

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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February 18, 2014

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 February 18, 2014, at 5:00 p.m.
Members Present	Arlen Leiker, Dale Herschberger, Kenton Krehbiel, Linda Vaughn, Audrey Hines and Dr. Stephen Vacik
Others Present	Dr. Max Heim; Gary Sechrist, Kansas Association of School Boards; Dr. Glenda Overstreet, Vice President Business Affairs; Greg Nichols, Vice President of Academic Affairs; Dr. George McNulty, Vice President of Student Affairs; Dr. Xuemei Yang, Director of Institutional Effectiveness; Ryan Sturdy, Athletic Director; Brad Bennett; Charles Keefer; Robert Monticone; Keenan Williams and Sam Dieter, <i>Colby Free Press</i> . 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 5:00 p.m.
Introductions	Dr. Vacik introduced Dr. Max Heim; Gary Sechrist and Sam Dieter.
Training	Gary Sechrist presented information on Boardsmanship.
Consent Agenda	Kenton Krehbiel made a motion to approve the consent agenda including minutes from the January 20, 2014 Board meeting; agreements; contracts; Resolution No. 7 payment of claims; and an additional contract as presented. Dale Herschberger seconded the motion. The motion passed unanimously.
Foundation Report	Foundation Executive Director Nick Wells did not attend the meeting.
Administrative Reports <i>Dr. George McNulty</i>	Dr. McNulty reported that last week 43 Ellis High School students were on campus. Feedback from the students indicated they were impressed with the campus. Junior Day is scheduled for next week. Approximately 70 students will be on campus. The theme will be Willie Wonka. The Financial Aid office along with Institutional Effectiveness office has completed the IPEDS report. There were 46 campus visits in January compared to 21 last year during the same time. [See Student Services report attached.]
<i>Greg Nichols</i>	Greg Nichols reported CCC is working with eduKan to promote courses to KSU students who may need online courses. Brad Bennett and Crystal Pounds recently visited area high schools to provide resume writing workshops. [See attached report regarding Academic Affairs.]
<i>Dr. Glenda Overstreet</i>	Dr. Overstreet reported the Business Affairs office has distributed the 1099s, 1098Ts and W-2s within the required timelines. An Information Technology position will be offered this week. The contract will be presented for Board approval at the next meeting. [See attached report regarding Business Affairs.]

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<i>Dr. Xuemei Yang</i>	Dr. Yang was absent from the meeting. Dr. Vacik reported she has completed the IPEDS winter collection report. [See Institutional Effectiveness report attached.]
<i>Debbie Schwanke</i>	Debbie Schwanke was absent from the meeting. Dr. Vacik reported she is working on the Founder's Day celebration which will be held July 12. Dr. Vacik reported two of the past Presidents will attend this event and the committee is still waiting to hear from the others. [See Public Information Report attached.]
<i>Ryan Sturdy</i>	Dr. Vacik reported for Ryan Sturdy. The wrestlers did well at Regionals. The men's and women's track teams are competing at Regionals this weekend. [See Athletic report attached.]
Audit Report	Chairman Arlen Leiker told those in attendance that the audit presentation would begin at 7 p.m.
Board Member Vacancy	Chairman Arlen Leiker reported there are no applications for the current Board of Trustees vacancy. He told the Trustees that there are two options. The College may repost the resolution in the <i>Colby Free Press</i> or contact the person who applied, but was not chosen, to fill the vacancy created by Nick Wells' resignation. The Board members decided by consensus to repost the vacancy in the <i>Colby Free Press</i> on February 21, 2014.
Resolution	Kenton Krehbiel made a motion to adopt the following resolution:

RESOLUTION

WHEREAS, a vacancy exists in the Board of Trustees of Colby Community College; and,

WHEREAS, K.S.A. 71-201(b)(15) authorizes the Board of Trustees to fill such vacancy not sooner than fifteen (15) days following publication of notice in a newspaper having general circulation in the community college district which is Thomas County, Kansas.

NOW, THEREFORE, BE IT RESOLVED, that the secretary of the Board of Trustees of Colby Community College shall cause such notice to be published once in the *Colby Free Press*.

ADOPTED this 18th day of February 2014.

Audrey Hines seconded the motion, motion passed unanimously.

Program Review/ Pre-Budget Actions	Dr. Vacik reported the administrators have reviewed the cost/revenue analysis, discussed the various programs, and produced a list of potential actions for the Board's consideration to reduce expenses. He told the group that the actions are based on information that was compiled to assist with budget planning and it is difficult to document and quantify. Dr. Vacik recommended no action be taken at the meeting, but asked members to review the proposals and take action at the March Board meeting. Discussion took place regarding various programs and the fleet cars. Dr. Vacik explained SB155 which provides funding for career technical
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students in high school. He explained the reasons why Colby Community College does not receive significant funding from the bill. Discussion took place regarding the programs included in SB155.

