

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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December 16, 2013

Call to Order	The regular meeting of the Board of Trustees of Colby Community College, Thomas County, Kansas was held in the Board Room on December 16, 2013, at 5:30 p.m.
Members Present	Arlen Leiker, Audrey Hines, Dale Herschberger, Kenton Krehbiel, Linda Vaughn, and Dr. Stephen Vacik
Others Present	Greg Nichols, Vice President of Academic Affairs; Dr. George McNulty, Vice President of Student Affairs; Dr. Xuemei Yang, Director of Institutional Effectiveness; Ryan Sturdy, Athletic Director; Debbie Schwanke, Public Information Director; Douglass McDowall, Director of Information Technology; John Gatz, Board Attorney; Scott Williams; Chriss Ellison; Doug Johnson; Brad Bennett; Charles Keefer; Sam Dieter, <i>Colby Free Press</i> ; and Nick Wells, Endowment Foundation Director. 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 5:30 p.m.
Amend Agenda	Arlen Leiker requested an amendment (A.1) to the agenda to add three additional contracts and an executive session for attorney client privilege. Kenton Krehbiel made a motion to amend the agenda. Dale Herschberger seconded the motion; motion passed unanimously.
Introductions	Dr. Vacik introduced Brad Bennett, Nick Wells, Chriss Ellison, Scott Williams, Charles Keefer and Doug Johnson.
Consent Agenda	Kenton Krehbiel made a motion to approve the consent agenda as amended including the three additional contracts; Minutes from the November 18, 2013 Board meeting; Minutes from the Special Board meeting on December 5, 2013; Agreements; Contracts; and Resolution No. 6 Payment of Claims. Linda Vaughn seconded the motion; motion passed unanimously.
Foundation Report	Nick Wells stated at the Foundation's last meeting they made great strides with the scholarship procedures. Brittney Squire spoke to the Foundation Board. The Foundation will make the scholarship payment to CCC as soon as possible. Scholarships need to be awarded in March. Dr. McNulty, Brittney and Nick will work to move as many scholarships as possible to sophomores to retain students. Audrey Hines asked how many scholarships are funded. Nick responded with 190. Scholarships range from \$35 to \$4,000.
Administrative Reports <i>Dr. George McNulty</i>	Dr. McNulty reported Student Support Services completed their 2012-13 Performance Annual Report. The Registrar's Office has accepted 290 graduation applications for spring. Diversity week will be the week of January 20, 2014. The Food Pantry has assisted many students over the Thanksgiving break, thanks to all members of the food pantry committee. The enrollment management committee is progressing and reviewing the work that has been done in the past. [See Student Services report attached.]

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- Greg Nichols* Greg Nichols reported Jennifer Landis will be overseeing the Level II ADN Program and CNA/CMA courses. Interviews were conducted for the Beef program instructor. One candidate will be on campus this week to review the program. Kansas Board of Regents approved CCC's Performance Agreement for the next three years. [See attached report regarding Academic Affairs.]
- Dr. Glenda Overstreet* Dr. Overstreet reported the Business Affairs office is continuing to evaluate processes for documentation such as purchase order receipts, billing statements, workforce vouchers, and preparation of Board reports. [See attached report regarding Business Affairs.]
- Audrey Hines asked if and when we receive the fund raising money where will that money be applied? Dr. Overstreet explained the monies will be spent for overall operations which may include accounts payable and past due accounts. November and December have been lean months. The College is trying to pay as many of the 90+ day accounts and the 60-90 day accounts as possible.
- Dr. Xuemei Yang* Dr. Yang reported she is completing several surveys, and reporting is on-going. There are several reports due in January in addition to on-going data requests. Dr. Vacik added the fall census data was locked in today. [See Institutional Effectiveness report attached.]
- Debbie Schwanke* Debbie Schwanke reported that she has completed an eight page newsletter for the Endowment Foundation which was mailed today. One page is dedicated to buying a key for the 64 Impala to be given away and for donations to the Foundation. This was mailed to approximately 11,000 people. [See Public Relations Report attached.]
- Ryan Sturdy* Ryan Sturdy reported the wrestling dual is Saturday at 6:00 p.m., not 7:00 p.m. as indicated in his report. [See Athletic report attached.]
- Executive Session* Dr. Vacik asked for a motion for executive session to discuss non-elected personnel for 10 minutes to include the Board, himself and John Gatz. Dr. Vacik asked that Dr. McNulty and Charles Keefer be on standby. Kenton Krehbiel made a motion; Dale Herschberger seconded; motion carried unanimously at 5:52 p.m.
- Open Session* The Trustees reconvened in open session at 6:02 p.m.
- Kenton Krehbiel made the following motion: Mr. Chairman, I move that the Board of Trustees terminate the employment of JoAnne Brown and provide notice to her that her employment will end on January 2, 2014. Audrey Hines seconded; motion passed unanimously.
- Executive Session* Dale Herschberger made a motion for executive session for attorney client privilege to include the Board of Trustees, Dr. Vacik and John Gatz for 20 minutes. Audrey Hines seconded; motion passed unanimously at 6:02 p.m.

