

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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May 18, 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 in Thomas Hall, on May 18, 2015, at 5:00 p.m.
Members Present	Arlen Leiker, Dale Herschberger, Kenton Krehbiel, Carolyn Armstrong, Audrey Hines, and Seth Carter. Linda Vaughn entered the meeting at 5:50 p.m.
Others Present	Greg Nichols, Vice President of Academic Affairs; Ryan Sturdy, Athletic Director; Doug Johnson, Public Information Director; Brad Bennett, Interim CFO; Quintin Flanagan; Penny Cline; Doug Johnson; Lacy Ralston; Jane McDougal; Christine Ellison; and 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 under Business and change Item H from “Changing of Pay Date” to “June Board Meeting Date Change,” and add an Executive session – non-elected personnel as Item L. Dale Herschberger made a motion to amend the agenda. Kenton Krehbiel seconded, motion passed unanimously.
Introductions	Penny Cline, Lacy Ralston, Jane McDougal, Chriss Ellison, Quintin Flanagan, Ryan Sturdy and Doug Johnson.
Consent Agenda	Kenton Krehbiel made a motion to approve the consent agenda including minutes of the April 27, 2015 Board meeting; minutes of the May 7, 2015 special meeting; agreements; contracts; and Resolution 11. Audrey Hines seconded the motion. The motion passed unanimously.
Administrative Reports <i>Dr. George McNulty</i>	President Seth Carter reported for Dr. McNulty. As of May 18, summer session enrollment had a 55.1 percent increase in credit hours compared to the same time in 2014. Seth also reported that fall 2015 enrollment was up 29.9 percent compared to the same time in 2014. In addition, FTE was 352 compared to 271 on May 18, 2014. Seth reported Jeanie Quist of Student Support Services was one of three students featured in the May 2015 issue of Christianity Today in an article about non-traditional students taking online courses. The magazine is available in the college library. [See Student Services report attached.]
<i>Greg Nichols</i>	Greg Nichols reported 402 students from K-5 attended Prairie Fair. Greg thanked Rebel Jay, Nick Consulo, Jason Bowey, Admissions, Derek Reilley and Lynette Koon for their help during the event. Nichols said the library staff was busy with tutoring, and will expand the hours of operation so students can receive assistance when needed. Seth Carter added that during the CAPTE visit the review team said CCC had the most robust and vibrant library they’d seen because of the amount of student usage. Nichols said 153 students participated in Commencement on May 15, and Angel Morrison collected 176 graduation surveys from students. Survey results are

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used for HLC, and provides feedback to improve college services. Greg explained CCC chose to do program reviews in a three-year cycle. A committee will review data prior to submission. [See attached report regarding Academic Affairs.]

Brad Bennett

Brad Bennett reported the Business Affairs department worked on a matrix for audit controls. They are also working on policy and procedures for internal controls. Some policies being written include cash reserve, deferred maintenance, capital outlay, Board of Trustees professional development and ethics and integrity. The drafts will be submitted to the Board for approval. Brad stated Jane McDougal did a great job cleaning up the accounts payable. Carolyn Armstrong said it is nice to see nothing beyond current bills due. [See attached report regarding Business Affairs.]

Doug Johnson

Doug Johnson acknowledged Rebel Jay for taking photographs during the Commencement ceremony. This allowed Doug to take video to be used in promotional materials or commercials. [See Public Information Report attached.]

Ryan Sturdy

Ryan Sturdy reported men's and women's outdoor track teams competed at nationals. The men's team finished 11th in the nation. Sophomore Chris Speaks earned All-American honors in the 3000-meter steeple chase, making him a 10-time all-American in his two years at CCC. On the women's side, Carlisa Russell finished 5th in the 400-meter hurdles and is an all-American. In women's golf, Marissa Bland competed in the NJCAA national golf tournament in Arizona. Her final two rounds were career bests. [See Athletic report attached.]

Foundation Report

President Carter attended the meeting of the Endowment Foundation on May 14. He said they want to begin the search for a director immediately, as the tenure of interim director Jayme Pfeifer is complete. CCC will be represented on a hiring committee by Carter and one board member.

Old Business

Audrey Hine inquired about the repairs of the parking lot. Seth Carter told her he had met with Tyson McGreer the previous week. Repairs would begin in July to one portion of the lot. Audrey also inquired about the dead pine tree. Seth Carter and Dale Herschberger indicated they had not heard back from the Tree Board.

Audit Findings Progress
Report

Brad Bennett said since the prior Board meeting an audit control committee had been established to address the 14 material findings. The committee consists of Chriss Ellison, Jane McDougal, Lacy Ralston, President Carter, Michele Waugh and Cindi Kriss. This committee has workflows and procedures in place to provide oversight, collaboration, and documentation for the Higher Learning Commission. Several audit findings have been addressed, but the committee will continue to meet regularly.

