

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 1  
July 20, 2015

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 July 20, 2015, at 5:00 p.m.
Members Present	Arlen Leiker, Audrey Hines, Kenton Krehbiel, Carolyn Armstrong, Linda Vaughn, Quintin Flanagan, and Seth Carter
Others Present	Greg Nichols, Vice President of Academic Affairs; Dr. George McNulty, Vice President of Student Affairs; Ryan Sturdy, Athletic Director; Doug Johnson, Public Information Director; Angel Morrison, Director of Institutional Effectiveness, Brad Bennett, Dean of Business Affairs, Amy Melikova, Jane McDougal and Lacy Ralston-Rohr. David Tan and Marian Ballard, <i>Colby Free Press</i> entered the meeting at 5:05. 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 5:00 p.m.
Amend Agenda	Chairman Arlen Leiker requested a motion to amend the agenda to add and move business item "O Dunk Tank" before business item "A." Kenton Krehbiel made a motion to amend the agenda; Linda Vaughn seconded. Motion passed unanimously.
Introductions	Seth Carter asked the visitors to introduce themselves. Amy Melikova, Jane McDougal, and Lacy Rohr.
Consent Agenda	Kenton Krehbiel made a motion to approve the consent agenda including minutes of the June 22, 2015 Board meeting; June 29, 2015 Special Board meeting; July 10, 2015 Special Board meeting; agreements; contracts; and Resolution #1 Payment of Claims. Audrey Hines seconded the motion; the motion passed unanimously.
Administrative Reports <i>Dr. George McNulty</i>	Dr. McNulty reported that last year the financial Aid office disbursed approximately \$1.8 million in Pell grants to 522 students. Financial Aid also disbursed \$85,000 in Parent Plus loans to 19 students, approximately \$1.2 million in federal subsidized loans to 428 students and just over \$1 million to 371 students in the federal unsubsidized loan program. Dr. McNulty commended Student Support Services for the \$1.15 million grant renewal. He also encouraged Trustees to stop by the Student Union to see the newly painted dining area. Regarding enrollment, CCC was up 20.4 percent, or 3089 credit hours. Year to date fall enrollment was up 24.2, currently at 9,283 credit hours. [See Student Services report attached.]
<i>Greg Nichols</i>	Greg Nichols updated Trustees on new faculty qualifications set forth by The Higher Learning Commission effective September 1, 2017. Faculty must have a Master's degree in the discipline or closely related field, or a master's degree and 18 hours in the discipline or closely related field. The requirement for credentials applies only to instructors teaching general education and other transfer courses. Vocational programs such as massage therapy, the nursing program, vet tech, or business administration programs

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 2  
July 20, 2015

are not included in the requirements. Nichols also discussed online education regulations. CCC currently has authorization to offer online education in Colorado and various states through the Midwestern Higher Education Compact (MHEC), but with projected enrollments beyond those states CCC needs to expand authorization. He said CCC is currently in the application stages of state authorization for reciprocity agreements (SARA). [See attached report regarding Academic Affairs.]

*Brad Bennett*

Brad Bennett reported the third party payroll process started July 20 and a few issues still need to be resolved. He said the Business Affairs office was preparing for the audit. Bennett also shared that new Vice President of Business Affairs Carolyn Kasdorf would begin Friday, July 31, 2015 and he expected a smooth transition. He indicated the budget would be complete within a few days, and going forward he would dedicate most of his time to writing a capital outlay plan as part of the HLC requirements. Audrey Hines asked about the July open obligation payables amount and the vendor XPEDX, LLC. It was reported the payable are low this month and that specific vendor is a paper company. [See attached report regarding Business Affairs.]

*Doug Johnson*

Doug Johnson responded to the vendor questions stating XPEDX is the paper company CCC orders the yearly supply of copy paper. Johnson reported he has been in discussion with Dr. Sweeney, CCC's HLC liaison regarding specific language to be posted on the CCC website. Quintin Flanagin inquired about the radio tower. Doug reported the malfunction was in the transmission line that runs from the student union to the radio tower. A temporary repair was made until the new couplers are received. Once the repair is completed, Doug will notify the Trustees of the actual cost. [See Public Information Report attached.]

*Ryan Sturdy*

Ryan Sturdy reported the new track and cross country coach will begin the week of July 20. The assistant coach will be hired within the following weeks. [See Athletic report attached.]

Foundation Report

Seth Carter reported the Foundation hired Jennifer Schoenfeld as the Institutional Advancement Director. [See Foundation notes attached.]