Audit Presentation

Michelle Ryan, Adams, Brown, Beran & Ball, explained the 2013 audit report. A qualified opinion was given relating to post-employment benefits in accordance with GAAP. In addition, the Endowment Foundation does not present their financials in accordance with GAAP. There were no other issues of note.

Michelle Ryan reviewed the Statement of Net Position. She noted issues in two accounts: Cash Restricted for Deferred Maintenance and Projects and Accounts Receivable Students. Deferred revenue dollars under Current Liabilities have not previously been in the report. These funds are revenues from July classes that are billed in June. However, the revenue is not earned until July and Deferred Maintenance tax credits are set aside for a specific purpose. Therefore, the revenue is not earned until it is expended for the specific purpose. Overall operating revenue increased by approximately \$700,000 because of Federal grants and tuition. Gain from sale of assets increased because of land sold. Michelle brought attention to Note 11 – Stewardship, Compliance and Accountability. These are items that are not in compliance with Kansas Statute. The approval of the 2013 FY Audit will be held at a Special Board meeting. [Audit, Management Letter and Governance Letter are attached.]

Linda Vaughn made a motion to have a special Board meeting at 7:30 a.m. on February 25, 2014 to approve the audit. Audrey Hines seconded; motion passed unanimously.

Board Meeting Time Change

Dale Herschberger made a motion to change the start time of the regular Board meetings to 5 p.m. Discussion took place to change the March 17 Board meeting. No action was taken on the date change of the meeting. Kenton Krehbiel seconded; motion passed unanimously.

Resignations

Dale Herschberger made a motion to accept the resignations of Reba Cersvosky, Farm Manager; Cheryl Erven, Assistant Softball Coach; and Richelle Shipley, Admissions Counselor. Kenton Krehbiel seconded the motion; motion passed unanimously.

Selling Equipment – Maintenance

Kenton Krehbiel made a motion to sell surplus maintenance equipment at the discretion of Maintenance Supervisor Scott Williams. Linda Vaughn seconded; motion passed unanimously.

Disposal of Equipment – Vet Tech

Kenton Krehbiel made a motion to dispose of the Vet Tech autoclave which is not functioning. Dale Herschberger seconded; motion passed unanimously.

Financial Report

Dr. Overstreet reported January's expenditures were closely monitored and the College is holding tight to meet cash flow expenditures as well as reduce accounts payable. There is approximately \$7.5 million remaining in the budget as of January 31, 2014. Encumbrances are \$173,600 as of the end of January. The unrestricted cash balance is \$4,055,918. The bank

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reconciliations are continuing. As of the end of February, a reserve account will be established. Dr. Overstreet continues to review internal fiscal controls. Meetings are underway with budget managers. Utilizing the Kansas Set-off Program is now part of the collection process. She is currently evaluating the efficiency of the financial database and attending training to coordinate reports. Linda Vaughn questioned the accounts over 91+ days. Dr. Overstreet addressed her question stating the oldest invoices are currently being paid. Linda Vaughn voiced her concern regarding local businesses that have not been paid. Vaughn stated CCC should take care of the local area. Dr. Overstreet addressed Vaughn's concerns stating local vendors are being paid to keep relations positive. [Financial Report is attached]

President's Report

Dr. Vacik presented an update from the KACCT meeting in Topeka he attended. Representative Ward Cassidy was instrumental in getting his committee to propose to put back the planned 1.5% cut that community colleges were expecting this year. The bill has not passed the House or Senate at this time. Dr. Vacik explained to the members that HB2456 exempts cement plants and changes real property to personal property which under-values equipment. This bill has passed out of committee, but still would need to pass the House and Senate.

Dr. Vacik reported that Michael Quist, whose wife Jeanie works in Student Support Services, is working on his Ph.D. He has asked to use CCC's students on a volunteer basis to participate in a study on Motivational Moments in Mathematical Education. Since there is no internal review board, Dr. Vacik asked for the Trustees approval to give him permission. The Board agreed.

Dr. Vacik congratulated the college's two Phi Theta Kappa (PTK) honorees--Amanda Duvail and Paige Todd. Dr. Vacik will be attending a meeting at Butler Community College on Monday regarding legislative issues.

Trustees' Comments

Kenton Krehbiel reported he attended the PTK luncheon along with Dr. Vacik and Arlen Leiker. He agreed the two young ladies were outstanding. He thanked everyone for the work they are doing. Audrey Hines reported that she and the other Trustees received a letter. She indicated that the Trustees are open to ideas and welcome what others have to say. Arlen Leiker stated this is a learning process for everyone. Arlen told the group that Representative Ward Cassidy is doing a great job for community colleges. He said Dr. Vacik and Greg Nichols did a nice job defending the community college system.

Adjournment

Kenton Krehbiel made a motion to adjourn; Linda Vaughn seconded the motion; motion carried unanimously. The meeting was adjourned at 8:13 p.m.

Signed _____
Chairman

Signed _____
Secretary