

# 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 June 12, 2013 at 5:30 p.m.
Members Present	Arlen Leiker, Cindy Black 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; Ryan Sturdy, Athletic Director; Debbie Schwanke, Public Information Director; Audrey Hines; Sarah Borneman; Doug Johnson; Deb Bickner; Britney Squire; 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 agreement for the WaKeeney lease; Cindy Black made a motion; Dale Herschberger seconded; motion passed unanimously.
Introductions	<p>Dr. Vacik introduced Audrey Hines, Sarah Borneman, Britney Squire, and Deb Bickner.</p> <p>Dr. Vacik made a presentation to Cindy Black for her last meeting as a Board member. Cindy was presented with a plaque and a cake. Cindy thanked everyone.</p> <p>Arlen asked for a motion to add C1 to the agenda for resignations. Cindy Black made a motion to add C1 to the agenda for Resignations. Bill Shields seconded; motion passed unanimously.</p>
Administrative Reports <i>Dr. Keegan Nichols</i>	Dr. Nichols recognized Tom Moorhous for calling several hundred students who have not yet enrolled for fall 2013. Tom has volunteered to work at CCC next year in retention and academic advising at no cost to the College. There are three more enrollment days June 24, July 15 and July 27. Dale Herschberger asked Dr. Nichols about the Thomas County warnings/suspensions noted in her report. Dr. Nichols explained the students are grandfathered into the grant. If the students do not make grades they are placed on warning. If they have failed twice they are placed on suspension, which means they will not receive the Thomas County financial aid for fall. Kenton Krehbiel asked why student have not enrolled. Dr. Nichols explained students were on hold or had forgotten to enroll. Dr. Nichols will present a synopsis of the calls when they are completed. [See Student Services report attached.]
<i>Joyce Washburn</i>	Joyce reported 20 students are enrolled in Kids College. Joyce and Dr. Vacik met with the four campus veterinarians and Shanda Mattix this week. All four vets were receptive to helping with additional classes and with the duties of Dr. Paige Ayers. Bill Shields asked how the Farm Manager was working out. Dr. Vacik and Joyce stated she was doing a great job. The Beef Production Director and Business instructor positions remain open.

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Nick Wells stated that Reba Cersovsky is doing a very nice job handling the farm responsibilities. Nick expressed a concern regarding hay bales purchased for the farm. He believes the College should purchase large round bales rather than small square bales owing to the total cost of feeding the 40 horses at the farm. Nick suggested that Shanda have the hay tested for quality. Dr Vacik indicated the College will follow up on the suggestions. [See attached report regarding Academic Affairs.]

*Barry Kaaz*

Barry reported the First Step Pistol class is on Saturday. Concealed Carry classes will be held on June 29 and tentatively two classes have been scheduled in July. Youth Outdoor Day will be August 17. The floor in Ferguson Hall will be started next week. Barry is also in the process of repairing storm damage to the fire alarm system. Arlen Leiker asked if the turbine had been struck by lightning. Barry reported a circuit was damaged, and has been repaired. [See External Affairs report attached.]

*Dr. Xuemei Yang*

Dr. Vacik reported Dr. Yang was attending a seminar in Topeka. [See Institutional Effectiveness report attached.]

*Debbie Schwanke*

[See Public Relations Report.]

*Ryan Sturdy*

Ryan reported in addition to CCC's 10 academic teams and nine individuals recognized by the NJCAA an additional 42 student-athletes were submitted for academic honors who met the NJCAA requirements. [Athletic report is attached.]

*Brooks Wederski*

Dr. Vacik reported Brooks was also in Topeka. [See IT report attached.]

Endowment Foundation

Nick Wells reported a 1964 Chevrolet Impala Super Sport was purchased to promote CCC's 50<sup>th</sup> Anniversary. This car will be shown at a variety of events this summer.

Approval of Minutes

Nick Wells made a motion to approve the May 20, 2013 Board meeting minutes. Dale Herschberger seconded the motion; motion carried unanimously.

Approval of Agreements

Dr. Vacik noted the Agreements include the addition of the WaKeeney lease. He explained this contract is in lieu of paying the property taxes. CCC will now pay \$2500/month rent. Cindy Black made a motion to approve the Agreements in addition to the WaKeeney lease; Bill Shields seconded; motion passed unanimously. Dr. Vacik noted that changes were made to the Academic Works contract because John Gatz had concerns and suggested changes. The changes were made. The final contract will be sent to the Trustees.

