

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 1
January 18, 2010

- Call to Order The regular meeting of the Board of Trustees of Colby Community College was held in the board room of Thomas Hall, Colby Community College, Colby, Kansas, on January 18, 2010 at 5:00 p.m.
- Members Present Cindy Black, Kenton Krehbiel, Arlen Leiker, Bill Shields, Mark Winger, Dr. Lynn Kreider
- Others Present Dr. Paula Davis, Vice President of Academic Affairs; Glenn “Skip” Sharp, Vice President of Student Affairs; Alan Waites, Vice President of Business Affairs; Debbie Schwanke, Public Relations; Barry Kaaz, Dean of External Affairs; Nick Wells, Endowment Foundation Director; John Gatz, board attorney; Mike McVay, Faculty Alliance; Andy Heinz, *Colby Free Press*; and Brian Staats of Adams, Brown, Beran & Ball. 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 5:00 p.m.
- Introductions Dr. Kreider welcomed Brian Staats, Mike McVay and Andy Heinz to the meeting.
- Amendment to Agenda Arlen Leiker made a motion to amend the agenda by moving Item H, Discussion regarding new Vice President of Student Affairs, to the end of the agenda as Item O; and adding Item P, Contracts of Jayme Pfeifer and Ryan Carter. Kenton Krehbiel seconded the motion; motion passed unanimously.
- Kenton Krehbiel made a motion to amend the agenda by removing Item K, Executive session to discuss negotiations letter and team. Arlen Leiker seconded the motion; motion carried unanimously.
- Consent Agenda Kenton Krehbiel made a motion to approve the consent agenda as presented, including minutes of the meetings of December 14 and 18, 2009 and January 4, 2010; contracts and agreements [see attached listing]; and Resolution No. 7. Mark Winger seconded the motion. Discussion followed. Arlen Leiker questioned some of the sentences included in the contracts of Carey Jones and Dustin Pfeifer. Alan Waites reminded the board that this was contract language agreed upon at the attorney’s recommendation. John Gatz suggested striking sentences that did not pertain to new employees in the future. A snow removal payment of \$888 was questioned by Arlen Leiker who thought the small tractor and blade owned by CCC would be adequate for snow removal jobs. Barry Kaaz agreed to check on the issue. A tree removal payment was also questioned by Arlen Leiker. A vote was taken and the motion passed unanimously.
- Audit Report Brian Staats presented the Adams, Brown, Beran & Ball audit report. [See attached audit.] He reported an “unqualified opinion” (best opinion

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 2
January 18, 2010

that can be given) on the financial statements, internal controls, compliance of funds, and federal award programs. There were no significant deficiencies in auditing the financial statements or the federal award programs. Brian Staats said it was a very “clean” audit. Arlen Leiker questioned the audit, saying he thought there were some late fees on credit card payments. Brian Staats replied that the audit found payments were being made in a timely manner and no late fees had been noted; however, he said he would check on this issue.

Recommendations in the Governance Letter included: Bringing the bank account balance for federal funds to zero (with the exception of approximately \$100 left in balance to keep account open); authorization and review of all journal entries by management; more internal auditing within departments; and more cross training and risk management to strengthen the controls.

Kenton Krehbiel made a motion to approve the audit as presented. Mark Winger seconded the motion; motion carried unanimously.

Fitness Center

Dr. Kreider explained the proposed design of the Fitness Center. [See attached drawing.] The design includes wrestling and baseball practice areas, a weight training room, two offices, locker rooms, laundry facilities and storage. The wrestling practice room will accommodate two mats. The overall size of the building will be 15,250 square feet. Dr. Kreider has talked with Mike Woofter and Curt Stephens who are willing to work with the other area contractors in the construction. With the help of Woofter and Stephens, the facility will cost around \$50/square foot. The foundation of the steel building will be extended so that the building can be bricked at a later date.

John Gatz said there is no statutory obligation for the board to solicit bids on this project. Documentation would be necessary for any contracted services, however. The college needs to supply additional funding in the amount of \$500,000. The Pierre Henry Foundation and Lyle Saddler will be contributing funds. Kenton Krehbiel expressed appreciation to Mike Woofter and Curt Stephens for trying to help CCC in this construction project.

A presentation will be made to the Endowment Foundation board on January 19 concerning this project. Dr. Kreider thanked Nick Wells and the Foundation board for supporting the college in buying the land where the Fitness Center will be located.

