

Board of Trustees Meeting

Tuesday, April 25, 2023 5:00 PM

President's Addition Room 257, 2221 Campus Drive, Concordia, KS 66901

1. **ITEM NO:** **1**
AGENDA ITEM: **Call to Order – 5:00 pm**
ITEM TYPE:
COMMENT:

2. **ITEM NO.** **2**
AGENDA ITEM: **Pledge of Allegiance**
ITEM TYPE:
COMMENT:

3. **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 April 25, 2023 Board of Trustees meeting.

4. **ITEM NO.** **4**
AGENDA ITEM: **Guests' Comments**
ITEM TYPE:
COMMENT:

5. **ITEM NO:** **5**
AGENDA ITEM: **Introductions and Highlights**
ITEM TYPE:
COMMENT:

- A. Softball Team**
- B. Wrestling Team**
- C. Baseball Team**

6. **ITEM NO:** **6**
AGENDA ITEM: **Consent Agenda**

ITEM TYPE: Decision

COMMENT:

A. Approval of Minutes of the March 28, 2023 meeting. The minutes of the regular meeting of March 28, 2023 are enclosed.

B. Approval of Minutes of the April 4, 2023 meeting. The minutes of the special meeting of April 4, 2023 are enclosed.

C. Treasurer's Report. The Treasurer's Report as of March 31, 2023 shows a balance of \$19,898,686.53 at Central National Bank.

D. Purchasing and Payment of Claims. The purchase orders are enclosed or are available from the Clerk of the Board.

1) The A List

2) The B List

E. Personnel

1) Contract Renewal Recommendations for Faculty - 2023-2024

2) Admissions Counselor

3) English/Speech/Theatre Instructor

F. Policy Approval

1) Policy F8 - Vehicles and Transportation

RECOMMENDED ACTION:

Approve the items included in the Consent Agenda as presented.

7. ITEM NO. 7
AGENDA ITEM: Reports
ITEM TYPE: Information
COMMENT:

- A. President's Message
- B. Vice President for Academic Affairs
- C. Vice President for Administrative Services
 - 1) Financial Overview
 - 2) Facilities
 - 3) IT
- D. Meetings Trustees Attended

8. **ITEM NO:** 8
AGENDA ITEM: Discussion Items
ITEM TYPE: Discussion
COMMENT:
 - A. Board of Trustees Award Committee
 - B. Policy C4 - Immigration Sponsorship

9. **ITEM NO:** 9
AGENDA ITEM: Action Items
ITEM TYPE: Decision
COMMENT:
 - A. Approval of T-Bird Village Building 12 and 13 Renovations

RECOMMENDED ACTION: Approve the bid of Budreau Construction, Inc. for \$482,793 to include a 15% contingency for a total amount of \$555,211.95 and authorize payment from Campus Housing- Fund 85.

- B. Approval of Desktop Computers

RECOMMENDED ACTION: Approve the purchase of 85 desktops and 100 monitors from Dell in the amount of \$70,027.45 and authorize payment from Tech Fees.

10. **ITEM NO: 10**

AGENDA ITEM: Other

ITEM TYPE:

COMMENT:

A. Schedule President's Evaluation for May 2023

B. Schedule Board of Trustees Retreat & Budget Study Session for June 2023

11. **ITEM NO: 11**

AGENDA ITEM: Executive Session

ITEM TYPE: Executive Session

COMMENT:

A. Negotiations

B. Non-Elected Personnel

12. **ITEM NO: 12**

AGENDA ITEM: Adjournment

ITEM TYPE:

COMMENT:

Board of Trustees
Cloud County Community College

April 25, 2023

MISSION

Cloud County Community College prepares students to lead successful lives and enhances the vitality of our communities.

**Cloud County Community College
Board of Trustees
April 25, 2023**

ITEM NO: **1**

AGENDA ITEM: Call to Order – 5:00 pm

ITEM TYPE:

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ITEM TYPE: Decision

COMMENT:

Parliamentary rules recommend the adoption of the Agenda.

