

# 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 on January 20, 2014, at 5:30 p.m.
Members Present	Arlen Leiker, Dale Herschberger, Kenton Krehbiel, Linda Vaughn, Audrey Hines (via SKYPE), 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; Dr. Jennifer Martin; Brad Bennett; Brittney Squire; Bob Selby; Tara Schroer; Shanda Mattix; Linda Nelson; Crystal Pounds; Charles Keefer; Doug Johnson; Dr. Beth Fenton; Dr. Shad Clymer; Sheri Martin; Dana Foss; Bobette Maier and Sam Dieter, <i>Colby Free Press</i> . 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 to the agenda to move Item N (executive session for non-elected personnel, action if necessary) to the beginning of Business. Linda Vaughn made a motion to amend the agenda. Kenton Krehbiel seconded the motion; motion passed unanimously.
Introductions	Dr. Vacik introduced Dr. Jennifer Martin; Brad Bennett; Brittney Squire; Bob Selby; Tara Schroer; Shanda Mattix; Linda Nelson; Crystal Pounds; Charles Keefer; Doug Johnson; Dr. Beth Fenton; Dr. Shad Clymer; Sheri Martin; Dana Foss; Bobette Maier and Sam Dieter.
Consent Agenda	Kenton Krehbiel made a motion to approve the consent agenda including minutes from the December 16, 2013 Board meeting; agreements; contracts; and Resolution No. 7 payment of claims. Dale Herschberger seconded the motion. Linda Vaughn requested clarification regarding several contracts. Dr. Vacik and Brad Bennett addressed her questions. In addition, questions by Linda Vaughn regarding Resolution No. 7 were answered by Dr. Overstreet. The motion passed unanimously.
Foundation Report	Foundation Executive Director Nick Wells was not present at the meeting. Dr. Vacik reported a check for \$507,000 (\$257,000 raised by CCC and a \$250,000 match from the Foundation) was received by the College.
HLC Report	Self-study co-chair Crystal Pounds asked the Board members to review the first chapter of the Self-study Report, "Introduction and Response," which was written in response to the Higher Learning Commission (HLC) report received after the 2004 accreditation visit. The proposed chapter was distributed prior to the meeting. Crystal told members a chapter prepared by the HLC Self-Study Committee will be provided to Board members for review each month (February through May). Any questions or comments regarding the chapter should be directed to Crystal Pounds or co-chair

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Linda Nelson. Linda Nelson distributed a “2014 Self-Study at a Glance” booklet which will be provided to all CCC employees. The HLC Accreditation Team will be in Colby for the official visit September 8-10, 2014. Crystal Pounds reported a new liaison was recently assigned to CCC. The representative will visit the CCC campus sometime during the spring semester. Because one of the requirements for reaccreditation is soliciting third-party comments, Crystal and Linda are meeting with several civic groups and organizations to encourage their input. Crystal reported the committee will continue to sponsor activities that encourage faculty and staff to be involved in the review process and learning more about the HLC criteria. The first activity was a “Mission Tree” displayed in the Campus Bookstore. Participants made a handprint and displayed their knowledge of the current Mission Statement. Another activity is a bulletin board in the H.F. Davis Library. Faculty and staff members were asked to write their definition of integrity and post it to the board. Other events promoting the HLC criteria will be scheduled throughout the semester. The committee is also promoting student involvement in the process. Bookmarks were created and distributed to students.

## Administrative Reports *Dr. George McNulty*

Dr. McNulty reported Diversity Week activities kicked off with a Dr. Martin Luther King Jr. reception and International Food Night. Other events include a Make Your Own Carnival Mask activity, Carnival Dance and Diversity Movie Night/Traditional Cultural Dress Contest.

Dr. McNulty told members that spring semester enrollment is down compared to last year at this time. Eighty-nine percent of students living in the residence halls returned for the spring semester. Dr. McNulty emphasized that recruitment and retention is a campus-wide effort, and counseling plays an important role in retention because it has a positive effect on students. Linda Vaughn inquired about the decrease in enrollment. Dr. McNulty and Dr. Vacik addressed her questions. [See Student Services report attached.]

## *Greg Nichols*

Greg Nichols indicated he will be providing additional information regarding the enrollment analysis included in the Board packet. He told members the Title III grant activity year four annual performance report is due January 21. The college is continuing to search for the Beef Production Instructor/Director position. Dr. Shad Clymer and Reba Cersovsky are team teaching the beef production courses for the spring term. The position is being sent to specific agriculture colleges and universities in an attempt to secure an instructor for fall 2014.

