

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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- Call to Order The regular meeting of the Board of Trustees of Colby Community College, Thomas County, Kansas was held in the Board Room on January 21, 2013 at 5:30 p.m.
- Members Present Cindy Black, Dale Herschberger, Kenton Krehbiel, Arlen Leiker, Bill Shields, Nick Wells, and Dr. Stephen Vacik.
- Others Present Dr. Keegan Nichols, Vice President of Student Affairs; Alan Waites, Vice President of Business Affairs; Joyce Washburn, Dean of Academic Affairs; Barry Kaaz, Dean of External Affairs; Dr. Xuemei Yang, Dean of Institutional Effectiveness; Ryan Sturdy, Athletic Director; Brooks Wederski, Information Technology; John Gatz, board attorney; Pat Erickson; Dr. Marcy Ward; Doug Johnson; Sarah Borneman; Jane McDougal; Penny Cline; Rebel Jay; and Kayla Cornett of the *Colby Free Press*. Lisa Failla recorded the minutes of the meeting.
- Call Meeting to Order Board Chairman Arlen Leiker called the meeting of the Colby Community College Board of Trustees to order at 5:30 p.m.
- Amendment of Agenda Arlen Leiker amended the consent agenda to include the following: Change the minutes from December 17, 2012 Board Meeting to include the approval of resignations; approval of two additional letters of resignation in V. Business, item B; Executive Session for Attorney/Client Privilege for five minutes following introductions and add item J-1 for discussion of next month's board meeting date as it falls on a holiday. Kenton Krehbiel made a motion to amend the agenda accordingly and Bill Shields seconded the motion; motion passed unanimously.
- Introductions Dr. Vacik introduced Doug Johnson, Pat Erickson, Dr. Marcy Ward, Sarah Borneman, Jane McDougal, Penny Cline, Rebel Jay, and Kayla Cornett.
- Executive Session Trustees requested the presence of John Gatz and Dr. Vacik to meet in executive session to discuss matters that would be within the attorney/client privileges for five minutes. Dale Hershberger made a motion; Nick Wells seconded; motion carried unanimously at 5:32 p.m.
- Open Meeting The Trustees reconvened in open session at 5:37 p.m. John Gatz made a recommendation to approve the Pitney Bowes contract if the Contractual Provisions Attachment is attached to the contract.
- Consent Agenda Nick Wells made a motion to approve the consent agenda for each item A through D. Bill Shields seconded; motion carried unanimously.
- Minutes; Approval of the December 17, 2012 minutes Kenton Krehbiel made the motion to approve the minutes with the addition of the approval of the resignations which were inadvertently omitted; Nick Wells seconded; motion passed unanimously.
- Agreements; Nick Wells made a motion to accept the Agreements as recommended by John Gatz. Kenton Krehbiel seconded; motion passed

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unanimously.

Contracts; Nick Wells questioned the contract for the new Farm Manager. Barry Kaaz stated she was qualified for the position. Dr. Marcy Ward stated she could weld and did have automotive background. Bill Shields asked if she could take care of the students. Dr. Marcy Ward and Barry Kaaz both stated she would be able to handle the students. The Farm Manager will live at the farm. Bill Shields made a motion to accept the contracts as presented; Kent Krehbiel seconded; motion passed unanimously.

Kenton Krehbiel made a motion to approve Resolution No. 7 for payment of claims, Nick Wells seconded. Bill Shields asked if there was anything out of the ordinary that happened. Alan Waites stated CCC received state operating grant money on January 2. Alan also stated CCC was able to issue checks to vendors which were previously approved. The cash reserves are at \$670,000 which is less than the \$1 million of previous months. Bill Shields asked about the Wright Express fuel card and why the amount was \$18,000 and if the balance was for several months. Alan explained it is normal for this time of year with the travel; motion passed unanimously.

Administrative Reports *Dr. Keegan Nichols*

Dr. Nichols reported today was the Martin Luther King Day celebration and thanked Charles Keefer for putting the event together and those who attending. The CCC talent show is coming up and CCC is looking for individuals or groups to participate. This time last year CCC enrollment numbers were at 10,923 credit hours or 848 students. This year on the same date, there are 12,804 credit hours 1,092 students. Arlen Leiker asked about the new management tool, ASANA. Dr. Nichols said this allows you to enter objectives and goals with the ability to track them. Arlen Leiker thanked Dr. Nichols for letting him read her Enrollment Management book. [See Student Services report attached.]

