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 May 20, 2013 at 5:30 p.m.

Members Present

Arlen Leiker, Dale Herschberger, Kenton Krehbiel, Nick Wells, Bill Shields, 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; Dr. Xuemei Yang, Dean of Institutional Effectiveness; Ryan Sturdy, Athletic Director; Brooks Wederski, Information Technology; Debbie Schwanke, Public Information Director; John Gatz, board attorney; Audrey Hines; Pat Keiser; Leisa Hansen; Pat Erickson; Sarah Borneman; Doug Johnson; Charles Keefer; Sam Dieter, 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. Arlen Leiker asked for a motion to amend the agenda to include the approval of the May 9, 2013 Special Meeting minutes; approval of contracts to include Gregory Nichols; and the approval of resignations to include Dr. Keegan Nichols. Dale Herschberger made a motion; Bill Shields seconded; motion passed unanimously.

Introductions

Dr. Vacik introduced Audrey Hines, Pat Keiser, Leisa Hansen, Doug Johnson, Sarah Borneman, Pat Erickson, Charles Keefer and Sam Dieter of the Colby Free Press.

Administrative Reports

Dr. Keegan Nichols

Dr. Vacik reported for Dr. Nichols. [See Student Services report attached.]

Joyce Washburn

Joyce reported the brochures for Kids College were completed and would be distributed. Kids College is available for students in all communities. The Foresight 2020 goals will be in the Performance Agreement. Dr. Vacik said it would be difficult to meet goals with the shrinking population. For more information he said the Trustees could view the Kansas Regents web site. Joyce also shared information for the India trip Mark Carlton is arranging and the Branson trip with Roger Hale and Tom Moorhouse. [See attached report regarding Academic Affairs.]

Barry Kaaz

Barry reported he met with the city regarding the walking trail along the north side of campus. The proposed walking trail will interfere with the irrigation, trees and lighting. Dale Hershberger asked if the city would pay to move CCC’s irrigation and light pole. Barry stated he would talk with the city. Dale Hershberger made a motion to approve the location of the sidewalk if the city pays for the light pole and irrigation changes. Bill Shields seconded; motion passed unanimously.

Barry Kaaz reported on the bids we received from Pro Floor Care and ServiceMaster of Northwest Kansas to clean the carpets in the residence halls. Pro Floor Care’s bid was $3,438.62 and Service Master’s bid was

Barry reported he received sealed bids for the floor covering in Ferguson Hall. CCC received one sealed bid from Construction Solutions in Colorado for $31,500. This flooring will be paid for from the deferred maintenance funds. Discussion took place regarding the type flooring that will be laid. Nike Wells made a motion to proceed with the sealed bid to replace the floor in Ferguson Hall. Dale Herschberger seconded; motion passed unanimously.

CCC requested sealed bids for a new lawn mower. Barry received one bid from Lang Diesel. CCC will trade in two mowers a 2004 and 2006 for one new Grasshopper mower for a price difference of $5,726. In the specifications CCC submitted, the current attachments must fit the new mower. Nick Wells made a motion to accept the bid from Lang Diesel for the lawn mower. Bill Shields seconded the motion; motion passed unanimously.

CCC also placed an ad for sealed bids for a necessary treatment for the HVAC system. Barry received one sealed bid from Kansas Water Technologies to place a filter on the system and an access point. The system will require quarterly treatments at a cost of $5,940 per year. Kenton made a motion to accept the bid from Kansas Water Technologies to treat the boiler. Bill Shields seconded; motion passed unanimously. [See External Affairs report attached.]

Dr. Xuemei Yang

Dr. Yang reported on the Strategic Plan. There are two goals to support student success and strengthen the financial foundation. To achieve this, the committee has identified six strategic goals. Dr. Yang will give a report next month on the Strategic Plan. There were 98 graduates who responded to the graduation satisfaction survey. Dr. Yang will report on the CCSSE results in July. [See Institutional Effectiveness report attached.]

Debbie Schwanke

Debbie reported she received a nice note from Dr. Moiser for receiving the Honorary Degree award. The Fishing Derby was a success. There were well over 100 kids who participated. Barry Kaaz and Kathy Britton devoted a tremendous amount of work prior to and during the event. [See Public Relations Report.]

Ryan Sturdy

Ryan reported the men’s track team finished eighth. CCC had a national champion and a runner up. Coach Edwards has three spots left to fill the roster for women’s basketball. There are four local players. Coach Edwards is also holding basketball camps this summer. [Athletic report is attached.]