Greg recognized English instructor Deb Bickner for assisting with the middle school scholar bowl tournament. [See attached report regarding Academic Affairs.]

## *Dr. Glenda Overstreet*

Dr. Overstreet reported the Business Affairs office is currently processing 1098s and W-2s. Dr. Overstreet reported the Student Accounts Office is concentrating on student billing. Results have been positive. Five hundred eighty-nine accounts are now open--compared to 1029 in the previous month

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(57 percent decrease). Dr. Overstreet is currently interviewing for the Student Accounts Manager position. She expects have someone hired before February 1.

The College paid \$884,000 to vendors in December. The Kansas Setoff program registration is complete, and the Business Office has identified approximately \$13,000 in past-due accounts to be transitioned to that program. Kenton Krehbiel thanked Dr. Overstreet for reducing the outstanding student accounts amount. Linda Vaughn asked questions regarding the business report that were addressed by Dr. Overstreet. [See attached report regarding Business Affairs.]

*Dr. Xuemei Yang*

Dr. Yang reported she is completing major reports and several surveys. She thanked the people on campus who are assisting her complete the reports. [See Institutional Effectiveness report attached.]

*Debbie Schwanke*

Debbie Schwanke reported on February 2 the Sunflower Singers will be performing at the Grinnell Opera House. The music department is also performing a musical this year--*Fiddler on the Roof*. [See Public Relations Report attached.]

*Ryan Sturdy*

Ryan Sturdy reported the first indoor track meet was held in Lubbock, Texas, on January 18. CCC had seven national men's qualifiers. The Trojans also set three new records--two men's and one woman's. [See Athletic report attached.]

Executive Session

Dr. Vacik requested a motion for an executive session to discuss non-elected personnel for 15 minutes to include the Board of Trustees, Dr. Overstreet, Greg Nichols and John Gatz. Dale Herschberger made the motion; Linda Vaughn seconded; motion carried unanimously at 6:12 p.m.

Open Session

The Trustees reconvened in open session at 6:27 p.m.

Executive Session

Dale Herschberger made a motion to discuss non-elected personnel for an additional 15 minutes to include the Board of Trustees, Dr. Vacik, John Gatz, Dr. Overstreet and Greg Nichols. Linda Vaughn seconded; motion passed unanimously at 6:27 p.m.

Open Session

The Trustees reconvened in open session at 6:42 p.m.

Executive Session

Dale Herschberger made a motion to discuss non-elected personnel for an additional 15 minutes to include the Board of Trustees, Dr. Vacik, John Gatz, Dr. Overstreet and Greg Nichols. Linda Vaughn seconded; motion passed unanimously at 6:57 p.m.

Open Session

The Trustees reconvened in open session at 6:57 p.m.

Recess

Board Chair Arlen Leiker requested a five-minute recess.

Open Session

The Trustees reconvened in open session at 7:02 p.m.

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Trustee Resignation      Kenton Krehbiel made a motion to accept Trustee Bill Shield's resignation with regrets. Dale Herschberger seconded; motion passed unanimously.

Resolution      Kenton Krehbiel made a motion to adopt the following resolution:

## ***RESOLUTION***

*WHEREAS*, a vacancy exists in the Board of Trustees of Colby Community College; and,

*WHEREAS*, K.S.A. 71-201(b)(15) authorizes the Board of Trustees to fill such vacancy not sooner than fifteen (15) days following publication of notice in a newspaper having general circulation in the community college district which is Thomas County, Kansas.

*NOW, THEREFORE, BE IT RESOLVED*, that the secretary of the Board of Trustees of Colby Community College shall cause such notice to be published once in the *Colby Free Press*.

ADOPTED this 20th day of January, 2014.

Linda Vaughn seconded the motion, motion passed unanimously.

Resignations      Dale Herschberger made a motion to accept the resignations of Michael Yergey and Yesenia Talavera. Kenton Krehbiel seconded the motion; motion passed unanimously.

Academic Calendar      Dr. Vacik presented the proposed academic calendar to the Trustees for approval. The only change is the College will be closed the week of Thanksgiving. CCC currently has a three-day holiday for Thanksgiving. The calendar includes 240 working days for staff, and it meets the requisite number of days to comply with the Master Agreement for faculty. Kenton Krehbiel made a motion to adopt the Academic Calendar for the 2014-15 school year. Dale Herschberger seconded the motion; motion passed unanimously.