RECOMMENDED ACTION:

Adopt the Agenda for the **April 25, 2023** Board of Trustees meeting.

Amended Page
Cloud County Community College
Board of Trustees
April 25, 2023

ITEM NO. **4**

AGENDA ITEM: Guests' Comments

ITEM TYPE:

COMMENT:

ITEM NO: **5**

AGENDA ITEM: Introductions and Highlights

ITEM TYPE:

COMMENT:

- A. Softball Team
- B. Wrestling Team
- C. Baseball Team**

**Cloud County Community College
Board of Trustees
April 25, 2023**

ITEM NO: **6**

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COMMENT:

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- B. Approval of Minutes of the April 4, 2023 meeting.** The minutes of the special meeting of **April 4, 2023** are enclosed.

- C. Treasurer’s Report.** The Treasurer’s Report as of **March 31, 2023** shows a balance of **\$19,898,686.53** at Central National Bank.

- D. Purchasing and Payment of Claims.** The purchase orders are enclosed or are available from the Clerk of the Board.
 - 1) The A List
 - 2) The B List

- E. Personnel**
 - 1) Contract Renewal Recommendations for Faculty – 2023-2024
 - 2) Admissions Counselor – if available
 - 3) English/Speech/Theatre Instructor – if available

- F. Policy Approval**
 - 1) Policy F8 – Vehicles and Transportation

RECOMMENDED ACTION:

Approve the items included in the Consent Agenda as presented.

Cloud County Community College
Board of Trustees
April 25, 2023

ITEM NO. **7**

AGENDA ITEM: Reports

ITEM TYPE: Information

COMMENT:

- A. President’s Message**

- B. Vice President for Academic Affairs**

- C. Vice President for Administrative Services**
 - 1) Financial Overview
 - 2) Facilities
 - 3) IT

- D. Meetings Trustees Attended**

**Cloud County Community College
Board of Trustees
April 25, 2023**

ITEM NO: **8**

AGENDA ITEM: Discussion Items

ITEM TYPE: Discussion

COMMENT:

- A. Board of Trustees Award Committee
- B. Policy C4 – Immigration Sponsorship

ITEM NO: **9**

AGENDA ITEM: Action Items

ITEM TYPE: Decision

COMMENT:

- A. Approval of T-Bird Village Building 12 and 13 Renovations

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Amended Page
Cloud County Community College
Board of Trustees
April 25, 2023

ITEM NO: **10**

AGENDA ITEM: Other

ITEM TYPE:

COMMENT:

- A. Schedule President's Evaluation for May 2023
- B. Schedule Board of Trustees Retreat & Budget Study Session for June 2023

ITEM NO: **11**

AGENDA ITEM: Executive Session

ITEM TYPE: Executive Session

COMMENT:

- A. Negotiations
- B. Non-Elected Personnel**

ITEM NO: **12**

AGENDA ITEM: Adjournment

ITEM TYPE:

COMMENT:

Cloud County Community College

Board of Trustees

April 25, 2023

(A) LIST

APPROVAL OF EXPENDITURES OR TRANSFERS OF COLLEGE FUNDS OVER \$25,000.

This list contains requests for approval of expenditures or transfers of College funds over \$25,000. 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.

Vendor	Description	Amount
Consolidated Management	Board Charges February 23 – March 1	\$18,833.43
	Board Charges March 2 – March 8	\$18,833.43
	Board Charges March 9 – March 15	\$5,380.98
	Board Charges March 16 – March 22	<u>\$8,071.47</u>
	(01-85-9100-741)	\$51,119.31
SOPA, Inc.	Cabinets for GCC – Insurance Recovery Exp. (01-53-6200-799)	\$32,446.00

**Cloud County Community College
Board of Trustees
April 25, 2023**

(B) LIST

APPROVAL TO PAY CLAIMS

This list contains those check/claims that have had Board approval and/or met the requirements of State law and have been written.

RECOMMENDED ACTION: Approve the payment of these claims.