Dunk Booth

Amy Melikova asked for volunteers to participate in the CCC dunk booth at the fair. She mentioned Kenton Krehbiel, Seth Carter and Dr. McNulty already volunteered. The volleyball team and student ambassadors would tickets at the booth.

Election of 2015-16  
Officers

Quintin Flanagin inquired as to the positions being filled. Chairman Leiker stated the following positions: Chairman of the Board, Vice Chair, Treasurer, Secretary, ex-officio member to the CCC Foundation and the Kansas Association of Community College Trustee (KACCT) representative. Quintin Flanagin made a motion to nominate Audrey Hines as Chairman of the Board, Kenton Krehbiel as Vice Chair, Carolyn Armstrong as Treasurer and Seth Carter as Secretary. Audrey Hines asked if Carolyn Armstrong could be Chairman as she knows the procedures.

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 3  
July 20, 2015

Flanagin stated that to be an educational process for the Board the positions need to change. He wants a cycle of change to have Board members cycle in and out of the positions. Linda Vaughn seconded; with no other nominations the motion passed with a vote of five to one. Aye: Quintin Flanagin, Kenton Krehbiel, Carolyn Armstrong, Arlen Leiker, and Linda Vaughn. Nay: Audrey Hines.

## Election of KACCT Representative

Kenton Krehbiel made a motion to nominate Arlen Leiker as KACCT representative. Carolyn Armstrong seconded; motion passed unanimously.

## Ex officio member to CCC Foundation

Carolyn Armstrong made a motion to nominate Linda Vaughn as ex-officio member to CCC Endowment Foundation. Kenton Krehbiel seconded, with no other nominations the motion passed unanimously.

## Old Business

No old business.

## Audit Findings Progress Report

Brad Bennett reported the athletic fund finding is a separate agenda item to address later in the meeting.

## Approval of Policies

Seth Carter reported the Ethics/Integrity policy is being adopted to ensure people know what is expected of them and also because the policy is a recommendation of HLC in Criterion II. President Carter also reviewed a returned check policy that imposes a \$30 returned check fee. After discussion regarding the correct terminology, Carolyn Armstrong made a motion to approve the Ethics/Integrity policy with the discussed changes. Audrey Hines seconded; motion passed unanimously. Carolyn Armstrong made a motion to pass the Returned Check policy, Linda Vaughn seconded. Motion passed unanimously.

## Approval of Athletic Insurance

Ryan Sturdy recommended to the Trustees to remain with the same carrier AG Administrators for secondary athletic insurance. Sturdy stated the premium did not increase for catastrophic coverage. Discussion took place around the golf program insurance coverage. Sturdy explained he notified the carrier of the change in the program and the premiums will not change since premiums are based on a block number of athletes. Linda Vaughn made a motion to approve the athletic insurance carrier AG Administrators and catastrophic coverage. Quintin Flanagin seconded; motion passed unanimously.

## Approval of Nursing Equipment

Seth Carter shared that the nursing department would like to purchase a med dispenser system that would be paid for by the \$69,700 KBOR (Kansas Board of Regents) grant CCC received for the nursing program. Greg Nichols said the program recommended the Demo Dose Med Dispense Med Dispenser w/cabinet including software from the vendor Pocket Nurse. Two will be purchased, one for the Norton facility and one for Colby. After discussion regarding the excess funds, Christine Ellison

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 4  
July 20, 2015

agreed to call KBOR to inquire about usage of excess funds. Audrey Hines made a motion to approve the purchase of two Demo Dose Med Dispense Med Dispensers with cabinet for \$55,810. Kenton Krehbiel seconded; motion passed unanimously.

## Approval of Academic Calendar

Seth Carter asked for approval of the fiscal year 2015-2016 CCC academic calendar. There was discussion regarding why the calendar is approved by the Trustees. Greg Nichols explained the purpose was to inform Trustees of what changes are being incorporated. Arlen Leiker stated there was discussion about the academic calendar several years ago and agreed the calendar should be approved by the Trustees. Carolyn Armstrong made a motion to approve the academic calendar as presented. Kenton Krehbiel seconded; motion passed unanimously.

## Approval of Residence Life Handbook

Dr. George McNulty updated the Trustees on the changes in the residence life handbook regarding usage of barbecue grills, quiet times, visitation hours, and the addition of allowing K-9 units into the rooms. There was discussion regarding the K-9 units. Dr. McNulty said CCC is in-line with other colleges. Kenton Krehbiel questioned if students sign the handbook stating they have read and understand the policies. Dr. McNulty said they do. Carolyn Armstrong made a motion to approve the residence life handbook. Kenton Krehbiel seconded; motion passed unanimously.

