

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 1
July 26, 2014

Call to Order	A special meeting of the Board of Trustees of Colby Community College, Thomas County, Kansas was held in the Board Room in Thomas Hall on July 26, 2014, at 9:00 a.m.
Members Present	Arlen Leiker, Dale Hershberger, Kenton Krehbiel, Linda Vaughn, Audrey Hines, Carolyn Armstrong and Dr. Stephen Vacik.
Others Present	Dr. Glenda Overstreet, Vice President Business Affairs; Greg Nichols, Vice President of Academic Affairs; 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 9:00 a.m.
Review of state budget forms and approve for publication	Dr. Overstreet noted there was an adjustment to the budget since the last Board meeting. This adjustment is in the health sciences area. This change will slightly increase the budget to \$15,175,000. This is a four percent increase in the overall budget from last year. Linda Vaughn thought this was a large increase over what was actually spent last year. Carolyn Armstrong said the cardinal rule was to make the budget realistic but cover the unexpected expenses. Dr. Vacik addressed the concerns of the Trustees. Carolyn Armstrong stated as a Board member she believes Dr. Vacik deserves the trust and respect of the members to implement the budget this year knowing the members will hold him accountable. Armstrong also stated that the Board needs to trust the staff. Kenton Krehbiel made a motion to approve the 2014-15 budget as presented for publication. Carolyn Armstrong seconded; motion passed unanimously.
Review of Coaches' Job Descriptions	Dr. Vacik stated these job descriptions are the previous year's descriptions. Job descriptions are updated as duties change. Kenton Krehbiel verified that the coaches report to Ryan Sturdy and Sturdy reports to Dr. Vacik. Linda Vaughn asked about the process of job reviews and if they are tied to the job descriptions. Dr. Vacik explained performance reviews are completed on a job evaluation form based on the duties on their job description. Vice presidents are responsible for their departments. The reviews Dr. Vacik sees are the ones he completes or if a supervisor expresses concern. Staff evaluations are completed by February of each year.
Approval of Contracts	Kenton Krehbiel made a motion to approve the contracts for Kevan Taylor, Head Golf Coach; and for Heidi Bulfer, Biology Instructor. Dale Herschberger seconded, motion passed unanimously.
Discussion of Trustee goals	<p>Dr. Vacik reviewed the 2014-15 goals with the Board which were set at the goal planning meeting with Gary Sechrist.</p> <ol style="list-style-type: none">1. <i>Raise more money.</i> The current goal is to raise \$300,000. Audrey Hines made the suggestion to raise the goal to \$500,000. Trustees agreed to raise the goal to \$500,000.2. <i>Maintenance of Facilities and Infrastructure.</i> Dr. Vacik reviewed the current list of needed renovations:

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 2
July 26, 2014

Roofs (Thomas Hall and Allied Health)
Student Living Centers
Parking Lots/Sidewalks
Wireless Internet Connectivity
Student Union/Cafeteria
Signage

After much discussion on the above list, Carolyn Armstrong stated she would like to see the development of facilities and infrastructure plan involving local contractors to develop a prioritized list. It may be possible to sell two miles over five years, but the community needs to be involved. This would be a capital outlay dedicated to renovations to protect the infrastructure of the college.

3. *Increase Enrollment and Scholarships.* Dr. Vacik indicated there are a limited number of times recruiters are allowed to visit each high school. Recruiters are going to different venues this year to help increase enrollment. They are attending county fairs and school events like football games. Carolyn Armstrong mentioned the ease of applying for scholarships on line with the new scholarship program. Dr. Vacik mentioned the new web page. CCC has an internal enrollment management plan. The advertising on Pandora has shown positive results. The current goal is a two percent yearly growth. The Trustees agreed the goal should stay at two percent.
4. *Improve perception of the college/educate public.* Carolyn Armstrong would like a goal for Dr. Vacik to see six presentations to larger groups within the next year. Other suggestions for Dr. Vacik to attend are:

Chamber Luncheons
Radio Shows
Booster Clubs
Ribbon Cuttings
Library Book Club

Dr. Vacik stated he will work on meeting with groups.

Dr. Vacik stated CCC ended the year very strong. If the college continues to maintain a frugal approach to spending and continues to increase enrollment, the College may have extra funds to complete some projects. Arlen Leiker would like to see reduction in the turnover rate.

Adjournment

Dale Herschberger made a motion to adjourn. Carolyn Armstrong seconded the motion; motion carried unanimously. The meeting was adjourned at 11:41 a.m.

Signed _____
Chairman

Signed _____
Secretary