Amended Page

Cloud County Community College

BOARD OF TRUSTEES

AGENDA for April 25, 2023

Meeting Place: Room 257 in the President's Addition

Time: 5:00 PM

- I. Call to Order
- II. Pledge of Allegiance
- III. Adopt the Agenda
- IV. Guest's Comments
- V. Introductions and Highlights
 - A. Softball Team
 - B. Wrestling Team
 - C. **Baseball Team**
- VI. Consent Agenda
 - A. Approval of Minutes of the **March 28, 2023** Regular Board Meeting. The minutes of the regular meeting of **March 28, 2023** are enclosed.
 - B. Approval of Minutes of the **April 4, 2023** Special Board Meeting. The minutes of the special meeting of **April 4, 2023** are enclosed.
 - C. Treasurer's Report
 - D. Purchasing and Payment of Claims
 - 1) The A List
 - 2) The B List
 - D. Personnel
 - 1) Contract Renewal Recommendations for Faculty – 2023-2024
 - 2) Admissions Counselor
 - 3) English/Speech/Theatre Instructor
 - E. Policy Approval
 - 1) Policy F8 – Vehicles and Transportation
- VII. Reports
 - A. President's Message – Amber Knoettgen
 - B. Vice President for Academic Affairs – Dr. Kim Zant
 - C. Vice President for Administrative Services – Caesar Wood
 - D. Meetings Trustees Attended

MISSION STATEMENT

Cloud County Community College prepares students to lead successful lives and enhances the vitality of our communities.

- VIII. Discussion Items
 - A. Board of Trustees Award Committee
 - B. Policy C4 – Immigration Sponsorship

- IX. Action Items
 - A. Approval of T-Bird Village Building 12 and 13 Renovations
 - B. Approval of Desktop Computers

- X. Other
 - A. Schedule President’s Evaluation for May 2023
 - B. Schedule Board of Trustees Retreat & Budget Study Session for June 2023

- XI. Executive Session
 - A. Negotiations
 - B. **Non-Elected Personnel**

- XII. Adjournment

Next Meeting: **May 23, 2023**

MISSION STATEMENT

Cloud County Community College prepares students to lead successful lives and enhances the vitality of our communities.

Cloud County Community College

BOARD OF TRUSTEES

March 28, 2023

Present: Bruce Graham, Richard Hubert, Jim Koch, Pat Macfarlane, Mark Matthew, Jesse Pounds, President Amber Knoettgen, Dr. Kim Zant, Caesar Wood, and Samantha Pounds – Board Clerk.

Others Present:

Justin Ferrell – Attorney, Toby Nosker – KNCK, Jim Lowell – Blade Empire, Chris Wilson, Jennifer Zabokrtsky, Suzi Knoettgen, Heather Gennette, Stefanie Perret, Jessica LeDuc, Susan Dudley, Stephanie Downie, Tom Roberts, Don Benjamin, Beth Whisler, Lacy Hargitt-Pelkey, and Mike Harttrup – McCownGordon Construction, and Whitney Henle – McCownGordon Construction.

- I. The meeting was called to order by Chairman Jesse Pounds at **5:00** pm in Room 257 of the President’s Addition.
- II. **Pledge of Allegiance**
- III. **Adoption of the Agenda** – Mark Matthew moved and Bruce Graham seconded to adopt the agenda as presented. Motion passed.
- IV. **Guest Comments:** None
- V. **Introductions and Highlights**
 - A. **Cheer Team**

Head Coach, Stephanie Downie, shared that their team has had a great season and has made good strides. They performed their cheer routine at Night of 1000 Dances last week and it went well. She also introduced her assistant coach, Derrick Downie.
 - B. **Dance Team**

The dance team introduced themselves. However, their head coach, Jolie Kasper, was unable to attend the meeting.

C. Wrestling Team

The Wrestling Team plans to attend next month's Board meeting for Introductions and Highlights.