Approval of Contracts

Cindy Black made a motion to approve the contracts. Nick Wells seconded. Further discussion took place regard in the contracts for the Residence Hall Director/Intramural Coordinator and Residence Hall Director/Discipline Coordinator. Nick asked if these responsibilities were removed from Charles Keefer's responsibility. Dr. Nichols stated with the discipline aspect this would include another step for student appeals.

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Motion passed unanimously.

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| Resignation Letters               | Arlen asked for a motion to approve Yesenia Talavera and Nikol Nolan's resignations. Kenton Krehbiel made a motion to approve the resignations as presented. Nick Wells seconded; motion passed unanimously.  |
| Approval of Resolution            | Nick Wells asked for explanation regarding Visa #3 for \$214.34 to rent a U-Haul. Barry Kaaz explained this was used to move medical equipment from Goodland to WaKeeney. Discussion took place regarding the types of trailers CCC owns. Dale Herschberger questioned a Visa charge by the men's basketball team for \$566.99 to purchase a sofa. Alan explained it will be paid for by Booster funds. The sofa is for the basketball office. Dale stated CCC needs to support our local merchants. Dr. Vacik stated CCC does support local merchants. He encourages employees to purchase locally whenever possible. Arlen Leiker asked for a motion to approve Resolution #12. Cindy Black made a motion to approve Resolution #12 Payment of Claims, Dale Herschberger seconded the motion; motion carried unanimously. |
| Approval of Assessment Plan       | Joyce Washburn explained the Plan was submitted for the Trustees review. This plan shows CCC is tying the program level assessment to the general education requirements. Arlen Leiker asked for a motion to approve the Assessment Plan. Bill Shields made a motion to approve the Assessment Plan as presented; Cindy Black seconded; motion passed unanimously.  |
| Approval of Tuition Waiver        | Dr. Vacik reported CCC is encouraging the inmates at the Norton Correctional Facility to continue their education by taking college courses. Dr. Vacik asked the Board to waive tuition for 3 credit hours for each inmate. Cindy Black made a motion; Bill Shields seconded; motion passed unanimously.  |
| Approval of Strategic Plan        | Dr. Vacik presented the Strategic Plan to the Trustees. He asked the Trustees to table the approval and would like them to review the plan and submit their comments to him. Dr. Vacik will share their comments with the committee, make changes and present it to the Board for approval in July. Kenton Krehbiel made a motion to table the approval of the Strategic Plan until the July Board meeting. Dale Herschberger seconded; motion passed unanimously.  |
| Faculty Alliance Master Agreement | Dr. Vacik stated Cindy Black and he were involved with the negotiations with the faculty. The only changes made are the removal of the side letter and date changes to reflect the new school year. Cindy Black made a motion to approve the Faculty Alliance Master Agreement; Kenton Krehbiel seconded; motion passed unanimously.  |
| Review EduKan Audit               | Dr. Vacik stated our assets continue to grow through eduKan. There are great opportunities with eduKan including medical coding and participation with Yum! Brands. Dr. Vacik explained the Yum! Brands program.  |
| Gun Bill Resolution               | Cindy Black made a motion to approve the Resolution to send a letter to the Attorney General asking for the four-year exemption from the new gun  |

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laws. Bill Shields seconded; further discussion took place regarding which other community colleges are taking these steps. Motion passed unanimously.

## Review Land Sale Offer

This was tabled at the June Board meeting. Arlen Leiker asked each Board member to state their thoughts on the sale of the land. Cindy Black stated she could not vote due to conflict of interest with her employer. Cindy has strong feelings and thinks the land is an asset to the College; part of the land has been already been sold, and the initial money was a gift and used wisely. If the land is sold, CCC will be gridlocked with no expansion and lose control of what will be placed next to the College. Cindy asked the Board to please consider these items, but understands CCC has to do what is right for the College.

Dale Herschberger stated this has not come up in many conversations with people he has visited with. There were four constituents with whom this subject was discussed, and three of the four advised him not to sell the land.

Kenton Krehbiel stated he is not in favor of selling the land and is in agreement with aforementioned reasons. He feels there is no other choice, CCC has obligations that need to be met. If it is sold he believes it needs to be auctioned and stipulations included regarding what can be built on the property.

Nick Wells' biggest concern is the land was purchased with a federal grant, not a gift, to build a wellness center. Dr. Vacik stated the grant money was spent on dental hygiene and vet tech equipment. Kenton Krehbiel added if the land is sold CCC needs to retain the frontage area, east side of Dillons' property west to Range to square the land up. Nick also agrees CCC should probably sell the land, as it might be at the highest price.

