

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 February 25, 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 Alan Waites, Vice President of Business Affairs; Joyce Washburn, Dean of Academic Affairs; Barry Kaaz, Dean of External Affairs; Debbie Schwanke, Public Relations; Dr. Xuemei Yang, Dean of Institutional Effectiveness; Ryan Sturdy, Athletic Director; Brooks Wederski, Information Technology; John Gatz, board attorney; Dr. Marcy Ward; Sarah Borneman; Britney Squire; Charles Keefer, Crystal Pounds, Tara Schroer 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.
- Introductions Dr. Vacik introduced Dr. Marcy Ward, Crystal Pounds, Sarah Borneman, Tara Schroer, Charles Keefer, Britney Squire, and Kayla Cornett.
- Program Report Dr. Vacik stated our most recent HLC meeting was Friday, February 22. Crystal Pounds stated CCC has had three all campus workdays. She said they are pleased with the work and the College is on-track with the time line. CCC's fourth HLC all campus work day will be April 26, 2013. All drafts should be submitted by the sub-committees and reviewed by that date. Arlen Leiker stated he is pleased with his group's progress. Kenton Krehbiel also stated he is pleased with the progress in his group and stated he believes CCC's staff understands the importance of HLC and has put in a lot of hard work. Crystal stated she appreciates the Board presence at the HLC workdays. The HLC visit date has been set for September 8-10, 2014. The HLC liaison will be onsite prior to the HLC visit date. Arlen Leiker asked what the board could do to help. Crystal stated the more involved each member could be with their individual criterion team would be beneficial.
- Administrative Reports
Dr. Keegan Nichols Dr. Vacik reported that Dr. Nichols was stranded in Denver due to the snow storm. Charles Keefer and Britney Squire are available to answer questions. [See Student Services report attached.]
- Joyce Washburn* Joyce Washburn stated CCC has met all of the Performance Indicators except one, Allied Health, which they had directional improvement. She said the College has made significant improvement in most areas particularly on-line which had an increase in hours. CCC will be reporting one more year on last year's data (Fall 2012/Spring 2013). CCC will be writing new Performance Agreements which are due July 15, 2013. Dr. Vacik stated that if there is any new money allocated, only those schools that have meet their Performance Agreements and have been approved will receive additional fund. CCC has remained in good standing. Joyce will

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bring different criteria to a future Board meeting to receive input regarding which criteria we should include. Discussion took place regarding the Performance Agreement and the value of education. The value of college is covered in the student success class. Orientation also covers that topic. Britney Squire stated it was incorporated in the new curriculum that was implemented in the Fall. [See attached report regarding Academic Affairs.]

Barry Kaaz

Barry stated a copy of the agricultural assessment is included in his report. An ad will be placed in the *Colby Free Press* which gives a brief explanation of the assessment. CCC's first Concealed Carry class will begin in April. The maintenance department is working on the heating system in the horse barn. [See External Affairs report attached.]

Dr. Xuemei Yang

Institutional Effectiveness is responsible for coordinating the data collection to report to the federal and state governments. CCC is developing the institutional effectiveness indicator. This is not only a requirement for the HLC accreditation process but also is necessary for a college to show their accountability. The College continues to work on the program review. Thanks to Brooks Wederski and Penny Cline for their help on the Program Review. [See Institutional Effectiveness report attached.]

Debbie Schwanke

Debbie wanted to recognize individuals who worked on the Homecoming events. Dr. Vacik's idea of Homecoming and Hall of Fame for sports and alumni has been a great success. Thanks to Nick Wells for his help with the Hall of Fame Luncheon. Thanks to Charles Keefer for his work on the Homecoming events. Charles will be in charge of next year's events for CCC's 50th anniversary. Barry Kaaz and Charles Keefer helped immensely with the bonfire. Special thanks to Sarah Borneman, Penny Cline, Kathy Britton, Leisa Hansen, Ryan Sturdy, Melanie Fortin and Brette Hankin for all their help. CCC has implemented the campus alert system during the recent snow storm. This system sends out a mass text email to the individuals who are registered. There is a dedicated phone line for emergency messages. The announcement was also posted to CCC's web site. The alert system was also used for the change in times for the basketball games due to the weather. Dr. Vacik thanked Debbie for her hard work on all the Homecoming events and mentioned the success of the talent show and Charles Keefer's work he did to make that a success. [See Public Relations Report.]

Ryan Sturdy

CCC women's basketball had their first conference win, men were not as fortunate. The wrestling team had three All American's. Bryce Lewis finished seventh at 165. Xavier Fisher finished eighth at heavy weight. Dylan Braun finished third at 184 lbs. The Ferguson offices remodeling is progressing. [Athletic report is attached.]

Brooks Wederski

Brooks highlighted the ITV system which is set up in the Health Science Nursing classroom. The nursing department used this for the recent National League for Nursing Accrediting Commission visit so the remote sites could participate. Nick Wells questioned the size of generator IT is requesting to support their needs. Brooks explained from 10 to 30 kw,

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depending on growth. [See IT report attached.]