Brooks Wederski

Brooks reported the IT department was in Goodland to pick up equipment. They are setting up ITV class rooms in Norton and WaKeeney this week. They will be updating computers and software. [See IT report attached.]
Endowment Foundation

Nick Wells reported he brought a check from the Endowment Foundation for $89,125 for the spring scholarship payment. The CCC Recovery Fund received a check for $54,500 from the Scholarship Auction. The 1964 Impala was shipped from California and will be on campus on Wednesday. It will be used to promote the school’s 50th Anniversary.

Approval of Minutes

Dale Herschberger made a note that his name was not on the April 15, 2013 Board meeting minutes. Nick Wells approved the minutes as corrected. Dale Herschberger seconded the motion; motion carried unanimously.

Approval of Minutes

Kenton Krehbiel made a motion to approve the minutes from the May 9, 2013 Special Board meeting. Nick Wells seconded the motion; motion carried unanimously.

Approval of Agreements

Bill Shields asked about the articulation agreement for Rawlins County. Lisa Failla stated this was a renewal from Rawlins County High School for Troy Bielser. Bill Shields made a motion to approve the Agreements; Dale Herschberger seconded; motion passed unanimously.

Approval of Contracts

Arlen Leiker stated these contracts include the contract for Gregory Nichols, VP of Academic Affairs. Dr. Vacik stated Greg is excited about joining CCC. He is finishing his Ph.D. and will be completed early next year. Kenton Krehbiel asked about the contract for Dr. Keegan Nichols, since she is leaving. Dr. Vacik explained this is for the online Title IX course. Dr. Nichols will finish teaching the class. Kenton Krehbiel made a motion to approve the contracts as presented, Nick Wells seconded the motion; motion carried unanimously.

Approval of Resolution

Dale Herschberger inquired about the $1,500 payment to Dr. Paige Ayers. Joyce Washburn explained that employing Dr. Ayers actually saves the college money because we are only charged for a small amount of medicine she provides for the animals rather than buying a large quantity which would likely expire. Nick Wells explained the College has a contract with Dr. Ayers for $500 per month/6,000 per year. Bill Shields inquired about her contract and duties. Nick said he thinks paying Dr. Ayers is an issue because CCC has four full-time vets on staff. He said he believes CCC students in the vet tech program should be getting more exposure at the College farm. He told members that he believes it is a cost burden to hire an outside vet for these duties. Joyce explained that if the full-time College vets are asked to do additional work, they will be eligible to receive a supplemental contract. It can also be quite expensive to stock the necessary medicines. Joyce Washburn indicated she will visit with Dr. Martin. Nick Wells made a motion to approve Resolution #11 Payment of Claims, Dale Herschberger seconded the motion; motion carried unanimously.

Approval of Resignations

Kenton Krehbiel made a motion to approve the resignations as presented. Bill Shields seconded. Nick Wells asked why Dr. Nichols’ last day would be July 20, if her contract ends on June 30. Dr. Vacik stated it was because of vacation days. Alan Waites stated the standard practice is to pay employees out their vacation on the 20th of the month they leave. Dr. Vacik asked if the Board would like to accept her letter as of the last day of Dr.
Nichols contract which is June 30. Nick Wells called for the question. Motion passed unanimously.

Review of Programs

Because of budget restrictions, Dr. Vacik recommended that the College eliminate men’s and women’s golf, dance and cheer, and Academic Bowl for the 2013-14 year. Nick Wells said typically the Academic Bowl Team includes students who are already attending CCC. He said the cheer and dance squads and golf programs recruit Kansas students which helps pay the bills. Nick indicated that at this time he is not in favor of eliminating those programs. Nick told members about a meeting he had with the cheer coach. Kenton Krehbiel stated it was disappointing when attending events and there was no cheer squad. Kenton indicated he thinks the cheer and golf program need improvement.

Dr. Vacik told the group that the College is looking at the programs with the smallest number of students who would be affected. He reminded the Trustees that if these programs continue in 2013-14, an additional $90,000 must be added to the budget.

Additional discussion took place regarding the programs. Bill Shields made a motion to maintain men’s and women’s golf for the 2013-14 school year, combine dance and cheer into one program, and not to renew Academic Bowl. Nick Wells seconded. Board members indicated they will review these programs again in one year, and if the numbers are not there, the programs will be eliminated. Arlen Leiker requested budget information for the various sports programs. Motion passed unanimously.