Joyce Washburn

Ryan Hale is sponsoring a program on wellness. Tuesday, January 22, there will be a seminar on Lasting Health Behavior for 2013. Monday, January 29, Ryan Hale will be showing the film "Fat, Sick and Nearly Dead" in the CAC. These are free to the public. Joyce Washburn is currently working on Program Review. Faculty sessions will be held on Thursday, January 24. [See attached report regarding Academic Affairs.]

Bill Shields asked Dr. Nichols a question regarding campus security numbers. Dr. Nichols responded the numbers are up due to "bad behavior" and she believes this is repetitive by many of the same students.

Barry Kaaz

The charts enclosed in the report are for the last three years, 2010, 2011 and 2012. Notable savings this year for Living Center Northeast over 2011. Barry is working on the agricultural survey to identify the needs of the agricultural community and how the college can serve the community better. [See External Affairs report attached.]

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- Dr. Xuemei Yang* Institutional Effectiveness is working closely with Academic Affairs on Program Review and the assessment process. This has not been done in several years. This process began last fall and it is going very well. [See Institutional Effectiveness report attached.]
- Debbie Schwanke* Dr. Vacik reported Debbie Schwanke has been working hard on homecoming. She has also done a tremendous job on the coordination of our website. [See Public Relations Report.]
- Ryan Sturdy* Last weekend the CCC wrestling team took second place. [Athletic report is attached.]
- Brooks Wederski* CCC is considering purchasing a generator to support the IT equipment in case of an electrical outage. The purchase of the generator will be purchased with Title III grant money. [See IT report attached.]
- Endowment Foundation Nick Wells stated the Foundation Board auction will be held on April 13. The theme this year is the House of Blues. Arlen Leiker stated the members of both boards met and the outcome was good. The next meeting is set for January 25.
- Program Report
Art Department Rebel Jay talked to the Board regarding the Art Walk which will be held on Friday, April 19, from 5 to 8 p.m. There are more businesses involved this year than in the past. Artists will be selling their work. All art work will be downtown instead of at the college and high school as it was last year. Arlen Leiker asked Rebel Jay about the quality of students graduating from high school. Rebel stated she believes the smaller schools are struggling with supplies for the art students. When students take an art class, CCC charges a fee which allows the students to use whatever supplies are available in the art department. That is different from some other schools which expect the students to purchase specific items to use in their art projects. Students are eager to try different mediums. Something new this year at the Art Walk will be “art bucks.” When someone comes into one of the stores, a student will hand out an art buck. Colby businesses will also put value deals or advertising on the back of the art bucks.
- Approval of Resignations Dr. Vacik asked the Board to approve resignations of Reesa Stoll, Child Care Aware of Northwest Kansas; Robert Selby, Teacher/Business Department; Joyce Washburn, Dean of Academic Affairs; and Jim Latoski, Animal Science Instructor/Livestock Judging Coach. Nick Wells made a motion to accept the resignations; Kenton Krehbiel seconded; Arlen Leiker stated that Joyce Washburn has done a great job and wished Bob Selby was at the meeting to be recognized, Arlen said he regrets accepting the resignations. Motion carried unanimously.
- Adult Education
Vehicle Purchase This is a follow up from last month’s Board Meeting. CCC purchased a vehicle (2011 Chevrolet Impala with 32,587 miles) for Adult Basic Education their grant monies. It was purchased from MC Auto. Kenton Krehbiel made a motion; Nick Wells seconded the motion; discussion continued. Arlen Leiker asked if bids were taken. Barry Kaaz stated he

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purchased the vehicle from MC Auto without taking bids from other dealers. Barry Kaaz also stated prior autos were purchased from Tubbs and Sons. Dale Herschberger stated that bids should have been taken. Barry Kaaz said that time was short and the College purchased the vehicle that would fit CCC's Adult Basic Education needs at a reasonable price. Discussion was held regarding the bidding policy. Kenton Krehbiel rescinded his motion. John Gatz was asked to review the bid policy. This item was tabled until the policy could be reviewed.

