

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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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 January 19, 2015, at 5:00 p.m.
Members Present	Arlen Leiker, Audrey Hines, Kenton Krehbiel, Linda Vaughn, Carolyn Armstrong, and Interim President Dr. Max Heim. Dale Herschberger entered the meeting at 6:05 p.m.
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; Ryan Sturdy, Athletic Director; John Gatz, Board Attorney; Michelle Waugh; Doug Johnson; Angel Morrison; Penny Cline; Michelle Ryan, Adams Brown, Beran and Ball; and Sam Dieter, <i>Colby Free Press</i> . Debbie Schwanke recorded the minutes.
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.
Introductions	Debbie Schwanke introduced Penny Cline, Michelle Waugh, Doug Johnson, Angel Morrison and Sam Dieter.
Consent Agenda	Kenton Krehbiel made a motion to approve the consent agenda as presented. The consent agenda included minutes from the December 15, 2014 Board meeting; agreements, contracts and Resolution #7 Payment of Claims. Audrey Hines seconded the motion, motion passed unanimously.
Audit Report Presentation	Michelle Ryan, Adams, Brown, Beran and Ball Chartered, reported on the completed college audit. She explained to the group that the audit includes a "Qualified Opinion" regarding the College Foundation Association's accounting procedures. In order for the College to receive an "Unqualified Opinion," the Foundation must convert to a Generally Accepted Accounting Principles (GAAP) method of accounting. The Foundation currently uses a cash basis method. Ryan told members that this has been a continuing qualified opinion for at least five years. It is not a new finding. She told members that the College received two qualified opinions last year. The second issue has been resolved. She congratulated the College on the increase in cash position to \$2.3 million and the decrease in expenses compared to the previous year. All categories of spending were down. Members discussed strategies to encourage the Foundation to convert to GAAP accounting. Michelle indicated federal funds could be jeopardized if this issue is not resolved. The College received approximately \$4.9 million in federal funds last year. Dr. Overstreet indicated that she will be preparing a Request for Proposal (RFP) for the next audit. Carolyn Armstrong made a motion to approve the audit as presented. Kenton Krehbiel seconded the motion. Motion passed unanimously.
Administrative Reports <i>Dr. George McNulty</i>	Dr. McNulty reported enrollment numbers for fall 2014 and spring 2015. Enrollment numbers are up 5.5 percent for fall 2014 compared to fall 2013. Spring 2015 numbers (as of January 19, 2015) are up approximately 14.8 percent compared to spring 2014. In addition, residence hall numbers for

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2015 are up when compared to spring 2014. The residence halls currently have 291 residents.

Dr. McNulty told Board members that the Outreach Program under the direction of Matt Perdue has established a good working relationship with Goodland High School. Perdue has increased the concurrent enrollments from zero to 68 credits this semester. Twenty-one high school students made campus visits on January 19. He also recognized the staff in the Registrar's Office, Admissions, Financial Aid, Student Accounts, Student Support Services and residential life who worked during the holiday break. [See Student Services Report attached.]

Greg Nichols

Greg recognized Angel Morrison for her exceptional work on data collection and reporting. He told Board members that college vocal music director Michelle Meyer and instrumental music director Randy Berls hosted a Music Educators Workshop which included approximately 25 area music teachers. Greg congratulated the Physical Therapist Assistant program for receiving an additional \$7,500 from the Perkins Grant. The PTA program received the additional funds for participating in a pilot program. He shared that the H. F. Davis Library has expanded their hours and the library also collected food for Thomas County Genesis. Patrons were allowed to pay library fines with food donations. [See attached report regarding Academic Affairs.]

Dr. Glenda Overstreet

Dr. Overstreet reported that the Reserve Fund was at \$175,000 as of December 31, 2014. She shared that for the first time in several years the College did not request an advance disbursement of Thomas County funds. The College did receive the County disbursement the week of January 12. Vendor payments (except for a few exceptions) are at less than 90 days. The Bedker Memorial Complex bond payment has been paid in full and the Business Office staff is preparing year-end reports. [See attached report regarding Business Affairs.]

