

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 1
April 22, 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 April 22, 2014, at 4:00 p.m.
Members Present	Arlen Leiker, Dale Herschberger, Kenton Krehbiel, Linda Vaughn, Carolyn Armstrong, Audrey Hines and Dr. Stephen Vacik
Others Present	Dr. Glenda Overstreet, Vice President Business Affairs; Greg Nichols, Vice President of Academic Affairs; Dr. George McNulty, Vice President of Student Affairs; Ryan Sturdy, Athletic Director; Debbie Schwanke, Public Information Director; Douglass McDowall, IT Director; Kati Zuniga, Tim Lester, Honeywell; Paul Mullican, Honeywell; Barry Kaaz, Clair Schrock, Nick Wells, Brad Bennett, Scott Williams, Doug Johnson, Rod Rodenbeck, Jennifer Martin, Charles Keefer, Shanda Mattix 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 4:00 p.m. Leiker asked for a motion to amend the agenda to table Item C and D and add one contract and one agreement to the Consent Agenda. Dale Herschberger made a motion to amend the agenda; Audrey seconded. Motion passed unanimously.
Introductions	Dr. Vacik introduced Kati Zuniga, Tim Lester, Paul Mullican, Barry Kaaz, Clair Schrock, Nick Wells, Brad Bennett, Scott Williams, Doug Johnson, Rod Rodenbeck, Jennifer Martin, Charles Keefer, Doug McDowall and Shanda Mattix.
Consent Agenda	Kenton Krehbiel made a motion to approve the consent agenda including minutes from the March 17, 2014 Board meeting; April 5, 2014 Special Board meeting; agreements; contracts; Resolution No. 10 payment of claims. Audrey Hines seconded the motion. The motion passed unanimously.
Foundation Report	Foundation Executive Director Nick Wells thanked everyone for attending the Endowment Foundation Auction. Wells reported attendance was down compared to previous years. Because ticket sales on the 1964 Impala did not meet expectations, proceeds did not cover the purchase price. The spring scholarship payment will be made in May along with the Embree bequest and the monies that came in after the \$250,000 match was made. Total check will be approximately \$375,000. Wells stated he had concerns regarding Brittney Squire leaving since she had put a lot of work into the new on-line software scholarship program. To date there have been 27 sophomores who applied for scholarships. Dr. McNulty indicated there is a priority deadline to accept scholarships, but exceptions are made after the deadline. Ryan Sturdy explained the athletic scholarship process. Wells stated CCC needs to match the scholarships to the student's needs. The Endowment Foundation is audited to ensure the scholarships are awarded to the correct student. Each scholarship has criteria which must be met.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 2
April 22, 2014

Administrative Reports

Dr. George McNulty

Dr. McNulty reported this week is Violence Prevention Week. A different event is scheduled each day to bring attention to the cause. Currently there have been 942 applications and 319 campus visits. Campus visits are scheduled through the Admissions Department. Linda Nelson took a group of 18 students to Fort Hay State University to tour the campus. [See Student Services report attached.]

Greg Nichols

Greg Nichols stated his written report includes information on the Perkins Grant which increased this year. Nichols thanked Audrey Hines for securing dirt and railroad ties for the college farm. Audrey Hines stated Thomas County workers will strain the dirt for cement particles prior to delivery to the farm. [See attached report regarding Academic Affairs.]

Dr. Glenda Overstreet

Dr. Overstreet reported the Business Affairs office priorities this month are business analysis and budget preparation. The work flow committee has been working on internal audit procedures recommended by the auditors. The committee plans to meet on a quarterly basis. The College is working to ensure a clean audit process next year. [See attached report regarding Business Affairs.]

Dr. Xuemei Yang

[See Institutional Effectiveness report attached.]

Debbie Schwanke

Debbie Schwanke reported on May 9 over 300 K-5th graders will be on campus for the Prairie Fair. Dr. Martin, Dr. Price and Jason Bowey are a few of the faculty who will be helping that day. Randy Berls and Phil Shuman, along with current and former Sunflower singers, will perform at the Founder's Day celebration. [See Public Information Report attached.]

