

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 1
September 15, 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 September 15, 2014, at 5:00 p.m.
Members Present	Arlen Leiker, Audrey Hines, Dale Herschberger, Kenton Krehbiel, Carolyn Armstrong, Linda Vaughn 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; John Gatz, Board Attorney; Jay Todd, Endowment Foundation; Neil White, Ricoh; Pat Keiser, 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 table Item G. Approval of Roof Replacement until additional information is obtained. Kenton Krehbiel made a motion to amend the agenda. Carolyn Armstrong seconded, motion passed unanimously.
Introductions	Dr. Vacik introduced Pat Keiser, Jay Todd and Neil White.
Consent Agenda	Kenton Krehbiel made a motion to approve the consent agenda including minutes from the August 18, 2014 Board meeting; September 3, 2014 Special Board meeting; September 7, 2014 Special Board meeting; agreements; contracts and Resolution #3 Payment of Claims. Dale Herschberger seconded the motion, motion passed unanimously.
Administrative Reports <i>Dr. George McNulty</i>	Dr. McNulty reported student involvement in campus activities has increased this year. Admissions personnel are reviewing newspapers in the 90-mile radius of the college for articles regarding high school students who are being recognized, laminating the article, writing the student a letter and mailing to them. The Western Experience first event is a trail ride on September 28. This event will accommodate 10 students. CCC is promoting the Agent of Change Program through the SaVE Act. Doug Johnson and Dian Organ are presenting this in Student Success classes. Admissions will be piloting a virtual campus visit this semester. It will reach students beyond the 180-mile recruiting area virtually. Linda Vaughn inquired about enrollment numbers. Dr. McNulty reported that last year at this time credit hours were at 13,195. This year is 13,756. There is a significant amount of Outreach and EduKan sessions' enrollments still to be reported. Vaughn asked if non-traditional students are targeted. Dr. McNulty reported a session was held for non-traditional students last Tuesday evening. Seven potential students attended. Vaughn also asked if the dorms are full. Dr. McNulty reported currently there are 315 students in the dorms; maximum capacity is 345. [See Student Services Report attached.]

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 2
September 15, 2014

Greg Nichols

Greg Nichols reported on the Program Assessment for the 2013-14 year. During the summer dirt work was done and clean-up continues at the College farm. Nichols thanked Cornerstone Ag for the donation of dirt. Four cows were sold last month at auction. The College received \$6,616.09 for the sale of these yearling heifers. These proceeds will be reinvested in the beef program by purchasing another breed of cattle. Greg reported Randy Berls has 30 members in choir. Michelle Meyer has been working hard to recruit students for the CCC bands. There are 43 students among concert, jazz and pep bands. CCC received the Kansas Nursing Initiative grant again this year in the amount of \$60,109. [See attached report regarding Academic Affairs.]

Dr. Glenda Overstreet

Dr. Overstreet reported all bank accounts have been reconciled through the month of July. The computers for newly hired employees have been distributed. The new time reporting module has been implemented. Accounts payable is current up to 90 days. The department is currently working on the consolidated payroll. Discussion took place regarding the new time system. Linda Vaughn asked if employees are being cross trained. Dr. Overstreet stated they are currently working on the new time system and board reports. The next process is to work on the succession plan. [See attached report regarding Business Affairs.]

Debbie Schwanke

Debbie Schwanke reported Dr. Vacik is recording a weekly radio program on KXXX. Michelle Meyer, instrumental music instructor, reported 40 high school students attended a band clinic on Sunday in the CAC. [See Public Information Report attached.]

Ryan Sturdy

Ryan Sturdy reported there is a home volleyball game on Wednesday. Sturdy is currently working on EADA (Equity in Athletics Discovery Act) survey. [See Athletic Report attached.]

Old Business

No old business to discuss.

Foundation Update

Because Nick Wells announced his resignation, Jay Todd reported for the Endowment Foundation. He reported Linda Vaughn and Carolyn Armstrong have attended past Foundation Board meetings. At the last meeting the creation of a committee between the Foundation, two CCC Trustees and Dr. Vacik was discussed. The Foundation has an interim plan until a new Director can be hired. They will maintain the auction for scholarships and engage a search for an Executive Director. The Foundation indicated they would like to offer the incoming Director benefits including KPERS. Jay Todd discussed GAAP accounting and the costs associated with changing the Foundation accounting procedures. He stated the bids he has seen could double the monthly accounting maintenance fees, increase in the audit cost and the cost of the conversion to GAAP could be from \$50,000 - \$80,000. Jay Todd stated the Foundation would like to continue to enhance communication and representation from the Board of Trustees and Administration. Carolyn Armstrong, Linda Vaughn, Dr. Vacik, Lynette Ball, and Jay Todd will set a time to meet.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 3
September 15, 2014