Debbie Schwanke

Debbie showed Board members a proposed newsletter to be mailed to all Thomas County residents. She reminded members that Steve Farney will be the first speaker of the year for the Dr. Max Pickerill Lecture Series on Tuesday, February 10, beginning at 7 p.m. in the Cultural Arts Center. [See Public Information Report attached.]

Ryan Sturdy

Ryan reported he continues to complete eligibility documents for winter and spring athletic programs. Indoor track is in progress with 7-8 CCC athletes already qualified for Nationals. [See Athletic Report attached.]

Old Business

Kenton Krehbiel inquired about the Foundation's accounting practices and requested discussion regarding possible solutions to the audit finding. Arlen reported that Jay Todd indicated the Foundation would have GAAP in place by June 2015. Carolyn Armstrong told members that at the previous Foundation meeting, members indicated they did not want to make a decision until the new CCC President is chosen. Dr. Overstreet shared that she has mailed a progress report to the Department of Education regarding the resolution of the post-retirement benefits reporting. Linda Vaughn suggested that she and Carolyn Armstrong arrange a meeting with

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Foundation Chair Lynette Ball and Jay Todd. They will provide a progress report to Board members at the next regular meeting.

Audrey Hines inquired about the Capital Improvement Plan. Dr. Overstreet indicated that the plan includes projects with time lines (one-year, five-year, etc.). The Business Department is working to incorporate costs for items in the plan.

Dale Herschberger entered the meeting at 6:05 p.m.

Board members asked that the Capital Improvement Plan be included on the next regular board meeting agenda.

Presidential Search Update Dr. Heim reviewed the suggested time line for Presidential applicants' interviews on campus. Dr. Heim and Dr. Jim Stringer will review the applications and meet with the Board of Trustees in a special meeting on Tuesday, Feb. 3, beginning at 4 p.m. to provide their recommendations. Dr. Heim and Dr. Stringer will recommend three to four applicants for personal interviews. However, the Board members will have an opportunity to review all applications. The first applicant will visit campus on Thursday, February 5. Drs. Heim and Stringer will bring the applicant to the Board Room at 7 a.m. to meet with Trustees. The second visit will be Friday, February 6. The final visits will be held on February 9 and 10, if necessary. The final meeting with the Board of Trustees to choose the next President will be February 10 beginning at 4 p.m. in the Board Room.

Dr. Heim shared that all constituencies will have an opportunity to meet each candidate. Faculty and staff members, students, community members and others will be provided with "Opinion Forms" to submit to the Trustees for their consideration. The candidates will be given a tour of campus and of the community during their visits.

Carolyn Armstrong made a motion to approve the special meetings. Dale Herschberger seconded the motion. Motion passed unanimously.

Tuition Approval Board members discussed a proposed tuition increase. Dr. Heim reported that a \$5 per credit hour tuition increase for all students, except those with Thomas County residency, will increase revenues by approximately \$100,000-\$125,000.

Carolyn Armstrong made a motion to increase tuition rates for all in-state, out-of-state, border states and international students, excluding Thomas County residents, by \$5 per credit hour. Audrey Hines seconded the motion. Motion passed unanimously.

The Trustees discussed the tuition rate for online students. They asked that Dr. Heim contact Seward Community College President Dr. Duane Dunn to inquire about the online tuition rate at Seward. Trustees requested that the online tuition rate discussion and possible action be added to the February 3 meeting Agenda.

