

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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May 19, 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 May 19, 2014, at 4:00 p.m.
- Members Present Arlen Leiker, Kenton Krehbiel, Linda Vaughn, Audrey Hines and Dr. Stephen Vacik
- Others Present 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; Debbie Schwanke, Public Information Director; Douglass McDowall, Director of Information Technology; John Gatz, Board Attorney; Brad Bennett, Pat Keiser; Chriss Ellison, Daniel Blake, Rod Rodenbeck, Heather Alwin, *Colby Free Press*. 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.
- Amend Agenda Arlen Leiker requested an amendment to the agenda to add Linda Artz's retirement letter. Carolyn Armstrong made a motion to amend the agenda. Kenton Krehbiel seconded the motion; motion passed unanimously.
- Introductions Dr. Vacik introduced Pat Keiser, Chriss Ellison and Daniel Blake.
- Consent Agenda Kenton Krehbiel made a motion to approve the consent agenda including minutes from the April 22, 2014 regular Board meeting, April 24, 2014 Special Board meeting, and April 25, 2014 Special Board meeting; agreements; contracts; and Resolution No. 11 payment of claims. Carolyn Armstrong seconded the motion. The motion passed unanimously.
- McCarty Farms Presentation McCarty Farms was not present due to an emergency.
- Campus Tour The Trustees toured the CCC campus beginning at 4:11 p.m. Daniel Blake and Ryan Sturdy led the tour.
- Open Meeting The Trustees reconvened in the Board Room at 5:02 p.m.
- Foundation Report Foundation Executive Director Nick Wells was not present at the meeting.
- Administrative Reports  
*Dr. George McNulty* Dr. McNulty reported the previous week was very busy for Student Services. Students have moved out of the residence halls.
- Dr. McNulty told members that CCC will need to implement a program to fulfill the SaVE Act requirements. SaVE is a campus violence elimination act mandated by the Federal Government to educate students regarding domestic violence, sexual violence, stalking and the resulting ramifications. The Financial Aid office has initiated a new practice of sending FAFSA information to the Admission's staff. This includes the student's college or colleges of choice on the application. Admissions will contact the students to inquire about their future plans for enrollment. Dr. McNulty has

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initiated a training program to prepare Student Affairs' employees for the Higher Learning Commission visit in September. Dr. McNulty will continue to work with Admissions on the enrollment projection report that will be presented to the Board in June. [See Student Services report attached.]

*Greg Nichols*

Greg Nichols reported over 350 elementary-age students attended Prairie Day. Agriculture was the emphasis of this event. Title III has purchased a software program called Jigsaw, which will assist teachers with distance learning techniques. The class can be recorded and watched at a later time. Greg acknowledged Dar Geiss for the donation of a clean-up bull. Geiss is associated with the South Devon Association. This association donated heifers in the past which the College still owns. Audrey Hines asked a few questions regarding the cattle at the farm. Arlen Leiker inquired about the number of Chemistry instructor applications and if this would be a difficult position to fill. Greg Nichols stated this is not an easy position to fill and some applications have been received. [See attached report regarding Academic Affairs.]

*Dr. Glenda Overstreet*

Dr. Overstreet reported the Business Affairs office is currently working on the budget. Accounts Payable is processing as many purchase orders as possible in order to close the current fiscal year. Student Accounts is currently sending out letters to students to collect as many outstanding balances as possible. Audrey Hines asked questions regarding the Trial Balance. Dr. Overstreet will report back to Hines regarding her questions. Hines also asked questions regarding the Chartwells' account. Chartwells sends the College an invoice for approximately \$15-17,000 weekly. Overstreet indicated the College breaks the invoices into installments to make the payment process more manageable in accordance with the College's cash flow. [See attached report regarding Business Affairs.]

*Dr. Xuemei Yang*

Dr. Yang reported on the reports she is currently processing. [See Institutional Effectiveness report attached.]

*Debbie Schwanke*

Debbie Schwanke reported on the Founder's Day event on July 12. The event will begin at 3 p.m. with a formal presentation and encouraged the Trustees to attend. Schwanke also indicated a group Board member photo will be taken prior to the next regularly scheduled meeting. This photo will be used on the College website. [See Public Relations Report attached.]

*Ryan Sturdy*

Ryan Sturdy reported he is currently working on the academic end-of-year awards for the NJCAA which are due June 15. Audrey Hines asked about the sports banquet and if there would be one this year. Sturdy indicated the cost of the banquet was prohibitive. [See Athletic report attached.]