- VI. Consent Agenda** – Pat Macfarlane moved and Mark Matthew seconded to approve the Consent Agenda which includes the minutes of the February 27, 2023 special board meeting; minutes of the February 28, 2023 regular board meeting; the minutes of the March 3, 2023 special board meeting; Treasurer's Report; Purchasing and Payment of Claims; Contract Renewal Recommendations for Basketball Coaches – Devin Kastrup, Kyle Pugh, and Tiffany Dorris; Request for Early Retirement – Brenda Hanson; Approval of Vice President for Student Services – Brandt Hutchinson; Approval of Assistant Softball Coach – Jaime Ayala. Motion passed.

VII. Reports:

- A. President - Amber Knoettgen** – Opened her report with the mission statement and guiding values. She reminded us of the role and impact the College has within the community.
- 1) *Updates* – We held a Campus Community meeting on Friday, February 24th and had around 75 participants. Amber attended the Foundation Board meeting and the HLC Conference in Chicago this month.
 - 2) *Legislative Updates* – Last Friday marked the end to the majority of committee work for the year. This week there is a flood of bills being worked in the House and Senate through tomorrow. Heather Morgan is in the thick of it keeping an eye on all educational bills as they work towards first adjournment on April 6th.
 - 3) *Marketing* – The top post of this month was the Groundbreaking for the Technical Education and Innovation Center with a reach of 7,300. Jessica LeDuc is currently working on the Foundation Auction marketing, starting to sort out recruitment materials for next year, discussing the possibility of partnering on some billboard with Kansas Wesleyan, and partnering with NCK Medical Center on a digital sign.
 - 4) *Foundation* – Tables and tickets are limited to the 42nd Annual Scholarship Auction this year due to such high demand. The event is set to take place in Arley Bryant Gymnasium on April 15th. There will be a silent auction that will also be a mobile auction which will allow those who cannot be in attendance to bid on silent auction items. We will also take proxy bids for live auction items. The Foundation extended the scholarship award cycle an additional month. The original end date was March 1st but was extended to April 3rd to allow more students to apply for the 2023-2024 academic year. We have awarded more than \$264,000 in scholarships helping more than 170 students. There is still \$226,000 available to award for a Summer awarding.

The Foundation is assisting and working on several grants for the Technical Education and Innovation Center, CDL expansion, and Child Care Capacity.

- 5) *Admissions* – Signal Vine texts were sent out to encourage students to apply for scholarships and to register for New Student Enrollment Events. Admissions Counselors are continuing to visit high schools for spring and have attended a few high school “signing days” this spring as well. They have a lot of high school group visits scheduled for April and plan to start the month off with Junior Day on April 4th.
- 6) *Advisement* – Fall 2023 enrollment days begin on April 3rd. Our Dual Advising Team met with Republic County High School, Concordia High School, and Clay Center High School counselors to discuss advising worksheets, transferability, the new General Education Guide for Dual Credit Students, Cloud Now, tutorials, Student ID’s, student discounts, Accuplacer, enrollment timelines/deadlines, etc.
- 7) *Student Engagement and Retention* – January and February were heavy with Welcome Back events and Homecoming. Zoe Merz has been busy with retention referrals and student meetings. She has also been working with those that may be at risk after mid-term grades. They are currently planning events for April and May, hoping there is nice weather for outdoor events. Zoe also met with Student Senate, and they are continuing to discuss ways to keep communication open across campus with students, faculty, and staff.
- 8) *Student Accessibility and Mental Health Services* – Participated in discussion and review of Policy and Procedure E4 – Alcohol and Controlled Substance Abuse. Aubrey Anderson is planning events for Alcohol Awareness and Stress Awareness Month in April and has provided 65 hours of direct therapy to students in March. She is continuing to process accommodation requests as needed.
- 9) *Athletics* – The Baseball team closes out the month of March with three more games including a game that took place this afternoon at home against Cowley Community College before playing a doubleheader on Friday at Neosho Community College. The T-Birds will then have 25 more games remaining in the regular-season and are currently 15-13 overall with a 6-6 conference record. The Softball team will open KJCCC play on Thursday at home against Hesston College with a doubleheader and will play 6 of their first 8 conference games at home. The T-Birds still have 12 home games remaining this season with a total of 26 games left in the regular-season. The Track and Field team opened the outdoor portion of their 2023 schedule at the Cowley Mark Phillips Invitational this past Saturday and had a total of 20 (12 men, 8 women) national qualifiers at the meet while recording 16 event wins. Freshman Leroy Kamau was named the KJCCC Track Athlete of the Week for his performance at the meet as the T-Birds will be at the Friends

