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 April 15, 2013 at 5:15 p.m.

Members Present
Cindy Black, Kenton Krehiel, Arlen Leiker, Dale Herschberger, Bill Shields, 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; Brooks Wederski, Information Technology; Debbie Schwanke, Public Information Director; 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 5:15 p.m.

Student/Trustee Dinner
Dale Herschberger made a motion to adjourn to allow the Trustees to move to the Student Union for the Student/Trustee dinner and reconvene at 7:00 p.m. in the Board Room; Cindy Black seconded the motion; motion carried unanimously.

Open Meeting
The Board reconvened at 5:31 p.m. in the Student Union for the Student/Trustee Dinner. Nick Wells joined the meeting at 5:35 p.m. The Trustees adjourned at 6:56 p.m. to move the meeting to the Board room. At 7:00 p.m. the Arlen Leiker opened the meeting. John Gatz, board attorney, entered the meeting at 7:00 p.m.

Introductions
Diane Williams; Crystal Pounds; Rebel Jay; Doug Johnson; and Kayla Cornett of the Colby Free Press.

CAC Gallery/Art Council
Rebel Jay addressed the board for their support to remodel the CAC Gallery. Rebel would like to expand the gallery. This would include opening the west wall into the large area where the Chapel resides. Rebel indicated the renovated area could bring national shows and other cultural events to Colby. Rebel Jay would also like to start an Art Council in Colby to help govern part of the art gallery. She asked for the Trustees to support to pursue creation of the Arts Council and pursue funding. The consensus of the Board was to let Rebel explore her proposals.

Administrative Reports
Dr. Keegan Nichols
Enrollment day was last Friday, and it went well. Violence Prevention Week went extremely well, everyone did a great job! [See Student Services report attached.]

Joyce Washburn
Joyce reported committees have interviewed for the history position and anatomy and physiology interviews will be scheduled this week. Beef program, livestock and business will also start interviewing soon. Committees have been formed. The Tangeman award winner has been selected. Bill Shields asked about the number of applications we have received and the quality of them. Joyce stated we have received numerous
applications for all positions. [See attached report regarding Academic Affairs.]

**Barry Kaaz**

Barry stated the ag survey results are included in the Board packets. The landscaping committee is working on replacing trees. There are 11 places for 3 trees each. The Tree Board and others are working with the committee. They will plant 33 prairie flower crab trees. Dale Herschberger asked if ag surveys were still coming in. Dale stated it appears a lot of surveys went out but not a lot were in the farmer’s hands. Seventy percent of the completed surveys were from beef producers.

Arlen Leiker asked Barry regarding the city bill and if all utilities were running on the Honeywell project. Barry stated he had a meeting with several individuals from the city to discuss the city bill. Barry also contacted Phyllis Baker at Honeywell. The first actual sub-metering reading will be taken on April 20. Dr. Vacik stated that we know there is an issue and are dealing with it. [See External Affairs report attached.]

**Dr. Xuemei Yang**

Dr. Yang reported on the graduation satisfaction survey for the May graduates. This will help with future planning and also satisfy an HLC requirement. Dr. Yang reviewed the data collection for program review. [See Institutional Effectiveness report attached.]

**Debbie Schwanke**

Debbie reported the committee had selected the Honorary Degree person, Roger Hale. Debbie attended the dress rehearsal for “Paint Your Wagon” and encouraged everyone to attend on Thursday or Saturday evening at 7:00 p.m. [See Public Relations Report.]

**Ryan Sturdy**

Ryan reported that last Monday was the last official signing period for spring sports. He also reported the committee is currently interviewing for the women’s basketball position. [Athletic report is attached.]

**Brooks Wederski**

Brooks reported the Technology Committee met to plan summer projects. Their plan is to replace the computers in 704 and move those computers to the CLC where there are older computers. They will also be working on setting up SMART classrooms in the science labs. Bill Shields asked if IT had a replacement schedule for computers. Brooks stated there was not a schedule they followed. They would like to start a rotation process every three to four years. [See IT report attached.]

**Endowment Foundation**

Nick Wells thanked everyone who attended, donated and purchased at the Scholarship Auction on Saturday evening. The fund raiser set a new record, $133,000 gross. New to this year, the Endowment Foundation is contributing one-fourth of the auction proceeds to the College general fund.

**Approval of Minutes**

Kenton Krehbiel made a motion to approve the minutes from the March 18, 2013 Board meeting. Cindy Black seconded the motion; motion carried unanimously.

**Approval of Minutes**

Cindy Black made a motion to approve the minutes from the March 25,
2013 Board meeting. Bill Shields seconded the motion; motion carried unanimously.

Approval of Agreements
Bill Shields asked Joyce to explain the agreement with Universal Education Strategies (UES). Joyce stated CCC is a beta test site for this with EduKAN. CCC will work with UES to provide education for life experience. John Gatz had reviewed the agreements. Bill Shields made a motion to approve the agreement; Dale Herschberger seconded the motion; motion carried unanimously.

Approval of Contracts
Cindy Black made a motion to approve the contracts, Kenton Krehbiel seconded the motion; motion carried unanimously.