Dining Service Bid

Dr. Vacik stated several of the Board members have reviewed the dining service bids. Dr. Vacik's recommendation is to change vendors and award Great Western the dining service contract. Bill Shields asked if CCC would need to buy out anything from Chartwells. Nick Wells stated he went through bids and provided his notes to the Board members comparing each item. Chartwells rates are a bit higher. Nick Wells stated it is misleading on the \$50 student cards, they are actually billed to the students. The biggest difference between Great Western and Chartwells is Great Western provides the President's fund \$2,500 whereas Chartwells provides \$1,200. The Foundation donation is \$1,000 from Great Western and \$3,000 with Chartwells. There is no athletic donation from Great Western. The summer conference rates are a little different between the two. CCC receives commission on everything Chartwells sells. Chartwells does have the ice cream machine and they would like to install a snack bar, based on enrollment. Nick believes there is a glitch in Great Western's bid which requires CCC to pay \$60,000 on August 15 of each year. He believes the college is cash-strapped at that time. Nick stated that Chartwells has carried us through "thick and thin" and his thoughts are CCC should stay with them. Arlen Leiker stated that both contracts have a clause regarding interest and asked Alan Waites if Chartwells has been charging CCC interest on our past due account. Alan's response was, "No, they have not." Arlen also stated there are some items out of CCC's control such as declining enrollment and declining population in K-12. Arlen stated that neither vendor had a proposal for international students. One of the good things with the card system is students can add points to their card and if we can negotiate contracts with restaurants like Subway or Gambinos that would give the students more options over the school breaks. Chartwells has said in the past that they would hire an assistant manager to help Brian as he is here from early morning until after dinner unless school is out of session.

Bill Shields asked Dr. Vacik his thoughts and he stated, after talking and dealing with them on a personal level, he knows the one with which he is more comfortable. The majority of the campuses in Kansas use Great Western and Dr. Vacik believes there is a reason. We are not a business to them as much as we are to Chartwells. Dr. Vacik thinks it comes back to relationships. The buyout from Chartwells is \$42,000. Discussion took place regarding late fees and interest charges. Bill Shields asked if CCC could revisit the contracts at a later date. Dr. Nichols explained this contract would be in effect for the 2014 school year. Dr. Nichols said the reason we need to decide on a contract quickly is due to the student housing contract. Students need to know how much it will cost them to

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live on campus and the dining bid is part of that. Bill Shields stated CCC does not have the funds to buy out Chartwells contract and Chartwells has helped CCC out over the months through some pretty thin times. Cindy Black stated that Chartwells has been good to us and we need to respect that as well. Arlen Leiker asked if we could extend Chartwells contract year-to-year if needed. Dr. Nichols stated that we could, but we could not get the benefits stated in the contract such as new equipment like the ice cream machine or snack bar. CCC needs to sign a five-year contract to obtain the benefits.

Bill Shields asked Ryan Sturdy if he had an opinion due to his athletes travel. Ryan said Great Western talked with him and said when teams travel they could eat in the opponents school's cafeteria. Ryan stated for softball it wouldn't make a difference which vendor we use because of their travel schedule. Baseball and basketball teams might be able to benefit. If the opposed school's cafeteria closed at 7:00 and we called ahead they would make special arrangements with CCC. Coach Carter thinks it is a good idea. Currently 12 of the 14 community colleges in Kansas use Great Western. Two school use Chartwells. Kenton Krehbiel asked if either contract is in the final stage or can we still negotiate? Bill Shields asked if CCC was going to negotiate with Great Western by asking them to buy down or help us buy down our existing contract with Chartwells or pro-rate it so CCC does not have to come up with the cash to change contracts.

Kenton Krehbiel made a motion to pursue an agreement with Great Western that allows Board members and Dr. Vacik to negotiate the finer points. Bill Shields stated before he would second the motion, CCC would look into further negotiations with Great Western. Kenton Krehbiel revised his motion to follow the administration's recommendations and make the best possible deal and bring it back to the board for approval. Bill Shields seconded the motion. Aye-Bill Shields, Arlen Leiker, Kenton Krehbiel; Nay-Dale Hersherberger; Cindy Black and Nick Wells. Motion did not pass with vote of 3-3.

Bill Shields stated we need to look at both of the vendors again and ask the hard questions of both parties. The Board agreed to talk to both vendors. Dale Hersherberger stated even as harsh as some of the phone conversations have been, at least Chartwells has shown by example they will stick by us through thick and thin. Bill Shields agreed and stated CCC should talk with both vendors again. This will be tabled until later and if a special meeting is required, CCC will schedule one.