University Invitational this weekend. The 2023 Thunderbird All-Star Games will take place on Sunday with approximately 60 high school seniors from the area scheduled to participate.

10) *Upcoming Meetings and Events* – Groundbreaking of the Technical Education and Innovation Center is tomorrow, March 29th. There will be a Special Board meeting on April 4th. The KS Supreme Court will be on campus for a breakfast on April 12th. The PTK Luncheon will be on April 14th. The Annual Foundation Scholarship Auction will be on April 15th. Lastly, the HLC IAC Hearing will be on April 17th.

B. Vice President for Academic Affairs - Dr. Kim Zant

1) We have our lead instructor for Nursing on our Geary County Campus joining us via ZOOM tonight; Lacy Hargitt-Pelkey introduced herself and shared that she is very excited to be back at Cloud. Kim thanked everyone who attended the *Murder Mystery at the Murder Mystery* play. They had roughly 170 people in the audience. Four of the cast members had never been in a play before and five more had never in a play at Cloud. The Nursing and Allied Health Department would like to give a shout out to the Exergen Thermometer company because they recently donated over \$7,400 worth of medical grade thermometers to utilize in the Simulation Lab and for students to check temperatures before clinicals. This resource will also be utilized by our partners over at the Children's Center. On March 2nd, 45 students from Republic County High School visited for a Renewable Energy tour with Monte Poersch. On March 9th, RWE Renewables provided Renewable Energy students with a two hour recruitment and blade repair presentation and on the March 24th, 20 students from Phillipsburg High School visited. Elizabeth Weise from USA Today interviewed Kit Thompson about CCCC's Renewable Energy programs over spring break and is also reaching out to our students to interview. A total of 12 schools and 130 students have toured the cadaver tab and additional 20 students from Phillipsburg toured the Renewable Energy program. The 16-credit hour Early Childhood Education certificate has been approved by KBOR and HLC. We will offer it beginning in the Fall semester. Aggie Days will be hosted on campus on Thursday and we are expecting approximately 500 students. On the 12th of April, we are hosting our Spring Renewable Energy Day and on the 14th of April, students from St. John's Catholic School will visit for a Renewable Energy tour. Two of Shelly Farha's business students have entered the K-State Entrepreneurship Challenge. Kristina Frost and her Criminal Justice students will be participating in the Kansas Supreme Court event with Justice Rosen on April 11th at 11:00 am. Brandon Galm will emcee the event.

- 2) The Geary Community Health Foundation and R2B4 Bramlage Family Foundation have each donated \$7,500 to the Cloud County Community College Geary County Campus to support the nursing program. Brent Phillips, Don Benjamin, Jen Zabokrtsky, Kris Farmer and April Benne met with Junction City High School about offerings next year and beginning the steps to renew the welding Memorandum of Understanding.

