

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 1
February 17, 2015

Call to Order	The regular meeting of the Board of Trustees of Colby Community College, Thomas County, Kansas was held in the Student Union, Room 108 on February 17, 2015, at 4:00 p.m.
Members Present	Arlen Leiker, Dale Herschberger, Kenton Krehbiel, Linda Vaughn, Carolyn Armstrong, Audrey Hines via SKYPE and Dr. Max Heim
Others Present	<p>Dr. Brian Inbody, President of Neosho Community College; Dr. Glenda Overstreet, Vice President of Business Affairs; Greg Nichols, Vice President of Academic Affairs; Dr. George McNulty, Vice President of Student Affairs; Ryan Sturdy, Athletic Director; Debbie Schwanke, Public Information Director; Megan Kistler; Colleen Lopez; Jane McDougal; Chriss Ellison; Nate Horinek; Alisha Janousek; Jacque Bedore; Leisa Hansen; Penny Cline; Linda Davis-Stephens; Robbyn Lamb; Laura Withington; Brad Bennett; Crystal Pounds; Danell Hemel; Jim Rorabaugh; Regena Barnum; Bob Selby; Michael Samuels; Beth Fenton; Shad Clymer; Jason Tew; Brent Wilson; Cindi Kriss; Charles Kiefer; Rita Billips; Nance Munderloh; Pat Erickson; Matt Perdue; Haley Hudson; Todd Voss; Heidi Bulfer; Brad Griffith; Marie Kersenbrock; John Olsen; Kenneth Michaud; Derek Reilley; Ryan Hale; Kathy Robert; Deb Bickner; Jeannie Quist; Michael Thompson; Chris Price; Jennifer Martin; Rebel Jay; Tina Schrick; Nichelle Erskine; Sami Tolle; Melissa Vogt; Jackie Langwell; Cathy McMulkin; Doug Johnson; Lisa Stithem; Linda Nelson; Amy Melikova; Michelle Meyer; Pat Ziegelmeier; Michele Waugh; Megan Allen; Kipp Nelson; Monique Eaton; Angel Morrison; Nate Emmons.</p> <p>Lisa Failla recorded the minutes of the meeting. Sam Dieter, <i>Colby Free Press</i> entered the meeting at 5:15 p.m. John Gatz, Board Attorney entered the meeting at 5:55 p.m.</p>
Call Meeting to Order	Board Chairman Arlen Leiker called the meeting of the Colby Community College Board of Trustees to order at 4:00 p.m.
Introductions	Due to the amount of people present Chairman Leiker did not introduce guests. Their names are listed under “others present.”
Dr. Inbody	<p>Chairman Leiker introduced Dr. Brian Inbody. Dr. Inbody gave a presentation titled, <i>Colby Community College Board Development: HLC Sanction – A Call to Action</i>.</p> <p>Chairman Leiker called a 10 minute break at 5:35 p.m.</p>
Open Meeting	The Trustees reconvened in open meeting at 5:45 p.m.
Consent Agenda	Chairman Leiker added one contract to the consent agenda for Doug Johnson and removed one contract for Jolene Singhateth. Carolyn Armstrong asked that the contract for Kennedy and Coe and check #38904 payable to Kennedy and Coe be removed from the consent agenda and added to the agenda for discussion. Chairman Leiker added Item “O” to the agenda to discuss the Kennedy and Coe contract and check #38904.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 2
February 17, 2015

Kenton Krehbiel made a motion to approve the consent agenda including minutes of the January 19, 2015 Board meeting; minutes of the January 26, 2015 special Board Meeting; minutes of the January 30, 2015 special Board Meeting; minutes of the February 3, 2015 special Board Meeting; minutes of the February 4, 2015 special Board Meeting; minutes of the February 6, 2015 special Board Meeting; minutes of the February 6, 2015 special Board Meeting; minutes of the February 9, 2015 special Board Meeting; agreements; contracts as amended; and Resolution #8. Carolyn Armstrong seconded the motion. The motion passed unanimously.

Administrative Reports *Dr. George McNulty*

Dr. McNulty reported spring enrollment numbers are up 7.9 percent over last year at this time and total enrollment is up 2.4% over last year at this time. Dr. McNulty updated the Trustees on the Student Services Early Alert program. The retention rate in the program increased almost eight percent from spring 2013 to fall 2014. The goal within the Strategic Plan was to increase this program two percent. Dr. McNulty thanked Tom Moorhous, CCC faculty and Student Support Services for their help and he thanked Alisha Janousek for compiling the statistics. He reported Student Support Services submitted a \$1.15 million grant proposal to continue funding for the years 2015-20. They should know between June and August 2015 if the grant is re-funded. Dr. McNulty also thanked Dr. Overstreet for the budget presentations she conducted. [See Student Services report attached.]