Bill Shields stated if it was sold at public auction it would be hard to control what would be built. He stated we should keep the frontage and use the other part to help bail CCC out. Discussion took place on how the land was zoned.

Arlen Leiker stated that CCC needs the money. His concern is what would be built there. He didn't think it should be auctioned since there was a bid on the land. Discussion took place regarding the time frame of selling the land.

Alan Waites stated there are many reasons to keep the land. But he has three reasons the land should be sold: 1) if the land is sold in June, it will increase our June 30, 2013 financial statement and improve the CCC ratio with the HLC report. 2) CCC can really use the cash and it will help the cash flow in July. And 3) it would be difficult in the eyes of the tax payers to increase the mil levy without helping ourselves by first selling this land.

Arlen Leiker stated the Endowment Foundation has the option to purchase this land. Arlen asked Nick to take the offer to the Foundation Board to purchase the land from CCC. Bill Shields stated Alan Waites made some

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good points. Dr. Vacik stated the money from the sale of the land will help build the reserve fund. More discussion took place regarding the carry over of invoices to the next fiscal year.

Bill Shields made a motion to sell the 16.9 acres of land on the south edge of the campus by private treaty with right of first refusal to the CCC Endowment Foundation. If the CCC Endowment Foundation declines the offer to purchase the parcel, CCC will offer the parcel to the original bidder for \$615,000 with the stipulation that the College will not be responsible for possible road assessments. Kenton Krehbiel seconded; A vote was taken. Nick Wells and Cindy Black did not vote due to conflict of interest. Aye-Arlen Leiker, Kenton Krehbiel, Bill Shields, Nay-Dale Herschberger. Motion carried with a vote of 3-1.

## Financial Report

Alan Waites explained that expenditures are on track. At the end of May, CCC had \$73,300 in open purchase orders. Annual forecast is \$13,880,000 YTD; \$900,000 remaining. Cash balance on May 31 was \$700,000. Rev2C of the budget has been completed. Enrollment levels are uncertain. Rebuilding the budget reserve is essential. The HLC financial monitoring report has been submitted. The state budget form preparation and submittal process is taking place along with year-end closing and pre-audit preparation. The College is closely monitoring and conserving cash.

The Board agreed to take a 5 minute break.

## Executive Session

Trustees requested the presence of Dr. Vacik and the Board to meet in executive session for 20 minutes to discuss non-elected personnel. Cindy Black made a motion; Bill Shields seconded; motion carried unanimously at 7:06 p.m.

## Open Meeting

The Trustees reconvened in open session at 7:26 p.m.

## Executive Session

Trustees requested the presence of Dr. Vacik and the Board to meet in executive session for an additional 10 minutes to discuss non-elected personnel. Cindy Black made a motion; Bill Shields seconded; motion carried unanimously at 7:26 p.m.

## Open Meeting

The Trustees reconvened in open session at 7:36 p.m.

## Report from the President

Dr. Vacik reported CCC is once again classified as a Military Friendly school. Dr. Glenda Overstreet will be on campus Thursday interviewing for the CFO position. Dr. Vacik will speak at the Chamber luncheon event on July 1 at the Sleep Inn and Suites. He spoke with a potential donor and will follow up with an additional donor, and will report to the board next month. He thanked everyone who worked on the Kids College program. Dr. Vacik said this is Joyce Washburn and Dr. Nichols' last Board meeting. He appreciates everything they have done both personally and professionally. CCC is a better place for the work they have done and wished them well in their future endeavors.

## Comments from Trustees

Bill Shields wished Dr. Nichols and Joyce Washburn luck on their new

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position and retirement, respectively. Look forward to the coming year. Nick Wells wished Dr. Keegan Nichols, Joyce Washburn and Cindy Black well. Kenton Krehbiel thanked Joyce and Keegan for their time and efforts, and wished them the best. Kenton stated CCC has some challenges and opportunities but CCC will make it better. Dale Herschberger also thanked Joyce and Dr. Nichols. Cindy Black appreciates everything Joyce and Dr. Nichols has done. Cindy thanked everyone and appreciates everyone. CCC is what the community needs, it is irreplaceable and has been a great institution and will continue. Arlen Leiker mentioned the KACCT meeting last weekend in Dodge City and that Dr. Vacik has been elected as secretary to the Council of Presidents once again. He stated the next meeting will be September 13 and 14 in Arkansas City, everyone is welcome to attend.

## Adjournment

Cindy Black made a motion to adjourn; Bill Shields seconded the motion; motion carried unanimously. The meeting was adjourned at 7:46 p.m.

Signed \_\_\_\_\_  
Chairman

Signed \_\_\_\_\_  
Secretary