Approval of Resolution
Kenton Krehbiel made a motion to approve Resolution #10 Payment of Claims, Cindy Black seconded the motion; motion carried unanimously.

Approval of Resignations
Dr. Vacik asked the Board to approve the resignations of Katherine Franz, nursing instructor; Molly Olson, nursing instructor; and Rusty Grafel, living center north coordinator. Cindy Black made a motion to accept the resignations with regrets; Dale Herschberger seconded the motion; motion carried unanimously.

Generator Bids
Brooks Wederski reported the IT department would like to install a generator to provide backup power in case of a power outage. This would provide greater protection for our equipment. Currently, the UPS’s run for about a half hour. If the power is out longer, the equipment has a hard shut down which shortens the life of the equipment. This will also provide students better access for on-line classes in case of a power outage. CCC received two bids for the generator and received one bid for installation. Bill Shields asked if there were institutional discounts on the generator from either vendor. Brooks stated there were not. This generator will power the IT area. The funds for this project will come from Title III. John Gatz indicated CCC’s policy states that if the bids are under $20,000 CCC does not need sealed proposals. If it is over $20,000, CCC is required to obtain sealed proposals. Dr. Vacik stated that this is a long term safety net. For example, a tornado could take power out for days. After discussion with John Gatz, Cindy Black made a motion to address the generator bids at a future meeting; Dale Herschberger seconded the motion; motion carried unanimously.

Vet Tech Equipment Trade-in
Dr. Vacik reviewed Jennifer Martin’s proposal to trade in the current Abaxis HM2 Hematology Analyzer for a Abaxis HM5 Hematology Analyzer. This will be paid for with the Excellence in Technical Education award grant money Dr. Martin received. Dale Herschberger made a motion to approve the trade in as proposed, Cindy Black seconded the motion; motion carried unanimously.

Proposal to Increase Student Program Fees and Clinic Patient Fees
Dental Hygiene asked to increase the student instrument kit fee by $100. During OSHA’s review they indicated students cannot wash their lab coats. CCC will charge an additional fee for laundry. Dental hygiene would like to increase the clinic patient fees by $5 for each service. Cindy
Black made a motion to increase dental hygiene fees as presented; Kenton Krehbiel seconded the motion; motion carried unanimously.

Program Review
Joyce Washburn presented the program review. She reported the process has not been done in several years, but will be completed annually in the future to better analyze our programs’ effectiveness and tie it back to our budgeting process. Joyce asked each department to review their program to get a base. In the future, one third of the programs will be reviewed each year. Dr. Yang assisted with the enrollment and completion of data and Alan Waites with financial resources. Much discussion took place regarding programs and certificates under Senate Bill 155. The program reviews will be available for the Higher Learning Commission.

Financial Report
Alan Waites explained that expenditures are on track. At the end of March, CCC had $141,600 in open purchase orders. Annual forecast is $13,880,000 YTD; $4,000,000 remaining. Cash balance on March 31 was $1,500,000. This cash supply needs to last through May. Several surveys have been completed this month. Revision 1 of the 2013-2014 budget has been completed and Revision 2 is currently in process. There is continued work on the HLC financial review follow up report. The College is requesting a Special Board meeting for budget discussion on April 29 at 5:30 p.m. Cindy Black made a motion to approve the Special Board Meeting on April 29 at 5:30 p.m.; Bill Shields seconded; motion carried unanimously.

Executive Session
Trustees requested the presence of John Gatz and Dr. Vacik to meet in executive session for 20 minutes to discuss non-elected personnel. Cindy Black made a motion; Kenton Krehbiel seconded; motion carried unanimously at 8:29 p.m.

Open Meeting
The Trustees reconvened in open session at 8:49 p.m.

Executive Session
Trustees requested the presence of John Gatz and Dr. Vacik to meet in executive session for an additional 15 minutes to discuss non-elected personnel. Cindy Black made a motion; Kenton Krehbiel seconded; motion carried unanimously at 8:49 p.m.

Open Meeting
The Trustees reconvened in open session at 9:05 p.m.

Report from the President
Dr. Vacik thanked all involved in the Endowment Auction and wished he could have attended.

Comments from Trustees
Bill Shields also thanked everyone that participated in the Endowment Auction. Bill suggested it would be nice in the future to see the students who received scholarships helping out with the auction. Nick stated everyone did miss Dr. Vacik, but the show had to roll on. Kenton stated it was a pleasant evening at the auction and in 51 weeks we will do this again. Dale Hershberger stated how much he appreciated the donation from the Endowment Auction to CCC’s general budget and thanked the Endowment Board. Cindy Black said we will get past the challenges and turn them into opportunities. The auction was great and thanked the
Endowment Board. Arlen Leiker said he was accused of not supporting the college and that is absolutely not the case. Arlen thanked everyone for all they’ve done.

Adjournment

Nick Wells made a motion to adjourn; Cindy Black seconded the motion; motion carried unanimously. The meeting was adjourned at 9:11 p.m.

Signed ___________________________ Signed ___________________________

Chairman Secretary