

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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August 18, 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 August 18, 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 of Business Affairs; Greg Nichols, Vice President of Academic Affairs; Dr. George McNulty, Vice President of Student Affairs; Debbie Schwanke, Public Information Director; Ryan Sturdy, Athletic Director; Angel Morrison, Director of Data Management; Nick Wells, Endowment Foundation Director; Pat Keiser, Jane McDougal 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 5:00 p.m.
Amend Agenda	Arlen Leiker asked for a motion to amend the agenda to move Dr. Overstreet's Administrative Report to follow introductions. Dale Herschberger made a motion to amend the agenda. Audrey Hines seconded, motion passed unanimously.
Introductions	Dr. Vacik introduced Pat Keiser and Jane McDougal.
Dr. Overstreet's Report	Dr. Overstreet reported the business office team has been reviewing the current financial reports since the Great Plains software upgrade. These reports have been reviewed in conjunction with the recommendations from the auditors to provide reports in summary. Detailed reports will be generated as requested. The reports to be distributed to the Trustees include the trial balance, accounts payable and aging report, resolution, credit card statements which will be downloaded from the bank and the credit card request forms. A new report will be provided to include projected revenue versus actual revenue. The business office is currently working with the IT consultant to identify the appropriate line items for the balance sheet. The non-budgeted accounts reports will also be provided. Arlen Leiker commented on the Visa detail report indicating the importance of this report. Linda Vaughn confirmed with Dr. Overstreet the reports the Trustees will receive. Vaughn also stated how important it is to receive the reports by Friday. [See attached report regarding Business Affairs.]
Executive Session	Carolyn Armstrong made a motion to discuss non-elected personnel for 10 minutes to include Dr. Vacik and the Trustees. Linda Vaughn seconded, motion passed unanimously at 5:13 p.m.
Open Session	The Trustees reconvened in open session at 5:23 p.m.

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| Executive Session | Dale Herschberger made a motion to discuss non-elected personnel for 15 additional minutes to include Dr. Vacik, Trustees and Dr. Overstreet; Ryan Sturdy to be on-call. Linda Vaughn seconded, motion passed unanimously at 5:24 p.m. Dr. Overstreet left the meeting and Ryan Sturdy entered at 5:33 p.m. |
| Open Session | The Trustees reconvened in open session at 5:48 p.m. Audrey Hines made a motion to remove Skylar Rain's assistant golf coach contract from the Consent Agenda to discuss separately. Linda Vaughn seconded; motion passed unanimously. |
| Consent Agenda | Carolyn Armstrong made a motion to approve the remaining items on the consent agenda including minutes from the July 21, 2014 Board meeting; July 26, 2014 Special Board meeting; August 8, 2014 Special Board meeting; agreements; and contracts. Dale Herschberger seconded the motion, motion passed unanimously. |
| Skylar Rains Contract | Audrey Hines made a motion not to hire an assistant golf coach for \$5,000. Carolyn Armstrong seconded. Armstrong stated the Trustees were under the impression the College did not need an assistant golf coach. The head coach Kevan Taylor and Ryan Sturdy could cover the recruiting and the few tournaments that are out of town. As a budgeting effort, this position should not be filled. Arlen Leiker agreed with Armstrong. Motion passed unanimously. |
| Foundation Report | Foundation Executive Director Nick Wells reported Linda Vaughn and Dr. Overstreet attended the August Foundation Board meeting. At that meeting, Dr. Overstreet asked the Foundation to change their accounting system to the GAAP system. Wells reported the Foundation has not found a local company to convert them to GAAP. Wells stated it would cost between \$60,000 - \$80,000 for the conversion, double their bookkeeping and double the audit fees. The Foundation is proposing if the College wants this process completed for the College audit, the College should pay for the conversion. Wells reported the Foundation went into Executive Session to discuss his contract. The Foundation would like Wells' salary to be on a commission basis. Wells then read the Foundation his resignation letter. Wells stated he would stay with the Foundation at the discretion of the Foundation Board. The Trustees thanked Nick Wells as he left the meeting. |
| Administrative Reports
<i>Dr. George McNulty</i> | Dr. McNulty reported enrollment numbers show an increase compared to the same time last year. McNulty reported the double-decker residence hall is full. He reported 150 students attended the waterpark event and thanked Nick Wells for the funding. McNulty also reported the students enjoyed a successful orientation weekend. He thanked everyone involved. [See Student Services Report attached.] |

