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**ACADEMIC COUNCIL**

The Academic Council is a coordinated body composed of the Division Chairpersons, Registrar, Coordinator of Outreach and Continuing Education, the Vice President of Academic Affairs, and one Student Services non-voting member. Its primary purpose is to coordinate course schedules, catalog revisions, and general changes in curriculum. The Council also participates in the coordination of other institutional activities such as budget and in-service programs.

Although the Council does not speak for the faculty as a whole regarding changes in procedures, this group acts as a sounding board for the initiation of change. The Council makes recommendations to the administration or faculty regarding changes in procedures.



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**ADMINISTRATIVE ORGANIZATION**

The functions of the College are currently organized into the following units for administrative purposes:

- Office of the President
- Academic Affairs
- Student Affairs
- Business Affairs

The Board of Trustees may, at its discretion, amalgamate, reorganize, or abolish one or more of these functional units and the positions therein, in keeping with emergent needs and fiscal conditions of the college.

**BOARD DISCRETION**

The policies enumerated herein are meant to guide all members of the college community. The Board of Trustees and the President of the college reserve the right to change part or all of these provisions at any time with due notice being given to all concerned.

**ORGANIZATIONAL STRUCTURE**

The Board of Trustees shall at all times endeavor to make provisions for a suitable organizational structure and adequate administrative support to carry out the institutional mission and to achieve the institutional goals. A current updated chart depicting the organizational structure shall always form a part of this manual; the charts appear at the end of this chapter.

**BOARD OF TRUSTEES**

Authority of Members. No board member, as an individual, has any authority in matters dealing with the college. All members of the board should use discretion in voicing personal convictions concerning issues affecting the college. A decision once made by the majority present at any duly called meeting of the Board of Trustees shall be respected by all members of the board.

Authorization. The powers of the Board of Trustees are generally set forth in K.S.A. 71-201.

Characteristics. The Board of Trustees will continue to:

1. Be informed and knowledgeable regarding the college and its operation;
2. Lend support, wisdom, and perspective to the administration of the institution;
3. Maintain positive public relations with the people it serves;
4. Be instrumental in the long-range planning efforts of the college.

Conflict of Interest. Ethically, board members are expected to address collectively their duties and responsibilities in the best interest of Colby Community College and the Board of Trustees. They should not act as an agent of their own, personal interests or those of another individual or organization. A conflict of interest is present when actions or decisions may provide to the individual board member, or another person, group or organization, benefit or gain - monetary or otherwise. When an issue arises which is, or could be perceived as, a conflict of interest, a board member should disclose the circumstances and abstain from discussion, deliberation or decision in the matter. An individual who declares a conflict of interest may leave the meeting until the matter is concluded. The minutes shall reflect that a particular board member has declared a conflict of interest and left.

Duties. Within those powers specifically authorized by statute, the duties of the Board of Trustees shall include the following:

1. Select and appoint the executive head or President of the college and fix his/her term of office and compensation;
2. Determine the broad general policies which will govern the operation of the college, and review them periodically;
3. Consider and take appropriate action concerning recommendations of the President in all matters of policy relating to the welfare of the school, including rates of employees' compensation, site utilization and physical plant development, matters of capital outlay, and curricular offerings;
4. After receiving administrative recommendations, assume responsibility for making decisions concerning appointment, retention, or dismissal of faculty and other staff members;
5. Approve the annual budget;
6. Approve and authorize an accurate record to be kept of the expenditure of all funds;