C. Vice President for Administrative Services – Caesar Wood

- 1) *Finance/Reports Updates* – All budgets were due by March 22nd and staff will be presenting their budgets on April 11th, 12th and 21st. We will begin the budget process and start to work through scenarios based on the state funding model. Caesar and Mary LaBarge attended an online seminar on March 10th related to the mandatory commerce reporting with the ARPA funds. We will be submitting invoices soon to collect the remaining \$2 million from the department of commerce, as we already received the initial \$2 million of the total \$4 million allocated to the Technical Education and Innovation Center project.
- 2) *Children's Center* – 4 of 5 staff attended in-person training March 4th in Manhattan, KS. They have been working hard to finalize summer enrollment for the children and are currently advertising open positions to hire qualified staff in the Children's Center.
- 3) *Information Technology* – IT will bring a recommendation to an upcoming board meeting for a vendor to assist with cybersecurity services. This is in relation to the GLBA and FTC rules coming into effect. They are also preparing to do a summer PC replacement cycle, to replace some older desktop computers. Institutional Research has finished reports for HLC data and is getting started on the summer KBOR reporting.
- 4) *Residence Life* – We have 161 Housing Applications for 2023-2024 and our capacity is 304. ResLife did an Amazing Race program last week, with a great turnout. Our next all housing program is Top Golf between Thunder heights and the soccer field.
- 5) *Bookstore and Food Service* – Bookstore had a successful sale just before spring break. Bookstore staff also traveled to the Geary County campus last week with apparel items to sell to students, faculty, and staff. We will be hosting the Supreme Court justices and community leaders on April 12th for a breakfast in the T-bird Cafe. Students will receive grab and go breakfast burritos that morning in the union.
- 6) *Security* – We are contracting with First Choice security on the Concordia campus, while we search for a new security supervisor and the security company is continuing to provide security at the Geary County campus.

- 7) *Human Resources* – We had an ice cream social for Employee Appreciation Day on March 3rd on both campuses to show our appreciation for the work that our employees do.
- 8) *Facilities Updates* – The facilities staff has been working with the insurance broker to settle the water pipe claim at the Concordia and the Geary County campus (GCC). We anticipate building B at the GCC to be offline all semester and BL 231 at the Concordia campus to be offline all semester. We anticipate a full report from insurance and a payment for the claim within the next 2 weeks. We did a complete walk through with the content manager from the insurance company as the last step in the process. We are working to get these facilities back on-line for summer classes by June 1st. We began bi-weekly meetings with McCownGordon on March 27th as we move into the construction phase of the project. The initial clearing and groundwork for the project will start on March 31st and we anticipate the sewer line to be installed by mid-April. The signage for the project has been placed on the corner by Walmart.
- 9) *Community Relations* – Working with the Children Center to provide some Jungle bags with goodies in them for the Childcare Community Event at the Concordia Elementary School.
- 10) *Meetings Attended* – Caesar attended the KACCBO meeting virtually on March 2nd with other colleagues/CFOs. He also attended the President’s meeting with Amber on March 24th to get an update on state funding.

D. Meetings the Board Members attended

- 1) Mark Matthew attended County Commission meetings, CloudCorp Annual Luncheon, Jamestown City Open House this month.
- 2) Bruce Graham attended the Cloud play *Murder Mystery at the Murder Mystery*.
- 3) Jesse Pounds attended CloudCorp and Pros of Con meetings this month.

VIII. Discussion Items

A. Policy F8 – Vehicles and Transportation

Chris Wilson shared that KASB provided feedback and recommended moving a portion of this procedure to the policy. This policy also went to our insurance company for review.

IX. Action Items

A. Approval of Bid Package #2 – Technical Education and Innovation Center

Mike Hattrup, Senior Preconstruction Manager for McCownGordon Construction, presented the overall site plans, floor plans, construction cost

breakdown, current construction market look, and current schedule for the Technical Education and Innovation Center.

Jim Koch moved and Mark Matthew seconded to approve bid package #2 in the amount of \$6,460,029 from BOT-Fund 51. Motion passed.

X. Other: None

XI. Executive Session: None

XII. Adjournment

Pat Macfarlane moved and Richard Hubert seconded to adjourn the meeting at 5:47 pm. Motion passed.

Samantha Pounds, Clerk of the Board
Cloud County Community College
Board of Trustees

Cloud County Community College
BOARD OF TRUSTEES
Special Board Meeting
April 4, 2023

Present: Bruce Graham (ZOOM), Richard Hubert, Jim Koch, Mark Matthew, Jesse Pounds, President Amber Knoettgen, Dr. Kim Zant, Caesar Wood, and Samantha Pounds – Board Clerk.