Policy Manual Additions
College Credit Card Usage

Dr. Vacik stated the credit card issue was raised during the audit. He asked this new policy regarding credit card usage be approved by the Board. Dale Hersherberger made a motion to adopt the new credit card policy; Cindy Black seconded. Bill Shields asked if this policy will be distributed to all credit card users. Dr. Vacik stated all new employees will sign this and as people use the College credit cards they will also sign the policy and it will be in their personnel file. Motion passed unanimously.

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- Child Care Awareness Dr. Vacik reported he spoke with Doug Greer and Lyndsey Crisenbery from Hays Area Children's Center in Northwest Kansas. They have been on campus for several years but due to funding cuts they were reduced to a half-time person. When Reesa Stoll announced she was taking a different position, Hays Area Children's Center decided they could not afford to have a person on site and would like to be released from their current contract with the college at the end of February 2013. Cindy Black made a motion to release them from the contract; Dale Herschberger seconded; motion passed unanimously.
- Electronic Board Packets Arlen Leiker stated several sister institutions have changed to electronically distributed Board packets. Some are using KSAB which allows the board member to access the documents at home and the institutions provide laptops at the board meetings. Others provide hardware for each individual board member or the board member provides his/her own. Arlen said the amount of time and paper used to produce the Board packets is not realistic. Kenton Krehbiel asked if all information would be received in the same manner they currently receive information Alan Waites provides. Alan Waites indicated files would be received more like the business office provides. For example, contracts would be saved as a separate PDF file. Members would receive several files with different information. Cindy Black asked if the Board members would receive information on different days as they do now, or if it would come at once. Alan Waites stated now as the business office completes their information, it is sent. It is possible to hold the information until the entire Board packet is complete and send it at one time. Arlen Leiker stated another reason for using electronic mail is the mail service. One Board member did not receive their packet prior to the Board meeting. Dale Herschberger stated he has no means of receiving this information and getting it to the board meeting. Arlen Leiker said in the long run this will save money. Consensus of the board is to move in the electronic direction for Board packets. For the February meeting, two laptops will be set up so the Board members can see how the electronic process will work.
- Goodland Nursing Program Dr. Vacik reported the College is being asked to vacate the Amory in Goodland by Northwest Kansas Technical College at the end of the term. This fall CCC looked at some alternative sites. However, they were either going to be expensive to refurbish or there would be rent, utilities, custodial, maintenance, etc. CCC is down to seven students in the class. Dr. Vacik recommended to the Board that the College suspend the program for the 2013-14 academic year. Dr. Vacik suggested revisiting this program in the fall and possibly considering alternative delivery methods. Dr. Vacik has spoken to the two instructors, Cheryl Truab and Sandy Barber. Dr. Vacik has talked with the Kansas Board of Nursing. He will write them a letter and inform them of our intentions. The Kansas Board of Nursing will take that into account so CCC will not have to go through the process of re-filing if CCC starts the program again next year. CCC will look at ways to integrate Cheryl and Sandy into other aspects of the nursing program. Cindy Black made a motion to suspend the program for the 2013-14 year; Bill Shields seconded; motion passed unanimously.

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- Evaluations Arlen Leiker handed out evaluation packets to the Board. He asked Dr. Vacik to complete a self-evaluation and return it to him. Arlen asked to have the evaluations back to him by February 10. Kenton Krehbiel will help Arlen Leiker tally the evaluations.
- Financial Report Alan Waites explained that expenditures are on track. At the end of December, CCC had \$235,900 in open purchase orders. The annual forecast has changed. It is now \$13,880,000 YTD due to the \$70,000 adjustment to the beef program. We have \$7.2 million remaining which is 51.8%. Cash balance at the end of December was approximately \$160,000. Within the last week CCC received \$2.9 million (\$1.04 from state operating grant on January 3 and a county check for \$1.86 million). Expenses reported through the month of December are \$6,685,167. CCC is watching and conserving cash flow. Enrollment and student retention is extremely critical. Alan reported on the audit status. Adams, Brown, Beran and Ball is waiting for the release of guidelines related to recently effective OMB Pronouncement 133.
- Dr. Vacik reported the College is initiating an austerity program. The College is going to significantly cut back on spending for spring. All purchase orders requested will be closely scrutinized.
- Kenton Krehbiel asked if Alan Waites' revenue numbers included tuition and fees. Alan Waites responded, "It did not." Tuition and fees will be on top of the grant and county monies we received. Alan explained the bulk of that revenue comes in February and March.
- Adult Education Vehicle Barry Kaaz stated CCC's practice is to bid on major items such as roofs, etc. In this situation, it was discussed by the board in December and Barry made the decision to look at MC Auto because they had autos available that would fit ABE needs. Dr. Vacik stated we had to make a commitment in December in order not to lose the grant money. John Gatz reviewed the policy. The President has the authority to approve purchases under \$20,000 and complete the transaction. The president can then inform the Board of the purchase. The policy also states the board may request bids for expenditures under \$20,000 when doing so might be an economic benefit to the college. The policy authorizes these expenditures without Board approval. Bill Shields stated he understands the time constraints, he emphasized we are asking the community for help more and more. If we are asking them for help, we need to involve them when we can return business to the community. Dale Herschberger made a motion to approve the adult education vehicle purchase; Cindy Black seconded; the motion passed unanimously.
- Board Meeting Date The next scheduled board meeting is on President's Day and the college is closed. Discussion was held and Monday, February 25, was decided upon. Kenton Krehbiel made a motion Cindy Black seconded; Aye-Bill Shields, Arlen Leiker, Kenton Krehbiel, Dale Hershberger and Cindy Black; Nay Nick Wells. Motion passed with vote of 5-1.