Greg Nichols

Greg Nichols reported that six PBL students qualified for nationals. Nichols recognized Brad Bennett and Crystal Pounds for their leadership and sponsorship of this group of students. Nichols also commended the Cheer team for their performances during basketball games. He reported the library staff received a note thanking them and Erica Cusnariov for tutoring a high school student. The tutoring program provides assistance to both college students and high schools students. [See attached report regarding Academic Affairs.]

Dr. Glenda Overstreet

Dr. Overstreet reported Business Affairs is preparing for the budgetary process. The department created and conducted webinars to help faculty and staff understand the budget process and how it ties to the Strategic Plan. She said they have had positive feedback on the presentations. Dr. Overstreet reported the audit has been completed and was received in January. The audit reflected internal control issues that have continued for several years. She said the issues will be addressed. There was an increase in the College's net position of \$2.1 million over last year. All operational areas showed up strong in their operating efficiencies. In addition, CCC's reserve fund currently stands at \$200,000. She also reported that the Business Affairs department contacted an accounting firm to review CCC's chart of accounts and journal entries. Because of department turnover, efficiencies are lacking in those areas. By engaging this accounting firm Dr. Overstreet said the department can address internal control issues. [See attached report regarding Business Affairs.]

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 3
February 17, 2015

<i>Debbie Schwanke</i>	Debbie Schwanke reported CCC is partnering with Fort Hays University and is providing office space in the Bedker Memorial Complex for the Small Business Development Center. She encouraged everyone to attend a ribbon cutting at 10:30 a.m. on Wednesday, February 25. [See Public Information Report attached.]
<i>Ryan Sturdy</i>	Ryan Sturdy reported seven wrestlers qualified for the national tournament. He also reported that the NCJAA has bylaw changes which will affect international student athletes. [See Athletic report attached.]
Foundation Report	Lynette Ball reported the Endowment Foundation Auction is April 11, 2015. Ball stated the Endowment Foundation is working on the GAAP issue. Lynette Ball, Jay Todd, Linda Vaughn and Carolyn Armstrong met in January, Linda Vaughn reviewed the meeting notes. [See Foundation notes attached.]
Old Business	Audrey Hines inquired about the bus situation. This topic will be added to the March Board meeting.
President Contract	Carolyn Armstrong made a motion to approve the president's contract. Kenton Krehbiel seconded; motion passed unanimously.
Trustee Self-Evaluations	Chairman Leiker handed out the Trustee self-evaluations to the Trustees. Leiker asked that the evaluations be returned to him after the Trustees had completed them.
Higher Learning Commission Update	<p>Greg Nichols updated the Trustees on the progress CCC has made. He stated there are 29 action items to address in the next month, covering all five criteria for HLC accreditation. He said the goal is to have all criteria met and to have evidence supporting each item. He mentioned areas where the College employees and Board members can meet criterion 5B, such as providing revenue and expense budgets at monthly BOT (Board of Trustee) meetings; engaging in training; emailing meeting agendas to all faculty and staff the Friday prior to the Board meeting; emailing meeting reports and approved minutes no later than 10 days after the meeting; creating BOT job descriptions; and completing surveys about their roles on the Board of Trustees.</p> <p>Chairman Leiker spoke about upcoming Board member training and encouraged the Trustees to attend.</p>
Sale of Horses	Shanda Mattix requested to sell five horses belonging to CCC. Kenton Krehbiel made a motion to allow Shanda Mattix sell the five horses at her discretion via private treaty. Dale Herschberger seconded; motion passed unanimously.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 4
February 17, 2015