7. Provide ways and means of adequate financial support;
8. Function as the legislative and policy-making body charged with the oversight and control of the college, leaving the executive function to the President;
9. Establish citizen advisory committees for the purpose of strategic planning;
10. Exercise the power to purchase, lease, condemn, or in any other legal manner acquire real and personal property deemed necessary for the operation of the college;
11. Serve as a court of final appeal for students and employees on matters of policy formulated at the board level;
12. Gifts made to Colby Community College or any department thereof may be transferred to the Colby Community College Endowment Foundation including cash, pledges, securities, trusts, insurance policies, real estate and other gifts in kind. The Vice President of Business Affairs will prepare a listing of gifts to the college for the board to review and act upon at a regular board meeting. In cases where the Vice President of Business Affairs is unsure of the intent of the donor, the donor will be contacted for permission to make such a transfer to the Endowment Foundation. After the Board of Trustees has approved contributions, they may be transferred to the Endowment Foundation. This applies only to gifts made directly to the college as opposed to the Colby Community College Endowment Foundation.

Election (K.S.A. 71-1403, et. seq.). The governing board of the college shall be a Board of Trustees composed of six (6) members who shall be elected at large from a territory of the community college district. Members shall serve for a term of four (4) years. Elections will be held on the first Tuesday in April in each odd-numbered year. Terms of all elected members shall commence on July 1 after election.

Handling of Complaints. When approached by any student, staff member, or citizen who wishes to criticize or voice a complaint concerning any part of the operation of the college, the Trustees must refer the person to the President or other administrative officer of the college. The complaint can then either be corrected at the administrative level or properly placed upon the agenda for consideration by the Board of Trustees at their next meeting. Attempts to answer or handle the complaint as an individual trustee often lead to misunderstandings and tend to destroy board unity. Staff members who discuss problems and complaints with individual trustees are guilty of unethical practice.

Legal Counsel. The President of the College is authorized by the Board of Trustees to hire legal counsel for any purposes essential for the efficient operation of the college, within the limitations of the annual budget appropriation for such services. The President shall, however, keep the Board informed about the nature of all legal services contracted and/or used.

Oath or Affirmation of Officer or Employee (K.S.A. 75-4308; 75-4309; 75-4312; and 75-4314). Each member of the Board of Trustees is required by law to sign an oath or affirmation that he/she will support the Constitution of the United States and the Constitution of the State of Kansas. The signed oath or affirmation is kept on file at the office of the Thomas County Clerk.

Officers (K.S.A. 71-201). The Board shall elect a Chairperson, Vice Chairperson, Secretary and Treasurer at the July meeting each year. Those officers so selected will assume the duties of their offices until their successors are named. The Chairperson, Vice Chairperson, and Treasurer will be elected from



the membership of the Board. The Secretary may be the chief administrative officer of the community college. The Board, in its discretion, may remove and re-elect officers at any time. *[Revised May, 2008]*

1. Chairperson's Duties:
  - A. Preside at all meetings of the Board of Trustees;
  - B. Call special meetings as required;
  - C. Become informed and practice the proper conduct of meetings;
  - D. Perform such other duties as may be prescribed by law or by action of the Board of Trustees.
  
2. Vice Chairperson's Duties:
  - A. Preside at all meetings of the Board of Trustees in the absence of the Chairperson;
  - B. Become informed and practice the proper conduct of meetings;
  - C. Perform such other duties as may be prescribed by law or by action of the Board.
  
3. Secretary's Duties:
  - A. Notify all members of the Board of all regular, special, and adjourned meetings;
  - B. Attend all board meetings unless excused by the Chairperson;
  - C. Record the minutes of each meeting of the Board of Trustees and transmit a copy of such minutes to each member of the Board before ensuing meetings;
  - D. Maintain custody of all records, proceedings, and documents of the Board;
  - E. Keep such records, minutes of board meetings, and accounts open to public inspection;
  - F. Perform such other duties as may be prescribed by law or by action of the Board of Trustees.
  
4. Treasurer's Duties:
  - A. Receive, hold in custody, and expend all funds as directed by the Board of Trustees.

Remuneration. No member of the Board of Trustees, may receive any compensation for any services rendered the community college.

Vacancies (K.S.A. 71-201 (15)). The Board of Trustees will appoint a member to fill any vacancy on the Board for the balance of the unexpired term.



