

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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June 20, 2011

- Call to Order                   The regular meeting of the Board of Trustees of Colby Community College, Thomas County, Kansas was held in board room of Thomas Hall at Colby Community College, Colby, Kansas on June 20, 2011 at 5:30 p.m.
- Members Present               Cindy Black, Dale Herschberger, Kenton Krehbiel, Arlen Leiker, Bill Shields, Mark Winger, Dr. Stephen Vacik
- Others Present                 Dr. Keegan Nichols, Vice President of Student Affairs; Alan Waites, Vice President of Business Affairs; Joyce Washburn, Dean of Academic Affairs; Barry Kaaz, Dean of External Affairs; Ryan Sturdy, Athletic Director; John Gatz, board attorney; Nick Wells, Endowment Foundation; Phyllis Baker; Roger Ostmeyer; Aaron Keiser; Doug Johnson; Jimmy Nichols; Pat Erickson; Chriss Ellison; Mike McVay; and Kayla Cornett of the *Colby Free Press*. Beverly Anderson recorded the minutes of the meeting.
- Call Meeting to Order         Board Chair Cindy Black called the meeting of the Colby Community College Board of Trustees to order at 5:30 p.m.
- Introductions                 Dr. Vacik introduced the following guests: Phyllis Baker of Honeywell; Roger Ostmeyer of LEED-AP; Aaron Keiser; Doug Johnson; Jimmy Nichols; Pat Erickson; Chriss Ellison; Mike McVay.
- Presentation                 Board Chair Cindy Black presented Mark Winger with a plaque commemorating his years of service on the Board of Trustees (February 20, 2006 through June 30, 2011).
- Consent Agenda                Arlen Leiker made a motion to hold the Consent Agenda until the end of the board meeting. Mark Winger seconded the motion; motion passed unanimously.
- Administrative Reports  
*Dr. Keegan Nichols*             [Kayla Cornett of the *Colby Free Press* entered the meeting at 5:35 p.m.]  
Arlen Leiker questioned the amount of time spent and personnel who worked with athletic insurance during the summer. Dr. Nichols said that school nurse Shannon Plummer completes athletic insurance claims and medical forms during the summer, spending about 10 hours per week on these tasks. [Dr. Nichols' report of other Student Affairs' activities for the past month is attached.]
- Joyce Washburn*               A committee will be interviewing for a new biology instructor on June 23, Joyce Washburn reported. Dr. Vacik, Troy Bielser, Barry Kaaz and Joyce Washburn met with Brad Plumer at the proposed WaKeeney nursing site on June 17. Everyone agreed that the site has many possibilities for college instruction. Building owner Brad Plumer was encouraged to visit with the Trego County Economic Development personnel about possible

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grants which could fund renovations of the building. Nursing Director Ruth Wolfram will recommend a night nursing program to the State Board of Nursing for the WaKeeney site. Dr. Vacik suggested offering vocational and general education classes there also. When asked about purchasing the WaKeeney property, Dr. Vacik said it might be more beneficial to lease than buy, but further discussion was needed. [Academic Affairs' report by Joyce Washburn is attached.]

*Barry Kaaz*

Barry Kaaz reported that he will be working with local contractors on placement of foundations and guy anchors for the meteorological towers at the wind testing site. At the end of July he will be going to San Antonio to a meeting about small wind generators. [External Affairs/Facilities Management report attached.]

*Ryan Sturdy*

No additional verbal report was made by Ryan Sturdy. [Athletic Director's report attached.]

Endowment Foundation

Nick Wells reported that the CCC wrestling team's fundraising golf tournament at the Oakley Country Club raised approximately \$12,000. The Foundation made a final scholarship disbursement in the amount of \$114,000, bringing the total disbursed for 2010-2011 to \$277,000. Cindy Black thanked the Endowment Foundation Board for their generosity to CCC students.

Program Review

Chriss Ellison spoke to the Board of Trustees about the Title III grant activities. CCC is currently in year three of a five-year grant. Grant funds in the amount of \$398,000+ are available for use each year. These funds have been used for the following items: Development of ten general education classes (giving CCC a total of 20 classes over the first and second years of the grant); conversion of six technology classes to be online by September 30; conversion of a CNA class to a hybrid format; purchase of ten computers for faculty; and development of other online courses. Derek Reilley and Joyce Washburn are evaluating all online and hybrid classes.

The electronic document management system is in place and running. It is in use in the Registrar's office, Financial Aid office, and the business office and allows for long-term storage of documents. Everyone using the management system is enjoying it, Chriss said. Online orientation is now available for all students with Doug McDowall assuming responsibility for all online actions. Dr. Keegan Nichols has completed a video which welcomes students to campus. The video will be available for use in the fall. Future Title III projects include technical upgrades for the college farm in July and internet and wireless access in the classrooms.

