

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 July 15, 2013 at 5:30 p.m.
Members Present	Arlen Leiker, Audrey Hines, Dale Herschberger, Kenton Krehbiel, Nick Wells, Bill Shields, and Dr. Stephen Vacik.
Others Present	Alan Waites, Vice President of Business Affairs; Greg Nichols, Vice President of Academic Affairs; Dr. Xuemei Yang, Director of Institutional Effectiveness; Debbie Schwanke, Public Information Director; Ryan Sturdy, Athletic Director; Brooks Wederski, Director of Information Technology; Brad Bennett; Leisa Hansen; Penny Cline; Jane McDougal; Sarah Borneman; Charles Keefer; Doug Johnson; Heidi Bulfer; Sam Dieter, <i>Colby Free Press</i> ; and 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 A1-Attorney Client Privilege; A2-Executive Session for non-elected personnel; and to amend the contract section to add three additional contracts: Randy Berls; Shanda Mattix; and Dr. George McNulty; I1-Approval of Strategic Plan and remove item P. Kenton Krehbiel made a motion; Dale Herschberger seconded; motion passed unanimously.
Introductions	Dr. Vacik introduced Brad Bennett, Penny Cline, Sam Dieter, Leisa Hansen, Jane McDougal, Sarah Borneman, Charles Keefer, Doug Johnson and Heidi Bulfer.
Administrative Reports <i>Student Affairs</i>	Dr. Vacik asked if the Board had any questions. Because there were no additional questions, the report stands as read. [See Student Services report attached.]
<i>Greg Nichols</i>	Greg thanked everyone for the opportunity to be at CCC. He reported the enrollment for summer courses is 2,801 credit hours (553 students). The selection committee is currently interviewing for the beef production position. Business and sociology instructor positions will be filled with adjunct teachers. The alternative energy program received a \$4,000 grant to purchase equipment for the second phase of the Rocky Mountain Solar Training Provider Grant. Greg told members that Kids College was a great success with 19 students participating. He thanked everyone who helped make the week a success. [See attached report regarding Academic Affairs.]
<i>Barry Kaaz</i>	Dr. Vacik reported for Barry. Honeywell was on campus last week to review our heating/cooling system and will provide a report and solutions to help reduce expenditures. [See External Affairs report attached.]
<i>Dr. Xuemei Yang</i>	Dr. Yang reported on graduation satisfaction survey data which was included in the Board packet. She also stated the CCSSE results will be mailed to the college at the end of July. Dr. Yang reported after the Strategic Plan has been approved, IE will develop an implementation

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matrix which will present specific action steps; indicate course requirements; and outline the short-term and long-term outcome measures of effectiveness for each of the goals and objectives. [See Institutional Effectiveness report attached.]

Debbie Schwanke

Debbie Schwanke reported she has been advertising for open positions at CCC. She reported on Dr. Vacik's speech at the Chamber of Commerce luncheon. She indicated she had received positive feedback from community members. She is also working on a news release regarding the Hansen Foundation donation. [See Public Relations Report.]

Ryan Sturdy

Ryan reported Coach Crystal Berndt's teams earned the honor of being the number one academic team in the nation in all four sports: Cross Country, Half Marathon and Indoor and Outdoor track. [Athletic report is attached.]

Brooks Wederski

Brooks reported CCC is still soliciting generator an installation bids. Midwest Energy was on campus auditing the gas line to use for the generator. Midwest Energy indicated it will cost approximately \$7000-8,000 to move the current gas line. CCC is now researching a diesel generator. [See IT report attached.]

Endowment Foundation

Nick Wells reported the county fair kicks off this week and the Foundation will take the 1964 Impala to several of the county parades. The car will be given away as part of the 50th anniversary celebration.

Approval of Minutes

Kenton Krehbiel made a motion to approve the June 21, 2013 Special Board meeting minutes. Bill Shields seconded the motion; motion carried unanimously.

Executive Session

Dale made a motion for executive session for attorney/client privilege for 10 minutes at 5:50 p.m. to include the Trustees, John Gatz and Dr. Vacik. Bill Shields seconded, motion carried unanimously.

Open Session

The Trustees reconvened in open session at 6:00 p.m.

Executive Session

Kenton Krehbiel made a motion for executive session for non-elected personnel to include John Gatz, Dr. Vacik and the Trustees at 6:02 p.m. Bill Shields seconded; motion carried unanimously.

