

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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December 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 December 15, 2014, at 5:00 p.m.
Members Present	Arlen Leiker, Audrey Hines, Dale Herschberger, Kenton Krehbiel 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; Christine Ellison; Lacy Ralston; Jane McDougal; Penny Cline; 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 a motion to amend the agenda to add an additional contract under Item C in the consent agenda, and add a resignation letter under Item I. Audrey Hines made a motion to amend the agenda. Kenton Krehbiel seconded, motion passed unanimously.
Introductions	Dr. Vacik introduced Jane McDougal, Christine Ellison, Penny Cline, Lacy Ralston, and Sam Dieter.
Consent Agenda	Audrey Hines noted Linda Vaughn was not included as a member present on the December 1 Special Board Meeting minutes. Kenton Krehbiel made a motion to approve the consent agenda as amended including the additional contract. The consent agenda included minutes from the November 17, 2014 Board meeting; minutes from the December 1, 2014 Special Board meeting; agreements; contracts and Resolution #6 Payment of Claims. Dale Herschberger seconded the motion, motion passed unanimously.
Administrative Reports <i>Dr. George McNulty</i>	Dr. McNulty reported Jim Rorabaugh, Director of Residence Life, created an intent to return form. The form assists the college in ascertaining the number of students who will return for the spring semester, and the reasons students have chosen not to return. As of December 15, 83 percent of students living in the residence halls indicated they will return for the spring semester. There will be 32 additional students in the residence halls this spring. Enrollment data indicates there will be over 300 students living in the residence halls in spring 2015. Dr. McNulty conducted a training session for new Title IX investigators. Fifty students attended the pancake feed sponsored by the Campus Life Office on December 14 which began at 9 p.m. Kenton Krehbiel asked if the reduction in residence hall students is because they are transferring to other institutions. Dr. McNulty stated Student Services is collecting data to determine the reasons. Enrollment is currently at 14,757 (increase of 3 percent from last year). [See Student Services Report attached.]
<i>Greg Nichols</i>	Greg Nichols reported it is finals week. The band and choir have been out in

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the community performing at several events. The Physical Therapist Assistant (PTA) program is preparing for their accreditation visit in April. Pat Erickson is researching and preparing the document. The Nursing department accreditation is scheduled for the end of 2015. Federal guidelines mandate time and effort sheets be completed documenting time worked for the Title III grant. Dr. Vacik noted the Vet Tech department received their online initial accreditation. CCC is the only college with an approved online Vet Tech program. [See attached report regarding Academic Affairs.]

*Dr. Glenda Overstreet*

Dr. Overstreet reported the Business Affairs Office is continuing to closely monitor expenses. For the first time in four years, the college will not make an advance draw-down request for funds from Thomas County. The auditing process is continuing. Student book buy-back is in process. Dr. Overstreet explained that adjustments are being made in the accounting reporting process. In January and February budget workshops are scheduled to train faculty and staff regarding the budgeting process for 2015-16. [See attached report regarding Business Affairs.]

*Debbie Schwanke*

Debbie Schwanke reported the men's basketball team has been helping with the after school program at the elementary school. The Adult Basic Education (ABE) director and staff are traveling to Hays and Russell due to numerous inquiries about the ABE program. [See Public Information Report attached.]

*Ryan Sturdy*

Ryan Sturdy reported he is working on eligibility requirements as finals are completed. There is a Jayhawk Conference basketball game on January 3. Audrey Hines asked for Sturdy's thoughts regarding student athletes who live off campus. Sturdy stated he is not in favor of requiring students to live on campus. [See Athletic Report attached.]

Old Business

There was no old business to report.

Presidential Search Update

Dr. Heim reviewed the suggested timeline for the presidential search process. Audrey Hines asked if the timeline could be less than the suggested six weeks. Dr. Heim indicated the timeline can be adjusted as needed. The position will be posted on December 16, 2014. Dr. Heim stated if the selected candidate is currently a president at another institution they may not be able to start until after the semester. Dr. Heim reviewed the presidential materials and the items to be posted on the web sites. It was the consensus of the Trustees to continue with the process.

KACCT Update

Arlen Leiker told the group that the Kansas Association of Community College Trustees (KACCT) is going to start a leadership institute for Trustees. There are approximately 1,100 community colleges in the United States and approximately 800 have hired a new president in the last four years. Jerry Cook, the current KACCT president, is running for the national office of the American Association of Community College Trustees (AACCT). Arlen stated he will try to attend the AACCT conference in San Diego in 2015. Dr. Vacik added the Kansas Community College Leadership Academy will be in place in the fall. The program is for those aspiring to be senior leaders who are working within the community college system. This

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should be finalized at the February KACCT/COPS meeting. The quarterly meeting in June will be held in Great Bend at Barton County Community College. There will be a new Trustee workshop held at this meeting.

## Discussion on 2015-16 Tuition

Dr. Vacik reported state funding may be decreased by 11 percent. He recommended to the Board that tuition be increased \$5 per-semester-hour for all students including Kansas, border states, out-of-state and international students. He also recommended that the tuition rate remain the same for Thomas County students. He encouraged Board members to make a decision on this proposal at the January meeting. EduKan is raising tuition to \$147 per semester hour. Dr. Vacik recommended CCC also increase on-line tuition to \$147 per semester hour for Colby classes.

## Employment Extension

Dr. Vacik recommended to the Trustees to postpone Debbie Schwanke's retirement for two months. She will retire effective March 1, 2015. Audrey Hines made a motion to extend Debbie's employment for two months. Dale Herschberger seconded; motion passed unanimously.

