

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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September 16, 2013

- 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 September 16, 2013 at 5:30 p.m.
- Members Present                  Arlen Leiker, Audrey Hines, Kenton Krehbiel, Bill Shields, 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; Brooks Wederski, Director of Information Technology; Brad Bennett; Tara Schroer; Barry Kaaz; Ruth Wolfram; Sarah Borneman; Linda Vaughn; Doug Johnson; Quinnlyn Woofter, Sam Dieter, *Colby Free Press*; 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.
- Amend Agenda                    Arlen Leiker asked to amended the agenda to include an additional contract and resignation. Audrey Hines made a motion to add the contract for Jennifer Lindsey, part-time admissions secretary and the resignation letter from Ruth Wolfram, Director of Nursing. Bill Shields seconded the motion; motion carried unanimously.
- Introductions                    Dr. Vacik introduced Brad Bennett, Tara Schroer, Barry Kaaz, Ruth Wolfram, Sarah Borneman, Linda Vaughn, Sam Dieter, Doug Johnson, and Quinnlyn Woofter.
- Administrative Reports  
*Dr. George McNulty*              Dr. McNulty reported the Admissions Office is in full swing of the recruiting season. Financial aid is working on distributing funds to the students. Thanks to Tom Moorhous for his work on the early alert program. He has done a great job in fielding the alerts and keeping students on track with their coursework. Diversity week is October 7 through October 10. [See Student Services report attached.]
- Greg Nichols*                    An offer has been made for the Farm and Ranch Manager position, pending Board approval. Greg met with Joni Clark-Leiker and Diane Wieland to discuss the cooperation between Colby Public Schools and the College on career and technical programs. In-service meetings were held at the Norton, WaKeeney and Colby campuses. The KBOR nursing initiative provided a grant of nearly \$61,000 to help offset the high costs for nursing education. State-wide enrollment issues were discussed. [See attached report regarding Academic Affairs.]
- Dr. Glenda Overstreet*        Dr. Overstreet reported the Business Affairs department has been working on internal controls, cost containment and how CCC can cut costs on current processes. Interviews are being conducted for the controller position. Dr. Overstreet has also been working with the department managers regarding their budgets and expenditures. Dr. Vacik stated the three new Vice

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Presidents are doing a phenomenal job, getting acclimated to the College and coming up with new ideas. [See attached report regarding Business Affairs.]

*Brooks Wederski*

Brooks reported he has been working with the Institutional Effectiveness office on current reports that are due.

*Dr. Xuemei Yang*

Dr. Yang reported she had been working with the Student Affairs office to develop a Freshman Survey to get feedback regarding satisfaction with College processes. Dr. Yang spoke about the Institutional Assessment Plan she is working on. [See Institutional Effectiveness report attached.]

*Debbie Schwanke*

Debbie Schwanke reported AT&T contacted the College regarding an No-Text day on September 19, 2013. AT&T would like to partner with CCC and have Dr. Vacik along with other colleges sign the proclamation. [See Public Relations Report.]

*Ryan Sturdy*

Dr. Vacik reported Ryan Sturdy was attending the home volleyball game. [Athletic report is attached.]

Endowment Foundation

Dr. Vacik reported on behalf of Nick Wells. The Endowment Foundation had given CCC \$55,000 from the 2013 Endowment Auction and next year the Foundation is discussing giving CCC all proceeds raised at the Endowment Foundation auction. The Endowment Foundation Annual Meeting is October 10, 2013.

Ruth Wolfram Update

Ruth Wolfram provided an update on the Kansas State Board of Nursing and

NLNAC Site Visit

National League of Nursing Accreditation Commission (NLNAC) site visit on February 19-21, 2013. The Kansas State Board of Nursing recommended CCC ascertain the faculty files are current with transcripts and update the program evaluation plan when they are at CCC in June. In June the NLNAC amended their preliminary report and added an additional standard. Because the third standard was added, CCC needs to submit another self-study and will require a site visit in two years. Ruth is currently working on the self-study and re-writing policies. Ruth also stated this would be her last year as Director of Nursing. She retired last year and agreed to work part-time for one more year. Dr. Vacik stated he was pleased with the work Ruth and her staff did when the NLNAC was on-site; and thanked her for the work she has done for CCC.

