

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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October 20, 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 October 20, 2014, at 5:00 p.m.
Members Present	Arlen Leiker, Audrey Hines, 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; Doug Johnson; Scott Williams; 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 5:04 p.m.
Amend Agenda	Chairman Arlen Leiker asked for a motion to amend the agenda to add an additional contract under Item C. Add Item H under Business for Resignations and add Item I Executive Session for non-elected personnel. Kenton Krehbiel made a motion to amend the agenda. Audrey Hines seconded, motion passed unanimously.
Introductions	Dr. Vacik introduced Doug Johnson, Scott Williams and Sam Dieter.
Consent Agenda	Audrey Hines made a motion to approve the consent agenda including minutes from the September 15, 2014 Board meeting; agreements; contracts and Resolution #4 Payment of Claims. Carolyn Armstrong seconded the motion, motion passed unanimously.
Administrative Reports <i>Dr. George McNulty</i>	Dr. McNulty reported credit hours for fall 2014 are 14,594. Credit hours are up 4.8% compared to the same time last year. Admissions has met with 298 more students this year than the same time last year. The early alert program is working well. There were 472 alerts this semester. Thanks to Tom Moorhous and Student Support Services for their work on Early Alerts. Arlen Leiker commended Dr. McNulty and his staff on how well CCC is doing compared to other Kansas community colleges. [See Student Services Report attached.]
<i>Greg Nichols</i>	Greg Nichols reported the equestrian team assisted the Western Experience Committee to host the first event. The equestrian team placed first in the ISHA Colby Horse Show which was held October 11-12 at the College farm. Congratulations to Shanda Mattix and Katie Crone for their success. The Beef Program is planning to conduct a bull test at the College farm using the GrowSafe Feeders. More students and patrons are utilizing the library this year. Massage Therapy clinics began October 13. These will be held each Monday evening. [See attached report regarding Academic Affairs.]
<i>Dr. Glenda Overstreet</i>	Dr. Overstreet reported the Business Affairs office is continuing to work with the auditors. Work continues with Dynamic Methods on the financial

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package. The valuation of the post-retirement benefits has been completed. This will be available for the 2012-13 audit. Dr. Overstreet reported two vehicles have been purchased. [See attached report regarding Business Affairs.]

*Debbie Schwanke*

Debbie Schwanke reported Homecoming is on November 1. Lou and Audrey Hines and Rich and Judy Epp will be inducted into the Hall of Fame. Kirk Hunter and Daniel Cormier will be inducted into the Sports Hall of Fame. The reception will be at 5:30 in the basement of the Community Building. Debbie reported the Great Western Experience is a great tool for retention. This Friday the group has planned a trip to Elitch Gardens and next month is a Manheim Steamroller concert in Salina. [See Public Information Report attached.]

*Ryan Sturdy*

Ryan Sturdy reported CCC will host the Region VI Cross Country meet at Meadow Lake Golf Course on Saturday. The men are two time defending champions. They will be trying for a three-peat. The course was changed to be spectator friendly. Volleyball sophomore night is Wednesday and Dig Pink is the following Tuesday, which is the last home game. [See Athletic Report attached.]

Old Business

Audrey Hines asked if the College farm would like more dirt from Cornerstone Ag. Greg Nichols stated CCC will contact Claire Schrock to coordinate the transportation with the county. Dr. Vacik reported he met with Stephens Construction to determine which fascia boards on the residence halls will be repaired, additional work that needs to be completed and the cost of repairs. Dr. Vacik also mentioned the roofing bids were not correctly communicated according to policy. CCC is rebidding the roofs specifically for Thomas Hall.

Freshman Survey

Dr. Vacik shared highlights of the Freshman Survey. Two hundred forty students participated. A majority of the respondents were traditional college-age students. Fifty-eight percent of those who completed the survey plan to transfer beyond CCC. Additional questions regarded Admissions, Financial Aid, move-in day experiences, orientation activities and transitioning to college. Those areas received high marks. Eighty-six percent said they would recommend CCC to others.