## Public Relation Position

Dr. Vacik reported public relations and marketing is very important to the success of the institution. He spoke about Doug Johnson's abilities to assist in the transition during Debbie's retirement. He suggested the Trustees allow Doug Johnson to train with Debbie Schwanke for the next two months. This will allow Doug to learn her duties to be the interim Public Information Director after Debbie's retirement. Doug will perform these duties during extended hours because of his position under the current grant. Dr. Vacik recommended paying him the same amount as an overload contract for three credit hours. He recommended the Board take action at the January meeting. Kenton Krehbiel made a motion to have Doug Johnson assist with the Public Relations position through June 2015. Audrey Hines seconded; motion passed unanimously.

## Interim President Contract

Dale Herschberger made a motion to approve the contract for the Interim President. Kenton Krehbiel seconded; motion passed unanimously.

## Early Retirement Approval

Dr. Vacik asked the Trustees to approve Dr. McMulkin's early retirement effective May 2015. Kenton Krehbiel made a motion to approve Dr. McMulkin's early retirement with regret. Audrey Hines seconded; motion passed unanimously.

## Resignations

Dr. Vacik asked for approval of resignations from Shea Hill, Associate Financial Aid Director; Yvonne Hackler, Nursing Instructor; and Jerri Zwegardt, Nursing Instructor. Dale Herschberger made a motion to accept the resignations. Kenton Krehbiel seconded; motion passed unanimously.

## Assessment of Damages

Dr. Vacik stated in accordance with the Master Agreement, Article IX, Termination of Contract, when a faculty member breaks his/her contract before the end of the contract period there is a monetary penalty. In both cases Yvonne Hackler and Jerri Zwegardt terminated their contracts in mid-semester. It is the Board's rights to assess damages since their contracts were not honored through the end of the school year. Yvonne has submitted

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a letter asking to have her damages waived. Greg Nichol's defended the request on Yvonne's behalf. Jerri Zwegardt will have the opportunity in January to defend her assessment. After discussion, the Board made the decision to assess \$1,000 in damages for both faculty members. This amount will be withheld from their last paychecks. Audrey Hines made a motion to charge both faculty members \$1000 per the Master Agreement. Kenton Krehbiel seconded; motion passed unanimously.

## Depositories

Dr. Vacik asked the Trustees to approve the changes to the Depositories removing Dr. Vacik from the accounts as a signor. Dale Herschberger made a motion to approve the Depositories. Audrey Hines seconded; motion passed unanimously.

## Feb/March Board Mtg.

Dr. Vacik reported the regularly-scheduled February Board meeting falls on Monday, February 16. This is a school holiday. In the past, the February meeting was moved to Tuesday. Kenton Krehbiel made a motion to move the February 16 Board meeting to Tuesday, February 17, 2015. Dale Herschberger seconded; motion passed unanimously.

Dr. Vacik stated the March Board meeting falls on Monday, March 16. This is during spring break for faculty and students. Dr. Vacik recommended the meeting be moved to Monday, March 23. Kenton Krehbiel made a motion to move the Board meeting to Monday, March 23, 2015. Audrey Hines seconded; motion passed unanimously.

## Dining Service Recommendation

Dr. Overstreet stated the Trustees received a summary of the action and processes taken to submit a request for proposal (RFP) for proposed dining services. Dr. Overstreet we received interested from two of the three vendors. A pre-bid meeting was held to share priorities and questions could be asked. The vice presidents visited a college which employs one of the vendors. The consensus of the dining committee is to look at additional colleges which are maintained by that dining vendor. Kenton Krehbiel suggested one or two Board members attend the visit to evaluate the dining service. This is table until further evaluation can be done.

## Financial Report

Dr. Overstreet reported the College is on heightened cash monitoring until mid-January. Billing efforts have been increased to enhance the accounts receivable collection activity. Dr. Overstreet reported CCC is at 59 percent of the budget. Encumbrances are \$61,060.20. Unrestricted cash balance is \$1,503,960. The auditors will be finished with the audit and provide a final copy at the January Board meeting. The Business Department continues to work with system consultants on financial reports. An accounting code directory will be provided to the faculty and staff to ensure everyone is using the correct account code. Dr. Overstreet thanked her staff for all their diligent work throughout the year. Several items of good news that the department has accomplished include the fact that an advance request was not made to the county, the college paid significantly large expense items, completed all drawdowns to date, vendor invoices are staying under 90 days and the college currently has a cash reserve. Dr. Overstreet thanked Dr. Vacik for giving them the flexibility to do their jobs. [Financial Report

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attached]

Executive Session	Dale Herschberger made a motion to discuss non-elected personnel for 15 minutes to include the Trustees and John Gatz. Audrey Hines seconded, motion passed unanimously at 6:26 p.m.
Open Session	The Trustees reconvened in open session at 6:41 p.m.
President's Report	Dr. Vacik reported he is leaving notes for his successor. Dr. Vacik told members if CCC needs assistance in the future to please contact him and he will be happy to help. Dr. Vacik thanked the faculty, staff and Trustees for four terrific years. He feels the college has made great strides.
Trustees' Comments	Kenton Krehbiel thanked Dr. Vacik and wished him the best of luck and wished everyone Happy Holidays. Kenton thanked all the college students who helped with the Genesis project. Dale Herschberger wished Dr. Vacik best of luck. Audrey Hines agreed with Dale and Kenton's comments. Arlen Leiker wished everyone Happy Holidays.
Adjournment	Dale Herschberger made a motion to adjourn; Audrey Hines seconded the motion; motion carried unanimously. The meeting was adjourned at 6:45 p.m.

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

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