Open Meeting

The Trustees reconvened in open session at 6:12 p.m.

Approval of Agreements

Nick Wells made a motion to approve the agreements; Kenton Krehbiel seconded; motion passed unanimously.

Approval of Contracts

Kenton Krehbiel made a motion for approval of contracts; Nick Wells seconded; motion passed unanimously.

Approval of Resolution

Kenton Krehbiel made a motion to approve Resolution #1; Bill Shields seconded; motion passed unanimously.

Election of Officers

Nick Wells nominated the following slate of officers: Arlen Leiker, Chair;

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Dale Herschberger, Vice Chair; Dr. Stephen Vacik, Secretary; Kenton Krehbiel, Treasurer; Arlen Leiker, KACCT Representative; Audrey Hines, Ex-officio member to the Foundation. Bill Shields made a motion that nominations cease; Nick Wells seconded. The motion passed unanimously.

The 2013-2014 officers of the CCC Board of Trustees are:

Arlen Leiker	Chair
Dale Herschberger	Vice Chair
Dr. Stephen Vacik	Secretary
Kenton Krehbiel	Treasurer

Approval of Athletic Insurance

Ryan Sturdy reported on the athletic insurance proposal. Ryan noted the insurance premiums have not increased the past three years. Bill Shields asked Ryan to clarify catastrophic and the last catastrophic incident. Ryan explained catastrophic pertains to football, rodeo and wrestling injuries. Because CCC does not have football, it is a two-sport, non-football catastrophic category. The only incident Ryan is aware of was two years ago when a rodeo participant was injured. The injury did not happen during a rodeo. Ryan explained catastrophic means the potential of life threatening, or the injured cannot function normally. Ryan Sturdy asked the Trustees to approve the athletic insurance proposal. Bill Shields made a motion to accept the quote on athletic and catastrophic insurance. Dale seconded; motion passed unanimously.

Approval of Residence Life & Student Organization Handbooks

Nick Wells stated after the Student/Trustee meeting last spring, there were positive comments and some changes which were suggested. Nick met with Charles Keefer regarding the handbooks and after changes were made to the extended hours in the residence halls, he made a motion to approve both the Residence Life and Student Organization Handbooks. Kenton Krehbiel seconded; motion passed unanimously.

Approval of Strategic Plan

Arlen Leiker stated this was tabled at the last Board meeting to give the Trustees a chance to review the plan. Dr. Vacik stated this was a document created by the faculty and staff. It will be reviewed throughout the year. The Strategic Plan gives CCC an opportunity to prioritize what is important and how we can best budget our monies. Kenton Krehbiel made a motion to approve the Strategic Plan; Bill Shields seconded; Arlen Leiker added this document is something the Trustees need to review on an annual basis. Motion passed unanimously.

ellucian Contract

Brooks Wederski gave an overview of ellucian, stating they are the owner of PowerCampus which CCC uses for the student information system. Brooks recommended the Trustees approve a multi-year contract to secure the best price. Dr. Vacik explained CCC does not have the funds to change systems at this time and recommended that the Trustees approve a five-year service contract with ellucian. Nick Wells said to proceed. Kenton Krehbiel also agreed to proceed with the 5-year contract. Dr. Vacik stated the contract would be brought back next month for final approval.

Graduation Survey Results

Dr. Vacik stated he believes it is important to determine CCC students'

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satisfaction levels upon graduation. He said Dr. Yang did a good job gathering the data. Dr. Vacik indicated there are areas of weakness. Twenty-five percent of students who were surveyed responded. Dr. Vacik stated this survey process began late in the semester which could account for the 75 % who did not respond. Bill Shields asked for a copy of the Student/Trustee dinner notes. Lisa Failla will distribute those to the Trustees.

Resignations

Resignation letters were received from Paula Halvorson, director of financial aid; Jade Inlow, financial aid associate director; Melanie Randel, student accounts manager; Melissa Garcia, custodian; and Shannon Plummer, nursing instructor. Nick Wells asked if exit interviews were being conducted. Lisa Failla stated she was conducting exit interviews. Bill Shields asked what the top areas of concern were. Lisa Failla said, "Communication, pay, and the need for additional help in departments." Dr. Vacik responded that we know we cannot pay higher salaries due to the existing financial circumstances. He acknowledged CCC has cut personnel in the departments to bare bones. Although the CCC budget will increase next year, it is not because the college is hiring additional people. There are actually fewer now than when he started his tenure. Bill Shields made a motion to accept the resignations as presented; Audrey Hines seconded; motion passed unanimously.

