

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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November 17, 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 November 17, 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; Doug Johnson; Angel Morrison; Christine Ellison; Lacy Ralston; Tara Schroer; Kevan Taylor; 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	Chairman Arlen Leiker requested for a motion to amend the agenda to add an additional contract under Item C in the consent agenda; add Item I under Business for action as necessary; and Item J Executive Session for non-elected personnel. Audrey Hines made a motion to amend the agenda. Carolyn Armstrong seconded, motion passed unanimously.
Introductions	Dr. Vacik introduced Jane McDougal, Angel Morrison, Chriss Ellison, Kevan Taylor, Lacy Ralston, Doug Johnson, Sam Dieter and Tara Schroer.
Consent Agenda	John Gatz noted the contracts in the consent agenda all need to have the contractual provisions attachment. Carolyn Armstrong made a motion to approve the consent agenda as amended including minutes from the October 20, 2014 Board meeting; agreements; contracts and Resolution #5 Payment of Claims. Audrey Hines seconded the motion, motion passed unanimously.
Administrative Reports <i>Dr. George McNulty</i>	Dr. McNulty reported credit hours for fall 2014 are 14,656. Spring credit hours are 7,640. Credit hours are up compared to the same time last year. Dr. McNulty attending Title IX training last week at Johnson County Community College. He explained that personal counseling is available on- and off-campus services. Services provided include grief and trauma, depression, anger, and relationships. The outreach program will offer on-line classes to Goodland High School students beginning the spring 2015. Student Support Services is writing a grant proposal for \$1.2 million to be funded over the next five years, 2015-20. Dr. McNulty invited the Trustees to Senior Day on Thursday, November 20. [See Student Services Report attached.]
<i>Greg Nichols</i>	Greg Nichols thanked Mark Solko for pipe donation to help refurbish the horse pens at the College farm. Greg stated many of the College programs utilize the farm. The on-line Veterinary Technology program received initial accreditation from the Committee on Veterinary Technician Education and Activities (CVTEA) of the AVMA. This is the first on-line program in

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Kansas to receive accreditation. The Alternative Energy program has received grants and equipment thanks to the instructor, Derek Reilley. Derek Reilley will conduct a boot camp with 12 students from the surrounding area along with high school students. Student Haley Rodriguez participated in an honor band at Bethany College representing Colby Community College. Audrey Hines asked if the hay barn has been repaired. Nichols reported it has not been repaired. Nichols reported the contractors indicated the barn needed extensive repair and should be removed. Arlen Leiker ask the amount of funds remaining to repair the barn. Nichols said approximately \$7,000 remained but the replacement cost is about three times that amount. [See attached report regarding Academic Affairs.]

Dr. Glenda Overstreet

Dr. Overstreet reported the Business Affairs office is continuing to work on changes to the software upgrade including coding issues. A budget workshop will be scheduled in January for faculty and staff to train on coding purchase orders. Student billing is in process, calls have been made to accounts over 90 days. Business Affairs is reviewing CCC's credit services for effectiveness. The department is looking at the process for 1098T's and possibly outsourcing 1098T's. The dining service RFP has been distributed. [See attached report regarding Business Affairs.]

Debbie Schwanke

Debbie Schwanke reported Thomas County Emergency Management is going to have an exercise on Tuesday. Several of CCC's current and past criminal justice students will be participating. The color copier has been installed. This will reduce printing expenses. [See Public Information Report attached.]

Ryan Sturdy

Ryan Sturdy reported there is a women's basketball game on Wednesday. They will play Tabor JV. Winter sports are underway. [See Athletic Report attached.]

Old Business

Dr. Vacik reported the preliminary food service proposal will be brought to the Board in December. The audit will be ready in December. Dr. Vacik reported Crystal Pounds spoke with Barbara Jones, CCC liaison. Jones indicated the Higher Learning Commission report should be available in January for review. As soon as CCC receives the report it will be shared with the Trustees.

Roofing Bids Discussion
and Approval

Carolyn Armstrong made a motion to award the Thomas Hall roofing bid to Roofmasters for \$79,950 and removal and replacement of insulation at \$3.80 per square foot. Audrey Hines seconded the motion. Dr. Vacik commented the money for this project was a donation from the Dane G. Hansen Foundation. Motion passed unanimously.

Discussion on 2015-16
Tuition

Dr. Vacik reported state funding may be decreased next year and colleges may not receive as much funding as in the past. The College feels it needs a contingency. One idea was to potentially increase tuition. This could be a source of additional income. The assessed value of Thomas County property has increased and is also a potential source of increased revenue. Dr. Vacik

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asked Board members to consider the following proposal: two dollar increase per credit hour for tuition for on-ground students on campus and an additional \$10 per credit hour fee for on-line classes. Currently on-line and on-campus students pay the same fee. This proposal will be on the December agenda.

