

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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October 21, 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 October 21, 2013 at 5:30 p.m.
Members Present	Arlen Leiker, Audrey Hines, Dale Herschberger, Kenton Krehbiel, Linda Vaughn, and Dr. Stephen Vacik
Others Present	Dr. Glenda Overstreet, Vice President of Business Affairs; Greg Nichols, Vice President of Academic Affairs; Dr. George McNulty, Vice President of Student Affairs; Dr. Xuemei Yang, Director of Institutional Effectiveness; Debbie Schwanke, Public Information Director; Ryan Sturdy, Athletic Director; Douglass McDowall, Director of Information Technology; Chriss Ellison; Jane McDougal, Sarah Borneman; Brad Bennett; Sam Dieter, <i>Colby Free Press</i> ; Nick Wells; Sharon Redmond; Lynette Ball; Vernon Hurd; 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 Chriss Ellison, Jane McDougal, Sarah Borneman, Brad Bennett, Sam Dieter, Sharon Redmond, Lynette Ball, and Vernon Hurd.
Consent Agenda	Kenton Krehbiel made a motion to approve the consent agenda including Minutes from the September 16, 2013 Board meeting; Agreements; Contracts; and Resolution No. 4 Payment of Claims. Audrey Hines seconded the motion; motion passed unanimously.
Administrative Reports <i>Dr. George McNulty</i>	Dr. McNulty reported that in September the recruiters saw 219 students. In October these numbers have dramatically increased. One recruiter has seen over 219 students. Homecoming activities are the week of November 4. Troy Bielser and Dr. McNulty have been working on a new initiative called Bridge to Success. This program is being piloted in Colby and Rexford. This program will assist students from application to enrollment. It does not replace orientation, but provides students with important information they need to know about application through enrollment. There are currently 272 students in the residence halls. Dr. McNulty also stated that he was proud of the financial aid office for completing the FISAP report, a major report the government requires. Dr. McNulty also spoke about the Enrollment Management process. [See Student Services report attached.]
<i>Greg Nichols</i>	Greg reported that the Kansas Board of Regents (KBOR) Technical Education Authority (TEA) aligns programs for technical education. Vet Tech and Dental Hygiene programs will have to be aligned with the other community colleges in the state. Heidi Bulfer has accepted the Assessment Coordinator position. Greg noted that the student evaluations will be done on-line vs paper forms to better utilize staff and provide cost savings. Greg thanked the Hansen Foundation for the gift to the Nursing and Ag

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departments. Greg also reported on the submission of the Performance Agreement. The Performance Agreement was well accepted with only minor adjustments and clarifications required to the submitted document. [See attached report regarding Academic Affairs.]

*Dr. Glenda Overstreet*

Dr. Overstreet introduced Chriss Ellison as CCC's new Controller and introduced Doug McDowall as the new IT Director. The Business Affairs department is looking at department processes including purchase orders, credit card usage, etc. They want to evaluate those processes closely to determine if there is an opportunity to look at cross-functional activity and to streamline these processes, also looking at them for cost containment measures. [See attached report regarding Business Affairs.]

*Dr. Xuemei Yang*

Dr. Yang reported October and November are important survey months. Data collection is an important part of Institutional Effectiveness. The Strategic Plan was approved last summer and CCC is now working on implementation of the Strategic Plan. The three subcommittees are working on the matrix to measure accomplishments year by year. [See Institutional Effectiveness report attached.]

*Debbie Schwanke*

Debbie Schwanke reported that Homecoming is the week of November 4. The Hall of Fame luncheon is Saturday, November 9, in the Student Union. The honorees are Dr. Larry and Joyce Washburn, Darwin Strutt, Bruce Siemsen, and Joyce Hansen. [See Public Relations Report attached.]

*Ryan Sturdy*

Ryan reported that the volleyball team has two more games. Tuesday's game is on the road against Garden City and Thursday is home against Barton. Regional men's and women's cross country meet is Monday. [Athletic report is attached.]

Endowment Foundation

Nick Wells reported that in addition to the \$250,000 pledge to the College, they also pledged a matching gift. Nick read the Items of Agreement as follows:

1. **\$250K Matching Gift** – The CCC Endowment Foundation agrees to match any and all gifts up to the first \$250,000 given between October 10, 2013 and December 31, 2013. To be eligible for matching funds, all monies must be run through the Foundation for recording, receipting and acknowledgement purposes.
2. **Hansen Fund Disbursement** – After reading the disbursement instructions and visiting with the Hansen Foundation Trustees, I would like to suggest that all requests be made grant style in order to track the expenditures. The Dane Hansen Foundation would like to know how these funds are used.
3. **Item of Support** – The CCC Endowment Foundation agrees to help with the refurbishing of the CCC Farm. Please submit proposals of areas most critical and the Foundation will take them under consideration and work toward getting funding necessary to advance the project to accomplishment.

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The Foundation does not wish to help with purchasing new vehicles or living center payments.

There are some things that need to be done soon at the farm. The tractor has slick tires and Nick would like to purchase ones.

Linda Vaughn thanked Nick Wells and the Endowment Foundation for the \$250,000 contribution. Linda asked if the matching contribution would be given to the College to use as CCC sees fit or would it have instructions on how to spend it? Nick responded the Foundation would not put stipulations on how it is spent, but if the donor specifies, CCC would need to abide by his/her wishes.

Executive Session Dale made a motion for executive session for non-elected personnel for 15 minutes at 5:55 p.m. to include the Trustees, Greg Nichols, John Gatz and Dr. Vacik. Audrey Hines seconded, motion carried unanimously.

Open Session The Trustees reconvened in open session at 6:10 p.m.