Attorney Fees

Nick Wells made a motion to table the attorney fees discussion until a later date; Kenton Krehbiel seconded; motion passed unanimously.

Financial Report

Alan Waites explained June expenditures were slightly under budget for the full year. The student-based revenue, tuition, etc. is also under budget. The annual forecast is \$13,880,000 YTD. As of June 30, encumbrances are \$48,400 (included in the expenditures). As of June 30, the accounts payable was \$127,000. One year ago accounts payable was at \$336,000. The sale of the land helped meet expenses in July and decreased the amount of accounts payable. As of June 30, the cash balance was \$847,000.

Rev3 of the 2013-14 budget is complete. The HLC financial monitoring review has been accepted. The business affairs office is currently working on year-end closing and audit preparation. The state budget form preparation and submittal is in progress. The 2013-14 monthly cash flow forecast is also in progress. The college is closely monitoring the cash flow and conserving cash. November and December, 2013 will be challenging and the school will likely require assistance.

The total state-wide operating grant forecast is now expected to remain the about the same at \$2,060,000. Assessed valuation in Thomas County is up over \$7.4 million. Alan indicated the primary revenue budget risk is relative to enrollment levels and student retention. Fall-to-spring retention did not meet predictions. Bill Shield asked if there were any factors that stood out regarding the loss from fall to spring. Dr. Vacik responded there were a number of factors. He indicated one factor that is a positive in the long-term but hurt CCC short-term is that our academic standard has improved over the last few years. Faculty members are holding students

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accountable and producing a quality educational experience. The college continues to struggle with students living on campus with our aging facilities.

Alan continued with his presentation by stating there is zero budgeted for a general pay increase. The total expenditure budget is \$14,520,000. Significant increases in the institutional scholarship budget, cost of fuel for the fleet, utility costs, health insurance, early retiree benefits and property and casualty insurance are included. Currently there is a \$600,000 shortfall. Revenue is forecast below expenditure forecast which must be addressed.

In reviewing the budget for 2013-14, a six-mil increase should generate approximately \$910,000 in additional revenue. The budget as presented would generate \$300,000 toward rebuilding the reserve. But, one percent below predicted enrollment would result in approximately \$40,000 added to the reserve. Six percent below enrollment would eliminate the reserve increase.

Nick Wells made a motion to hold a special meeting for the budget on Saturday, July 27, at 8 a.m.; Bill Shields seconded; motion passed.

Kenton Krehbiel made a motion to hold the public hearing meeting on Monday, August 12, at 7:30 a.m.; Bill Shield seconded, motion passed.

Audrey Hines asked if there was a cost analysis of all programs. Alan Waites stated CCC did a program review last year to determine the cost of academics this past spring. Alan will send that report to all Trustees. Bill Shields asked what the cost is of the Thomas County Grant recipients' residuals (sophomore students). Alan stated it was approximately \$110,000.

Report from the President

Dr. Vacik reported he had a good response to the Chamber of Commerce speech. CCC received two gifts totaling \$12,500. CCC also received a check from the Hansen Foundation for \$100,000 to help fund two nursing salaries and benefits. CoBank and its cooperatives will donate \$25,000 for the next five years. He stated the administrative team is now in place (Greg Nichols, Glenda Overstreet and George McNulty). Dr. Vacik will be in Topeka on Monday, July 22, (visioning meeting) and Monday, July 29, (KBOR officials). Organizational charts and job descriptions will be updated for next month's Board meeting for review and approval. Dr. Vacik also thanked Brandon McLemore and Amy Melikova for their hard work in the Admissions area during the transition.

Comments from Trustees

Bill Shields said he is looking forward to the new school year and is concerned about enrollment. He is glad to hear the positive and aggressive radio advertisements currently airing. Nick Wells said he is excited about the new blood and the new ideas that will come from the transition. Kenton Krehbiel agreed and added we are on the right track. Kenton wished the best of luck to the employees leaving and best of luck to the new ones joining us. Dale Herschberger had no comment. Audrey Hines said she is

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glad to be on the Board. Arlen Leiker welcomed Audrey and thanked everyone for their time and effort.

Adjournment

Kenton Krehbiel made a motion to adjourn; Nick Wells seconded the motion; motion carried unanimously. The meeting was adjourned at 7:13 p.m.

Signed _____
Chairman

Signed _____
Secretary