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## Disposition of Television Equipment

Since the television program has been discontinued, Dr. Vacik asked the board's permission to dispose of the outdated equipment. [See "Television Area Inventory" attached.] Any money realized from the sale of equipment will go toward renovating the television area into coaches' offices. Using this area for offices will allow all coaches to be housed in the same building. Arlen Leiker made a motion to dispose of the television equipment. Mark Winger seconded the motion; motion carried unanimously.

## Authorization of Honeywell Contract

Dr. Vacik announced that City Manager Carolyn Armstrong and city staff had reviewed the Honeywell materials submitted by the college and were positive about the project. The city staff asked for patience from the college as the process unfolded. Dr. Vacik said the college had made a good case with the city, and he planned to attend the June 21 City Council meeting on behalf of the college. Barry Kaaz announced that local roofing contractors had given him estimates, and he will use a local company for the roofing projects included the Honeywell proposal.

Phyllis Baker addressed questions from board members about the Honeywell project. All of the equipment to be replaced will have a 25-year guarantee, she said. The new roofs will have a 15-year life. Barry reminded the board that the previous campus maintenance work had been reactionary, but approving the Honeywell project will put CCC in a proactive position. Ms. Baker and Roger Ostmeyer said the current maintenance staff will be trained on all of the new equipment to be installed. For the first five years Honeywell will be on campus verifying that everything is functioning correctly although much of the equipment to be installed will have monitors to show use and effectiveness. Honeywell also offers a maintenance program wherein their personnel would come to campus and work where directed.

Kenton Kreibhel made a motion to authorize the Honeywell contract. Bill Shields seconded the motion. The motion passed unanimously.

## Authorization to Sell Certificates of Participation

John Gatz had talked with Gilmore & Bell about financing the Honeywell project and a statutory bond requirement. He discussed with the board some changes he had asked Gilmore & Bell to make, and said the documents needed to have final approval by July 6. John reminded the board that Honeywell had an excellent reputation with the State Board of Administration.

Dale Herschberger made a motion to proceed with the Honeywell project, subject to securing adequate financing as proposed by Honeywell and DeWaay Financial Network, LLC. Kenton Krehbiel seconded the motion; motion carried unanimously.

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- Resolution Mark Winger made a motion to adopt a Resolution of the governing body of Colby Community College determining the advisability of financing the acquisition and installation of energy conservation equipment located on the property of the college by the execution and delivery of a lease purchase agreement and the offering for sale of certificates of participation, Series 2011. Mark Winger read the resolution which is attached to these minutes and by this reference made a part hereof. Kenton Krehbiel seconded the motion to adopt the Resolution. The board voted unanimously to pass the Resolution.
- Changes to Policies Manual Changes to the Policies Manual were proposed to provide a clearer guideline for the hiring process and to give employees direction in using bereavement leave.
- The first change would replace “Recruitment and Selection Processes” in the *Employment* “Introduction” section with the following:
1. Procedure for Selecting Full-Time College Personnel (other than President).
    - a. Vacant positions will be advertised first internally, to allow current employees an opportunity to apply. Vacancies which are not filled through internal transfer shall be advertised in appropriate media and through educational outlets to solicit external candidates.
    - b. Position announcements will be developed and disseminated by the Director of Public Information, with assistance from the appropriate administrator(s). These announcements must include the position title, function, qualifications, and application requirements.
    - c. For consideration, external candidates must have a completed application. This will include: a letter of interest referencing the position or an official CCC application, current résumé with a minimum of five references (including address/telephone/email) and all postsecondary transcripts. (Unofficial transcripts will be accepted). Letters of recommendation are encouraged, but not required. The selected candidate must provide official college transcripts, successfully complete a background check, and complete any additional required paperwork prior to employment. Late applications may not be reviewed until all other applications have been given due consideration.
    - d. Positions which require special skills, such as but not limited to, typing, mathematical computation, and computer proficiency, may have qualifying tests to ensure that applicants are appropriately qualified. Faculty positions may also require classroom demonstrations as a part of the interview process. Further, a written exercise to demonstrate communication skills may also be required of all candidates.
    - e. A search committee, including a chairperson, will be appointed by the President in consultation with college administration. The committee should be representative of the institution and sensitive to the college mission and goals. Generally, a committee will have between five and seven members; a non-voting student member may also be appointed depending upon the specific vacancy.
    - f. The search committee will conduct candidate screening, which includes verifying references and applicant information. An appropriate number

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of the most qualified applicants will be selected for interview. Though this number will vary based on the size of the applicant pool, it will generally be between three and ten candidates. In some cases, the position may be re-advertised when no suitable applicant is identified in the selection process. It is expected that all discussions and shared information be kept confidential by the committee; violation of privacy may result in disciplinary action by the college. All candidates should be asked the same set of questions in order to ensure fairness in the process. Follow-up questions may be asked only for the purposes of clarification of a candidate's response. All application materials will be maintained in the President's office and may not leave the administration area in Thomas Hall.