**BOARD OF TRUSTEES MEETINGS**

All of the following policies deal directly with meetings of the Board of Trustees:

Administrative Reports. As a general practice, brief reports may be presented by the administrative staff during each meeting.

Agenda. The President shall prepare the agenda in cooperation with the Chairperson. Other board members may request items to be placed on the agenda prior to the meeting except at special meetings of the Board. The President shall prepare and distribute appropriate background material concerning items on the agenda to each board member prior to each meeting, which then shall be referred to as the annotated agenda. The annotated agenda shall be sent to all board members at least three (3) calendar days prior to any regular board meeting. Once the agenda is prepared and sent to the board members, additional items will not be added except for special circumstances.

The agenda format shall include call to order; introduction of guests; a consent agenda to approve routine matters by a single motion and vote such as approval of minutes, payment of claims, employment contracts and affiliation agreements; new business; old business; discussion items; reports; and adjournment.

Executive Session Recess. As required by the Kansas Open Meetings Act (K.S.A. 75-4318), the Board will, as it recesses into executive session, include in its motion a statement of: 1) the justification for closing the meeting; 2) the subjects to be discussed during the executive session; and, 3) the time and place at which the open meeting will resume. The motion to recess, including the required statement, will be recorded in the minutes of the meeting and be maintained as part of the permanent records.

The Board of Trustees understands that no subject can be discussed at any closed or executive session except as permitted by the Kansas Open Meetings Act and Kansas Law.

Minutes. Accurate minutes of each board meeting shall be taken and transcribed. The minutes shall clearly reflect all motions voted on by the Board, including action taken by the Board on motions which did not pass. The Board shall review the minutes of each meeting as soon thereafter as practicable, shall make any corrections or changes required to make the minutes accurately reflect the action taken by the Board and then approve such minutes as presented or changed. The Board shall keep records necessary to document board actions. The minutes will be kept by the President as a permanent official record of board action and will be open to the inspection of the public at all times.

Notification. All meetings of the Board of Trustees shall comply with the Kansas Open Meetings Act. Appropriate notice will be provided for both regular or special meetings of the date, time, and place of these meetings to any person requesting the information.

Order of Business. In general, all meetings will follow this format: 1) Call to order; 2) Introduction of guests; 3) Approval of consent agenda; 4) Reports; 5) Business; 6) Reports and discussion; and 7) Adjournment. *[Revised March, 2006]*

Quorum. A simple majority (4) of the Board of Trustees is a quorum. No board action is valid unless a quorum is present and voting, and a proper record is made of the action taken.

Rules of Order. The board meetings shall be governed by rules of procedure as adopted by the Board and in accordance with law.





The Chairperson (or Vice Chairperson in the absence of the Chairperson) will preside at all meetings. In the absence of both the Chairperson and Vice Chairperson, the members present will elect a Chairperson *pro tempore* who will serve only for that meeting or for that part of the meeting in which the Chairperson and Vice Chairperson are absent.

Any Board member who wishes to make a motion, second a motion, or discuss pending business will first secure recognition of the Chairperson.

The Chairperson will present each agenda item for discussion or designate the President or staff member who will present the agenda item.

All formal actions of the Board will be taken by ordinary motions unless a formal resolution is required by law. It will not be necessary for a motion to be before the Board in order to discuss an agenda item which has been presented by the Chairperson for consideration. In the ordinary course of events, the Board will discuss all matters other than routine procedural questions prior to the making of a motion in order that reaching a consensus may be facilitated.

The following motions will be in order:

To recess;

To take action;

To amend a motion to take action, but such amending motion will be disposed of before any other motion to amend the main motion will be in order;

To defer action, either finally or to a specific time, date, and place;

To go into executive session; and

To adjourn, either finally or to a specific time, date, and place.

