

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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July 21, 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 in Thomas Hall on July 21, 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; Debbie Schwanke, Public Information Director; Doug Johnson; Nick Wells, Endowment Foundation Director; Pat Keiser 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 Pat Keiser, Doug Johnson, Nick Wells and Sam Dieter.

Amend Agenda Arlen Leiker requested a motion to amend the agenda to move Item O Executive Session following Introductions. Audrey Hines made a motion to amend the agenda. Carolyn Armstrong seconded, motion passed unanimously.

McCarty Dairy Presentation McCarty Dairy was not present.

Executive Session Dale Herschberger made a motion to discuss non-elected personnel for 15 minutes to include Dr. Vacik and the Trustees. Linda Vaughn seconded, motion passed unanimously at 5:04 p.m.

Open Session The Trustees reconvened in open session at 5:19 p.m.

Executive Session Dale Herschberger made a motion to discuss non-elected personnel for five additional minutes to include Dr. Vacik and the Trustees. Linda Vaughn seconded, motion passed unanimously at 5:19 p.m.

Open Session The Trustees reconvened in open session at 5:24 p.m.

Executive Session Dale Herschberger made a motion to discuss non-elected personnel for five additional minutes to include Dr. Vacik and the Trustees. Linda Vaughn seconded, motion passed unanimously at 5:24 p.m.

Open Session The Trustees reconvened in open session at 5:29 p.m.

Executive Session Dale Herschberger made a motion to discuss non-elected personnel for five additional minutes to include Dr. Vacik and the Trustees. Linda Vaughn seconded, motion passed unanimously at 5:29 p.m.

Open Session The Trustees reconvened in open session at 5:34 p.m. Carolyn Armstrong made a motion to remove Coach Taylor's contract until pre-employment screening was conducted. Audrey Hines seconded, motion passed unanimously.

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- Consent Agenda Carolyn Armstrong made a motion to approve the consent agenda including minutes from the June 16, 2014 Board meeting; June 20, 2014 Special Board meeting; July 1, 2014 Special Board meeting; agreements; and contracts. Audrey Hines seconded the motion, motion passed unanimously.
- Foundation Report Foundation Executive Director Nick Wells reported that at the last Foundation Board meeting they approved the contract with Colby Ag to lease the skid loader at the farm for one additional year (250 hours). Wells worked with Nick Consulo, Beef Director, on the traction issue on the New Holland tractor. The issue was resolved by filling the tires to increase the rear weight to alleviate tipping. To make the hay barn a usable facility, it will be converted to three bays to replicate how an actual feed yard operates. The roof will also need to be lowered. Wells complimented the new hires at the farm, Nick Consulo and Ted Juenemann. Wells also complimented Alisha Janousek for the work she had done on with the scholarship software. Dr. Vacik stated Nick Wells will move his office from the business area in Bedker to an office in front of the building which is larger and will give Nick more room and accessibility.
- Administrative Reports
Dr. George McNulty Dr. Vacik reported Dr. McNulty is on vacation. [See Student Services report attached.]
- Greg Nichols* Greg Nichols reported CCC received the signed Memorandum of Understanding from Trego Memorial Hospital. A backup power system for the solar/pv system at the farm has been delivered and is awaiting installation. It was paid for by the Title III grant. Nichols reviewed the open faculty positions. [See attached report regarding Academic Affairs.]
- Dr. Glenda Overstreet* Dr. Overstreet reported the IT department is working on the system upgrades for Great Plains software. The upgrade to PowerCampus, PowerFails has been completed. The Campus Bookstore has finished the year-end inventory. The audit started on July 1. Maintenance is working on making repairs in the residence halls. The gym floor has been refinished. Carolyn Armstrong asked a few questions regarding the current audit. Dr. Overstreet stated the College has taken a proactive approach and met with the auditors prior to end of the fiscal year to talk about the process and documents they needed. Arlen Leiker stated how pleased he was with the accounts payable total. [See attached report regarding Business Affairs.]
- Debbie Schwanke* Debbie Schwanke reported the virtual tour video has been completed and will be on the website soon. Schwanke thanked everyone for attending the Founder's Day event. [See Public Information Report attached.]
- Ryan Sturdy* Ryan Sturdy was not present. [See Athletic report attached.]
- Old Business Linda Vaughn inquired about current plans to ensure the dorms are at capacity. Vaughn inquired about the possibility of requiring students to live on campus to ensure the dorms are full. Dr. Vacik stated the double-decker hall is close to being full. Dr. Vacik stated it is the Board's decision

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to make that a policy. He stated there are pros and cons. Which groups do you require to live on campus? Should it be athletes, all freshmen or all scholarship students? Vaughn stated she did not want this to go by the way side and have empty rooms. She stated she will ask about it in old business at each meeting. Vaughn said she understands this would have to be a policy for next year.

Election of 2014-15
Officers

After some discussion regarding current officers and positions, Dale Herschberger nominated the following slate of officers: Arlen Leiker, Chair; Dale Herschberger, Vice Chair; Kenton Krehbiel, Treasurer; and Dr. Stephen Vacik, Secretary. Linda Vaughn seconded the motion; motion passed unanimously.

KACCT Representative

Kenton Krehbiel made a motion to nominate Arlen Leiker as KACCT representative. Dale Herschberger seconded; motion passed unanimously. Dr. Vacik will distribute the KACCT meeting dates to all Trustees when he receives them.

Ex-officio member to
Endowment Foundation

There was some discussion on what is expected from the ex-officio. Nick Wells stated this person is the communicator between the two Boards. Lynette Ball will be the new President. Meetings are scheduled to meet the second Thursday of the month at 6:00 p.m. Carolyn Armstrong made a motion to elect Linda Vaughn as the ex-officio member to the Endowment Foundation. Audrey Hines seconded; motion passed unanimously.