Higher Learning Commission Update	Dr. Vacik reported on the Higher Learning Commission's recent visit. He stated CCC should receive a preliminary draft of the HLC report in approximately two weeks. CCC can respond to their findings after receiving the report. The final report should be complete in December, which will be reviewed by another Board within HLC. The entire process could last until March 2015. Dr. Vacik stated Tom Hamel, HLC Chair, shared with him some of the positives and negatives the college will need to address. The college has supplied some additional information the HLC requested. HLC's new focus is persistence, retention and completion goals. These need to be tracked and reported. Discussion took place regarding when the next HLC review will take place. Dr. Vacik thanked everyone including the Board for their assistance during the HLC visit.
Disposal of Vet Tech Equipment	Greg Nichols asked for approval to dispose of a broken camera in the Vet Tech area. Audrey Hines made a motion to dispose of the camera; Carolyn Armstrong seconded. Motion passed unanimously.
Board Member Class Cost	Audrey Hines asked if it was appropriate to consider a discounted tuition rate for Board members. Discussion took place regarding educational opportunities for Trustees. John Gatz will review the laws regarding this possibility.
Approval of Ricoh Copier	Debbie Schwanke reviewed the current copy center machine issues. The large production black/white machine has approximately 6 million copies. The smaller black/white machine has two million copies. Schwanke proposed leasing a large color production machine to replace the large production black/white in addition to a reconditioned black white machine. Both machines will be in the Copy Center in the basement of Thomas Hall. The proposed lease which includes a service agreement will be \$2,748/month (\$4 more per month than currently paid). The proposal will centralize the color copying and reduce outsourcing costs. Ricoh representative Neil White explained the value of purchasing a new color production machine. Attorney John Gatz indicated he would like to review prior agreements with Ricoh. Carolyn Armstrong made a motion to approve the lease pending Gatz's review of the agreements; Kenton Krehbiel seconded. Motion passed with a five to one vote. Aye: Arlen Leiker, Audrey Hines, Carolyn Armstrong, Linda Vaughn and Kenton Krehbiel. Nay: Dale Herschberger.
Vehicle/Fleet Update	Dr. Overstreet updated the Trustees on the status of the fleet. During the past few weeks there have been safety issues with the motor coach. There are significant issues with the smaller bus. The maintenance staff checked on estimates for replacing the bus. Because this is not a budgeted item, external funding will need to be located. Currently there is a gap in the size of the vehicles the college uses. The college is in need of a mini-van. The college would like to put Dr. Vacik's auto back into the fleet and purchase a different vehicle for him. Currently there is \$36,000 budgeted for the purchase of a vehicle. Dr. Overstreet asked for approval to research purchasing a vehicle for Dr. Vacik, put his vehicle into the fleet and

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 4
September 15, 2014

purchase a mini-van for the fleet. The vehicle they are considering for Dr. Vacik is a Ford Escape from Tubbs and Sons. After discussion on the types of vehicles and mileage, Kenton made a motion to purchase the vehicle for Dr. Vacik and the mini-van as mentioned. Dale Herschberger seconded; motion passed unanimously.

Department of Education Update

Dr. Overstreet gave a brief update from the Department of Education. There are two concerns; the evaluation of the post-retirement benefits and GAAP. This may impact the timing of drawing down funds. The Business Office is working with the valuation accountant on the post-retirement funds. A phone conference with the Department of Education, CCC leadership, two representatives of the Board, representatives of the Endowment Foundation, valuation accountant and auditors will be held on September 25 at 9:00 a.m.

Approval of Resignation

Kenton Krehbiel made a motion to accept the resignation of Sena Bailey, Library Associate. Linda Vaughn seconded; motion passed unanimously.

Financial Report

Dr. Overstreet reported this is the second month of the fiscal year. The expenditures are over projection due to school start-up costs and unforeseen contingencies. The annual approved budget is \$15,175,000. Budget reports indicate \$13.6 million remains as of August 31. As of August 31, encumbrances are at \$551,963.07. Unrestricted cash balance is at \$2,691,432. Audit work has begun for Financial Aid and other financial areas. The post-retirement benefit valuation should be completed by the end of September. The state budget form was submitted to Thomas County, Kansas Board of Regents and other stakeholders. The time entry system has been installed, training was conducted and monitoring of issues with this system continues. The consolidated payroll date will begin this month. The Business Office is working with the departments for cost containment measures to ensure effective cash management and positive vendor relations. The Business Office is also working on Board Reports to ensure they are as accurate as possible. Two other reports to be generated include the Treasurer's Report along with a Balance Sheet. Questions regarding eduKan and Ellucian were answered by Dr. Overstreet and Dr. Vacik. [Financial Report attached]

President's Report

Dr. Vacik reported he was in Pratt last weekend at the KACCT Quarterly Meeting. He will leave for Topeka on Tuesday returning to the office on Friday. Two important issues will be discussed; performance based funding and concurrent enrollment credentialing. Dr. Vacik hosted the first Tea this month with employees. The Tea will be held each month with a different group of employees. Tuesday evening the Max Pickerill Lecture Series begins at 7 p.m. Wednesday evening is the volleyball game versus Garden City. Dr. Vacik encouraged all to attend both events. Dr. Vacik thought it would be beneficial to video tape the Board meetings and play them to the CCC cable channel.

Trustees' Comments

Kenton Krehbiel thanked everyone for their efforts. Dale Herschberger also thanked everyone and commented on how many vehicles are in the parking lot. Linda Vaughn is excited about the Endowment Foundation

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 5
September 15, 2014

Board and CCC Board members coming together. Arlen Leiker commented on how good the KACCT Quarterly Meeting was this past weekend. Noah Brown, Executive Director of Community College Trustees, was the speaker who made several good points. Arlen is going to try to attend the ACCT Conference.

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