## The HLC Update

President Carter reported how CCC responded to The Higher Learning Commission's probationary status notification. He sent an email with original HLC documents to all employees and Trustees. The *Colby Free Press*, Kansas Board of Regents, Kansas Association of Community College Trustees, and every accrediting body with which CCC is affiliated was notified. In addition to a July 14 employee forum, a public forum was scheduled for July 23. President Carter said he would be speaking at Rotary and Kiwanis as there is a lot of confusion on what probation means. He told Trustees that CCC is still fully accredited, and there will be a site visit no later than November, 2016. The formal HLC hearing will be in June, 2017. He noted that overall there are 71 core components and CCC is in compliance with 67 of them. He explained CCC has a definitive plan and the administrative team has been meeting twice a week to get the foundation set for the review process. Vice President Greg Nichols and Institutional Effectiveness Director Angel Morrison will be responsible for overseeing the team. President Carter stated he will be responsible for all documentation. He also said regular meetings will be held with employees and the community to inform them of progress.

## Athletic Fund Transfer

Brad Bennett explained the athletic fund is a fund separate from the general fund. Historically, the fund ran a negative balance because athletic revenue is approximately \$14,000 and the expenses are \$800,000. Therefore, funds would be transferred from the general fund then transferred back to the athletic fund. Bennett recommended transferring \$1,330,000 to balance the account and eliminate the issue as an audit finding. He also recommended eliminating the athletic fund and continue to use the general fund for

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 5  
July 20, 2015

athletic expenses. After discussion regarding the pros and cons of moving the fund, Audrey Hines made a motion to move the athletic fund to the general fund and authorized Brad Bennett to transfer the funds needed to balance the athletic fund. Carolyn Armstrong seconded; motion passed unanimously.

## Financial Report

Brad Bennett reviewed revenue projections outlining the possible impact from state funding and enrollment reductions. He stated he is also working on cash projections through 2020, and recommended CCC look at ways to generate revenue and control costs. He reviewed a draft of the 2015-16 operational budget and said CCC may have to trim the budget further. Linda Vaughn asked if the \$990,000 institutional scholarship amount could be reduced when the purpose of the Endowment Foundation is to give scholarships. Bennett explained the awarding philosophy is rooted in a time when institutions were funded per student. Vaughn suggested the award process should be reviewed for the 2016-17 school year and the athletic scholarships be separated from institutional scholarships. The Trustees scheduled the special Board meeting on Thursday, July 30 at 7:00 a.m. to approve publishing the budget in the *Colby Free Press*. The public hearing will be held Friday, August 14 at 7:30 a.m.

Linda Vaughn questioned some of the negative student activity accounts when many coaches organize fund raising events for their programs. Brad Bennett explained the auditors do not review the accounts because they are non-budgeted funds. Vaughn said the teams with negative accounts need to help improve the bottom line with fund raising activities within their group. Audrey Hines asked where the funds are documented. Bennett indicated Christine Ellison and Jane McDougal monitor the accounts closely and obtain authorization to issue purchase orders on negative accounts. Hines also inquired about revenue on sold cattle; she further asked for a dollar amount lost on the farm. Bennett indicated a P&L will be produced for every area on campus. [Financial Report is attached]

## Executive Session

Carolyn Armstrong made a motion for an executive session for non-elected personnel to include the Trustees and Seth Carter for 10 minutes. Linda Vaughn seconded, motion passed unanimously at 6:50 p.m.

## Open Session

Trustees reconvened in open session at 7:00 p.m.

## President's Report

Seth Carter thanked everyone for their assistance on campus clean-up day, when approximately 40 employees helped. He said about 25 truckloads of tree limbs taken to the landfill, and the kitchen was being painted. He indicated a need for one more clean-up before classes begin in August. Seth thanked everyone for their efforts as CCC moves forward with HLC.

## Trustees' Comments

Linda Vaughn asked about the progression of the dorm renovation. Seth Carter stated dry wall was hung and contractors are on schedule. Doug Johnson said the windows and new exterior doors were installed and the exterior areas were painted. Linda Vaughn stated everyone was amazing and appreciated the work being done on HLC. Quintin Flanagan said it was good times. Kenton Krehbiel thanked everyone for their hard work.

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 6  
July 20, 2015

Carolyn Armstrong echoed everyone's comments.

Adjournment

Carolyn Armstrong made a motion to adjourn. Audrey Hines seconded the motion; motion passed unanimously. The meeting was adjourned at 7:05 p.m.

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

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