Review Land Sale Offer

Dr. Vacik presented to the Board an offer made on the 16.9 acres of land located south of campus for $615,000. Bill Shields asked if CCC should retain any of the frontage area. Kenton Krehbiel stated he feels like CCC needs to retain the property and not sell it. If it is the wishes of the Board to sell, Kenton said it needs to put up for auction. Nick Wells said he agrees with Kenton. Dale Herschberger also agreed he does not want to sell it. Nick Wells made a motion to table the item; Kenton Krehbiel seconded the motion. Bill Shields commented that he agrees the land should go to public auction, but you cannot control at a public auction who your neighbor will be. John Gatz stated you could make stipulations that the land could only be used for certain purposes. Kenton Krehbiel called for question. A vote was taken Aye-Arlen Leiker, Kenton Krehbiel, Nick Wells, Dale Herschberger, Nay-Bill Shields. Motion carried with a vote of 4-1.

NLNAC Site Report

Dr. Vacik presented the National League for Nursing Accrediting Commission, Inc. site visit report. He stated on page 34 of the report the recommendations Standard 2 and Standard 6 had criteria which were not met. The nursing group will report back to NLNAC.

Gun Bill

Dr. Vacik reported the Board of Regents adopted a resolution to opt out of the Senate Sub HB 2052, Concealed Carry in public buildings including college campuses. You can opt out of this until the year 2017. A resolution will be drafted and presented to the Board in June to authorize
CCC to send a letter to the Attorney General asking to be exempt from stipulations of HB 2052 until year 2017. John Gatz made comments regarding adequate security measures around the Senate Sub HB 2052. Dr. Vacik asked for the Board’s consent to proceed with John Gatz to draft a resolution to present to the Attorney General.

Sale of CCC Gelding

Nick Wells made a motion to let Shanda Mattix sell a gelding. Kenton Krehbiel seconded. Motion passed unanimously.

Date of June Board Meeting

Dr. Vacik discussed he would not be available for the June 17, 2013 Board Meeting due to his Alaska cruise. He respectfully asked to move the June meeting. After discussion, Dale Herschberger made a motion to change the Board Meeting to Wednesday, June 12, at 5:30 p.m. Bill Shields seconded; motion passed unanimously.

Financial Report

Alan Waites explained that expenditures are on track. At the end of April, CCC had $112,000 in open purchase orders. Annual forecast is $13,880,000 YTD; $2,200,000 remaining. Cash balance on April 30 was $500,000. Rev2B of the budget has been completed. The budget is still being updated. We will add back the cost for dance, cheer and golf. Alan reported it was discovered the past week that some of the scholarship money was overlooked. One hundred twenty thousand dollars will need to be added back into the budget. Enrollment levels are uncertain. Rebuilding the budget reserve is essential. The HLC financial monitoring report is due this week. The College is closely monitoring and conserving cash. July will be exceedingly difficult along with November and December. Nick Wells asked Alan Waites how much CCC will carry over into the new fiscal year. Alan responded about $700,000-$800,000. Bill Shields asked what our payables are currently. Alan responded last week about $33,000 was current; $170,000 was between 31-60 days; $163,000 was between 61-90 days; $75,000 over 90 days with most of the past due being Chartwells and EduKan.

Executive Session

Trustees requested the presence of John Gatz and Dr. Vacik to meet in executive session for 10 minutes to discuss non-elected personnel. Bill Shields made a motion; Dale Herschberger seconded; motion carried unanimously at 7:08 p.m.

Open Meeting

The Trustees reconvened in open session at 7:18 p.m.

Report from the President

Kenton Krehbiel made a motion to extend the president’s contract one more year. Bill Shield seconded; motion passed unanimously.

Comments from Trustees

Dr. Vacik read a thank you note from Bob Selby. This month was Dr. Vacik’s last transfer and articulation advisory committee meeting. There will be a number of courses approved at the June meeting. The Vice President of Student Affairs position will be advertised. At the June Board meeting, the Faculty Alliance agreement will be presented for approval. Thanks to Pat Erickson for her work. Bill Shields stated we will get through our challenges and cannot live in the past. Nick Wells agrees and filling the open positions with the right people will help immensely.
Kenton also agreed and thanked everyone for all they do. Dale Herschberger and Arlen Leiker had no additional comments.

Adjournment

Nick Wells made a motion to adjourn; Bill Shields seconded the motion; motion carried unanimously. The meeting was adjourned at 7:22 p.m.

Signed _____________________________  Signed _____________________________
Chairman  Secretary