*Rod Rodenbeck*

Mr. Rodenbeck addressed the Trustees regarding the current WaKeeney Nursing program. Rodenbeck indicated he spoke with the owners of the WaKeeney building who indicated they would require a two-year commitment. The coming year's lease would be rent free with the exception of the College paying the taxes and insurance which are approximately \$5,500. There have been pledges for \$1,000 to assist with

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the cost. Rodenbeck thought that the additional \$4,500 could be raised. The college also would be responsible for building repairs. Year two cost would be \$1,000 per month along with the taxes and insurance. Rodenbeck thought with the reduction in nursing staff the College would be able to pay this amount. He asked the Trustees to consider this option instead of closing the WaKeeney facility. Dr. Vacik stated the nursing program will still be offered in WaKeeney at a different location. Dr. Vacik stated a MOU (memorandum of understanding) is currently in process with the local hospital to use their facility at a minimal cost to the College. The goal is to continue to serve the current students. Some questions and discussion took place. Chairman Leiker thanked Mr. Rodenbeck for his presentation.

Residence Hall Occupancy Dr. Vacik stated Linda Vaughn had questions pertaining to the occupancy of the residence halls. Vaughn stated she feels the residence halls are an income producing asset at CCC. She directed her questions regarding the occupancy to Dr. McNulty. McNulty stated in the fall the residence halls were not completely full. The capacity was approximately 280 in fall. Full capacity is 326. Dr. Vacik stated that the most the college can serve effectively is between 300 and 310. This does not include the two-story facility. Dr. Vacik reported that the coaches strongly recommend the student-athletes reside on campus. Discussion took place regarding the possibility of mandating certain students to live on campus.

Adoption of Tax and Securities Compliance John Gatz explained that Gilmore and Bell is the special council for Bond and Tax issues such as this lease issue for the double decker residence hall. Gatz stated Gilmore and Bell recommended that CCC establish policies to review our procedures periodically; identify the official or employee responsible for the review; be certain the individual is trained; retain adequate records; procedures in place to identify non-compliance; and procedures to ensure CCC will take steps to correct non-compliance. Carolyn Armstrong made a motion to elect Dr. Overstreet as the Bond Compliance Officer and to approve the Resolution providing for the Adoption of Tax and Securities Compliance procedures relating to all obligations issued and to be issued by Colby Community College, Thomas County, Kansas. Kenton Krehbiel seconded; motion passed unanimously.

Lease Transaction Authorization John Gatz stated Gilmore and Bell prepared all documents and are acting as the Board's special council. Gatz has reviewed all documents and procedures involved. Kenton Krehbiel made a motion to approve the Resolution authorizing Colby Community College to enter into a lease transaction, the proceeds of which will be used to pay the costs of the acquisition, construction and equipping of improvements to student housing facilities on the College campus in Colby, Kansas and approving the execution of certain documents in connection therewith. Linda Vaughn seconded; motion passed unanimously.

Approval of Faculty Master Agreement Dr. Vacik stated how appreciative he was to the faculty members involved in the bargaining unit (Deb Bickner, Ryan Hale and Tara Schroer) and Dr. Overstreet, Greg Nichols and Kenton Krehbiel representing the Board. There were a number of small changes. The two changes Dr. Vacik noted were on page 16, Salary. The unit agreed upon a 2.5 percent salary

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increase for the Faculty Alliance members. The unit chose to pool the money and disperse it equally. On page 7, Section B. Personal Freedom the second paragraph was added and explains the criteria for faculty members teaching competing courses for post-secondary institutions. Dr. Vacik asked the Board to approve the Faculty Master Agreement for the 2014-15 school year. Carolyn Armstrong made a motion to approve the Faculty Master Agreement for the 2014-15 school year. Audrey Hines seconded; motion passed unanimously.

**Approval of Resignations** Dr. Vacik asked the Board to approve the resignations with regrets. Kenton Krehbiel made a motion to approve the resignations and retirement. Audrey Hines seconded; motion passed unanimously.

