

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 1
June 22, 2015

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 Monday, June 22, 2015, at 5:00 p.m.
Members Present	Arlen Leiker, Kenton Krehbiel, Linda Vaughn, Carolyn Armstrong, Audrey Hines and Seth Carter. Dale Herschberger entered the meeting at 5:17 p.m.
Others Present	Greg Nichols, Vice President of Academic Affairs; Ryan Sturdy, Athletic Director; Doug Johnson, Public Information Director; Brad Bennett, Interim Chief Financial Officer; Ryan Carter; David Tan, <i>Colby Free Press</i> ; Jane McDougal; Lacy Ralston-Rohr, Christine Ellison, Quintin Flanagan, 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 Leiker requested a motion to amend the agenda to move Item N and H before Item A and add Item P executive session for non-elected personnel. Carolyn Armstrong made a motion to amend the agenda. Audrey Hines seconded; motion passed unanimously.
Introductions	Seth Carter asked the visitors to introduce themselves. Lacy Ralston, Jane McDougal, Chriss Ellison, and Quintin Flanagan.
Consent Agenda	Kenton Krehbiel made a motion to approve the consent agenda excluding the contact for Egan Grafel including minutes of the May 18, 2015 Board meeting; agreements; contracts; and Resolution 12. Carolyn Armstrong seconded the motion. The motion passed unanimously.
Administrative Reports <i>Dr. George McNulty</i>	Dr. McNulty reported the updates to the Student Handbook and regulations around VAWA (Violence Against Women Act) and ASR (Annual Security Report). CCC is transitioning to a new food service company, and the inventory was transferred from Chartwells to the new provider, Consolidated Management. Dr. McNulty reported there was a waiting list for the Living Center North two-story residence hall. He also said 211 students committed to living in the residence halls, approximately 20% higher than the same time last year. At of the time of his report, enrollment was up 34% for summer and 26% for fall. [See Student Services report attached.]
<i>Greg Nichols</i>	Greg Nichols reported there were 52 students on the Presidential Honor Roll and 37 on the Dean's Honor Roll. CCC's assessment coordinator has conducted a general education assessment report. There were six overall outcomes. Greg explained the graphs included in his report. Program reviews for all programs would be conducted in 2015-16. He also said Angel Morrison had attended several training sessions for PowerCampus along with Amy Melikova, Nichelle Erskine and Vanessa Jones. [See attached report regarding Academic Affairs.]

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 2
June 22, 2015

Brad Bennett

Brad Bennett stated the Notice of Hearing for the 2014-15 budget was in the *Colby Free Press* last week. The amended budget is due to the additional funding Adult Basic Education received from Greenbush that was not report as revenue in the approved 2014-15 budget. Brad stated the Business Affairs Department and himself attended a budget training seminar. In addition, Brad and Lacy Ralston met with the Kansas Board of Regents regarding CCC's budget issues. Seth Carter thanked Brad Bennett and Lacy Ralston for diligence in correcting the budget. [See attached report regarding Business Affairs.]

Doug Johnson

Doug Johnson reported he had taken some photos of the renovation progress at Living Center North. Seth Carter added he spoke with Mitchell Gatz, Stephens Construction, and the renovations are proceeding well. [See Public Information Report attached.]

Ryan Sturdy

Ryan Sturdy reported that a former CCC student made the Puerto Rican softball team. [See Athletic report attached.]

Foundation Report

Seth Carter stated the Foundation is in the final stages of hiring an Endowment Director.

Student Handbook Approval

Dr. McNulty asked Trustees to approve the sexual misconduct policy to include VAWA (Violence Against Women Act) regulations and terminology. The new language includes rape, domestic violence, dating violence, sexual assault, sexual harassment and stalking. He explained CCC has been proactive. The SAVE Act was implemented last year and included the Agent of Change program. All students who took Student Success were provided the information. Carolyn Armstrong made a motion to approve the Student Handbook. Dale Herschberger seconded, motion passed unanimously.