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HLC Update	Greg Nichols told Board members that he and the other administrators were very pleased with the positive reaction and participation from all college employees regarding the response to the Higher Learning Commission report. He explained there are nine areas of concern. Dr. McNulty, Dr. Overstreet and Greg have met and reviewed the reports from the various committees. Overall, they are extremely pleased with the action plans to meet the criteria. Greg told members that the ultimate goal is to achieve a “met” on all issues. In the alternative, the goal is to “meet with concern” those that are labeled “not met,” and to meet all labeled “met with concern.”
HLC Board Evaluation	Arlen Leiker reported that he will email the Board Evaluation to all members and requested that they complete the document and bring it to the next meeting.
Assessment of Damages	Audrey Hines made a motion to affirm the assessment of damages for nursing instructor Jerri Zwegardt. Carolyn Armstrong seconded the motion. Motion passed unanimously.
Dining Bid Recommendation	Dr. Overstreet reported that the administrative team has one more school to visit that has the food service provider being considered. She asked that the recommendation be postponed to the February meeting. The dining bid recommendation will be added to the February agenda.
Financial Report	Dr. Overstreet reported the college has increased its net position. The business office continues to work on policies and procedures. She told the Trustees that it is the goal of the institution to pay all vendors within 90 days. The ultimate goal is to pay all vendors within 30 days. The cash on hand at the end of December was \$1.1 million. The business office is completing the filings with all regulatory agencies. In addition, the business office is working with system consultants, PowerCampus training is in progress, and Dr. Overstreet is planning to issue an RFP for the auditing process. She shared that an accounting efficiency expert was on campus for several days. The college is anticipating a list of suggestions to improve and enhance efficiency in the near future.
Executive Session – Negotiations	Kenton Krehbiel made a motion for a 10-minute executive session for negotiations to include Board members, Dr. Heim and John Gatz with Dr. Overstreet on call. Dale Herschberger seconded the motion. Motion passed unanimously. Dr. Overstreet entered the executive session at 7:06 p.m. She exited the executive session at 7:07 p.m.
Open Session	The Board reconvened in open session at 7:10 p.m.
Executive Session Non-Elected personnel	Dale Herschberger made a motion for a 15-minute executive session to include the Board, Dr. Heim and John Gatz to discuss non-elected personnel at 7:16 p.m. Carolyn Armstrong seconded the motion. Motion passed unanimously.

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Open Session	The Board reconvened in open session at 7:31 p.m.
Executive Session	Dale Herschberger made a motion for a 10-minute executive session to include the Board, Dr. Heim and John Gatz to discuss non-elected personnel at 7:31 p.m. Carolyn Armstrong seconded the motion. Motion passed unanimously.
Open Session	<p>The Board reconvened in open session at 7:41 p.m.</p> <p>Dale Herschberger made a motion to take no action. Audrey Hines seconded the motion. Motion passed unanimously.</p>
President's Report	<p>Dr. Heim reported he has contacted Dr. Jackie Vietti to serve as a consultant for the response to the HLC report. Dr. Vietti is the retired President of Butler Community College.</p> <p>Dr. Heim reported on the bus situation at the college. He told members that the large coach bus requires a new engine. A firm in Hays can replace the engine with a remanufactured engine in approximately nine days. The projected cost is \$19,000. In addition, the smaller shuttle bus is also in need of a new engine. The college is currently leasing a large bus from a firm in Denver for 30 days. Dr. Heim recommended that the college have a minimum of three buses. He encouraged the Trustees to consider the purchase of a third bus.</p> <p>Dr. Overstreet explained that the coach bus carries 40-50 passengers. The cost to replace the engine in the shuttle bus is approximately \$16,000. She shared with members that she has been researching the best solution and has compared the costs of various options. Dr. Overstreet indicated this is a good opportunity to consider a bus purchase. The college has received county funds, and leasing with an option to buy is a possibility. She estimates the cost of purchasing an additional shuttle bus is \$53,000. Dr. Overstreet will continue to research options. She told members that if the college repairs the coach bus, repairs the shuttle bus and purchases a new smaller bus, the total cost will be approximately \$90,000.</p> <p>The consensus of the Board members was to add this to the agenda at a special board meeting in February.</p>
Trustees' Comments	Linda Vaughn congratulated Dr. McNulty and his staff for successful recruiting efforts and the increase in credit hours. Carolyn Armstrong told those in attendance she appreciates their efforts. Arlen Leiker reminded everyone that the agenda of a special meeting cannot be altered.
Presidential Expectation Session	Dr. Heim requested that each Board member write down five expectations for the next President of Colby Community College. Dr. Heim compiled a list of those expectations to be reviewed at the next meeting. He told the members that he is available to return after the President is hired to conduct a similar exercise. This enables the Board and the President to be aware of the expectations.

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Adjournment

Carolyn Armstrong made a motion to adjourn. Audrey Hines seconded the motion. Motion passed unanimously at 8:27 p.m.

Signed _____
Chairman

Signed _____
Secretary