New Trustee Election

Arlen Leiker stated the three applicants for the open Trustee position are Barry Kaaz, Linda Vaughn, and Quinnlyn Woofter.

The process for appointment is:

*Each applicant will have three minutes to make their statement to the board.*

*After each applicant has made his/her statement to the Board, the Trustees can ask the applicant questions.*

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*After all applicants have presented, the Board will have a roll call vote recorded by the Board Secretary. Three votes must be recorded to select a Trustee. If an applicant does not receive three votes, the applicant with the lowest number of votes will be eliminated. The remaining applicants will be given the opportunity to address the Trustees. The Trustees will be allowed to address the applicants again. Another roll call vote will be taken. This will continue until an applicant receives three votes.*

*Applicants will be interviewed according to last name first.*

Each candidate addressed the Board of Trustees and Trustees asked questions. The Board had a roll call vote:

Bill Shields	Quinnlyn Woofter
Kenton Krehbiel	Linda Vaughn
Audrey Hines	Barry Kaaz
Arlen Leiker	Quinnlyn Woofter

The candidates who received one vote had the opportunity to address the Board of Trustees. Barry Kaaz and Linda Vaughn addressed the Trustees.

The Board of Trustees had a roll call vote:

Bill Shields	Linda Vaughn
Kenton Krehbiel	Linda Vaughn
Audrey Hines	Barry Kaaz
Arlen Leiker	Linda Vaughn

Quinnlyn Woofter addressed the Board of Trustees. The Trustees asked the two remaining candidates questions.

The Board of Trustees had a roll call vote:

Audrey Hines	Linda Vaughn
Kenton Krehbiel	Linda Vaughn
Bill Shields	Linda Vaughn
Arlen Leiker	Quinnlyn Woofter

The vote was 3-1, in favor of Linda Vaughn. Lisa Failla read the State of Kansas Oath or Affirmation of Officer or Employee and swore in Linda Vaughn [See Attached].

Approval of Minutes

Audrey Hines made a motion to approve the August 19, 2013 Board meeting minutes. Bill Shields seconded the motion; motion carried unanimously.

Approval of Minutes

Audrey Hines made a motion to approve the August 23, 2013 Special Board meeting minutes. Bill Shields seconded the motion; motion carried unanimously.

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- Approval of Agreements      Audrey Hines made a motion to approve the agreements; Kenton Krehbiel seconded; motion passed unanimously.
- Approval of Contracts      Audrey Hines made a motion for approval of contracts as presented; Kenton Krehbiel seconded; motion passed unanimously.
- Approval of Resolution      Audrey Hines made a motion to approve Resolution #3; Bill Shields seconded; motion passed unanimously.
- Adams Brown Beran & Ball      Audrey Hines made a motion to accept the Adams, Brown, Beran and Ball Engagement Letter. Kenton Krehbiel seconded the motion; motion carried unanimously.
- Bank Resolution      Dr. Overstreet explained this is for an adjustment to the credit limit on the VISA cards. CCC's current limit is \$130,000. The Resolution is to increase the credit limit to \$180,000. Kenton Krehbiel read the following resolution:
- BE IT RESOLVED, that the Officers of the Board of Trustees: Arlen Leiker, Chair; Kenton Krehbiel, Treasurer and Dr. Glenda Overstreet, Vice President of Business Affairs, are authorized for and on behalf of the Board of Trustees, and in the name of Colby Community College, to:*
- Negotiate and procure from Sunflower Bank, N.A., an operating line of credit in the amount not exceeding \$180,000 which may be drawn upon by various faculty and staff members of Colby Community College through the use of one or more Sunflower Bank VISA credit cards issued to Colby Community College.*
- BE IT FURTHER RESOLVED, that this Resolution shall continue in force, and said Bank may consider the holders of said officers and their signatures, respectively, to be and continue as set forth in the certificate of the Secretary accompanying this Resolution when delivered to said Bank or in any similar subsequent certificate, until notice to the contrary in writing is duly served on said Bank.*
- IN WITNESS WHEREOF, the undersigned have affixed their names as officers of Colby Community College this 16<sup>th</sup> day of September, 2013.*
- Kenton Krehbiel made a motion to accept the Resolution as presented; Audrey Hines seconded; motion passed unanimously.
- Approval of Depositories      Kenton Krehbiel made a motion to approve the Depositories as presented. Audrey Hines seconded the motion; motion passed unanimously.
- Board Attorney      Arlen Leiker contacted local attorneys and one from Garden City. Two local attorneys responded. John Gatz expressed interest to continue as the Board attorney. Arlen Leiker will contact John Gatz regarding a contract for the next Board meeting.