The 2014-15 officers of the CCC Board of Trustees are:

Arlen Leiker, Chair
Dale Herschberger, Vice Chair
Kenton Krehbiel, Treasurer
Dr. Stephen Vacik, Secretary
Arlen Leiker, KACCT Representative
Linda Vaughn, Ex-officio member to the Foundation

Selling of Textbooks

Dr. Vacik stated with the advice of John Gatz he created a policy for selling textbooks. Briefly, the policy prohibits a faculty or staff member who receives an examination textbook or ancillary material from a book company from selling the items for profit. Carolyn Armstrong made a motion to approve the policy for selling textbooks. Dale Herschberger seconded; motion passed unanimously.

eduKan

Dr. Vacik updated the Trustees regarding the eduKan meeting in Garden City two weeks ago. Dr. Vacik has copies of the eduKan audit. There was no material weaknesses noted. The only change is the growth of eduKan. In the past years, there was double-digit growth. This year that did not happen. Dr. Vacik also has a copy of the budget for the Trustees review. This was approved by the Executive Committee. CCC received a payment in the amount of \$95,000 for the yearly dividend. Dr. Vacik also mentioned he has a copy of the Strategic Plan and calendar which were approved. The CEO's job description is being modified. Dr. Vacik asked that the Board approve these items. Dale Herschberger made a motion to

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- accept the eduKan materials as presented. Audrey Hines seconded; motion passed unanimously.
- Strategic Plan
Assessment Grid
- Greg Nichols explained the assessment grid is an evaluation of where CCC is currently based on the 2012-2017 Strategic Plan. The College must have proof of the accomplishments for the HLC visit. Arlen Leiker stated his concern was there was no recognition of the 4-day class week. Nichols stated this has not been measured.
- Approval of
Athletic Insurance
- Dr. Vacik reviewed the insurance policy and indicated the only change is an increase in premium. The provisions did not change. Carolyn Armstrong made a motion to approve the Athletic Insurance as presented. Kenton Krehbiel seconded; motion passed unanimously.
- Approval to Dispose of
Computer Equipment
- Dr. Overstreet reviewed the list of computer parts for disposal. Kenton Krehbiel made a motion to approve the computer equipment for disposal. Linda Vaughn seconded; motion passed unanimously.
- Approval to Dispose of
Radio Equipment
- Debbie Schwanke reviewed the list of radio equipment for disposal. There is equipment remaining to have one functioning production room if needed. KXXX will pay the college \$1,750 for the equipment or barter for \$3,000 in radio ads. Schwanke recommended the barter as the college spends at least that much for advertising. Carolyn Armstrong made a motion to dispose of the radio equipment for advertising at KXXX. Audrey Hines seconded; motion passed unanimously.
- Approval of Bids for
Residence Hall Furniture
- Dr. Overstreet reviewed the three bids for the residence hall furniture. The three bids were from Colby Furniture, Inlow Interiors and Office Works. Dr. Overstreet recommended buying the furniture from Colby Furniture. Audrey Hines made a motion to accept the bid from Colby Furniture. Linda Vaughn seconded, motion passed unanimously.
- Resignations
- Kenton Krehbiel made a motion to accept the resignations of Miles Ladenburger, Head Golf Coach, and Lisa Stithem, Assistant Golf Coach. Carolyn Armstrong seconded. Audrey Hines asked if coaches paid a penalty if they resign so close to the beginning of the semester. Dr. Vacik stated the policy only applies to faculty. Staff are "at will" employees. After Kenton Krehbiel asked for the question, motion passed unanimously.
- Budget Review
- Dr. Overstreet reviewed items affecting the 2014-15 budget. The total estimated expenditures is \$15,030,000. Discussion was held regarding miscellaneous and other booster accounts. Dr. Overstreet stated she will be asking for approval of the budget at a Special Board Meeting on Saturday, July 26, 2014. The public budget hearing will be on Friday, August 8, 2014. [Presentation attached].
- Financial Report
- Dr. Overstreet reported the audit is projected to be completed in November. FY 2013-14 budget indicates there was \$2.25 million remaining as of June 30, 2014. The college spent 85 percent of the budget this fiscal year. Encumbrances were at \$90,060. Dr. Overstreet thanked everyone for their efforts in holding down costs. [Financial Report is attached]

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President's Report

Dr. Vacik reported he will be in Wichita on Friday for the Council of President's retreat. He will also be out of the office a few days the last week of August. Dr. Vacik will not be attending the August 8 Special Board Meeting. He reported he meet with the Hansen Foundation representatives last week. The Hansen Foundation is interested in donating to the College for the right cause. Founder's Day went very well. Thanks to Debbie Schwanke and all the people for helping with this event. Fall enrollment is up when comparing same day last year with this year. Last week Matt Perdue and Admissions were in Colorado Springs meeting with potential students. The College has advertised on Pandora in that area. There were over 400 hits on the college website due to this advertising shown by the analytic software. Dr. Vacik reported he was at the Norton facility last week and is very excited that about half of the nursing students this fall are from Nebraska.

Trustees' Comments

Kenton Krehbiel thanked everyone. He enjoyed Founder's Day with the former presidents. Dale Hershberger thanked Dr. Overstreet for the reports. Audrey Hines thanked Dr. Overstreet and Debbie Schwanke and is looking forward to Saturday's meeting. Arlen Leiker thanked everyone. He is happy to be starting out this fiscal year in better shape than the past years.

Adjournment

Audrey Hines made a motion to adjourn; Kenton Krehbiel seconded the motion; motion carried unanimously. The meeting was adjourned at 7:14 p.m.

Signed _____
Chairman

Signed _____
Secretary