Baseball Field
Consolidation

Seth Carter reported on a proposal with the city to consolidate a baseball field. The field would be shared and maintained between the city, Colby high school and Colby Community College. Ryan Carter indicated they were speaking with Commercial Sign to donate the cost of moving CCC's current scoreboard to the new field. Seth Carter said CCC would continue to maintain the current baseball field for a year in case CCC determines the proposal did not work. Ryan Carter said CCC would have access to rec employees to help maintain the field and the cost was no more than CCC would put into the current field. Carolyn Armstrong said she was glad to see entities cooperating and encouraged more of it. Audrey Hines asked about additional costs. Ryan Carter stated he will have the opportunity to manage the improvements. Seth Carter said there were logistical issues to be worked out, but asked for a motion to consolidate baseball fields with the city and still maintain the CCC field. Audrey Hines made a motion to accept the proposal to consolidate the Colby baseball fields. Linda Vaughn seconded, motion passed unanimously.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 3
June 22, 2015

Old Business

Audrey Hines noted the pot holes had been filled on campus. Seth Carter stated the holes are being filled, and lines are being painted. Audrey Hines also inquired about the trees. Seth Carter said Mike Tubbs gave him a grant proposal to review. Seth stated it had been written and submitted. Seth indicated Mr. Tubbs had another idea to replace the trees if the grant was not approved. Audrey Hines asked about the Board goals and the time line for meeting. Arlen Leiker said he would talk with Seth Carter and get back with the Trustees on a date.

Audit Findings Progress Report

Brad Bennett told Trustees the Business Affairs office continues to have regular meetings to follow-up on audit findings. He had met with Michelle Ryan of Adams, Brown, Beran and Ball regarding the athletic fund balance. Seth Carter said historically the College carried a negative balance in the athletics account. In previous years, money was moved into the account to zero it at the end of the fiscal year, and then money was moved out of the account in the new fiscal year, which still led to a negative balance. Carolyn Armstrong asked for a year-to-date budget report. Brad Bennett said Trustees will begin receiving the report in the new fiscal year.

Audit Proposal

Seth Carter indicated the proposal received from Adams, Brown, Beran and Ball is a little higher than last year. After some discussion about the terms of the contract, Seth asked Trustees for a motion for a three year contract with Adams, Brown, Beran and Ball. Dale Herschberger made a motion to approve the three-year proposal from Adams, Brown, Beran and Brown. Linda Vaughn seconded, motion passed unanimously.

Approval of Resignations

Seth Carter shared resignation from Megan Allen, Registrar; Brett Becker, Living Center North Coordinator; Chelsea Funk, webmaster; Marie Kersenbrock, Administrative Assistant in Health Sciences; Colleen Lopez, Document Librarian; and James Ortiz, Men's Head Track and Cross Country Coach. Carolyn Armstrong made a motion to approve the resignations. Audrey Hines seconded; motion passed unanimously.

KTCC Radio Station Update

Doug Johnson reported the CCC radio station has been off the air since about May 19. Joe Vyzourek, radio station manager, notified an engineer and they analyzed it for a couple of days and came to the determination it was an issue with the tower antenna. There is a technician around Salina that will cost approximately \$2,000. This could be anything from the transmission line above ground to the line below ground. Once operational, there is a possibility to increase revenue by selling advertising for the radio station. The Trustees gave Seth approval to move forward.

Approval of Policies

Seth Carter said the policies were related directly to federal compliance. CCC would have been out of compliance effective July 1 if the policies were not approved. He said the enclosed conflict of interest policy was not a federal regulation but necessary for CCC. Arlen Leiker inquired about the annual disclosure statement in the conflict of interest policy, and if there was a form for Trustees to complete. Seth Carter stated he would change the verbiage in the annual disclosure statement to include "within 14 days

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 4
June 22, 2015

of the perceived conflict occurring.” It will be in effect as of the new fiscal year, July 2015. Carolyn Armstrong made a motion to approve the allowable cost policy, micro-purchase policy, cash management policy, conflict of interest policy, equipment purchasing policy, equipment usage policy and the institutional grant policy. Seth Carter stated the policies related to federal regulations will be in a separate section of the policy manual and the conflict of interest policy will be included in the general section. Audrey Hines seconded, motion passed unanimously.

ACEN Update

Seth Carter stated while attending the Kansas State Board of Nursing meeting he received an email from the ACEN indicating they may have lost the ability to give national accreditation. They would provide more information at a later date. Seth stated CCC is going to move forward with the accreditation. CCC has noted deficiencies, and has hired a director of nursing, Rikki Wait, hired faculty with MSN degrees, sent individuals to training to write new curriculum.

Honeywell Update

Seth Carter reviewed the energy cost avoidance summary. When CCC entered into this agreement there was a guaranteed return on investment. In year one the Honeywell energy guarantee was \$179,436. Honeywell delivered \$170,837 in energy savings. CCC received a check for \$8,599 satisfying the obligation. In year two, the energy guarantee was \$184,819. Honeywell delivered \$198,781 in energy savings. Seth said the Honeywell project is saving the College money and a large portion of the savings was adding the pool cover.

