

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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- Call to Order The regular meeting of the Board of Trustees of Colby Community College, Thomas County, Kansas was held in the Board room in Thomas Hall on June 16, 2014, at 5:00 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; John Gatz, Board Attorney; Amy Melikova; Jane McDougal; Mike Halbleib; and Sam Dieter, *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 5:00 p.m.
- Introductions Dr. Vacik introduced Amy Melikova, Jane McDougal, Mike Halbleib and Sam Dieter.
- Amend Agenda Arlen Leiker asked for a motion to amend the agenda to have a Special Meeting on Friday, June 20, 2014, at 7:30 a.m. to approve Items D and E (Revised Resolution 11 and 12 for payment of claims.) Leiker also added Item L – KACCT Meeting Update and approval of the KACCT Leadership Academy Fee. Dale Herschberger made a motion to amend the agenda. Audrey Hines seconded, motion passed unanimously.
- Consent Agenda Kenton Krehbiel made a motion to approve the consent agenda including minutes from the May 19, 2014 Board meeting; agreements; and contracts. Carolyn Armstrong seconded the motion. Linda Vaughn asked about the WaKeeney Agreement. Greg Nichols responded that discussions are proceeding regarding the contract. The motion passed unanimously.
- Foundation Report Foundation Executive Director Nick Wells was not present at the meeting.
- Administrative Reports
Dr. George McNulty Dr. McNulty reported as of June 6, 2014 there were 164 fall housing contracts. The double decker residence hall is filling up quickly. The AcademicWorks scholarship system is now on the website. Dr. McNulty had a meeting with the Dane G. Hansen Foundation. The Foundation will fund the scholarship program with \$100,000 for Allied Health scholarships. The one stipulation is that the students must be employed in the area upon graduation. Kenton Krehbiel asked what the maximum housing contracts CCC could accept including the remodeled double decker. Dr. McNulty stated 315 is the maximum. Dr. Vacik stated that would be at least double occupancy in every room, which is not realistic. Dr. Vacik stated realistic capacity would be 295 to 305. [See Student Services report attached.]
- Greg Nichols* Greg Nichols reported Brad Bennett will be taking students to the national conference for Phi Beta Lambda (PBL). Nichols reported he attended the CAEL conference (Council for Adult Experiential Learning) in Wichita.

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This conference was to look at ways to consolidate options for students in Kansas regarding credit transferability. CCC received the student learning assessment from the State which was a new requirement this year. It is informational and not performance based. This was submitted to the Board of Regents. [See attached report regarding Academic Affairs.]

Dr. Glenda Overstreet Dr. Overstreet reported the IT department is working on the system upgrades for PowerCampus, PowerFairs and Great Plains. The upgrade to Great Plains will include three additional modules it currently does not have like the payroll module to process payroll more efficiently. The Business Department is in the process of closing FY2014 and meeting with the auditors to discuss the process. There were two issues on the evaluation from the auditors. One was converting the Endowment Foundation from cash basis to GAAP. Also CCC needed to put a value on the post-retirement benefits. Business Affairs is currently working on these items. [See attached report regarding Business Affairs.]

Dr. Xuemei Yang Dr. Yang was not present. [See Institutional Effectiveness report attached.]

Debbie Schwanke Debbie Schwanke reported a photographer was on campus to take pictures for a virtual tour of the campus. This virtual tour will be available via the CCC website. [See Public Information Report attached.]

Ryan Sturdy Ryan Sturdy reported this was the first day of volleyball camp. There were over 50 participants. This is the most participants since this camp started. [See Athletic report attached.]

Enrollment Projections Dr. McNulty and Amy Melikova gave a presentation on future enrollment trends. They presented the factors that affect enrollment, the projected increase from 2014-2021, methodology for collecting data and the overall increase or decrease of high school graduates. Dr. Vacik recognized the recruiters for doing a very good job this year. The recruiters are focusing on the 180-mile radius around Colby. About 73 percent of the CCC students come from the 180-mile radius. The Admissions Department is working on a plan to reach students outside the 180-mile radius. Dr. Vacik told the group that the college will change the marketing focus to a different perspective. CCC will promote the positive elements of living in the western part of the state. The college will emphasize the commitment to agriculture and point out the advantages of living in a small town. Big Skies, Bigger Opportunities will be the slogan. Discussion took place regarding head-count and on-line classes.

International Student Incentive Program Dr. McNulty explained the proposed program will discount the fees for an international student who recruits another international student. There are stipulations. For example, a student cannot be an athlete or a current student. The discount will be the activity fee and technology fee which is approximately \$200 per year for international students.

Dr. Vacik asked the Trustees to approve the International Student Incentive Program. Audrey Hines made a motion to approve the International Student Incentive Program. Kenton Krehbiel seconded. Dale Herschberger

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asked if there were any state regulations regarding this proposal. Linda Vaughn clarified this was approximately \$200 per student. Motion passed unanimously.

Resignations

Kenton Krehbiel made a motion to accept the resignations of Shakhlo Sadredinova, Custodian; Zafard Sadredinov, Custodian; and Ceena Owens, Director of Massage Therapy. Kenton Krehbiel made the motion to accept the resignations; Dale Herschberger seconded, motion passed unanimously.

Special Goal Setting Meeting

Dr. Vacik stated after Gary Sechrist's Board training session, the Trustees wanted to meet to refine the goals. Dates were discussed. Saturday, July 26, at 9:00 a.m. was agreed upon. Dr. Vacik will bring specifics to the meeting for discussion. Kenton Krehbiel made a motion to have a Special Board Meeting on Saturday, July 26, at 9:00 a.m. Linda Vaughn seconded; motion passed unanimously.