Ryan Sturdy

Ryan Sturdy reported Colby will host the West Central Zone Tournament for cross country in October 2014 and wrestling in February 2015. [See Athletic report attached.]

Honeywell Presentation

Paul Mullican, Honeywell, presented information on the energy conservation measures. There was a brief question and answer session.

Board Goal Review

Dr. Vacik talked with the Trustees regarding clarification of the Board goals. Dr. Vacik requested that the goals be refined to determine specific measures. This will enable all parties to know when the goals are met. Carolyn Armstrong indicated it was her understanding after the session with Gary Sechrist (KASB) that Dr. Vacik would provide additional guidance and suggest action steps and accountability measures to meet the suggested goals. The Trustees will then consider that information for discussion. Dr. Vacik would like input from the Board to help determine these targets for the goals. After discussion, Dr. Vacik will plan a meeting to review the Board goals.

Policy Manual

Audrey Hines asked questions regarding holiday and vacation time. Dr. Vacik explained employees are paid for the times when the College is closed. The two weeks at Christmas is also considered a paid holiday. Hines indicated this seems like there are a lot of days off at the College

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 3
April 22, 2014

which are paid. Linda Vaughn discussed the early retirement payout program. Linda Vaughn made a motion to eliminate the early retirement benefit to newly hired non-certified employees employed on or after May 1, 2014. Dr. Vacik clarified that this proposal will grandfather in current employees. This will not affect “Professional” employees because it is a negotiated benefit in the Master Agreement. Audrey Hines seconded the motion. Motion passed with a five to one vote. Aye: Arlen Leiker, Audrey Hines, Carolyn Armstrong, Linda Vaughn and Kenton Krehbiel. Nay: Dale Herschberger.

Linda Vaughn discussed payment regarding hourly employees. Vaughn calculated the College was closed 19 days, (includes 10 holidays). In addition, employees are paid for snow days if the College is officially closed due to weather. Vaughn indicated she believes hourly employees should only be paid for hours worked and traditional holidays. Vaughn was concerned that this policy is costing the College money. Audrey Hines agreed that cutting back on this pay would save the College money. Vaughn stated, by her figures, 43 percent of the budget is payroll. Arlen Leiker pointed out if hourly employees are required to be here, salaried staff would be required to be on campus as well to supervise. Dr. Vacik stated CCC is not unique compared to peer educational institutions. He stated the CCC leave policy is generous, but in order to retain employees it is a nice benefit since the College does not give regular pay increases. Carolyn Armstrong stated this issue should be reconsidered after reviewing the preliminary budget.

Arlen Leiker asked for a motion to approve the policy manual. Carolyn Armstrong made a motion to approve the policy manual. Dale Herschberger seconded; motion passed unanimously.

Fall Course Fee

Greg Nichols detailed the reasons for the change in fall course fees in the Nursing, Dental Hygiene and the Vet Tech Programs. Nichols explained the Nursing program would like to shift the cost from second year students only to all nursing students (first and second year). The Vet Tech increase is due to the need for supplies and software to be more in-line with the on-campus vet tech program. Dale Herschberger made a motion to approve the fall 2014 course fee change. Audrey Hines seconded; motion passed unanimously.

Outreach Pay Structure

Greg Nichols explained the pay structure for outreach courses taught by high school instructors via ITV. Currently, the instructors are paid per section. This means if there are students in town A (Section I) and students in town B (Section II) the instructor is paid for both sections. The new proposal is that CCC will pay the districts that host the teacher. Fifty-five dollars will be paid back for instructional costs if there are less than eight students. If it is more than eight, they will get paid \$450 per credit hour. There is an additional fee of \$100 if the instructor is teaching at more than one site. The school district may request the instructor be paid directly in the same manner as described. Carolyn Armstrong made a motion to approve the Outreach Pay Structure. Linda Vaughn seconded; motion passed unanimously.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 4
April 22, 2014

