

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 1  
November 16, 2015

## **I. CALL TO ORDER**

The regular board meeting of the Board of Trustees of Colby Community College, Thomas County, Kansas was held in the Board room in Thomas Hall on November 16, 2015 at 5:00 p.m.

### **MEMBERS PRESENT**

Kenton Krehbiel, Carolyn Armstrong, Arlen Leiker, Quintin Flanagin, and Seth Carter. Audrey Hines joined the meeting by phone.

### **MEMBERS NOT PRESENT**

Linda Vaughn

### **OTHERS PRESENT**

Greg Nichols, Vice President of Academic Affairs, Dr. George McNulty, Vice President of Student Affairs, Carolyn Kasdorf, Vice President of Business Affairs, Jennifer Schoenfeld, Endowment Director, Doug Johnson, Public Information Director, Ryan Sturdy, Athletic Director, and Marian Ballard, *Colby Free Press*. Penny Cline recorded the minutes of the meeting.

### **CALL MEETING TO ORDER**

Board Vice Chairman Kenton Krehbiel called the meeting of the Colby Community College Board of Trustees to order at 5:00 p.m.

### **AGENDA AMENDMENT**

Seth Carter asked for a motion to amend the agenda to add item "I., December Meeting." Carolyn Armstrong made a motion to approve the agenda amendment. Arlen Leiker seconded the motion; motion passed unanimously.

## **II. INTRODUCTIONS**

Seth Carter asked the visitors to introduce themselves. Jennifer Schoenfeld, Doug Johnson, Ryan Sturdy and Marian Ballard.

## **III. APPROVAL OF THE CONSENT AGENDA**

Arlen Leiker made a motion to approve the consent agenda. Carolyn Armstrong seconded the motion; motion passed unanimously.

## **IV. REPORTS**

### **A. REPORTS FROM ADMINISTRATORS**

1. Dr. George McNulty reported 90 CCC faculty, staff, students and community members helped put together 20,000 meals for Numana, a Hunger Relief Organization that is based out of El Dorado, KS. To date, Admissions had sent out 1,760 emails to high school counselors, and NJCA and NAIA coaches advertising the late fall course offerings. He also reported that Senior Day was scheduled for Wednesday, November 19 and there was a 30% increase in RSVP's from the previous year. In Outreach, Matt Perdue has been helping high schools to convert their web-based ITV rooms. This allows schools to use new technology to continue delivering college courses. [See Student Services Report attached.]

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 2  
November 16, 2015

2. Greg Nichols reported that the Veterinary Technology program was re-accredited by the AVMA. He also said the college applied to the National Council for State Authorization Reciprocity Agreements (NC-SARA). If approved, the college has authorization to teach online in any state that is a SARA member. He announced Pat Erickson received an Excellence in Teaching Award and the library is collecting paperback books to send overseas to soldiers through Operation Paperback.  
[See Academic Affairs Report attached].
3. Carolyn Kasdorf had nothing to add to her report. [See Business Affairs Report attached.]
4. Doug Johnson reported on November 6-8, 2015, the Veterinary Technology program hosted a fly-in for online students to spend a weekend getting hands-on training.  
[See Public Information Report attached.]
5. Ryan Sturdy reported that there were three men on the cross country team competed in the National Cross Country Meet and two were All Americans. The Volleyball Team was recognized as a top 10 school in the nation for recruiting in 2015. This recognition is voted on by athletes and Colby was the only school in Kansas that received the honor.  
[See Athletic Report attached.]

## V. FOUNDATION UPDATE

Jennifer Schoenfeld reported that Skip Sharp's memorial has been finalized and the family is very pleased. The Foundation is working with an accountant and auditors getting the GAAP transition finalized. She said progress is being made on transitioning booster club accounts. She is also developing a plan to get alumni records updated and forming a committee to regenerate the alumni program.

## VI. BUSINESS

### A. OLD BUSINESS

There was no old business.

### B. HAY BARN BID

Seth Carter reported he contacted three business for and two of the three submitted bids. Vap Construction submitted a bid of \$17,376, and Stephens Construction submitted a bid of \$42,600. Carolyn Armstrong made a motion to award the bid to Vap Construction. Quintin Flanagan seconded the motion; motion passed unanimously.

### C. CHECK SIGNING PROCESS

Seth Carter explained currently three live signatures are required on all checks (two institutional and one board member). The board is provided a check summary every month so the board is still approving all checks that are signed. Seth asked the board for permission to change the process to one live signature from a CCC approved signer on all checks. Then, a check over a certain amount would require a board member signature. He said the current volume of checks the college produces creates a delay in the process and is not cost effective. Quintin Flanagan discussed the trust factor and perception with the community. Arlen Leiker made a motion to accept one signature of a CCC approved signer on checks up to \$5000. Checks over the amount of \$5000 will require one CCC

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 3

November 16, 2015

approved signature and one board member signature. Carolyn Armstrong seconded motion. Five members passed the motion, Quintin Flanagin opposed.

