

# 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 August 19, 2013 at 5:30 p.m.
Members Present	Arlen Leiker, Audrey Hines, Dale Herschberger, Kenton Krehbiel, Nick Wells, and Dr. Stephen Vacik
Others Present	Greg Nichols, Vice President of Academic Affairs; Dr. George McNulty, Vice President of Student Affairs; Dr. Glenda Overstreet, Vice President of Business Affairs; Dr. Xuemei Yang, Director of Institutional Effectiveness; Debbie Schwanke, Public Information Director; Ryan Sturdy, Athletic Director; Brooks Wederski, Director of Information Technology; Alan Waites; Brad Bennett; Kathy Britton, Sarah Borneman; Doug Johnson; Brittney Squire; Roger Ostmeyer, Honeywell; Heather Alwin, <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.
Introductions	Dr. Vacik introduced Brad Bennett, Sarah Borneman, Kathy Britton, Brittney Squire, Doug Johnson, Roger Ostmeyer and Heather Alwin.
Administrative Reports <i>Dr. George McNulty</i>	Dr. Vacik introduced Dr. George McNulty. Dr. McNulty addressed the Trustees stating CCC had a large number of students on campus the past weekend. He has a good feeling about things to come in the future. As of today, credit hours are at 11,656.5. Student headcount is 954. Over the past week the Student Affairs office has been working diligently to assist students in their transition to college. Dr. Vacik stated we are down in enrollment. As he receives more information, it will be shared with the Trustees. Headcount is about the same as last year, but credit hours are down. Residence Hall students number approximately 250. [See Student Services report attached.]
<i>Greg Nichols</i>	The Farm and Ranch Management applicant to whom CCC offered the position has declined the offer. The performance agreement was submitted to the Kansas Board of Regents on August 15. Greg explained community colleges and universities in the state of Kansas are required to provide an agreement to meet outcomes in regards to academics. [See attached report regarding Academic Affairs.]
<i>Glenda Overstreet</i>	Dr. Vacik introduced Dr. Glenda Overstreet. Dr. Overstreet addressed the Trustees stating she looks forward to working with the Board and making this a very positive experience. Dr. Vacik stated Dr. Overstreet has spent time looking at ways to improve the processes and procedures.
<i>Barry Kaaz</i>	Barry reported the Youth Outdoor Skills day was Saturday. Barry thanked Kathy Britton for her help in organizing the event. Barry stated there were approximately 80 participants. CCC received a check from Seminole Energy for line losses from December 2007 to February 2013. This check was in the amount of \$4,240.50. Barry attended a meeting at the

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Alternative Energy Institute at West Texas A&M regarding certification process. [See External Affairs report attached.]

*Dr. Xuemei Yang*

Dr. Yang reported this is the season of reporting. Dr. Yang, along with IT, are currently working on the Kansas Higher Education Data System report. She continues to provide information and resources of data to administration and other departments. Two recent surveys conducted include the Graduation Satisfaction Survey and CCSSE. CCC needs to address the concerns and how to use the survey results. [See Institutional Effectiveness report attached.]

*Debbie Schwanke*

Debbie Schwanke reported the Campaign for Change fund raising cards have been mailed. There were 10,300 delivered. By using the new Pitney Bowes address correction software this saved approximately \$3,200 in postage. [See Public Relations Report.]

*Ryan Sturdy*

Ryan reported the volleyball team was 1 of 16 community colleges that were named Academic Team of the Year through Amateur Early American Volleyball Association. Volleyball kicks off their season this weekend in North Platte, NE. Labor Day is the home tournament at the Community Center. [Athletic report is attached.]

*Brooks Wederski*

Brooks reported the IT department implemented a card reader system to print student, staff, and faculty ID cards. They set up a new computer lab in Room 704. Dr. Vacik thanked Doug McDowall for the work he has done recently with the new card system. [See IT report attached.]

Endowment Foundation

Nick reported he will be cooking the hogs for the block party. Audrey Hines asked Nick questions regarding Endowment Foundation funds and how students obtain the funds. Nick explained the scholarships are awarded through the admissions office. She also asked what temporary restricted funds are. Nick stated these are funds that have not been restricted yet. Audrey asked if the Endowment Foundation Auction check was processed. Nick stated no, but he has the check. Arlen asked what the maximum amount is that the Foundation can award in one year. Nick stated the scholarship amounts are set on revenue from the previous year. The funds made in the last fiscal year ending June 30 will be awarded next school year.