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Open Session	The Trustees reconvened in open session at 6:22 p.m.
Executive Session	Dale Herschberger made a motion to discuss attorney client privilege for 10 additional minutes. Audrey Hines seconded; motion passed unanimously.
Open Session	The Trustees reconvened in open session at 6:32 p.m.
Resignations	Kenton Krehbiel made a motion to accept the resignations of Jeff Dolan, Sandra Barber, and Kathy Britton. Linda Vaughn seconded the motion; motion passed unanimously.
February Board Meeting	Dr. Vacik noted that the February Board meeting date falls on President's Day which is a school holiday. Kenton Krehbiel made a motion to move the Board meeting to February 18 at 5:30 p.m. Dale Herschberger seconded, motion passed unanimously. Kenton Krehbiel amended the motion to start the February Board meeting at 5:00 p.m. Dale Herschberger seconded; motion passed unanimously.
Donor Recognition Board	Dr. Vacik presented a mockup of the recognition board which Tom Moorhous has created. Attendees at the Board meeting stepped into the Breezeway to look at the actual donor board. Arlen Leiker made some suggestions regarding the donor board. There should be a policy for recording the donations. There should be a light over the board. Contributions should be noticed in the <i>Colby Free Press</i> twice a year, January and July. Arlen asked Dr. Overstreet if she could look into the donors from 2004 to 2013, so the board can be updated. In addition, there should be a lifetime giving board. Arlen stated he would raise or donate money to update the board. Arlen and Audrey will meet with Tom Moorhous.
Cost/Benefit Analysis	Dr. Vacik stated Greg Nichols, Dr. Overstreet and Dr. Yang worked diligently to put these numbers together. Greg Nichols will talk you through the methodology to you understand the limitations. Although it is titled cost/benefit analysis, Greg explained it is actually revenue vs expenses. It was completed using a different methodology than the previous year. This information was analyzed using data from fall 2012 and spring and summer of 2013. Greg continued to explain the data and discussion took place. The Trustees will continue to review this information and the consensus was this will be reviewed again at the regular January Board meeting.
Financial Report	Dr. Overstreet reported expenditures are slightly under projections in order to facilitate cash management challenges. She reported the College is looking at increasing accounts payable for the end of December and then again in January. Encumbrances are at \$185,700 and the unrestricted cash balance is \$649,111 as of the end of November. Bank reconciliations have been completed for all accounts through October 2013. A review of internal controls is underway as outlined in the last audit. Dr. Overstreet is reviewing another collection option through the Kansas Setoff program for collecting student debt.

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President's Report	Dr. Vacik reported he and Arlen Leiker attended the KACCT/COPS meeting in Coffeyville last week. Dr. Vacik will be leaving after the Christmas brunch tomorrow for Topeka. He will be speaking with a potential donor on his way to Topeka. The College has currently raised \$38,000. Dr. Vacik and others will continue working to achieve the \$250,000 match with the Foundation.
Trustees' Comments	Audrey Hines reported the carpet in the breezeway was easily removed. The new flooring will be started on Friday. Fund raising is going very well. Kenton Krehbiel agreed that the fund raising is going well. He has also spoken to several people with Dr. Vacik. Kenton stated people are receptive and have good comments. Dale Herschberger congratulated Ryan Sturdy on his higher education. Arlen Leiker reported the KACCT was a very good meeting and encouraged Trustees to attend the next meeting which is February 13 in Topeka. Dr. Vacik's evaluation information will be distributed at the January Board meeting to be completed by February. Arlen stated he has heard very good comments about the administrative staff.
Adjournment	Dale Hershberger made a motion to adjourn; Audrey Hines seconded the motion; motion carried unanimously. The meeting was adjourned at 7:49 p.m.

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

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