Financial Report

Alan Waites gave a summary of the December financials. [See attached report.] There is a total of \$6.2 million remaining in the budget and year-to-date expenses are in line. The cash balance is at \$0.3 million. Part of the problem in December was not knowing when the state operating grant would be paid. The balance of the state operating grant was received on

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 3
January 18, 2010

January 4 and 11. The amount of the grant was on target with what we expected to receive. Property tax funds should be disbursed very soon. Alan Waites will be doing a cash flow analysis to forecast the revenue. This report will be sent in the monthly board packet of information.

The cost benefit analysis of the academic programs is completed. Alan is working with Dr. Davis on the report. A cost benefit analysis on athletics will be done early in the spring semester.

Master Agreement

Mark Winger made a motion to accept the 2009-2010 Master Agreement. Kenton Krehbiel seconded the motion; motion passed unanimously.

Change in Meeting Date/
Time of Meetings

After discussion it was agreed to change the regularly scheduled February meeting date. Bill Shields made a motion to hold the February meeting on February 22 and to start future meetings at 5:30 p.m. Mark Winger seconded the motion; motion carried unanimously.

Request to Sell Pigs

The board reviewed a request from Jim Latoski, animal science instructor, to sell 21 pigs. [Request is attached.] Mark Winger made a motion to approve the sale of the pigs. Bill Shields seconded the motion; motion passed unanimously.

Policies Manual

Cindy Black asked the board to consider adding a sentence in the "Surplus Property" paragraph on page 21 of the "Business, Management, and Financial" section of the Policies Manual. She suggested adding the following as the second sentence in the paragraph: "All logos/insignia of any sort must be removed by Colby Community College before disposing of any and all property."

Three pages also needed to be added at the end of the "Students" section of the manual: "Pertinent Forms," "Record of Student Complaint," "Student Complaint Form." [See pages attached.]

Cindy Black made a motion to accept the addition of a sentence in the "Surplus Property" paragraph on page 21 of the "Business, Management, and Financial" section, and to add "Pertinent Forms," "Record of Complaints," and "Student Complaint Form," to the end of the "Students" section of the Policies Manual. Mark Winger seconded the motion; motion carried unanimously.

Arlen Leiker asked the board to consider a change in the "Authorization to Purchase" section, paragraph 1, page 2 of the "Business, Management, and Financial" section which says: "Expenditures of more than twenty thousand dollars (\$20,000.00) for construction, reconstruction, or remodeling or for the purchase of materials, goods or wares must be approved by the Board of Trustees" Arlen wanted the amount changed to a lower number because of the economy. Mark Winger thought it should remain at \$20,000. John Gatz said there is an

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 4
January 18, 2010

identical statute used by school districts and he felt the policy was clear. Skip Sharp reminded the board that there is an element of trust involved in this authorization amount. Arlen Leiker made a motion to lower the number to \$10,000. The motion died for lack of a second.

Relocation Expenses

Dr. Kreider asked the board to consider limitations and guidelines for paying relocation expenses for new employees. He wanted to be proactive and have this defined before it became an issue. Kenton Krehbiel asked for some history on past relocation expenses. CCC has been paying moving expenses after the fact when receipts are submitted.

John Gatz advised making a policy about this, considering a maximum amount, and requiring documentation. Moving costs usually correlate with the salary. Bill Shields suggested tiered levels of relocation expenses. This will be placed on the February meeting agenda.

Student-Trustee Dinner

It was agreed that board members would meet with freshmen and sophomore students at a dinner on February 25 at 6:00 p.m. in the Fireside Lounge. Skip Sharp will make dinner arrangements and send student invitations.

Dormitories

Mark Winger asked if there would be any advantage to offering some type of discounted payment scale on the dorms. Students could be quoted the maximum cost, but be given a discount if all of the dorm rooms are filled. Alan Waites and Skip Sharp will study this further. Current dorm rates are \$2,300-\$3,700. Despite a higher cost, students like single dorm rooms, Skip Sharp said. Dr. Kreider said the Administrative Council had discussed requiring freshmen students and/or students with scholarships to live in the dorms, but there are drawbacks. Competition with other colleges is also a consideration in setting dorm rates.

Executive Session

Kenton Krehbiel made a motion to meet in executive session for 10 minutes to discuss personnel matters to protect the privacy rights of an identifiable individual, and requested the presence of Barry Kaaz, John Gatz and Dr. Kreider. Arlen Leiker seconded the motion; motion carried unanimously. The board met in executive session at 7:00 p.m.

Open Session

The board reconvened in open session at 7:10 p.m.