- g. Following interviews and deliberation, the search committee will submit to the President a report which includes the top three finalists (or less, if fewer are deemed suitable) in order of preference. The President, along with additional administrators when appropriate, will interview any or all of the finalists and notify the committee of the final selection. The President will subsequently recommend the final candidate to the Board of Trustees for employment with the College.
- h. A complete file of all search committee materials, including applications, reports, notes and other written communication, will be maintained in the President's office for a minimum of three years.

The second change would add the following paragraph to "Bereavement Leave" under the *General Employment and Workplace Issues* section:

The college President, with the advice and consent of the Board of Trustees, may grant additional bereavement leave to college employees to attend the funeral services (locally) of other college employees, current or retired, provided the necessary operations of the institution are not negatively impacted. This courtesy assumes that college employees will return to work promptly following the completion of services or take additional leave as appropriate.

Mark Winger made a motion to accept the Policies Manual changes as presented. Arlen Leiker seconded the motion; motion passed unanimously.

## Resignations

The resignation letters of Rebecca Johnson, nursing instructor, and Janice Cates, Accounts Payable Manager, were presented. [Letters are attached.] Mark Winger made a motion to accept the resignations of Rebecca Johnson and Janice Cates with regrets. Arlen Leiker seconded the motion; motion carried unanimously.

## KACCT Report

Arlen Leiker, KACCT Representative, reported on the June 10-11 quarterly KACCT meeting held at Kansas City Kansas Community College. New ideas Arlen gained from the meeting included: Conducting semi-annual evaluations of the college president; the importance of retreats for board members; goal setting; rotating the board chair position among members; board member contact with

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employees; business cards for board members. Arlen also reported that the KACCT dues will not be raised for 2011-2012.

- NWKTC Dinner Meeting Only six NWKTC board members had responded to the dinner meeting invitation for June 22. After discussion, it was the board consensus to meet with the NWKTC board on Saturday instead of a week day, hoping to have more participation by NWKTC members. Dr. Vacik will schedule a date with Dr. Ed Mills.
- Financial Report Alan Waites reported \$1.4 million remaining in the budget (7.1 percent) at the end of May. He is closely monitoring all expenditures, but indicated once again that the operating budget will have a revenue shortfall of \$400,000. The May 31 cash balance was \$.8 million. [See financial report attached.] The County Clerk paid the county tax disbursement of nearly \$1 million earlier than usual which helped the college revenue in May. Alan said audit work is being scheduled.
- Budget Budget Revision 3A is completed at \$12,660,000; this is \$240,000 over where the budget needs to be. Alan Waites said the state operating grant should be very close to last year's numbers. He suggested taking the July meeting to talk about the 2011-2012 budget and also asked the board to allow him to explore creative financing options. The board agreed that Alan should proceed with this.
- Executive Session Arlen Leiker made a motion that the board meet in executive session for 30 minutes to discuss non-elected personnel and requested the presence of John Gatz and Dr. Vacik, with Joyce Washburn and Dr. Keegan Nichols on call. Mark Winger seconded the motion; motion carried unanimously. The board, Dr. Vacik and John Gatz met in executive session at 7:25 p.m.
- Open Session The board reconvened in open session at 7:55 p.m.
- Approval of Consent Agenda Mark Winger made a motion to approve the consent agenda including the minutes of the May 16 and June 13 meetings; agreements and contracts; and Resolution No. 12 for the payment of claims. [See attached listings and Resolution.] Arlen Leiker seconded the motion; motion passed unanimously.
- Motion Kenton Krehbiel made a motion to approve the contracts of Brandi Niblock, Julie Weinmann, Phillip Harry and John Stephens. Bill Shields seconded the motion; motion carried unanimously.
- Comments from Trustees Arlen Leiker expressed concern with financing the \$4.5 million Honeywell project. He reminded the board that this project "will take the efforts of everyone." Other board members agreed that a lot of

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money was being spent, but said it was necessary to bring the college back to good working condition. Board members thanked Mark Winger for his service on the Board of Trustees. Mark, in turn, wished the board, staff, and administration well in the future, saying “the best days are ahead” for CCC. Cindy Black welcomed Nick Wells to the board starting in July.

## Adjournment

Mark Winger moved and Arlen Leiker seconded a motion to adjourn the meeting. Motion carried unanimously. The meeting was adjourned at 8:03 p.m.

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

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