Vehicle Purchase Specs

Seth Carter said CCC needs to replace two vehicles in 2015-16. CCC has allocated \$100,000 for vehicles and to help with the purchase of a bus. There are three CCC vehicles with 200,000 miles, and one has a blown motor. Seth Carter asked Trustees for approval to sell three vehicles and submit specifications to vendors for bids on the purchase of two new vehicles. Carolyn Armstrong asked to have quotes for a six cylinder also.

Approval of Lawn Mower Purchase

CCC will be trading in a 2009 Grasshopper. Seth Carter reviewed bids from two vendors for the purchase of a new lawn mower. One bid from Lang Diesel was a 2015 Grasshopper mower. The second bid was from John Deere. Discussion took place regarding attachments and cooling of the mowers. Seth Carter asked the Trustees for approval to purchase the 2015 Grasshopper from Lang Diesel, Inc. and trade-in the 2009 Grasshopper. Kenton Krehbiel made a motion, Dale Herschberger seconded, motion passed unanimously.

Approval of Skid Steer Lease

Seth Carter reviewed the bids to lease a skid steer. He said the most economical for CCC was to lease the skid steer for \$3,500 per year from Foley Equipment. Discussion took place regarding whether the proposal was for lease or a purchase. Seth said he would clarify with the vendor. Kenton Krehbiel made a motion to table the approval of the skid steer lease until the special Board meeting on June 29, 2015. Carolyn Armstrong seconded, motion passed unanimously.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 5
June 22, 2015

RFP Bond	Seth Carter stated he sent an email to each of the Community College presidents asking for input on financial advisors. Nine of the eighteen community colleges responded. Brad Bennett explained the Request for Proposal for the callable bonds. Seth Carter stated that John Gatz, Board Attorney, reviewed the proposal and would be sent to several vendors for bid. The bids will be brought to the Board for approval.
Financial Report	Brad Bennett reviewed the financial reports. As of May 31, 2015 expenditures were at about 82%, not including June payroll and a bond payment. He showed projected revenue for 2015-16, explaining that from 2008 state grants were reduced from 25% to 13% and local tax increased from 25% to 38%. [Financial Report is attached]
Break	The Trustees took a 15 minute break at 6:30 p.m. to thank Dale Herschberger for his service on the Board of Trustees.
Open Session	The Trustees reconvened in open session at 6:45 p.m.
Executive Session	Dale Herschberger made a motion for an executive session for non-elected personnel to include the Trustees and Seth Carter for 15 minutes. Audrey Hines seconded, motion passed unanimously at 6:46 p.m.
Open Session	Trustees reconvened in open session at 7:01 p.m.
Executive Session	Dale Herschberger made a motion for an executive session for non-elected personnel to include the Trustees and Seth Carter for an additional 5 minutes. Audrey Hines seconded, motion passed unanimously at 7:01 p.m.
Open Session	Trustees reconvened in open session at 7:06 p.m.
Executive Session	Dale Herschberger made a motion for an executive session for non-elected personnel to include the Trustees and Seth Carter for an additional 5 minutes. Audrey Hines seconded, motion passed unanimously at 7:07 p.m.
Open Session	Trustees reconvened in open session at 7:12 p.m.
Executive Session	Linda Vaughn made a motion for an executive session for non-elected personnel to include the Trustees and Seth Carter for an additional 10 minutes. Audrey Hines seconded, motion passed unanimously at 7:12 p.m.
Open Session	Trustees reconvened in open session at 7:22 p.m.
President's Report	Seth Carter reported The Higher Learning Commission hearing is June 25-26. Three candidates were interviewing during the week for the CFO position. Seth thanked everyone for their hard work.
Trustees' Comments	Linda Vaughn congratulated Dale Herschberger for being on the Board and thanked him for his service. Audrey Hines thanked Seth Carter and Brad Bennett. Carolyn Armstrong thanked the county and city for helping with the parking lot. She also thanked Brad Bennett, Seth Carter and the rest of

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 6
June 22, 2015

the staff for their hard work pulling the College back together. Kenton Krehbiel thanked everyone for their hard work and thanked Dale Herschberger for his time on the Board. Dale Herschberger thanked everyone and people he met being on the Board. Arlen Leiker thanked everyone and wished Dale Herschberger the best.

Adjournment

Dale Herschberger made a motion to adjourn; Audrey Hines seconded the motion; motion passed unanimously. The meeting was adjourned at 7:27 p.m.

Signed _____
Chairman

Signed _____
Secretary