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- Food Service Bids Dr. Nichols reported she had responses to questions from the dining vendors. Chartwells stated they would hire an assistant manager for Brian. Great Western stated they would buy out the contract but that would affect the amount of money they put in. We would have to negotiate that. Great Western was going to talk to their president regarding the interest situation. Bill Shields said he is not ready to make a decision. Dr. Vacik will schedule a time for the dining vendors to present in-person to the Board in two weeks.
- Executive Session Trustees requested the presence of John Gatz and Dr. Vacik to meet in executive session to discuss negotiations for 10 minutes. Cindy Black made a motion; Bill Shields seconded; motion carried unanimously at 7:30 p.m.
- Open Meeting The Trustees reconvened in open session at 7:40 p.m.
- Dining Bids A Special Meeting will be held at 5:30 p.m. on February 4, 2013. Kenton Krehbiel made a motion to entertain presentations from Chartwells and Great Western; Cindy Black seconded; motion carried unanimously.
- Master Agreement/
Contracts Nick Wells made a motion to approve the Master Agreement and Contracts associated with the agreement; Dale Herschberger seconded; motion carried unanimously.
- Executive Session Dale Hershberger made a motion to start executive session in 5 minutes for a 30-minute session for non-elected personnel with John Gatz; Dr. Vacik; and Joyce Washburn to be present for the first couple of minutes. Cindy Black seconded; motion carried unanimously at 7:50 p.m.
- Open Session At 8:20 p.m. the Trustees requested an additional 10 minutes to discuss non-elected personnel. Dale Hershberger made a motion; Cindy Black seconded; motion carried unanimously at 8:20 p.m.
- Open Meeting The Trustees reconvened in open session at 8:30 p.m. No action was taken.
- President's Report Dr. Vacik encouraged everyone to listen to the "State of the State" by Governor Brownback. He reiterated that all purchase order requests will be closely monitored to facilitate cash conservation. He reminded members that Homecoming activities include a Hall of Fame luncheon on February 2. Dr. Vacik said Joyce Washburn will be missed. She has added great value to academics at CCC. He reported Sunflower Bank committed to donating to the College.
- Trustees' Comments Bill Shields said he would miss Joyce Washburn. He told Dr. Nichols that the enrollment looks encouraging and he looks forward to the spring semester. Nick Wells stated Joyce Washburn and Bob Selby will be missed. Kenton Krehbiel thanked Joyce Washburn and Bob Selby. He said he is looking forward to Homecoming events to see the former students and reminded everyone that the cut-off is tomorrow at noon for re-election. Dale Herschberger thanked Joyce Washburn and Bob Selby,

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and thanked Dr. Nichols for enrollment numbers. Cindy Black thanked Joyce Washburn and Bob Selby. Arlen Leiker thanked Joyce Washburn and reminded everyone about the evaluations. Dr. Vacik read a thank you card received from the Three of Clubs (a group he spoke to in January).

Adjournment

Dale Herschberger made a motion to adjourn; Bill Shields seconded the motion; motion carried unanimously. The meeting was adjourned at 8:40 p.m.

Signed _____
Chairman

Signed _____
Secretary