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- Greg Nichols* Greg Nichols thanked the Trustees, Nick Wells and Cornerstone Ag for items they have donated and work at the College farm. Nichols noted the Title III grant will be ending on September 30. [See attached report regarding Academic Affairs.]
- Debbie Schwanke* Debbie Schwanke reported there are several upcoming events and encouraged all to attend. Homecoming is scheduled for November 1, 2014. She reported orientation weekend was the best she has experienced. Debbie mentioned the College calendar of events is posted on the website. [See Public Information Report attached.]
- Ryan Sturdy* Ryan Sturdy reported the volleyball team was in El Dorado for a tournament. The team went 7-1. Conference play starts on Wednesday against Hutchinson at home. [See Athletic Report attached.]
- Old Business* Arlen Leiker reported on articles he read on fund raising and on a small college in Virginia. Audrey Hines discussed the infrastructure timeline for the College.
- Approval of Sale of Cattle* Greg Nichols explained there are four open cows at the College farm. The beef instructor would like approval to sell them at the sale barn. Kenton Krehbiel made a motion to sell the four cows. Audrey Hines seconded; motion passed unanimously.
- Approval of Vet Tech Office Assistant Cert.* Greg Nichols explained currently the College has a technical certificate of completion and CCC would like to offer an additional exit point in the Vet Tech program. This will be taken to the Board of Regents for approval if the Trustees approve the certification option. Carolyn Armstrong made a motion to approve the Vet Tech Office Assistant Certificate. Dale Herschberger seconded; motion passed unanimously.
- Approval of Depositories* Kenton Krehbiel made a motion to approve the Depositories. Dale Herschberger seconded; motion passed unanimously.
- Financial Report* Dr. Overstreet reported this is the first month of the new fiscal year. The Business Office is in the process of refining the upgrading of the reports. The timecard business portal has been rolled out and training is scheduled for the faculty and staff. The annual approved budget is \$15,175,000. Budget reports indicate \$14.9 million remains as of July 31. As of July 31 encumbrances are at \$205,220. Unrestricted cash balance is at \$2,208,571. Audrey Hines had a few questions regarding some specific accounts. Dr. Overstreet and Ryan Sturdy addressed them. Linda Vaughn asked why the past due accounts had not been paid last month. Dr. Overstreet explained because of the upgrade of Great Plains, the system was down for about two weeks. She stated they will be caught up in September. Vaughn stated the community loves that the bills are being paid. [Financial Report attached]
- President's Report* Dr. Vacik reported everyone did a great job on getting classes started last week; it was a very smooth process. Thanks to everyone who gave extra time and effort.

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Trustees' Comments

Linda Vaughn commented that the new dorms are wonderful. The parking lots were full today. Keep up the good work. Carolyn Armstrong reported she is beginning to hear positive comments from the community about how well the college is doing and she is happy for the positive turn around. She thanked Dr. Vacik and the staff. Kenton Krehbiel agreed with the comments and thanked everyone for their hard work. He encouraged the Trustees to attend the block party on Tuesday from 11:30 – 1 p.m. Dale Herschberger was glad to see the parking lots full, cars in the street and students walking down the sidewalk. Good work to Dr. Vacik and all of your staff. Audrey Hines stated she has not heard a negative comment all month. Arlen Leiker commented that CCC has done exceptionally well compared to other institutions. It's a good feeling; thanks everyone.

Dr. Vacik stated he has copies of the 2014-15 Catalog if any of the Trustees would like a copy.

Adjournment

Carolyn Armstrong made a motion to adjourn; Audrey Hines seconded the motion; motion carried unanimously. The meeting was adjourned at 6:22 p.m.

Signed _____
Chairman

Signed _____
Secretary