattan area, as well as radio spots on Junction City and Manhattan stations and ads in the K-State Collegian. Classes begin March 23.
* Jennifer Zabokrtsky emailed all Summer and Fall applicants and currently enrolled students to encourage them to apply for Foundation scholarships for Summer and Fall semesters.
* Student Services staff sent recruitment letters to 10 current online-hybrid CNA students, promoting Cloud’s health science degree programs.

**Enrollment/Advising/Transfer**

* Enrollment continues for Second Start 8 week classes that begin March 23 and Summer 0courses that begin June 1 and July 1.
* As of March 13, 21 new students have enrolled in Second Start classes at GCC.
* As of March 13, 47 students have enrolled in 259 credits for Summer at GCC.
* Jennifer Zabokrtsky is training David Garvin, adjunct instructor, to work as the fourth faculty advisor at GCC.
* GCC faculty advisors, TRiO and Student Services staff completed Holistic Advising professional development through StarLink March 11.

**Student Retention**

* Kim Wagner and Jennifer Zabokrtsky attended the K-State and Army Community Services Education Symposium Wednesday, March 11, 9-1 at Riley’s Conference Center on Post along with Concordia and TRiO staff.
* Kim Wagner has processed 90 GCC student retention referrals, involving 65 individual GCC students this semester. Of those 65 students, 59 students have been re-engaged. Kim has also processed 129 online student retention referrals, involving 95 individual online students. Of those 95 online students, 85 have been re-engaged.

Business and Industry Program Highlights

* Eight students attended CDL Phase I training on March 9, 10, 16, and 17 on Cloud’s Geary County Campus.
* A CDL Phase I training will be held at Washington High School in four evening sessions, March 23, 26, 30 and April 2, 6:00-9:30 p.m.
* CDL Phase II training (behind-the-wheel driving) is ongoing with DMV examinations scheduled at the Junction City DMV.
* On March 6, Jason York attended the enrollment session for a CCCC Nursing Continuing Education course with JoAnne Balthazor in Salina. The Department is looking into the feasibility of asking participants to complete online applications for admission on-site at the single-day, continuing education course locations.
* Through the cooperative efforts of JoDee Aldridge-Ball, thirty seats will be available for students for CNA training beginning in April in Junction City and Manhattan.
* The Summer 2015 EMT training on the Geary County Campus will begin on June 1 and end August 5.
* Jason York and Ragena Mize recently attended a training program which enabled Cloud, as a result of this KBOR initiative, to become a Microsoft IT Academy. Over the summer, as a Business and Industry training, Cloud will offer a short course on utilizing Microsoft Outlook which will prepare participants to take a certification exam and become a Microsoft Office Specialist (MOS) in Outlook. The course will be offered on the Concordia and Geary County campuses. Cloud will also offer MOS certification opportunities in Word, Power Point, and Excel.
* On March 4, Jason York and Bill Backlin participated in a conference with the Curriculum Committee of the Technical Education Authority. The committee voted to approve Cloud’s new program proposal for a 16-credit hour Commercial Truck Driving certificate.