**Preliminary Budget Review** Dr. Overstreet stated CCC is projecting that the 2014-15 operating budget will be consistent with the current year. Currently, the County valuation process is pending. The County will finish the valuation process mid-June. The value is currently \$4.6 million. Enrollment is currently 30,495 credit hours. CCC is planning a three percent increase, so the 2014-15 projection is 31,410 credit hours. Residence halls are budgeted at 275 students. A 2.5 percent pay increase for all employees is proposed in the budget. The overall budget is proposed to be \$14.8 million. Dr. Overstreet explained the reductions and increases in the proposed budget. The total revenue forecast is \$14.8 million. It includes the state grant, local tax funds, student tuition, room and board, restricted grant funding, other unrestricted funding, auxiliary income, and miscellaneous income. The next review of the budget will be at the June 16, 2014 regular Board meeting. Dr. Overstreet requested a Special Meeting be held on July 28, 2014 for the authorization of the budget. Filing of the 2014-15 College budget is done in August. Arlen Leiker commended Dr. Overstreet and her department for their work.

**Financial Report** Dr. Overstreet reported the expenditures were monitored according to cash flow as well as reduce the accounts payable. Another deposit of \$50k was deposited into the reserve fund. The budget reports indicate there is \$4.5 million remaining as of the end of April. Encumbrances were \$156,000 as of April 30. The unrestricted cash balance is \$1.9 million. Business Affairs is in the process of automating the financial reports. These reports should be ready to use in July for the start of the new budget year. Michele Waugh, student accounts manager, is doing a great job collecting the past due student accounts. The financial system upgrade will start in June which will be very beneficial. Kenton Krehbiel commended Dr. Overstreet and her department for their work to move the College forward.

**Executive Session** Carolyn Armstrong made a motion to discuss non-elected personnel for 20 minutes to include the Board of Trustees, Dr. Vacik, and John Gatz. Linda Vaughn seconded; motion passed unanimously at 6:38 p.m.

**Open Session** The Trustees reconvened in open session at 6:58 p.m.

**Executive Session** Carolyn Armstrong made a motion to discuss non-elected personnel for an additional 15 minutes to include the Board of Trustees, Dr. Vacik, and John

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Gatz. Linda Vaughn seconded; motion passed unanimously at 6:58 p.m.

Open Session

The Trustees reconvened in open session at 7:13 p.m.

Executive Session

Carolyn Armstrong made a motion to discuss non-elected personnel for an additional 5 minutes to include the Board of Trustees, Dr. Vacik, and John Gatz. Linda Vaughn seconded; motion passed unanimously at 7:13 p.m.

Open Session

The Trustees reconvened in open session at 7:18 p.m. Carolyn Armstrong made a motion to increase the President's salary by five percent and extend the contract by one year. Kenton Krehbiel seconded; motion passed unanimously.

President's Report

Dr. Vacik stated there should be a plan presented next month for the All American Room renovation. The topic of discussion at the Board of Regents meeting was the proposed merger between Dodge City Community College and Ft. Hays State University. Dr. Vacik presented to the Trustees a letter from the Seward County Community College Board passing a resolution regarding the proposed merger. There is some concern that several colleges were not included in the discussion concerning this merger and it could affect them as well. The Board of Regents continues to talk about consolidation. The institutional development committee will meet tomorrow. Dr. Vacik was elected as the Council of Presidents Vice Chair for the coming year. Theoretically, a year from now Dr. Vacik could become Chairman. Dr. Vacik will scan and distribute the HLC Assumed Practices documentation to the Trustees. Dr. Vacik also thanked everyone who participated in Commencement and a big thanks to Penny Cline who was responsible for coordinating graduation. Thanks to Bob Selby and Pat Erickson for their assistance and to Brad Bennett for being the speaker. The College turbine is not working. Parts have been ordered and it will be repaired soon. Dr. Jay Sekavec donated money to the Foundation to help pay for Dental Hygiene software.

Trustees' Comments

Audrey Hines recognized everyone for helping the College progress and Dr. Overstreet for doing a great job along with Dr. McNulty and Greg Nichols. Kenton Krehbiel thanked everyone and stated we will get to the top. Carolyn Armstrong agreed. Linda Vaughn thanked Dr. McNulty for answering questions she had and to Dr. Overstreet for also answering all the questions. Vaughn also stated Dr. Vacik is doing a great job. Arlen Leiker stated he was very pleased with the Board. Everyone brings something to the table along with the Administrative staff.

Adjournment

Audrey Hines made a motion to adjourn; Carolyn Armstrong seconded the motion; motion carried unanimously. The meeting was adjourned at 7:32 p.m.

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

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