Tuition and Fees 2014-15      Dr. Vacik told members that CCC tuition and fees were not increased last year. As it stands now, CCC will have a 1.5 percent decrease in state money this year. He asked the Board to increase tuition by \$5 per credit hour and technology fees by \$2 per credit hour for 2014-15. The total cost for in-state tuition and fees will be \$105 per credit hour. Following discussion regarding credit hours and tuition and fees at other schools, Dale Herschberger made a motion to raise tuition \$5 and technology fees by \$2 per credit hour. Linda Vaughn seconded; motion passed unanimously.

Director of Institutional Development Proposal      Dr. Vacik stated the proposed job description, time line and salary schedule for a Director of Institutional Development were included in the Trustees packet. Audrey Hines inquired about the starting salary and indicated she thought this person should be hired at a lower base salary. Dr. Vacik explained the salary amount proposal is competitive with others in the marketplace. After discussion, Dale Herschberger made a motion to table this item until the February Board meeting. Linda Vaughn seconded the

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motion; motion passed unanimously.

Leave Policy	Dr. Vacik told members the proposed leave policy is found within the Policies Manual and does not affect faculty. Dr. Vacik reviewed the proposed policy. There were several questions and discussion. Linda Vaughn made a motion to table the proposed leave policy until the February Board meeting. Dale Hershberger seconded the motion; motion carried unanimously.
Gift Policy	Board Chairman Arlen Leiker asked for a motion to table the Gift Policy until the February Board meeting. Dale Hershberger made a motion to table the Gift Policy. Kenton Krehbiel seconded the motion; motion passed unanimously.
Policies Manual	Dr. Vacik told members the proposed Policies Manual which was distributed is for review only at this time. Approval will be requested at the February Board meeting.
LCN Update	Dr. Vacik reported he spoke with two companies regarding possible renovation of the two-story portion of Living Center North. The companies are working on proposals. When the proposals are complete, Dr. Vacik will submit them to the Board for consideration.
Program Review Analysis	Greg Nichols noted the Program Review Analysis contains fall 2013 enrollment numbers only. The report indicates credit hours for each program.
Financial Report	Dr. Overstreet reminded Trustees that the budget amount approved in July was \$14,520,000. Currently the departmental reports indicate the remaining budget amount is \$8.6 million. The budget is tracking better than projected. She thanked administrators and department managers for their conscientiousness regarding expenditures. Encumbrances are now \$57,000. The unrestricted cash balance is \$785,021 as of December 31. Preliminary work on the 2014-15 budget began in January. Dr. Overstreet will meet with each of the department chairs and budget managers to discuss the 2014-15 budget process. Billing statements continue to be mailed on the 1 <sup>st</sup> and 15 <sup>th</sup> of each month. Dr. Overstreet addressed questions from Linda Vaughn regarding the past due accounts. Linda also requested a report for the Trustees to indicate the money on hand, money received and the money spent each month. Dr. Overstreet explained those amounts are currently provided in a high-level format in the monthly report.
Executive Session	Dr. Vacik asked for a motion for executive session to discuss negotiations for 15 minutes to include the Board of Trustees, himself and John Gatz. Kenton Krehbiel made a motion for an executive session to discuss negotiations; Dale Herschberger seconded; motion carried unanimously at 8:00 p.m.
Open Session	The Trustees returned to open session at 8:15 p.m.

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## President's Report

Dr. Vacik reported he was at Kansas Board of Regents' meetings last week. The Governor made no changes to the budget for 2015. He told the group that the "State of the State" speech is available online, and he encouraged the Trustees to listen to it. The policy regarding concurrent enrollments was changed. Dr. Vacik explained the changes and told Trustees they could have a negative impact on the College. Ten additional courses for automatic transfer were sent to the Regents for approval in February. Blake Flanders, Vice President for Workforce Development, proposed to use half of the Perkins' funds for competitive grants.

Dr. Vacik told the group that July 12, 2014, is Founder's Day at CCC, and asked that they plan to attend if possible. Founder's Day will be the kick-off for the 50<sup>th</sup> Anniversary Celebration. Alumni, community members, past CCC Presidents, and others will be invited to attend.

He thanked everyone for their assistance in raising the \$250,000 for the Foundation match.

## Trustees' Comments

Linda Vaughn thanked the Board members and Dr. Vacik for their hard work and fundraising success in such a short time frame. Audrey Hines thanked everyone for letting her SKYPE into the meeting. Kenton Krehbiel thanked everyone for the kind words following his mother's passing. Dale Herschberger thanked everyone for their help in succeeding with the fundraising. Arlen Leiker thanked everyone for their time and attention.

## Adjournment

Kenton Krehbiel made a motion to adjourn; Dale Hershberger seconded the motion; motion carried unanimously. The meeting was adjourned at 8:25 p.m.

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

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