Capital Improvement Plan

Dr. Overstreet asked for approval of the Capital Improvement Plan. She stated this is a preliminary assessment of the capital needs for the College. Discussion took place regarding the money available for the College capital improvements. Dr. Overstreet stated there should be two to three months of the budget set aside for capital improvements. That would be approximately \$2.5 to \$3 million for reserves. The Capital Improvement plan should be updated annually. Carolyn Armstrong made a motion to approve the Capital Improvement Plan. Audrey Hines seconded; motion passed unanimously.

Sale of Radio Equipment

Debbie Schwanke was contacted by KQNK radio manager requesting to purchase the Arrakis ARK 15 audio control board for \$2,500. CCC currently has two and this one is not in use. Schwanke asked for approval

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of the Board to sell the equipment. Kenton Krehbiel made a motion to sell the audio control board to KQNK radio for \$2,500. Linda Vaughn seconded; motion passed unanimously.

Silage Purchase	Greg Nichols asked the Board for approval to purchase silage for the cattle at the College farm. Linda Vaughn made a motion to purchase the silage for the cattle. Carolyn Armstrong seconded; motion passed unanimously.
Retirement Approval	Dr. Vacik asked the Board to accept Debbie Schwanke's request for early retirement effective December 31, 2014. Carolyn Armstrong made a motion with great reluctance to accept Debbie Schwanke's retirement. Kenton Krehbiel seconded; motion passed unanimously.
Resignations	Audrey Hines made a motion to accept Bronwyn Bitner's resignation. Kenton Krehbiel seconded; motion passed unanimously.
Financial Report	Dr. Overstreet reported expenditures are within budgeted amounts and vendor payments are within 60 days. Encumbrances are \$306,867 as of September 30, 2014. Continued audit work is underway for Financial Aid and other financial areas. All department reports are being reviewed for budget accuracy. Business Affairs continues to review purchase orders for cost containment measures and effective cash management. Discussion took place regarding institutional scholarships. [Financial Report attached]
Executive Session	Kenton Krehbiel made a motion to discuss non-elected personnel for 10 minutes to include Dr. Vacik and the Trustees. Audrey Hines seconded, motion passed unanimously at 5:59 p.m.
Open Session	The Trustees reconvened in open session at 6:09 p.m.
President's Report	Dr. Vacik reported on his trip to Topeka. The state is close to finishing the State Authorization Reciprocity Agreement (SARA). This agreement allows a state to teach on-line or on ground in another state without completing authorization paperwork. Performance-based funding was discussed. The Reverse Transfer is near completion. When it is authorized, the hours transferred back to CCC will reflect increased completion rates. The proposed Dodge CCC and Ft. Hays University merger was discussed. It is currently on hold. Dr. Vacik suggested inviting Dr. Mirta Martin, Ft. Hays University President, to CCC's Board meeting in December. Dr. Vacik reported CCC received a \$2,000 scholarship from the Blue Cross and Blue Shield Foundation to be used for healthcare professionals. Mark Sarver, CEO of eduKan, has tendered his resignation effective June 30, 2015. Dr. Vacik reported there is a conference call at 8:00 a.m. tomorrow with the Americana Group. CCC will be hosting Business After Five on November 13, from 5:00 – 6:30 p.m. He encouraged the Trustees to attend. Dr. Vacik mentioned he will be out of the office on Thursday and Friday. He notified the Board that the draft Higher Learning Commission report has not been received.

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Trustees' Comments Linda Vaughn thanked Dr. Vacik for speaking to a community group of which she is a member. The group also toured the renovated residence hall. Vaughn said it was very informative and the group enjoyed it. Carolyn Armstrong said she enjoyed hearing about the sports activities and attends the events when she is able. Kenton Krehbiel appreciated and thanked Dr. Vacik for speaking at Kiwanis. Arlen Leiker talked about an article in the *Chronicle of Higher Education*. He would like the Trustees to read it.

Adjournment Carolyn Armstrong made a motion to adjourn; Audrey Hines seconded the motion; motion carried unanimously. The meeting was adjourned at 6:23 p.m.

Signed \_\_\_\_\_  
Chairman

Signed \_\_\_\_\_  
Secretary