- Removal of Satellite Dishes Debbie Schwanke reported KTCC Station Manager Joe Vyzourek offered to remove the two satellite dishes located on the east side of Ferguson Hall. Carolyn Armstrong made a motion to authorize Joe Vyzourek to remove the two satellite dishes. Kenton Krehbiel seconded; motion passed unanimously.
- Scheduling April Board Meeting Arlen Leiker stated the Higher Learning Commission meeting is April 20-21 in Chicago. Kenton Krehbiel made a motion to move the April 20 Board of Trustee meeting to April 27. Carolyn Armstrong seconded; motion passed unanimously.
- Dining Service Recommendation Dr. Overstreet reported visits to North Platte, NE; McCook, NE and Cloud County Community College by Kenton Krehbiel, George McNulty, Greg Nichols, Christine Ellison and herself. Positive feedback was received on the services at those locations and Dr. Overstreet recommended that CCC dining services be provided by Consolidated Management. Discussion took place regarding remodeling and downtime. Arlen Leiker stated he wants the new president involved in long-term decisions and the issue would be tabled until the March Board meeting. Dr. Overstreet said she would have a contract from Consolidated Management to be approved at that time.
- Approval of Resignations Dale Herschberger made a motion to approve the resignations of Chelsea Funk, Assistant Volleyball Coach and Melissa Garcia, Custodian. Linda Vaughn seconded the motion; motion passed unanimously.
- Honeywell Update Dr. Overstreet reported that Honeywell is providing CCC with an \$8,000 check for cost savings. Discussion took place regarding how long Honeywell will monitor the cost savings, how to apply the \$8,000 check, and the maintenance agreement. Kenton Krehbiel made a motion to approve the Honeywell delivery receipt, accept the review as presented and receive the \$8,599 check for the one year cost savings. Linda Vaughn seconded; motion passed unanimously.
- RFP Auditing Service Dr. Overstreet reported that this is the final year of a three-year auditing contract for Adams, Brown, Beran and Ball, and CCC's policy requires proposals from at least three vendors. Dr. Overstreet said her proposed timeline includes sending out the electronic version of the RFP on February 27, advertising in the *Free Press* on March 2, and holding a question and answer session on March 19. The deadline for receiving proposals is April 6 and she intends to submit a recommendation to the Board on April 23. Dr. Overstreet will send the electronic version of the RFP to the Trustees.
- Financial Report Dr. Overstreet reported CCC is seven months into the budget. Funds have been received from the county. She said the credit card process continues to be a challenge because it is cumbersome and should be reviewed to look at efficient alternatives. Vendor payments continue to be under 90 days. Given the annual budget of \$15,175,000, she said 44 percent of the actual budget remains compared to the projected 42 percent. CCC's unrestricted cash is \$5,035.823 as of January 31, 2015. Dr. Overstreet reported it is

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 5
February 17, 2015

expected that immediate controls may not necessarily provide an immediate fix to some issues that have accumulated over time, such as the aging of accounts receivable. It is an overall system issue that was not completed annually and has caused accounts receivable to be out of alignment. She said that Business Affairs continues to work with a consultant on the financial system, as well as an accounting efficiency consultant. She reported that PowerCampus training was being provided. She also stated that labor distribution issues were being addressed. Discussion took place regarding what labor distribution entails. [Financial Report is attached]

- | | |
|--------------------|---|
| Executive Session | Dale Herschberger made a motion for an executive session for non-elected personnel to include the Trustees, Dr. Heim and John Gatz for 30 minutes. Carolyn Armstrong seconded, motion passed unanimously at 6:59 p.m. |
| Open Session | Trustees reconvened in open session at 7:29 p.m. |
| Executive Session | Dale Herschberger made a motion for an executive session for non-elected personnel to include the Trustees, Dr. Heim and John Gatz for 15 minutes. Carolyn Armstrong seconded, motion passed unanimously at 7:30 p.m. |
| Open Session | <p>Trustees reconvened in open session at 7:45 p.m. Carolyn Armstrong made a motion to not approve the agreement for Kennedy and Coe and not issue payment for services. Linda Vaughn seconded.</p> <p>Dr. Overstreet said her interpretation was that she could enter into the agreement to do work as needed in the financial area, and that the agreement was discussed and had been in meeting materials for at least three months. Dr. Overstreet said it would be putting the College at a disservice by not honoring the agreement. She stated that the Trustees have given employees the charge of getting the job done, and should allow them the opportunity without preconceived ideas of what should take place.</p> <p>No further discussion, motion passed unanimously.</p> |
| President's Report | Dr. Heim extended his thanks to Debbie Schwanke and Lisa Failla for their assistance during the presidential search. He also extended his thanks to the vice presidents, faculty and staff during his interim presidency. Dr. Heim stated the new president, Mr. Seth Carter, would start on March 2. |
| Trustees' Comments | Audrey Hines congratulated the wrestlers on qualifying for nationals. Dale Herschberger thanked Dr. Heim for serving as interim president and wished him good luck. Kenton Krehbiel thanked Dr. Heim for his expertise. Krehbiel also thanked everyone for their hard work. Carolyn Armstrong agreed with Kenton's statement. Linda Vaughn told Dr. Heim it was a pleasure getting to know him and appreciated his time. Vaughn also thanked Lisa Failla and Debbie Schwanke for their help. Arlen Leiker stated that education of the Board is going to be a thing for them and by the end it will produce great results. Leiker thanked everyone for their time and work. He told Dr. Heim it was a privilege working with him. |

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 6
February 17, 2015

Adjournment

Kenton Krehbiel made a motion to adjourn; Dale Herschberger seconded the motion; motion passed unanimously. The meeting was adjourned at 7:52 p.m.

Signed _____
Chairman

Signed _____
Secretary