

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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April 29, 2013

- Call to Order A special meeting of the Board of Trustees of Colby Community College, Thomas County, Kansas was held in the Board Room of Thomas Hall on April 29, 2013 at 5:30 p.m. The meeting was held for the purpose of an executive session for non-elected personnel; action on personnel recommendations, if necessary; Approval of Contracts for Head Women's Basketball Coach and History Instructor; FY2014 Budget Discussion; executive session non-elected personnel; and action on personnel recommendations, if necessary.
- Members Present Arlen Leiker, Dale Hershberger, Kenton Krehbiel, 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; Debbie Schwanke, Public Information Director; Dr. Xuemei Yang, Dean of Institutional Effectiveness; Barry Kaaz, Dean of External Affairs; Ryan Sturdy, Athletic Director; John Gatz, board attorney; Pat Erickson; Dr. Marcy Ward; Pat Keiser; Sarah Borneman; Sam Dieter, *Colby Free Press*. Lisa Failla recorded the minutes of the meeting.
- Call Meeting to Order Board Chair Arlen Leiker called the special meeting of the Colby Community College Board of Trustees to order at 5:30 p.m.
- Executive Session Kenton Krehbiel made a motion to meet in executive session to discuss non-elected personnel and requested the presence of John Gatz and Dr. Stephen Vacik for 15 minutes. Nick Wells seconded the motion; motion passed unanimously. The trustees, John Gatz and Dr. Vacik met in executive session at 5:31 p.m.
- Open Session The trustees reconvened in open session at 5:46 p.m. Dale Hershberger made a motion to accept Barry Kaaz's retirement letter. Nick Wells seconded the motion; motion passed unanimously.

Dale Hershberger made a motion to adopt the following Resolution:

RESOLUTION

WHEREAS, Ray Nolan is currently employed by Colby Community College, and,

WHEREAS, the Board of Trustees of Colby Community College finds that the contract of Ray Nolan should not be renewed for the 2013-2014 school year, and that Ray Nolan should be given written notice on or before May 17, 2013 of the intent of the Board of Trustees to not renew his contract for the 2013-2014 school year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF COLBY COMMUNITY COLLEGE AS FOLLOWS:

It is hereby declared to be the intent of the Board of Trustees of Colby

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Community College that the employment contract of Ray Nolan not be renewed for the 2013-2014 school year; and,

The Secretary of the Board of Trustees is directed to give written notice in person or by restricted United States mail to Ray Nolan on or before May 17, 2013 of the Board intent not to renew his contract for the 2013-2014 school year.

ADOPTED by the Board of Trustees of Colby Community College, this April 29, 2013.

Kenton Krehbiel seconded the motion; motion carried unanimously.

Dale Herschberger made a motion to adopt the following Resolution:

RESOLUTION

WHEREAS, Brandi Niblock is employed by the Board of Trustees, Colby Community College, as the Assistant Director of Outreach and Allied Health; and,

WHEREAS, Brandi Niblock is an at-will employee, and the terms and conditions of her contract authorize the contract to be terminated by either party, with or without cause after giving ten (10) days written notice of termination; and,

WHEREAS, it is the intent of the Board of Trustees to terminate (non-renew) the employment.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES, COLBY COMMUNITY COLLEGE:

The current contract of Brandi Niblock shall not be renewed and shall terminate at the end of the current contract year on June 30, 2013.

That the secretary of the board provide a copy of this resolution to Brandi Niblock in person or by United States mail.

ADOPTED by the Board of Trustees, Colby Community College, on April 29, 2013.

Nick Wells seconded the motion; motion carried unanimously.

Approval of Contract

Kenton Krehbiel verified the dates of the contract for Antowin Edwards, Head Women's Basketball Coach. Dr. Vacik stated Coach Edwards has recruited seven students. Ryan Sturdy reviewed Coach Edwards' background for the Trustees. Kenton Krehbiel made a motion to accept the contracts for Antowin Edwards, head women's basketball coach and Christopher Price, history instructor, as presented. Nick Wells seconded the motion, motion carried unanimously.

FY2014 Budget

Alan Waites reviewed the 2013-2014 budget summary. Alan Waites

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stated the forecast will be reduced by \$80,000 due to the total state-wide operating grant forecast reduction. CCC's enrollment is based on 34,900 credit hours and residence hall occupancy is based on 240 students. There are significant increases for CCC's budget including the institutional scholarships budget, cost of fuel for the fleet, utility costs, health insurance, early retirement benefits and casualty insurance which will have great effect on the 2013-2014 budget. The total expenditure budget is \$14,260,000. The total preliminary revenue forecast is \$13,840,000. This budget is based on 34,900 credit hours. Total expenditures are forecast to be \$14,260,000. Nearly \$8 million of the expenditure budget relates to "people costs." Alternatives to adjust the budget are adjustments to course offerings and a property tax increase.

Arlen Leiker discussed his concerns regarding the two percent increase in credit hours which barely covers inflation costs. Dr. Vacik discussed enrollment numbers in northwest Kansas. In addition, the Admissions Department works on a limited budget. Alan Waites stated last years' increase of 4.3 percent was partially due to an increase of credit hours in massage therapy and the opening of the WaKeeney campus. Although the College was hoping for an increase in credit hours in the nursing program, that did not happen. A 3.000 mil levy increase will generate additional revenue largely due to the increase in assessed valuation. From a financial recovery mode, a 6.000 mil levy increase would be preferable. Dr. Vacik stated one of the largest costs of our budget increase is gasoline. The College increased that expense budget by approximately \$200,000. Dr. Vacik asked the Trustees to review the budget information provided to them. He would like to have a plan in place prior to the June Board of Trustees meeting.

Arlen Leiker asked the Trustees to think about a long-term planning, three to 10 years. Arlen believes the College will need to go outside of the service area to encourage students to attend CCC. Enrollment must increase and that requires more funding. Residence halls are aging and need to be updated. Kenton Krehbiel asked about the HLC Report which is due the end of May. Alan Waites stated the information we submit on the report must to be accurate. The financial monitoring report for HLC is due to the \$780,000 loss from the year ending 2011. CCC filed preliminary information in October 2012 and in January 2013. The HLC monitoring requires that the College report every six months. The workout plan is due the end of May. A special Board meeting will be scheduled to discuss budget and budget funding. This meeting is scheduled for May 8, 2013 at 12:00 p.m.

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Executive Session Kenton Krehbiel made a motion to meet in executive session to discuss non-elected personnel for 15 minutes. He requested the presence of the Trustees, Dr. Vacik and John Gatz. Nick Wells seconded the motion, passed unanimously at 6:30 p.m.

Open Session The Trustees returned to open session at 6:45 p.m. Kenton Krehbiel made a motion to meet in executive session to discuss non-elected personnel for 20 minutes. He requested the presence of the Trustees, Dr. Vacik and John Gatz. Nick Wells seconded the motion, passed unanimously at 6:45 p.m.

Open Session The Trustees returned to open session at 7:05 p.m.

Adjournment Nick Wells moved and Dale Herschberger seconded a motion to adjourn the meeting. Motion carried unanimously. The meeting was adjourned at 7:08 p.m.

Signed _____
Chairman

Signed _____
Secretary