Others Present: Justin Ferrell – Attorney, Jim Lowell – Blade Empire, Chris Wilson, Jessica LeDuc, Heather Gennette, Matt Bechard, and Larry Kleeman – Gilmore & Bell, P.C.

- I. The meeting was called to order by Chair, Jesse Pounds at **4:00 PM**.
- II. **Pledge of Allegiance**
- III. All Board members present were polled to waive the statutory two-day notice of a special meeting and all Board members waived the statutory notice.
- IV. **Adoption of the Agenda** – Jim Koch moved and Mark Matthew seconded to adopt the agenda as presented. Motion passed.
- V. **Action Items**
 - A. **Pharmacy Technician Certificate**

Richard Hubert moved and Mark Matthew seconded to approve the creation of two larger Pharmacy Technician courses rather than six small classes. If approved, the changes will be sent to the Kansas Board of Regents and the Higher Learning Commission for approval.
- VI. **Executive Session**
 - A. **Confidential Financial Information Pertaining to a Business or Vendor**

Richard Hubert moved and Mark Matthew seconded to recess into executive session for 15 minutes with the 5 Board members, Amber Knoettgen, Caesar Wood, Justin Ferrell, Larry Kleeman, and Kevin Cowan to discuss confidential financial information and data pertaining to certain businesses in order to protect the interests of the businesses being discussed and that we return to open session in this room at 4:20 pm. Anticipated Action to be taken. Motion passed.

Mark Matthew motioned and Jim Koch seconded to approve the bid for the purchase of Certificates of Participation, Series 2023. Motion passed.

Mark Matthew motion and Jim Koch seconded to approve Resolution 2023-03 to enter into a lease purchase transition, the proceed of which will be used to pay the costs of paying the costs of acquisition, and installation of certain improvements; and to approve the execution of certain documents in connection therewith. Motion passed.

- VII. **Adjournment** – Jim Koch moved and Richard Hubert seconded to adjourn the meeting at 4:23 pm.

Samantha Pounds, Clerk of the Board
Cloud County Community College
Board of Trustees

Contract Renewal Recommendations for Faculty – 2023-2024. It is time for the Board of Trustees to renew the contracts for full-time faculty for the 2023-2024 contract year. The list of people to be renewed is enclosed.

Recommended Action: Approve to renew the contracts for full-time faculty listed for the 2023-2024 contract year.

Admissions Counselor Position. This position is to replace Gracie Rudolph who accepted a position in the Foundation Office. The Search Committee and the President recommends the appointment of the Admissions Counselor effective June1, 2023.

Recommended Action: Approve the appointment of the Admissions Counselor on a full-time, Professional Services Employee contract effective on June 1, 2023.

Search Committee: Britni Trembley, Director of Admissions
Haley Reedy, Admissions Office Manager
T. J. Segebart, Admissions Counselor
Jamie Gross, Instructor in Agriculture

English/Speech/Theatre Instructor. This position is to replace Violette Kjeldgaard who resigned. The Search Committee and the President recommends the appointment of the English/Speech/Theatre Instructor effective August 11, 2023.

Recommended Action: Approve the appointment of the English/Speech/Theatre Instructor on a full-time, Professional Employee contract effective on August 11, 2023.

Search Committee: Brent Phillips, Division Dean
Brandon Galm, English Department Chair
Julia Galm, Instructor in English
William Kingsland, Instructor in English
Vincent Isakson, Instructor in Chemistry
Monte Poersch, Instructor in Renewable Energy
Zoe Merz, Coordinator of Student Engagement and Retention

CLOUD COUNTY COMMUNITY COLLEGE

TOPIC:
Vehicles and Transportation

Policy Number:
F8

Cloud County Community College maintains established procedures as they relate to vehicles and transportation conducted on College business. Employees must handle all travel with integrity, in compliance with applicable laws, policies, and procedures, and in a manner that excludes consideration of personal advantage. The President or their designee has the authority to establish these procedures.