Executive Session Dale made a motion for executive session for non-elected personnel for an additional 5 minutes at 6:10 p.m. to include the Trustees, Greg Nichols, John Gatz and Dr. Vacik. Audrey Hines seconded, motion carried unanimously.

Open Session The Trustees reconvened in open session at 6:15 p.m.

Freshman Survey Results Dr. Vacik said that the survey was given to freshmen to find out what their experience has been thus far, why they choose Colby, what CCC could do better, etc. Daniel Blake helped produce the survey. He did a great job. Of the students surveyed, 63 percent said they planned to transfer to a four-year institution which leaves 37 percent who are not. We have a 52-53 percent graduation rate. CCC has the highest graduation rate in the state of Kansas. One of the items on which students commented is food quality. Fifty-six percent said the food is poor or needs improvement. This is a concern and will be addressed. The majority of students said that they would recommend CCC to others. The Financial Aid greeting rating is low because of the turnover. Cindi Kriss, Megan Allen and Shea Hill have done a great job and will continue going forward. Room assignments and Admissions greeting both had high ratings. Discussion took place about food services.

Western Experience Dr. McNulty reported that this committee was put together to set apart Colby Community College from other community colleges. They will offer different events and trips to surrounding attractions in Kansas, Nebraska, South Dakota and Colorado. This is targeted to a pilot group of 20-25 students. It will begin in August 2014.

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| Approval of Resignations | Kenton Krehbiel made a motion to approve resignations from Rebecca Johnson, Assistant Director of Nursing; and Gwendolyn Loyd, Level 1 evening nursing instructor. Dale Herschberger seconded; motion passed unanimously.  |
| Assessment of Damages    | Kenton Krehbiel made a motion to waive assessed damages for Rebecca Johnson and Gwendolyn Loyd. Dale Herschberger seconded, motion passed unanimously.   |
| Board Attorney           | Dr. Vacik asked the Trustees to approve John Gatz's proposal as Board attorney. Kenton Krehbiel made a motion to approve John Gatz's proposal; Dale Herschberger seconded, motion passed unanimously.  |
| CCC Website Update       | Doug McDowall updated the Trustees stating there are still technical issues. On November 1, Doug would like to have an internal review with the website live for internal testing and on November 15 make it live to everyone. A web server was purchased to enable the website to have faster load times. When the internal technical issues are resolved, the website will go live.  |
| Fund Raising             | Audrey Hines addressed the Trustees with the idea of hiring an individual to raise funds for Colby Community College. Kenton Krehbiel stated that this individual needs to be the right person. Would this person and the Endowment Foundation be crossing paths? Linda Vaughn inquired about how to pay this person. Audrey Hines stated that it should be a percent of the dollars raised. Arlen Leiker stated that this topic will take some discussion to work out. A further meeting to discuss fund raising with the Endowment Foundation Board was scheduled for Monday, October 28, at 5:00 p.m. Discussion took place regarding a column in the <i>Colby Free Press</i> . Dr. Vacik reported on the Campaign for Change donations.  |
| Financial Report         | Dr. Overstreet reported that September year-to-date expenditures are slightly under projections in order to coordinate with financial aid activity. Encumbrances as of September 30 are \$183,100. As of September 30 \$980,000 is unrestricted cash. Financial Aid audit work has been delayed until November 2013. There has been communication with an actuary to possibly conduct valuation of post-retirement benefits for seeking an unqualified auditor opinion. New billing for past-due accounts was sent out on September 15. Twenty-five thousand dollars was received in early October. The balance remaining to be collected on the payment plan is \$80,000. Business Affairs is continuing to monitor the cash flow. A review of workflow processes is underway. New internal control measures are in place for containing costs. Colby Community College is projected to face challenges in November and December. Business Affairs is continuing to educate faculty and staff on cost containment measures to ensure effective cash management and positive vendor relations. Audrey Hines asked how short cash would be in December. Dr. Overstreet stated that the amount is approximately \$300,000 to \$350,000. Discussion took place regarding cash flow. |

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- President's Report      Dr. Vacik reported that he was in Topeka last week for a Board of Regents meeting. Mark Sarver with EduKan will attend the November Board meeting to update the Trustees on the Strategic Plan. Dr. Vacik reported that he is working through the Policy Manual. He will provide a copy to the Board for their review.
- Comments from Trustees      Linda Vaughn spoke regarding the programs and identifying the ones that are fiscally responsible and support themselves financially. She would like to review them. Dr. Vacik said a cost/benefit analysis was conducted last year and will be worked on again as soon as possible this year for the Board members to review. Kenton Krehbiel said that there were a lot of things that went on since the last Board meeting. The rodeo was a success, volleyball girls are playing well and basketball is practicing. Colby Community College is on a positive track. Dale Herschberger had no comments. Audrey Hines asked if the Board members have taken a campus tour. She stated that there were a lot of positives and negatives. Dr. Vacik explained the story behind Living Center North. Audrey Hines commented on how nice Ferguson Hall looks. She also asked if the breezeway could be updated as that is the first area people see when entering the building. The pool and showers also need a lot of work. The showers are rusting. Dr. Vacik explained that the rusting is caused by the chlorine in the pool. Arlen Leiker thanked Dr. McNulty, Greg Nichols and Dr. Overstreet for all the work they have done. Arlen stated that he has heard good things from the community and encouraged them to keep up the good work. Dr. Vacik added CCC is hosting the EduKan conference this Thursday and Friday.
- Adjournment      Audrey Hines made a motion to adjourn; Linda Vaughn seconded the motion; motion carried unanimously. The meeting was adjourned at 7:30 p.m.

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

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