### Types

1. Regular Meetings—Meetings of the Board of Trustees will be held on the third Monday of each month at a time and a place to be designated by the Board, unless conditions require additional meetings. The President of the College shall properly notify each member of all meetings.
2. Special Meetings—Special meetings of the Board of Trustees may be called by the Chairperson of the Board, by the President of the college, or any three (3) members of the Board, should conditions warrant. The President of the College shall notify each trustee of any special meeting giving the time, date, place, and purpose prior to the meeting.

Visitor Participation. Visitors are welcome at meetings of the Board and may address the Board subject to time limitations deemed appropriate for the occasion by the Board Chair. Once the meeting is officially opened by the Chairperson, no one other than members of the Board or the President of the college will be allowed to enter into the discussion except by direct request of the Chairperson of the Board, the President of the college, or a member of the Board of Trustees. All visitors will be accorded



the common courtesies of an introduction to the Board and provision of certain material deemed appropriate for their information. Requests or proposals to be placed on the agenda must be submitted to the President, at least forty-eight (48) hours before the meeting, excluding Saturdays, Sundays, and holidays. The Board reserves the right to limit debate and does not obligate itself to act upon any request or proposal until it is in possession of sufficient pertinent material to permit the exercise of sound judgment.

Voting Method. The Board shall take action by way of motions. No motion may be acted upon until it has been duly seconded by a member of the board. The vote on all motions shall be by “yes” and “no.” Following each vote, the Chairperson shall announce that the motion carried or failed by a vote of \_\_\_ (number of) affirmative votes to \_\_\_ negative votes. The minutes shall indicate whether a motion passed or failed. Each board member shall have the privilege of explaining for the record any vote, be it affirmative, negative or abstaining. Any abstaining vote shall be counted as a “no” vote.

Any Board member may declare a conflict of interest on a particular issue and shall leave the meeting until the matter is concluded. The minutes shall reflect the fact that a particular Board member has declared a conflict of interest and left.



**CATEGORIES OF PERSONNEL**

The college has the following categories of personnel:

- A. Administrators, i.e. President, Vice President of Academic Affairs, Vice President of Student Affairs, and Vice President of Business Affairs.
- B. Professional Employees as defined by K.S.A. 72-5413, *et seq.*
- C. Non-certified staff shall consist of classified employees and administrative support employees.
  - 1. Administrative support employee is a salaried employee who is paid on a contractual basis not dependent upon hours worked and who is not an administrator or professional employee.
  - 2. Classified employee is an employee who is paid upon the basis of hours worked.

A full-time employee is an employee who is regularly assigned to work at least thirty (30) hours per week. A part-time employee is an employee who works less than thirty (30) hours per week.

**PRESIDENT**

Duties and Responsibilities: The President will be the Chief Executive and Administrative Officer for the Board of Trustees. In addition to the powers and duties that may be specifically imposed upon him/her by statute, he/she will execute directly or by delegation all executive and administrative duties in connection with the conduct of the college. His/her duties and responsibilities will include the following:

1. Be responsible for the organization and administration of the college.
2. Make policy recommendations to the Board of Trustees concerning all matters that affect the college.
3. Recommend changes in personnel and personnel policies. Recruit new faculty members and make recommendations to the Board of Trustees for appointment.
4. Submit an annual budget to the Board of Trustees and make any recommendations for budget changes.
5. Be responsible for initiating a program of training and professional development through in-service activities for all employees.
6. Have authority to exercise the discretionary power along lines established by the Board of Trustees.
7. Assume responsibility for establishing and maintaining an adequate public relations program.
8. Lend influence toward the development of proper local, state, and national educational policies.
9. Be responsible for the formulation of all reports required by the Board of Trustees and by local, state, and national agencies.
10. Be responsible for the coordination of the entire college program.
11. Direct development of the building program for the college.
12. Recommend to the Board of Trustees changes in site utilization and buildings and grounds.
13. Recommend establishment of citizen and trade advisory committees by the Board of Trustees when necessary, and assist the Board in proposing names of members to be appointed to such committees.
14. Initiate the necessary research to facilitate long-range planning and projections and to document information and make recommendations to the Board of Trustees.
15. The President of Colby Community College is authorized to pay in advance of approval by the Board of Trustees any claims against said community college that provide for a discount for early payment or for the assessment of a penalty for late payment in advance of approval by the Board of Trustees; the claim shall be audited by the Vice President of Business Affairs and approved as correct, due and unpaid; and the President shall keep an accurate record of all



monies paid, the purposes for which expended, and shall submit the record to the Board of Trustees for approval at its next regular meeting.