Conflict of Interest Policy

Dr. Vacik explained that the Higher Learning Commission liaison recommended the College have a Conflict of Interest Policy. Audrey Hines made a motion to accept the Conflict of Interest Policy. Carolyn Armstrong seconded; motion passed unanimously.

Approval to Sell Vehicles

Dr. Overstreet stated the Travel Committee met to discuss and review the current vehicles in the CCC fleet. The result was to recommend selling two cars (cars six and seven). These vehicles have maintenance issues and high mileage. Dr. Overstreet asked for approval from the Trustees to sell the vehicles by means of sealed bids effective July 1. Dr. Overstreet also asked the Board for approval to dispose of unusable furniture which was removed from the double decker residence hall. Discussion took place regarding the use of the two vehicles and other means of selling the vehicles. Kenton Krehbiel made a motion to sell vehicles number six and seven by the best method and dispose of the unusable furniture. Audrey Hines seconded; motion passed unanimously.

Approval of Travel and Reimbursement Policy

Dr. Overstreet stated the Travel Committee also reviewed the Travel and Reimbursement Policy. The committee thought it was necessary to have a policy which aligned with the vehicle policy. This policy recommends utilizing the College vehicles if they are available. If not, a policy needs to be in place with respect to reimbursement. Dr. Overstreet asked for approval of the Travel and Reimbursement Policy. There was some discussion regarding the clarification of the fleet priority schedule. Dr. Overstreet explained that a priority schedule is included in the policy and a reimbursement request form which will be effective July 1, 2014. Kenton Krehbiel made a motion to approve the Travel and Reimbursement Policy as presented. Audrey Hines seconded; motion passed unanimously.

Budget Review and Action as Necessary

Dr. Overstreet presented the Budget Analysis for FY2014-15 and the Revenue Forecast. The forecast includes revenue that was received FY2013-14 and added projections for the new FY. There are three parts to the budget: budget analysis by department, revenue (budgeted and projected) and the booster non-budgeted information. Dr. Overstreet reviewed the Budget proposal. The assessed valuation is still pending.

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Carolyn Armstrong verified there will be an off-setting expense line item for the Neighborhood Revitalization Project for the monies that will be rebated. After review of the budget, Dr. Overstreet asked for approval for the 2.5 percent increase for staff. The Rev. 3 budget will be presented to the Board at the regular Board Meeting on July 21, 2014. The budget will be approved at the July 26, 2014 Special Meeting. Linda Vaughn requested more written detail explaining the unrestricted funding, auxiliary funding and miscellaneous other income to determine where these dollars are generated. Dr. Overstreet shared she is currently working on a list of the unrestricted and restricted funds. Carolyn Armstrong asked for a Chart of Accounts. The new reports will reflect this information. Carolyn Armstrong made a motion to approve the 2.5 percent increase for staff members. Kenton Krehbiel seconded; motion passed unanimously.

Approval of Staff Contracts Dr. Vacik reported these are staff contracts which include some hourly employees who went to a salaried position. The contracts reflect a 2.5 percent increase. Kenton Krehbiel made a motion to approve the staff contracts. Audrey Hines seconded; motion passed unanimously.

Financial Report Dr. Overstreet reported that Business Affairs is currently working on the automated process for reports. The annual budget is at \$14.5 million. There is currently \$3.3 million remaining as of May 31, 2014. Encumbrances are at \$51,843. Unrestricted cash balance as of May 31, 2014 is approximately \$2.9 million. The bank reconciliation process continues. Business Affairs is working with the auditors on the internal control items. Student Accounts continues to implement the billing cycles and updating the billing terminology on the student billing statements. Dr. Overstreet recognized Michelle Waugh for doing a great job. [Financial Report is attached]

KACCT Meeting Arlen Leiker reported on the KACCT meeting. The next KACCT meeting is September 7 and 8 in Pratt. Dr. Noah Brown will be the key speaker. An item that was covered at the meeting was the Leadership Program. The Trustees will need to approve the program for CCC to participate. The cost is \$500 per college. If CCC sends individuals to this training, the cost is \$750 per person. Jackie Vietti will assist facilitating the training. This program is to train future Presidents and aspiring staff at lower levels to become senior staff within the college. The other component of this program is to build specific activities for Trustees for professional development. Kenton Krehbiel made a motion to approve CCC participation in the Leadership Program. Carolyn Armstrong seconded. Linda Vaughn asked if CCC pays for the training, will the College be guaranteed the person will remain at CCC. Dr. Vacik said the purpose of this is to train future leaders. Not all that are trained will stay with the College. He stated if the College wants quality leadership they need to be trained from within. Motion passes unanimously.

President's Report Dr. Vacik encouraged the Trustees to attend the September KACCT meeting in Pratt. He told the Trustees that this would be a good meeting to talk with the other college Trustees because the summer meetings bring in a larger group. Dr. Vacik will be in Topeka two days this week.

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Congratulations to Dr. Overstreet for her recent election as the Kansas Association of Community College Business Officers' President.

Trustees' Comments

Dale Herschberger thanked Dr. Overstreet and Business Affairs for keeping up with the accounts payable. There are not many accounts over 90 days. Kenton Krehbiel thanked everyone that gave presentations at the meeting. They were all very informational. Carolyn Armstrong thanked the faculty and staff for all they do for the College. Linda Vaughn said the most positive thing she heard at the meeting was that the college was going to present themselves in a more realistic manner. The College needs to be proud of who they are and where they are located. Arlen Leiker stated CCC has a lot of deferred maintenance but not compared to some of the other institutions. He thanked everyone for their reports.

Adjournment

Audrey Hines made a motion to adjourn; Carolyn Armstrong seconded the motion; motion carried unanimously. The meeting was adjourned at 7:12 p.m.

Signed _____
Chairman

Signed _____
Secretary