Cloud County Community College maintains a fleet of college vehicles for use by college employees and trustees in college related activities. Vehicles and transportation are the responsibility of the Vice President for Administrative Services. The Vice President for Administrative Services is responsible for:

1. Purchasing vehicles.
2. Disposal of vehicles.
3. Maintenance and upkeep of the current fleet.
4. Determining which vehicles are appropriate for various activities.
5. Maintaining approval forms for using vehicles.
6. Maintaining records of vehicle use.

Recommendations for the purchase or disposal of vehicles in the fleet shall be presented to the Board of Trustees.

The Vice President for Administrative Services will also develop appropriate approval forms for using vehicles and shall maintain a record of the use of vehicles in the fleet.

Passengers in College Vehicles

When an employee is using a college vehicle, only other college employees and their immediate family (spouse and children) may accompany that employee. This does not exclude others who have an official relationship with the College.

Student Transportation

Students who are representing the College in any fashion will ride in college-approved transportation.

Adopted:	Revised/Reviewed	Revised/Reviewed	Revised/Reviewed	Reviewed
9/21/87	3/25/08	8/26/08	6/26/12	10/30/18

CLOUD COUNTY COMMUNITY COLLEGE

TOPIC:
Immigration Sponsorship

Policy Number:
C4

Cloud County Community College (CCCC) maintains established procedures for Immigration Sponsorship. The president or their designee has the authority to establish these procedures.

Purpose

The purpose of this policy is to:

1. Establish equitable and consistent qualifications for qualified candidates and employees regarding CCCC sponsorship of U.S. immigrant and nonimmigrant visas,
2. Define the processes for application.

Memorandum

To: Board of Trustees

From: Caesar Wood, Vice President for Administrative Services

CC: Amber Knoettgen, President

Date: 04/25/2023

Re: Approval for T-Bird Village Buildings 12 and 13 renovations

Cloud County Community College intends to renovate buildings 12 and 13 at T-Bird Village apartments. The current buildings are the only two that remain in need of upgrades and renovations. Bid proposals included requests for the following:

- Drywall replacement
- Bedroom closets
- Kitchen cabinets and countertops
- Vinyl flooring
- Ceiling repairs
- Showers
- Paint
- Replacement windows
- PTAC units and heaters
- Plumbing and electrical
- IT infrastructure

Bid invitations were sent to local contractors. The bid was also advertised on the College website and in the Blade-Empire.

Sealed bids were opened at 2:15p.m. on Wednesday, April 19, 2023. Results are below:

<u>Vendor</u>	<u>Bid Amount</u>	<u>Days to complete the job and estimated completion date</u>
Budreau Construction, Inc.	\$482,793.00	69 days to complete, estimated completion date July 31, 2023
Stupka Construction	\$638,750.00	79 days to complete, estimated completion date August 10, 2023

Recommendation: Approve the bid of Budreau Construction, Inc. for \$482,793 to include a 15% contingency for a total amount of \$555,211.95, and authorize payment from Campus Housing-Fund 85.

Memorandum

To: Board of Trustees

From: Caesar Wood, Vice President for Administrative Services

CC: Amber Knoettgen, President

Date: 4/25/2023

Re: Approval of Desktop Computers

Cloud County Community College intends to purchase desktop computers to replace end-of-life equipment in student labs and faculty/staff workstations. This purchase is part of our 5-year replacement cycle. Based on our current inventory and the fact that we did not purchase replacement computers last year, we are recommending purchasing 85 Dell computers and 100 monitors.

The total purchase price is greater than \$25,000, but the desktops will be purchased using the state contract through the Dell Midwestern Higher Education Compact (MHEC) Master Agreement #04152022. The use of state contracts or other purchasing cooperative networks allows the College to purchase products from vendors who have already undergone a competitive bid process (Reference K.S.A. 75-3739(i)). Technology fees will be used for this purchase.

Recommendation: Approve the purchase of 85 desktops and 100 monitors from Dell in the amount of \$70,027.45 and authorize payment from Tech Fees.