16. Perform other duties assigned or delegated by the Board of Trustees.

*Policies Manual and Procedure Manual.* The President of the college shall continually maintain an updated *Policies Manual* and *Procedure Manual* which accurately reflect all current policies approved by the Board of Trustees and all college procedures. He/she will ensure that the updated manuals are circulated to all employees of the college.

*Selection, Tenure, Evaluation, Remuneration, Other Service Conditions (K.S.A. 71-201).* The term of office of the President shall be determined by the Board of Trustees. Upon the termination of a contract, the Board of Trustees will renew the contract or, if his/her services will not be required for the next succeeding contractual term, will notify the President in writing prior to June 1 in the last year of his/her incumbency. If at any time, in the opinion of the majority of the Board of Trustees, his/her services are unsatisfactory, he/she shall be notified in writing and given an opportunity to correct conditions. The compensation of the President will be fixed by the Board of Trustees at the time he/she is appointed, and the terms thereof will be set forth in the contract for his/her services. The Board of Trustees will review the compensation due the President for the next fiscal year annually by June 1 and make such adjustments as are mutually agreeable.

The board shall adopt an evaluation system that provides a basis for formal evaluation of the President's performance. The system shall include the evaluation form used and the process necessary to complete the form. The Board shall evaluate the President using the evaluation form in accordance with current legal requirements for the first four years of employment and annually for the term of the President's employment. The President's evaluation shall be confidential and be made available only to the Board, the President and others as provided by law. The evaluation instrument shall be on file at the college office with the administrative assistant. Any revisions in the evaluation system shall include input from the President.

#### **SELECTION OF ADMINISTRATORS**

Subject to the approval of the Board of Trustees, other administrators will be appointed by the President. All vice presidents will be responsible to the President.