Foundation Update

Lynette Ball, Chairman of the Endowment Foundation, addressed the Trustees. She stated she would like open communication between the Foundation and the CCC Trustees. She would like to work together and heal the relationship. Jaime Pfeifer was hired as the interim Endowment Foundation Director. Lynette Ball asked to have an open meeting with the Trustees. Linda Vaughn suggested a group consisting of Carolyn Armstrong, Dr. Vacik; Lynette Ball, Jay Todd and herself meet prior to the next Board meeting. Lynette shared they have one application for the Director position. The Foundation is continuing to work on the GAAP accounting procedure. Audrey Hines asked if the Endowment Foundation has to change to GAAP accounting. Dr. Vacik stated the Department of Education mandates the use of GAAP accounting. The Department of Education determines if CCC receives Title IV funds. CCC is currently on heightened cash monitoring level 1.

Golf Coach Discussion

Ryan Study and Kevan Taylor addressed the Trustees with information regarding an assistant golf coach. Sturdy stated that in the spring there are competitions for both men and women at the same time in different locations. Having an assistant coach will allow the coaches to be on the field helping the athletes compete at the same time. Coach Taylor stated it is not fair to the students to attend competitions without a coach to assist them. Coach Taylor is requesting an assistant coach to help recruit in order to be competitive in the 2015-16 school year. Currently there are four boys and two girls on the golf team. Kenton Krehbiel asked how much money this would cost the college. Dr. Vacik stated it would be for one semester.

Audrey Hines stated it was hard to justify an assistant coach with six students in the golf program. It is also hard to justify when CCC has a tight budget. Arlen Leiker stated expectations would be to have approximately 16 students in a competitive program next year.

Carolyn Armstrong stated if CCC has a full roster for next year an assistant coach could be hired. The Trustees agreed the golf program needs to be competitive. Linda Vaughn told the group she believes the team should prove itself first, fill the roster and then request funds for an assistant next year.

Dr. Vacik asked the Trustees if they want to hire the assistant coach with the funds that were budgeted. Kenton Krehbiel made a motion to approve the \$2500 for an assistant golf coach. Dale Herschberger seconded; Kenton Krehbiel asked for roll call. Motion passed with a four to two vote. Aye: Arlen Leiker, Carolyn Armstrong, Dale Herschberger and Kenton Krehbiel. Nay: Audrey Hines and Linda Vaughn.

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Resignations	Kenton Krehbiel made a motion to accept Samantha Shepherd, Admin. Assistant to the Director of Admissions, and Michael Halbleib, Distance Education Technician, resignations. Audrey Hines seconded; motion passed unanimously.
Financial Report	Dr. Overstreet reported the College is on heightened cash monitoring. Next month this will impact vendor accounts payable. Billing is being reviewed with the goal to have the collection activity completed. Dr. Overstreet reported CCC is at 65 percent of the budget. Encumbrances are \$79,344.62. Unrestricted cash balance is \$1,433.655. Revenue is approximately \$120,000 under projections. Linda Vaughn asked if CCC will ask for an early draw in December from the County. Dr. Vacik said the College will not ask for the early draw this year. [Financial Report attached]
Executive Session	Dale Herschberger made a motion to discuss non-elected personnel for 15 minutes to include Dr. Vacik and the Trustees. Carolyn Armstrong seconded, motion passed unanimously at 5:59 p.m.
Open Session	<p>The Trustees reconvened in open session at 6:14 p.m. Dale Herschberger made a motion to accept Dr. Vacik's letter of resignation as of January 16, 2015. Carolyn Armstrong seconded; motion passed unanimously.</p> <p>Arlen Leiker asked for a five minute recess at 6:15 p.m. The Trustees returned to open session at 6:20 p.m.</p>
President's Report	Dr. Vacik reported CCC will have a vendor craft fair for employees on Friday, December 12, from 11:30 – 3:00 p.m. A portion of the proceeds will go to the Faculty Alliance fund. The Christmas brunch will be Thursday, December 18, from 10:00 – 11:30 a.m. He encouraged the Trustees to attend. Dr. Vacik stated he would be traveling on Tuesday to Topeka for the KBOR meeting. He will attend Dr. Martin's inauguration at Fort Hays University on Friday.
Trustees' Comments	Linda Vaughn thanked Dr. McNulty and his department for doing a great job with enrollment. Vaughn said she loves hearing the good things about the farm as it is an important asset to the College. Linda wished Dr. Vacik luck in his new job. Carolyn Armstrong said Kentucky's gain is CCC's loss. She wished Dr. Vacik luck in his new employment. She asked staff to bear with the Trustees, the staff is excellent but there is always uncertainty when the presidency changes. Kenton Krehbiel thanked the staff and vice presidents for their excellent work. He wished Dr. Vacik luck. Dale Herschberger wished Dr. Vacik luck and asked the staff to bear with the Trustees. Audrey Hines also wished Dr. Vacik luck. Arlen Leiker expressed that Dr. Vacik has been great to work with and taught him a lot. He wished Dr. Vacik luck and thanked Dr. Vacik for all he has done. Leiker thanked the staff and faculty for their hard work.

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Adjournment

Kenton Krehbiel made a motion to adjourn; Dale Herschberger seconded the motion; motion carried unanimously. The meeting was adjourned at 7:03 p.m.

Signed _____
Chairman

Signed _____
Secretary