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Policy Governance Discussion

Chairman Arlen Leiker encouraged the Board to decide whether they are going to move forward with policy governance. He mentioned Brad Bennett, Seth Carter and Greg Nichols are currently writing policies. Arlen asked Trustees to commit to a goal of implementing policy governance in 12 to 18 months. He explained that Board members will write policies and at the end of the 12 or 18 months review the entire process, then regularly review policies thereafter to ensure they are current. Carolyn Armstrong suggested that at least for a while tighter executive limitations should be set until Trustees are more comfortable with Seth Carter. She said it is a logical way to proceed so the president has an understanding of limitations and responsibilities. Arlen Leiker agreed the Board needs to have reasonable executive limitations and the policies will leave the president with reasonable interpretation. He also noted that the process will take time getting used to, but that it gives the Trustees an evaluation method that is fair and justified. Chairman Leiker asked for a motion to proceed. Dale Herschberger recommended waiting until Quintin Flanagan is on the Board in July. Chairman Leiker said the process needs to begin now and HLC requires it. Carolyn Armstrong made a motion to proceed with the policy governance process with the goal of having it completed in 12 to 18 months. Audrey Hines seconded, motion passed unanimously.

ACEN Update

Seth Carter updated the Trustees on a recent phone call with Dr. Stoll from the Accreditation Commission for Education in Nursing (ACEN). Seth read an email he shared with nursing faculty that detailed the conversation with Dr. Stoll. He noted that the email can be directed to others on campus or in the community that have questions regarding the nursing program. The email he read said that CCC was placed on "Warning Status" approximately one year and six months ago because CCC was found non-compliant in three standards. The issues directly relate to faculty qualifications, where all ADN faculty must have a MSN. CCC will have a site visit on October 14 and 15, 2015. There are three phases for this visit:

Phase I – a peer team of professionals. The committee will provide a verbal report to the nursing faculty before they leave.

Phase II – an evaluation review panel, consisting of a different group of peers. The panel will review the first team's findings to determine if it was accurate, too lax, too harsh, etc. The report will then be sent to the final phase.

Phase III – a board of commissioners. The entire process will be repeated. CCC will complete a self-study report. All findings are sent to a committee that meets in February, 2016. The ACEN Board has a meeting on March, 2016, and will decide on one of three possible outcomes for CCC:

- 1) Full reaccreditation, compliant with all standards.
- 2) Removal of program accreditation, effective as of receipt of notice.
- 3) Accreditation continued for Good Action Cause. This means CCC has significant recent accomplishments in the program, remedied outstanding deficiencies and no known reasons for lack of continuing accreditation.

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President Carter said the process is much like the HLC accreditation. He noted the ACEN is currently going through revisions, but they do not affect the outcome of the policy. He said Dr. Stoll told him, “CCC has complete control over their destiny.” Overall he had a positive conversation and was encouraged CCC could fix the areas of concern.

Shared Governance Policy President Carter continued the discussion about sharing oversight of the director position for the Endowment Foundation. The Foundation would employ the Director through their salary line item and CCC would pay the fringe benefits. Seth read a draft of the shared governance policy. He said the Foundation voiced a concern about the CCC Board remaining committed for a set time to pay benefits. The Foundation was also concerned with having students assist the director and asked if CCC would pay for 20 hours for an assistant. Audrey Hines indicated she would like to see what goals have been set for the director. Seth said to his knowledge goals had not been set. The Trustees agreed on a two-year commitment to the Foundation. Carolyn Armstrong made a motion that Colby Community College agrees to pay benefits for the Director of Institutional Advancement or Endowment Foundation Director and agree to pay for the initial two-years and annually thereafter subject to 1-year’s notice and that Seth and one Board member be included in the interview process for this position. Linda Vaughn seconded; motion passed unanimously.

HR Manager Position Seth Carter stated the Human Resource position is something CCC is lacking. He said Lacy Ralston and Lisa Failla have done a great job with the responsibilities, but an institution the size of CCC needs to have a dedicated person. He learned through several recent conversations that if there was an HR manager the College would not have some of the current problems because there would be documentation. Seth proposed the first year for the HR manager would be half-time, the second year three-quarter time, and full-time the third year. An HR manager has already been included in the 2015-16 budget as a half-time position. He recommended the position have benefits and initially be advertised internally. It would be advertised externally if no qualified internal candidates applied. Audrey Hines made a motion to create an HR manager position as proposed by Seth Carter. Dale Herschberger seconded; motion passed unanimously.

Payroll Module Discussion Seth Carter explained sick and vacation leave have been incorrectly calculated for a number of years. The system currently being used is Great Plains, and CCC cannot change the system. Lacy Ralston added that Hastings College in Nebraska quit using Great Plains for payroll due to the HR module flaws. President Carter said moving to a payroll module would give CCC a system that correctly calculates vacation and sick time, but everything would need to be corrected before transitioning. He said a proposal was submitted to three vendors and two responded. He estimated it would cost the College between \$10,000 to \$20,000 per year, depending on which features the College chooses. Lacy Ralston recommend APS as the preferred vendor. Carolyn Armstrong made a motion to approve the payroll module contingent upon review of the information. Audrey Hines