***GOVERNANCE & ORGANIZATION***

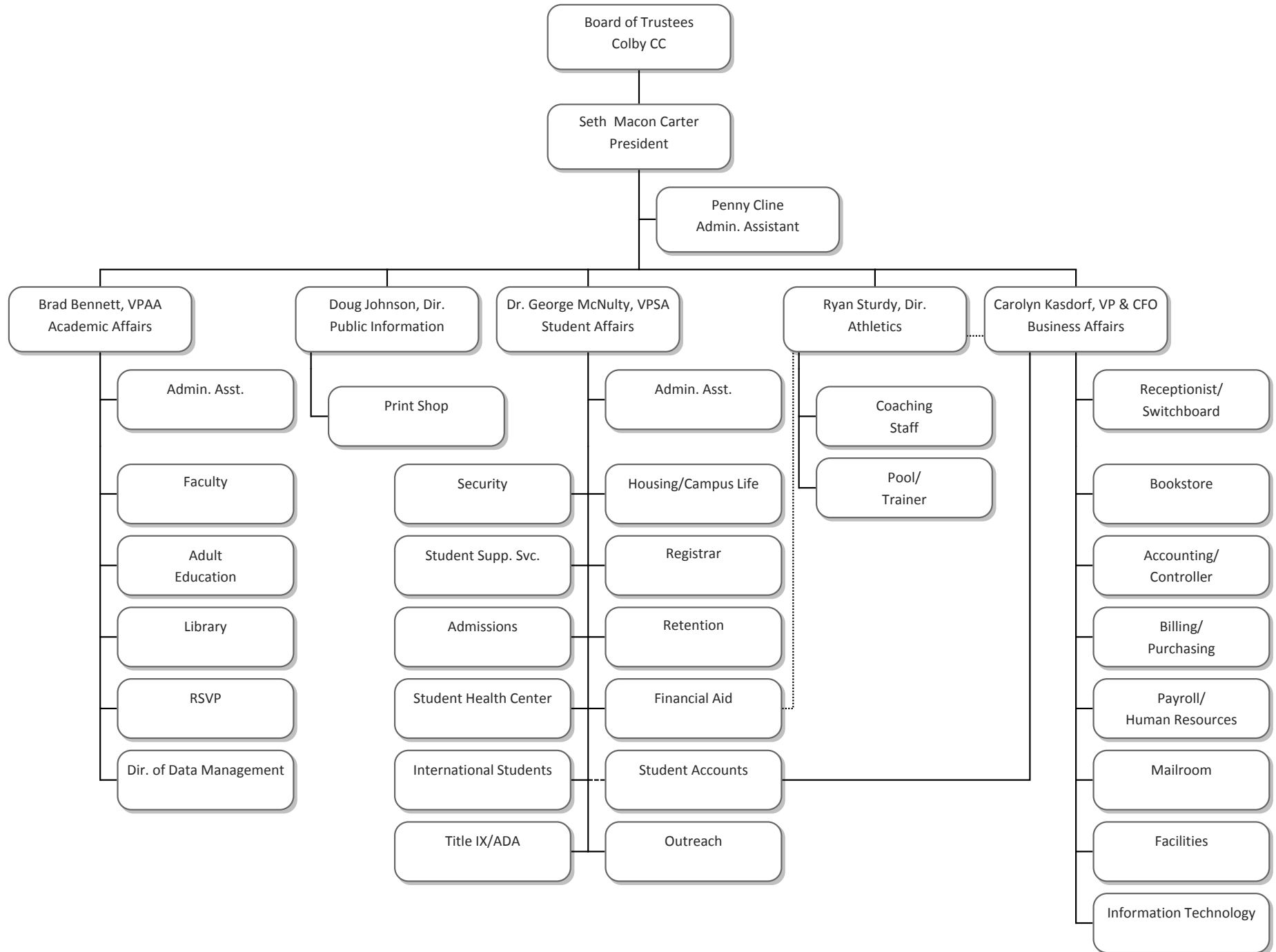
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**PERTINENT FORMS**

Organizational Chart

State of Kansas Oath or Affirmation of Officer or Employee

# Administration





State of Kansas  
Oath or Affirmation of  
Officer or Employee

STATE OF KANSAS  
State Department of Education

OATH OR AFFIRMATION OF OFFICER OR EMPLOYEE

(Authorized by K.S.A. 75-4308, 75-4312 and 75-3414; K.S.A. 1983  
Supp. 75-4310, 75-4311, 75-4313; K.S.A. 54-101 through 54-103 and K.S.A. 54-106)

STATE OF KANSAS        )  
                                  ) S.S.  
COUNTY OF THOMAS    )

COLBY COMMUNITY COLLEGE

I do solemnly swear (I do solemnly, sincerely and truly declare and affirm) that I will support the Constitution of the United States and the Constitution of the State of Kansas and faithfully discharge the duties of Member of the Colby Community College Board of Trustees.

So help me God. (And this I do under the pains and penalties of perjury.)

\_\_\_\_\_  
Signature of Deponent of Affirmant

Subscribed and sworn (affirmed) to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Notary Public or other Authorized Officer

Filed with me this \_\_\_\_ day of \_\_\_\_\_, A.D. 20\_\_.

\_\_\_\_\_  
Chief College Administrator or Governing Body or its Agent

NOTE: "Any person having conscientious scruples against taking an oath, may affirm with like effect." (K.S.A. 54-103). Please strike out the sworn statement, or the affirmation, whichever one does not apply.