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- Sale of Surplus Office Items Dr. Overstreet presented a list of surplus inventory to sell. This will be advertised for public sale. Audrey Hines made a motion to sell the surplus office items. Kenton Krehbiel seconded the motion; motion passed unanimously.
- Resignations Audrey Hines made a motion to accept resignations from Tyler Gonzales, assistant wrestling coach; Brooks Wederski, Director of IT; and Ruth Wolfram, Director of Nursing. Bill Shields seconded; motion passed unanimously.
- Financial Report Dr. Overstreet reported expenditures are over projections due to upfront costs for school start-up and payments of outstanding invoices. Annual forecast of \$14,520,000; budget reports indicate there is \$12,300,000 remaining. Encumbrances are at \$50,000 as of August 31. There is \$940,000 in unrestricted cash. The Financial Aid audit has been rescheduled for the latter part of October. Preliminary communication has begun with an actuary to possibly determine the valuation of post-retirement benefits. This will allow CCC to get an unqualified opinion from the auditors. State Budget form has been submitted to the County and Kansas Board of Regents. Cash flow is continually being monitored. November and December will be challenging months. Business Affairs is educating faculty and staff on cost containment measures to ensure effective cash management and positive vendor relationships. Arlen Leiker asked about some of the up-front costs and if Dr. Overstreet was comfortable with the Business Affairs' issues. Dr. Overstreet stated the department was looking at current costs. She is reviewing the insurance policies to determine where costs savings can be obtained. Dr. Overstreet is in the process of collecting approximately \$2,000,000 in student fees and tuition from past years.
- Executive Session Trustees requested Dr. Vacik to meet in executive session for five minutes to discuss non-elected personnel. Kenton Krehbiel made a motion; Bill Shields seconded; motion carried at 7:10 p.m.
- Open Meeting The Trustees reconvened in open meeting at 7:15 p.m.
- Executive Session The Trustees requested Dr. Vacik to meet in executive session for an additional five minutes to discuss non-elected personnel. Kenton Krehbiel made a motion; Bill Shields seconded; motion carried at 7:15 p.m.
- Open Meeting The Trustees reconvened in open meeting at 7:20 p.m.
- Executive Session The Trustees requested Dr. Vacik to meet in executive session for an additional five minutes to discuss non-elected personnel. Kenton Krehbiel made a motion; Bill Shields seconded; motion carried at 7:20 p.m.
- Open Meeting The Trustees reconvened in open meeting at 7:25 p.m.
- President's Report Dr. Vacik reported he and Arlen Leiker were in Arkansas City for the KACCT/COPS meeting. Funding and re-centering were discussed. He told members that part of the KACCT strategic plan includes a Leadership

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Academy for aspiring administrators. Dr. Vacik will be attending the Board of Regents meeting on Wednesday and Thursday. Dr. Vacik mentioned that Mary Smith had passed away and will be greatly missed.

## Trustee's Comments

Bill Shields welcomed Linda to the Board of Trustees and welcomed the new staff and vice presidents. Kenton Krehbiel welcomed Linda to the Board and thanked the vice presidents for their input. He reminded everyone to enjoy the rodeo this weekend. Linda Vaughn thanked everyone. Arlen Leiker welcomed Linda to the Board.

## Adjournment

Kenton Krehbiel moved to adjourn the meeting; Bill Shields seconded the motion; motion carried unanimously. The meeting was adjourned at 7:34 p.m.

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

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