## **D. INVENTORY SURPLUS**

Seth Carter presented an itemized inventory list. The college is storing a number of items that are either broken or have not been used for several years. He would like to give employees an opportunity to see if they could use any of the inventory. Remaining items would be discarded. He noted that the music department has a broken symbol that a church has offered to buy. Quintin Flanagin made a motion to dispose items as presented and donate the symbol to the church. Arlen Leiker seconded the motion; motion passed unanimously.

## **E. COMMUNITY COLLEGE SURVEY OF STUDENT ENGAGEMENT (CCSSE)**

Greg Nichols reported on a satisfaction engagement survey completed by students in the spring semester. The report is analyzed against peer institutions, and categorized in five different areas among part and full-time students. The data is used to track trends and focus on specific areas in the college Strategic Plan.

## **F. FINANCIAL COMMITTEE DISCUSSION**

Seth Carter proposed creating a financial committee that would consist of two board members meeting every month with the president and business office representatives before board meetings to review all financial information. This would be a targeted process that would address questions up front and provide two board members with in-depth knowledge. The Board of Trustees would be given an executive summary in the board packet to replace the current 135-page report. Arlen Leiker recommended the Trustees go to ACCT for board education on financial oversight. It would provide Trustees with further deeper knowledge on financial reports and assist with HLC requirements. Quintin Flanagin inquired if the financial reports would be available prior to the board packets being distributed. Carolyn Kasdorf replied that the financials would be ready by the 10<sup>th</sup> of every month. Quintin Flanagin made a motion to set up a financial committee staffed by two Board of Trustee members and meet with college personnel on or around the 10<sup>th</sup> of each month beginning January 10, 2016. Board of Trustees will elect Financial Committee representatives annually during the July meetings, with the first two being elected at the December 2015 meeting for January through June 2016. Carolyn seconded motion. Five members passed the motion, Arlen Leiker opposed.

## **G. FINANCIAL REPORT**

Carolyn Kasdorf reported the financial report now shows encumbrances and revised budgets. Currently, the report does not show salaries, as salaries are not in the system and Ms. Kasdorf is currently working on correcting the issue. The report also includes grant monies (soft monies), which overstates what is actually spent against the budget. She is looking at creating a different report that only shows budget monies. Scholarships are not included due to October reconciliations not being completed. Ms. Kasdorf met with the Foundation and the booster monies will be moved to the Foundation in January, 2016. She is working on generating an electronic balance sheet and a rolling five-year live and future report to show trend lines. Ms. Kasdorf provided all financial reports requested to the auditors last week. Arlen Leiker asked for the Board of Trustees to receive an annual soft monies report.

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 4  
November 16, 2015

## **H. RESIGNATIONS**

Arlen Leiker made a motion to accept the resignations of Charles Keefer, Lacy Ralston-Rohr and Jean Ann Wilson. Audrey seconded motion; motion passed unanimously.

## **I. DECEMBER MEETING**

Seth asked for approval to move the December meeting to December 14 at 4 p.m. Arlen Leiker made a motion to move the December board meeting to December 14 at 4 p.m., in the Thomas Hall board room. Quintin Flanagin seconded the motion; motion passed unanimously.

## **VII. REPORTS AND COMMENTS**

### **A. PRESIDENT'S REPORT**

Seth reported since April 2015 we have received 1.92 million dollars in grants and donations. He said the college will continue working to submit one grant a month. Looking at State appropriations, he estimates the college will get cut \$61,000. He said the Higher Learning Commission knows the college has no control over external controls but wants to know what the college is doing to help offset the losses. He emphasized that is why the college needs to continue working on researching all grant opportunities. He also shared that: the college has adopted two families for Thanksgiving and three families for Christmas, paid through private funds; Dr. Stevens, the college HLC consultant, was scheduled to be on campus November 17 from 8 to 5 p.m.; Wi-Fi will be converted in all dorms by December; the college is addressing roof problems on the two-story units in Living Center North and the roofs and fascia on Living Center East; and campus clean-up during summer 2016 will be focusing on renovating Living Center East and painting. He said that the college received \$30,000 in donations for the reserve. However, the institution cannot keep relying on the community and the college has to keep "doing things for ourselves." He noted that he employees have been tremendous making the best of every situation the college has encountered.

### **B. COMMENTS FROM TRUSTEES**

Audrey Hines wished everyone a happy Thanksgiving. Arlen Leiker handed out the ACCT leadership conference information. Quintin Flanagin felt the grant summary that Seth emailed the Board of Trustees should be in the paper as an open letter because it is good information for the community. Carolyn Armstrong commented that student groups helping in the community are being noticed by the community. She thanked the faculty and staff for all they are doing and said the college has come a long way from a year ago but still has a long way to go. Kenton Krehbiel thanked all employees and all the student groups that are helping with events in the community.

### **C. OTHER ITEMS**

None at this time.

## **VIII. ADJOURNMENT**

Quintin Flanagin made a motion to adjourn at 6:03 p.m.; Arlen seconded the motion; motion passed unanimously.

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

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