- Endowment Foundation Nick Wells reported during a meeting in the All American Room the decision was made to update the room and the Foundation would like to pay for the renovation. A committee will be established for this project. The Foundation Scholarship Auction is April 13, 2013.
- Approval of Minutes Kenton Krehbiel made a motion to approve the minutes of the January 21, 2013 Board meeting; Cindy Black seconded; John Gatz noted a change that would need to be made before approval of minutes. The minutes indicated the executive session was for discussion of agreements, which would not be allowed. It was actually for attorney/client privilege. Kenton Krehbiel amended his motion to approve the minutes as corrected; Cindy Black seconded; motion passed unanimously.
- Approval of Agreements Nick Wells made a motion to approve the Agreements; Kenton Krehbiel seconded; Cindy Black asked if John Gatz had reviewed the agreements, John Gatz has reviewed them. Motion passed unanimously.
- Approval of Contracts Kenton Krehbiel made a motion to approve contracts; Nick Wells seconded. Nick Wells questioned Dr. Shad Clymer's supplemental contract. Nick Wells asked if Dr. Clymer is only teaching seven and a half hours, why does he need a supplemental? Joyce Washburn explained it was above what Dr. Clymer was hired to teach. Dr. Clymer continues to create on-line classes also. Motion passed unanimously.
- Approval of Resolution 8 Payment of Claims Nick Wells made a motion to approve Resolution 8 Payment of Claims; Cindy Black seconded; motion passed unanimously.
- Approval of Resignations Dr. Vacik asked the Board to approve resignations of Joe Kreutzer, Maintenance Technician; Kelsey Monahan, Assistant Volleyball Coach; Alan Waites, VP Business Affairs and CFO; Sandy Hill, Anatomy and Physiology Instructor; Diane Williams, Business Instructor/Program Director; LaDonna Dempewolf, Student Services Assistant; and Dr. Marcy Ward, Beef Production Program Director/Instructor. Nick Wells made a motion to accept the resignations; Cindy Black seconded; Motion carried unanimously.
- HLC Questionnaire Dr. Vacik asked Board members to complete a short questionnaire for one of the HLC sub-committees.
- Residence Hall Contract Dr. Vacik asked the Board to approve the 2013-2014 Residence Hall contract. The increase for the dining hall was the only increase to this contract. Charles Keefer stated the other changes to the contract include decreasing the reservation fee from \$100 to \$25. Vaccinations and immunization section wording was changed. There are three sections each student must initial is to ensure he/she has read the contract. The contract is issued prior to the students arriving on campus. Cindy Black made a motion to approve the residence hall contract; Dale Herschberger seconded; the motion passed unanimously.

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- Fitness Roof Repair Bids Dr. Vacik stated there is leakage in the fitness/gym area. Barry Kaaz received two bids for the roof repair. One of the bids is for a TPO system and the other bid is for rubber mat system. The TPO system has a five-year labor warranty. The rubber mat system is a two-year labor warranty. Barry Kaaz recommended the TPO system. Kenton Krehbiel suggested we have Roofmasters requote so they are bidding on the same specifications. Arlen Leiker asked Alan Waites regarding Barry's budget. Alan stated this would be paid out of the Deferred Maintenance funds. Kenton Krehbiel made a motion to approve a proposal from Roofmasters for the same product Chambless Roofing Inc. quoted, if the quote is less. Cindy Black seconded; motion passed unanimously.
- Financial Report Alan Waites explained that expenditures are on track. At the end of December, CCC had \$248,400 in open purchase orders. We have noticed a significant cut-back in purchase orders since Dr. Vacik implemented the austerity program. We have \$6.2 million remaining in the budget which is 44%. Cash balance at the end of December was approximately \$2 million. Expenses reported through the month of December are \$7,667,415. CCC is watching and conserving cash flow. The cash CCC has on hand needs to last until May. Academic Program review work continues in conjunction with academics. Budget work for the 2013-14 school year as begun in earnest. May 25 is the filing date for the financial review follow up with the HLC. The audit report will be distributed electronically to the Board.
- Executive Session Trustees requested the presence of John Gatz and Dr. Vacik to meet in executive session to discuss non-elected personnel for 15 minutes. Cindy Black made a motion; Dale Herschberger seconded; motion carried unanimously at 6:23 p.m.
- Open Meeting The Trustees reconvened in open session at 6:38 p.m.
- Executive Session Trustees requested five additional minutes to continue discussion on non-elected personnel. Cindy Black made a motion; Dale Herschberger seconded; motion carried unanimously at 6:38 p.m.
- Open Meeting The Trustees reconvened in open session at 6:43 p.m.
- Executive Session Trustees requested the presence of John Gatz to meet in executive session to discuss President's evaluation for 20 minutes. Cindy Black made a motion; Dale Herschberger seconded; motion carried unanimously at 6:43 p.m.
- Open Meeting The Trustees reconvened in open session at 7:07 p.m.
- Executive Session Trustees requested the presence of John Gatz and Dr. Vacik to meet in executive session to discuss President's evaluation for 20 minutes. Cindy Black made a motion; Dale Herschberger seconded; motion carried unanimously at 7:07 p.m.
- Open Meeting The Trustees reconvened in open session at 7:27 p.m.

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President's Report

Dr. Vacik reported the National League for Nursing Accrediting Commission was on site February 19-21. CCC is using the tax credit dollars for the roof repair and flooring repairs in Ferguson. Dr. Vacik is working on employee evaluations for direct reports. Direct reports are working on their direct reports. These should be completed in the next two weeks.

Trustees' Comments

Kenton Krehbiel reported the PTK luncheon was a nice event, with two CCC students recognized. Homecoming was a great event. Cindy Black encouraged everyone to keep up the good work. Arlen Leiker reported Senator Ralph Ostmeyer attended the PTK luncheon. Arlen stated he has read a really good book, *First in the World* by John Noah Brown. He would like everyone to read it. Dr. Vacik confirmed Dr. Mosier will be the commencement speaker at graduation. Arlen Leiker reported the first meeting with the electronic board packet went well.

Adjournment

Dale Herschberger made a motion to adjourn; Cindy Black seconded the motion; motion carried unanimously. The meeting was adjourned at 7:33 p.m.

Signed _____
Chairman

Signed _____
Secretary