Swearing In

Audrey Hines stated she was sworn in at the Court House.

Honeywell Presentation

Roger Ostmeier spoke on the Honeywell Project. The wind turbine and solar photovoltaics are outperforming earlier projections. When the project began, it was expected that the wind turbine would supply approximately 50 percent of the electricity for Living Center Northeast. In actuality, the turbine is supplying about two-thirds of the power. Ostmeier told the Board that he wishes they could find someone or some group to pay off the wind turbine because it is certainly saving the college money. The solar photovoltaic panels installed at the Bedker Memorial Complex are providing about 50 percent of the requirements in that building. Ostmeier indicated at this time it appears the solar photovoltaics will also exceed

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expectations. Ostmeyer suggested the college should research the possibility of combining some class sections in order to reduce energy costs. The control system which was included in the project will allow the school to monitor usage and make informed decisions regarding energy usage in the various rooms and buildings. Ostmeyer asked the Board to consider some additional energy-saving measures for the indoor swimming pool. He told members the pool was always intended to be for recreational rather than therapeutic use. He told the group that the college is currently paying energy costs for therapeutic conditions. He said it is very expensive to heat a “big box” to comply with those water temperatures. He suggested the Board consider heating the water to therapeutic conditions once or twice a week, rather than seven days a week. He also explained the summer billing from the City of Colby was incorrect and the college was charged an additional \$2,000-\$3,000. Honeywell will continue to monitor the energy consumption and will repair deficiencies that were included in the original project.

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| Approval of Minutes    | Dale Herschberger made a motion to approve the July 15, 2013 Board meeting minutes. Audrey Hines seconded the motion; motion carried unanimously.  |
| Approval of Minutes    | Kenton Krehbiel made a motion to approve the July 27, 2013 Special Board meeting minutes. Audrey Hines seconded the motion; motion carried unanimously.  |
| Approval of Minutes    | Kenton Krehbiel made a motion to approve the August 7, 2013 Special Board meeting minutes. Audrey Hines seconded the motion; motion carried unanimously.   |
| Approval of Minutes    | Dale Herschberger made a motion to approve the August 12, 2013 Public Hearing meeting minutes. Kenton Krehbiel seconded the motion; motion carried unanimously.  |
| Approval of Agreements | Kenton Krehbiel made a motion to approve the agreements; Dale Hersberger seconded; motion passed unanimously.  |
| Approval of Contracts  | Dr. Vacik asked that the group remove the contract for the Assistant to the Vice President of Business Affairs. He explained the candidate had decided to decline the job offer. Dale Herschberger made a motion for approval of contracts; Kenton Krehbiel seconded; motion passed unanimously. |
| Approval of Resolution | Kenton Krehbiel made a motion to approve Resolution #2; Audrey Hines seconded; motion passed unanimously.  |
| Organizational Charts  | Dr. Vacik explained to the Board that the organizational charts have been updated to reflect new employees and the new school year. Audrey Hines made a motion to approve the updated organizational charts; Dale Herschberger seconded; motion passed unanimously.                              |