- Horse Sale Dr. Vacik stated Shanda Mattix has requested that the Board approve the sale of five horses located at the farm and also two older horses, 20 and 25 years old. Audrey Hines made a motion for Shanda Mattix to sell 7 horses via private treaty. Dale Herschberger seconded; motion passed unanimously.
- Resignations Audrey Hines made a motion to accept the resignations of Shelly Rodenbeck, Nursing; and Brittney Squire, Assistant to the Vice President of Student Affairs. Dale Herschberger seconded the motion; motion passed unanimously.
- Administrative Fee Dr. Overstreet explained after talking with the Registrar and Student Accounts the administrative fee is actually a no show policy. Business Affairs will impose a \$25 fee to the student for not showing up for class. This would be imposed after the five day add/drop rule. Linda Vaughn made a motion to approve the Administrative Fee. Carolyn Armstrong seconded; motion passed unanimously.
- Great Plains/Payroll Update Dr. Overstreet notified the Trustees of the upgrade to PowerCampus (Student Information system), PowerFaids (Financial Aid system) and Great Plains (Business Office system). These systems will be upgraded in sequence. After the upgrade, the payroll system will be combined into one payroll date. The hourly employees will be paid on the 20th of the month effective July 2014. All employees will be required to use direct deposit. There is no charge for the upgrade. Arlen Leiker asked for a motion to upgrade PowerCampus, PowerFaids, and Great Plains. Carolyn Armstrong made a motion; Linda Vaughn seconded. The motion passed unanimously.
- Financial Report Dr. Overstreet reported the Reserve Fund has a \$100,000 balance. The Business Office is currently reviewing the financial status to determine the amount to be deposited for March and April. There is approximately \$5.6 million remaining in the budget as of March 31, 2014. The College has 33% remaining in the budget; projections show 39 percent. Encumbrances are \$51,200 as of the end of March. The unrestricted cash balance is \$2,916,156. The bank reconciliations are continuing. The office is currently analyzing the revenue sources for the 2013-14 fiscal year. Internal control efforts are underway. The billing process is going well. CCC has started to receive payments from the Kansas Setoff Program. The system upgrade will take place starting the last part of May and be completed in early July. Linda Vaughn noted the accounts payable in arrears increased by \$4,100. Dr. Overstreet explained this was due to the recent process change in the Business Office. All the purchase orders were processed which were in the holding area of business portal. This will give the College an accurate picture of accounts payable. Linda Vaughn asked questions regarding the unrestricted funds. Dr. Overstreet addressed her concerns. Kenton Krehbiel stated that the encumbrances are now one third of what they were last year and the cash balance is twice what it was. Dr. Overstreet thanked everyone for being a part of the process. [Financial Report is attached]

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 5
April 22, 2014

Executive Session	Dr. Vacik requested a motion for an executive session to discuss non-elected personnel for 10 minutes to include himself and the Board of Trustees. Dale Herschberger made the motion for executive session to include Dr. Vacik and Trustees for 10 minutes; Audrey Hines seconded; motion carried unanimously at 6:13 p.m.
Open Session	The Trustees reconvened in open session at 6:23 p.m.
Executive Session	Chairman Arlen Leiker asked for a motion for an executive session to discuss non-elected personnel for 10 minutes to include Dr. Vacik and the Board of Trustees. Dale Herschberger made the motion for executive session for 10 minutes to include the Trustees; Carolyn Armstrong seconded; motion carried unanimously at 6:23 p.m.
Open Session	The Trustees reconvened in open session at 6:33 p.m.
Executive Session	Chairman Arlen Leiker asked for a motion for an additional 10 minutes in executive session to discuss non-elected personnel to include Dr. Vacik and the Board of Trustees. Dale Herschberger made the motion for executive session for 10 minutes; Carolyn Armstrong seconded; motion carried unanimously at 6:33 p.m.
Open Session	The Trustees reconvened in open session at 6:43 p.m.
Executive Session	Chairman Arlen Leiker asked for a motion for an additional five minutes to discuss non-elected personnel to include Dr. Vacik and the Board of Trustees. Dale Herschberger made the motion for executive session for five minutes; Carolyn Armstrong seconded; motion carried unanimously at 6:44 p.m.
Open Session	The Trustees reconvened in open session at 6:49 p.m.
Resolution	Dale Herschberger made a motion to move the adoption of the following Resolution:

RESOLUTION

WHEREAS, Xuemei Yang is employed by the Board of Trustees, Colby Community College, as the Dean of Institutional Effectiveness; and,

WHEREAS, Xuemei Yang is an at-will employee, and the terms and conditions of her contract authorize the contract to be terminated by either party, with or without cause, after giving ten (10) days written notice of termination; and

WHEREAS, it is the intent of the Board of Trustees to terminate (non-renew) the employment.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES, COLBY COMMUNITY COLLEGE:

The current contract of Xuemei Yang shall not be renewed and shall terminate at the end of the current contract year, on June 30, 2014.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 6
April 22, 2014

That the secretary of the board provide a copy of this resolution to Xuemei Yang in person or by United States mail.

ADOPTED by the Board of Trustees, Colby Community College, on April 22, 2014.

Carolyn Armstrong seconded the motion; motion carried unanimously.

President's Contract

Chairman Arlen Leiker stated this will be postponed until the regular May Board meeting.

Executive Session

Dr. Vacik requested a motion for an executive session to discuss negotiations for five minutes to include himself, John Gatz and the Board of Trustees. Dale Herschberger made the motion for executive session for five minutes; Audrey Hines seconded; motion carried unanimously at 6:55 p.m.

Open Session

The Trustees reconvened in open session at 7:00 p.m.

President's Report

Dr. Vacik made a recommendation to remodel the All American Room. The pictures will be moved to a more convenient location. This room would be more useful as a room Admissions could use. A more formal proposal will be brought forth at a later date. The Institutional Development committee met last week. There will be three candidates interviewed for this position on Friday. Carolyn Armstrong and Audrey Hines are representing the Board on that committee. The Governor signed the Education Bill which is House Bill 2506. This bill relates to K-12 teachers and their continuing contract law. CCC did get back the 1.5 percent cut for this year. The two-year college presidents met with the private college presidents and representatives last Wednesday. Dr. Vacik believes there are opportunities to partner with the private colleges in the future.

Trustees' Comments

Linda Vaughn thanked Dr. Overstreet for answering all of her questions. Carolyn Armstrong asked a question regarding the WaKeeney nursing site. Dr. Vacik indicated we had a contract with the hospital to continue the nursing program by using a space in their facility. Massage therapy could use facilities in Hays for clinicals. CCC will continue the on-line portion of the program. No programs will be closed, just a location change. CCC will move forward to close the WaKeeney location on June 30, 2014. Armstrong also inquired about using the Goodland facility. Discussion took place regarding this and a meeting will be scheduled to discuss this topic. Kenton Krehbiel thanked Dr. Overstreet and Dr. McNulty for attending the RSVP dinner. He thanked everyone for all of their efforts. Dale Herschberger and Audrey Hines had no comments. Arlen Leiker thanked everyone for all their hard work.

Student/Trustee Dinner

The meeting was adjourned at 7:05 p.m. to be moved to Room 106 for the Student/Trustee Dinner.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 7
April 22, 2014

Open Session	The Trustees reconvened in open session at 7:10 p.m. Chairman Arlen Leiker left the meeting at 8:10 p.m. Vice Chairman Dale Herschberger conducted the remainder of the meeting.
Adjournment	Audrey Hines made a motion to adjourn; Carolyn Armstrong seconded the motion; motion carried unanimously. The meeting was adjourned at 9:40 p.m.

Signed _____
Chairman

Signed _____
Secretary