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seconded. Motion passed with a five to one vote. Aye: Arlen Leiker, Carolyn Armstrong, Kenton Krehbiel Audrey Hines and Linda Vaughn. Nay: Dale Herschberger

- June Board Meeting Date Seth Carter said he would like to attend the State Board of Nursing meeting in Topeka at 8:00 a.m. on Tuesday, June 16. He noted he will be in Topeka on Wednesday and Thursday of that week and would like to move the CCC Board of Trustees meeting to June 22, 2015. Dale Herschberger made a motion to move the June 15 Board meeting June 22. Audrey Hines seconded; motion passed unanimously.
- Bonds-Advanced Refunding Seth Carter stated he has met with an individual regarding CCC's current bonds. The bonds are not callable until May 2016 and August 2017. There is an option of advanced refund that could create interest savings of up to \$2,000,000 over the life of the bonds if they are refinanced soon. Brad Bennett said there is a \$300,000 rollover fee and other fees associated with the process that would put the net savings at approximately \$1.15 million. Carolyn Armstrong ask that Seth call others to get competitive bids on the bonds. The Trustees gave their consensus to proceed. Seth Carter said he will call a special Board meeting when he has more information.
- Perkins Loan Continuation Seth Carter stated CCC will continue to have an audit finding with the Perkins Loan program because certain files were destroyed years ago. CCC needs to determine if Perkins loans are a viable option. Cindi Kriss explained to Seth there are approximately \$30,000 in Perkins loans the College requests for students. He added that there is a federal initiative to eliminate Perkins loans and other institutions are also discontinuing the use of them. Seth believes CCC is too late to discontinue Perkins for the 2015-16 fiscal year, but the topic needs to be re-evaluated for 2016-17.
- Financial Report Brad Bennett reported the updated budget had to be re-designed. The projected 2015-16 budget is approximately \$14,642,000. He showed a brief PowerPoint (see attached). Seth Carter said the budget was created on a ten percent decrease in enrollment, and includes a conservative amount of state funding. Brad Bennett indicated the second review of the budget will be worked on during the week. He also noted that labor distribution and fuel were not accurately budgeted in the 2014-15 fiscal year. Carolyn Armstrong thanked Brad Bennett for sharing the revenue side of the budget with the Trustees. [Financial Report is attached]
- Executive Session Dale Herschberger made a motion for an executive session for non-elected personnel to include the Trustees and Seth Carter for 5 minutes. Carolyn Armstrong seconded, motion passed unanimously at 6:56 p.m.
- Open Session Trustees reconvened in open session at 7:01 p.m.
- Executive Session Dale Herschberger made a motion for an executive session for non-elected personnel to include the Trustees and Seth Carter for 5 minutes. Carolyn Armstrong seconded, motion passed unanimously at 7:01 p.m.
- Open Session Trustees reconvened in open session at 7:06 p.m.

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Executive Session	Linda Vaughn made a motion for an executive session for non-elected personnel to include the Trustees and Seth Carter for 10 minutes. Audrey Hines seconded, motion passed unanimously at 7:06 p.m.
Open Session	Trustees reconvened in open session at 7:16 p.m.
President's Report	Seth Carter reported that HLC documentation was submitted the Friday of graduation and he received confirmation the information was received. He's confident about the information team of seven who compiled the information. He said there have been significant improvements in the business department and is happy the direction the College is moving. There have been positive comments from faculty and staff. He also reported from 2010 – 2013 Colby Community College was number one in the state in graduation, retention and the student success index.
Trustees' Comments	Carolyn Armstrong reported it is nice to see a budget that has facts and figures with realistic goals. She thanked everyone for their hard work getting the budget where it is today. Carolyn questioned how the contracts are presented to the Trustees, and suggested a spreadsheet instead of individual contracts. Arlen Leiker said legally the contracts need to be distributed individually. Lisa Failla stated there is a list of contracts included in the Board packet. Audrey Hines thanked Seth Carter and the business department. She asked about the bus situation. Seth Carter stated he was awaiting bid specifications; he will present them at the June Board meeting. Seth also indicated HLC and the ACEN accreditation have been top priorities this month. Linda Vaughn expressed gratitude to everyone, and is impressed with the business staff and the work done on HLC. Kenton Krehbiel thanked everyone, and that he has heard comments from the community about the positive direction the College is going. Dale Herschberger thanked Seth for having Blake Flanders as the commencement speaker, and appreciated that Flanders was local and several community members knew him or is family. Arlen Leiker thanked everyone for all the work. He emphasized that at the HLC hearing in Chicago the HLC Committee asked about CCC's Board education. He inquired whether the Trustees were interested in attending the ACCT meeting in San Diego. He said training could also be done through seminars, webinars, books, etc., but needed to be done. Carolyn Armstrong stated she would like to do webinars and go to the state meetings. Arlen asked the Trustee to provide input for the ACCT seminars at the June meeting.
Adjournment	Dale Herschberger made a motion to adjourn; Audrey Hines seconded the motion; motion passed unanimously. The meeting was adjourned at 7:26 p.m.

Signed _____
Chairman

Signed _____
Secretary