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- CCSSE Dr. Vacik explained the CCSSE is a student survey which the college asked students to complete. Dr. Yang was responsible for compiling the results and she provided a brief summary report to members. She explained that CCSSE stands for Community College Survey of Student Engagement. When reviewing the survey, she reported that CCC was rated above average in two areas including active and collaborative learning and student/faculty interaction. Two areas were rated below average. They are student efforts and support for learners. However, the overall score on the survey was positive. Dr. Vacik explained the survey makes comparisons to colleges similar to CCC in terms of enrollment, etc.
- Generator Bids Brooks Wederski reported that a Request for Bids was placed for the generator and a separate Request for Bids for the installation of the generator. He said one bid for the installation was received from Jim's Electric. Two bids were received for the generator. They were from Central Power Systems and Cummins in Colby. Brooks explained the generator will be diesel. He recommended that the Board approve the lowest bid which is from Central Power Systems and the bid from Jim's Electric for installation with the provision that Title III funds can be used for purchase and installation. Kenton Krehbiel made a motion to accept the bids from Jim's Electric and Central Power Systems providing Title III can fund the purchase; Audrey Hines seconded the motion; motion carried unanimously.
- Roofing Bids Barry Kaaz reported two sealed bids were received for roof repair on the Student Union. The bidders were Murray Roofing and Roofmasters. He recommended accepting the low bid from Murray Roofing. Dale Herschberger made a motion to accept the bid from Murray Roofing; Kenton Krehbiel seconded the motion; motion carried unanimously.
- Board Attorney After discussion regarding possible options, it was the Board's consensus to allow Arlen to talk with other college trustees and KACCT Executive Director Linda Fund at the next KACCT meeting regarding the Board attorney to solicit their input. He will also talk with John Gatz. Arlen will bring the information for the Board to the regular meeting in September.
- Resignations Dale Herschberger made a motion to approve the resignations of Wendi Ehlers and Lorenzo Garcia; Kenton Krehbiel seconded the motion; motion carried unanimously.
- Department of Education Reporting Concerns Alan Waites reported that the Department of Education is requiring that the College disclose post-retirement benefits in year-end reports. In addition, the Department of Education is requiring that the Endowment Foundation use GAAP accounting (accrual basis). The College must be in compliance by June 2014 in order to ensure that the Federal funding will be given to the College. In order to ascertain the post-retirement benefits amount, the College will be required to hire an actuary at a cost of approximately \$5,000-\$7,000 to determine that amount. The Board agreed by consensus to contact the actuary and bring back a contract for their consideration at the next meeting.

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Cash Flow Forecast	<p>Alan Waites reported given current forecasts, that the College could reduce the reserves during fiscal year 2013-14 from \$1,410,000 to \$980,000. He told the group the College will require an early draw from Thomas County in December. In addition it will be necessary in November and December to conserve funds for payroll. Because of a predicted enrollment decrease for fall 2013 and collection of property taxes, the revenue will be reduced by about \$430,000. Waites recommended possible solutions including 1) increase enrollment numbers; 2) donations (Campaign for Change); 3) reduce discretionary expenditures; 4) Find a patron for specific program or to reduce the debt on the residence halls or other project; and 5) people costs. Waites said the initiative to build the reserve is not realistic for this year and enrollment levels are very uncertain at this time. Retention from fall 2013 to spring 2014 is critical. Waites said a timely response and corrective action are mandatory. He believes corrective action is essential for the upcoming Higher Learning Commission visit. Foundation Director Nick Wells said the Endowment Foundation may be able to fund the beef program. He indicated he would need to confer with his Board members. Nick also said a check for \$55,500 will be provided to the College from the Scholarship Auction and the Foundation might be interested in providing funds for grants with a match requirement.</p>
Banking Institutions	<p>Alan Waites reported new signatory cards will be available at the next meeting. He also said Farmers and Merchants Bank has sent an attractive offer to provide College banking services. Alan also had discussions with Sunflower Bank representatives. He indicated more discussion with the banks is necessary.</p>
2013-14 Budget Approval	<p>Kenton Krehbiel made a motion to formally approve the 2013-2014 budget; Audrey Hines seconded the motion; motion carried unanimously.</p>
Financial Report	<p>Alan Waites reported expenditures are on track for July 2013. Several “up front” costs were paid in July. He reported the audit work is underway and most of the field work is complete. The Financial Aid audit is scheduled for late September. The state budget form preparation and submittal is in process and the cash flow forecast for 2013-14 is complete.</p>
President’s Report	<p>Dr. Vacik invited everyone to the Block Party the next day. He also reported that Dr. Andy Tompkins, Executive Director of the Kansas Board of Regents, will be on the Colby campus on Wednesday. Dr. Vacik wished Alan Waites well as he continues his future endeavors. He also welcomed the new administrators, faculty and staff members.</p>
Trustee’s Comments	<p>Kenton Krehbiel welcomed all the new employees to the College. Dale Herschberger also welcomed the newcomers and is anxious to see everyone at College events. Audrey Hines said she looks forward to a closer working relationship with the Foundation. Arlen Leiker said he believes Dr. Vacik has hired some good people and he is looking forward to future activities.</p>

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Adjournment

Dale Hershberger moved to adjourn the meeting; Audrey Hines seconded the motion; motion carried unanimously. The meeting was adjourned at 7:33 p.m.

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

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