Executive Session

Arlen Leiker made a motion to meet in executive session for 15 minutes to discuss personnel matters to protect the privacy rights of an identifiable individual, and requested the presence of John Gatz and Dr. Kreider, with the option of calling Barry Kaaz into the session. Bill Shields seconded the motion; motion passed unanimously. The board met in executive session at 7:12 p.m.

Open Session

The board reconvened in open session at 7:27 p.m.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 5
January 18, 2010

- Executive Session Arlen Leiker made a motion to meet in executive session for 10 minutes to discuss personnel matters to protect the privacy rights of an identifiable individual and requested the presence of John Gatz and Dr. Kreider, with the option of calling Barry Kaaz into the session. Bill Shields seconded the motion; motion passed unanimously. The board met in executive session at 7:28 p.m.
- Open Session The board reconvened in open session at 7:38 p.m.
- Motion Board attorney, John Gatz, read the following statement: *A motion is made to terminate the employment of William Mead for failure to satisfactorily perform the duties of his job despite repeated warnings and counseling, and that he be given written notice of termination and be paid for 10 days after the notice is given pursuant to the terms of his employment contract.*
- Kenton Krehbiel made a motion to approve the motion as read by attorney John Gatz; Mark Winger seconded the motion. Motion carried unanimously.
- Executive Session Arlen Leiker made a motion to meet in executive session for 20 minutes to discuss matters of attorney-client privilege and requested the presence of John Gatz. Kenton Krehbiel seconded the motion; motion passed unanimously. The board met in executive session at 7:40 p.m.
- Open Session The board reconvened in open session at 8:00 p.m.
- Executive Session Arlen Leiker made a motion to meet in executive session for 15 minutes to discuss personnel matters to protect the privacy rights of an identifiable individual, and requested the presence of Dr. Kreider and John Gatz. Mark Winger seconded the motion; motion carried unanimously. The board met in executive session at 8:02 p.m.
- Open Session The board reconvened in open session at 8:17 p.m.
- Discussion regarding
New Vice President Dr. Kreider said he will form a selection committee composed of two faculty members, two staff members from Student Services, two administrators, two students, and two board members. After the field of candidates is reduced to three by the committee, Dr. Kreider may ask a board member to help interview the final three candidates. Arlen Leiker asked Skip Sharp for recommendations about qualities to look for in candidates. Love of students, involvement in student activities, management skills, and high energy were the characteristics Skip Sharp noted.
- Contracts Mark Winger made a motion to approve the 12-month, non-faculty contract of Ryan Carter for \$40,000. Bill Shields seconded the motion; motion passed unanimously.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 6
January 18, 2010

Arlen Leiker thought it would be beneficial to the institution for Jayme Pfeifer to report to the board on how the updates on the alumni database are progressing. Dr. Kreider said Jayme will be working with September Williams in setting up this database. Arlen Leiker reiterated that he wanted to be assured that this database is being updated and utilized. Cindy Black made a motion to accept the contract of Jayme Pfeifer; Kenton Krehbiel seconded the motion; motion carried unanimously.

Report from President

One of the newly-purchased Chevrolet Impalas was sitting outside of Thomas Hall for the board's viewing. Dr. Kreider also showed the board a chess piece from an oversized chess set recently purchased for the library. The chess set was purchased with Hansen funds.

The mother and grandmother of student-athlete Aireus Stephenson will be coming from Detroit to Colby, traveling on to El Dorado and Topeka, then returning to Colby during February 16-21. Aireus is one of the two Phi Theta Kappa students to be honored at a luncheon in Topeka on February 18. Dr. Kreider asked board members to consider hosting Aireus's mother and grandmother to a meal during their visit. Aireus will also be honored at the February 20 basketball game. Hansen funds are being used for the expenses incurred in bringing the Stephenson relatives to Kansas.

The February board meeting will have many reports on the agenda, including facilities plan, alternative energy curriculum, enrollment planning and recruitment, cost benefits, and the WaKeeney nursing program.

Comments from Trustees

Several board members expressed appreciation for the additional financial information and agenda annotations included in the board packets this month. Kenton Krehbiel was complimented on his radio interview. Cindy Black asked that Alan Waites continue to bring checks to be signed to the board meetings. Kenton Krehbiel thanked Dr. Kreider for making arrangements for Aireus Stephenson's relatives to visit.

Arlen Leiker recommended three books to the board members: *Influencers*; *Hot, Flat and Crowded*; and *\$20 Gas*.

Adjournment

Kenton Krehbiel moved and Arlen Leiker seconded a motion to adjourn the meeting. Motion passed unanimously. The meeting was adjourned at 8:37 p.m.

Signed _____
Chairman

Signed _____
Secretary