

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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October 19, 2015

## **I. CALL TO ORDER**

The regular board meeting go the Board of Trustees of Colby Community College, Thomas County, Kansas was held in the Board room in Thomas Hall on October 19, 2015 at 5:00 p.m.

## **MEMBERS PRESENT**

Audrey Hines, Carolyn Armstrong, Linda Vaughn, Arlen Leiker, Quintin Flanagan, and Kenton Krehbiel. Dr. George McNulty acted as secretary in President Carter's absence.

## **ABSENT**

Seth Carter and Greg Nichols.

## **OTHERS PRESENT**

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, Lacy Rohr, Human Resource Director and Marian Ballard, *Colby Free Press*. Penny Cline recorded the minutes of the meeting.

## **CALL MEETING TO ORDER**

Board Chairman Audrey Hines called the meeting of the Colby Community College Board of Trustees to order at 5:00 p.m.

## **II. INTRODUCTIONS**

Dr. McNulty asked visitors to introduce themselves. Lacy Rohr, Ryan Sturdy, Jennifer Schoenfeld, Doug Johnson and Marian Ballard.

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

Kenton Krehbiel made a motion to approve the consent agenda. Carolyn Armstrong seconded the motion; motion passed unanimously.

## **IV. REPORTS**

### **A. REPORTS FROM ADMINSTRATORS**

1. Dr. George McNulty reported admissions continues to saturate the 180 mile service area. Research shows that proximity matters and the closer a person is to a college the more likely a person will attend. An analysis was completed showing 70% of students within the college's 180-mile service area are attending college. An ongoing challenging aspect is the number of high school graduates within the service area is decreasing and projected to decrease through 2021. The report also showed what are called "green zones," which is expanded service areas beyond the 180 miles. Admissions has determined green zones in Colorado, Nebraska and Kansas. Admissions will be piloting a program to include five to ten schools to determine if these green zones will benefit the college. Admissions has developed a virtual high school visit program to help reach beyond the 180 mile service area. The first virtual high school visit was scheduled to take place at the end of October. Dr. McNulty thanked the scholarship coordinator, Foundation, student accounts and financial aid on working together to make the scholarship process a success. [See Student Affairs Report attached].

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2. [Academic Affairs Report attached].
3. Carolyn Kasdorf reported the financial audit will begin the week of November 2. The Financial Aid audit took place the week of October 12. Currently, there is a project manager on site assessing the jobs in business affairs to see how areas can streamline projects and make more efficient use of time. Kent Adams, VP of Business Affairs from Pratt Community College, met with the business affairs department for training. [See Business Affairs Report attached.]
4. Doug Johnson thanked Jennifer and the Foundation on getting the bench in memory of Skip Sharp. The bench was placed by the Cultural Arts Center for the memorial service at 2:00 p.m., on Saturday, October 24. The first and third Thursday of each month the college participates in a radio interview at 7:00 a.m., with Chad Jones on KRDQ 100.3. He noted the faculty and staff have been doing an outstanding job with the interviews. [See Public Information Report attached.]
5. Ryan Sturdy reported the NJCAA audited the volleyball program was audited the previous week with no issues cited. He also reported that the last two home volleyball games were October 21 and 23. [See Athletic Report attached.]

## V. **FOUNDATION UPDATE**

Jennifer Schoenfeld handed out a copy of the Foundation's annual report which showed a clean audit. The Foundation is getting ready to officially take back the booster club accounts, as managing the athletic funds is in the Foundations by-laws. She said the scholarship process has gone smoothly. Auditors recommended the foundation do a single check system for fall and spring. Pending audit approval, the Foundation will go back to a one check system for fall 2016. Kenton Krehbiel inquired if the Foundation board is okay with the transfer of the athletic funds being transferred back to the Foundation. Jennifer confirmed the board is okay with this transfer. Quintin Flanagan reported the GAAP (Generally Accepted Accounting Procedures) conversion was completed July 1, 2015.

## VI. **BUSINESS**

### A. **OLD BUSINESS**

There was no old business.

### B. **BOOSTER ACCOUNT TRANSFER**

After the last meeting it was discovered the board had never officially made a motion to transfer the accounts back to the Foundation. Arlen Leiker made a motion to transfer the booster accounts to the Foundation. Kenton Krehbiel seconded the motion; motion passed unanimously.

### C. **SCHOLARSHIP PROPOSAL/IN-STATE TUITION WAIVER**

Dr. McNulty reported there was a directive to analyze the scholarships for the purpose of lowering the dollar amount. For the academic year 2015-2016 and 2016-2017 the report showed all areas being decreased in some way. There has been an 11.8 % decrease overall. Athletics is a significant portion of the scholarship budget. The committee decided to initiate an in-state tuition waiver across the board for all student athletes while keeping the number of scholarships the same. For 2016-17, the change would reduce the amount by \$80,000. Ryan Sturdy reported the criteria for athletes to be awarded the in-state tuition

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wavier would require the athlete to live on-campus; maintain a 2.5 GPA; and, be a scholarship student athlete. Kenton Krehbiel inquired if a student athlete would qualify while living off-campus. Sturdy said Students living off campus or with a host family would not qualify for the waiver. They would receive a tuition and book scholarship up to 34 credit hours per year. Scholarship changes will take effect fall 2015 and spring 2016 for incoming freshmen. Kenton Krehbiel made a motion to approve the scholarship budget as presented. Quintin Flanagan seconded the motion. Five members approved the motion; Arlen Leiker opposed.

## **D. ROOF BIDS**

Two bids were submitted: Murray Enterprise \$81,640.00, and Roof Masters \$51,374.00. Carolyn Armstrong made a motion to award the bid to Roof Masters in the amount of \$51,374 for both roofs. Linda Vaughn seconded motion; motion passed unanimously.

## **E. LATE FALL SEMESTER TUITION RATES**

Dr. McNulty asked for approval to charge the in-state tuition rate of \$110 per credit hour for all students who register for the late fall course offerings. Late fall courses could have the potential to generate up to 1,725 credit hours. Kenton Krehbiel made a motion to approve charging \$110 per credit hour for the late fall course offerings. Carolyn Armstrong seconded motion; motion passed unanimously.

## **F. HLC UPDATE**

HLC update was sent to the Board of Trustees by President Seth Carter. Dr. McNulty reported the college is moving in the right direction. Carolyn inquired if Dr. Stevens will be here in November. Dr. McNulty confirmed Dr. Stevens will be here on November 17.

## **G. FINANCIAL REPORT**

Carolyn Kasdorf reviewed the financial report. The report is by fund account-budget less the actuals. She reported she is working on the encumbrance module in Great Plains and hopes to have the encumbrances listed on Novembers report. Additionally, Carolyn is communicating with each department on understanding their overall budget. She also said the Business Affairs office intends to give the board access to several new reports.

## **H. RESIGNATIONS**

Dr. McNulty noted he added one resignation at the beginning of the meeting. Dr. McNulty asked for approval of the resignations. Carolyn Armstrong made a motion to accept the resignations. Kenton Krehbiel seconded motion: motion passed unanimously.

## **I. EXECUTIVE SESSION-NON-ELECTED PERSONNEL**

Quintin Flanagan made a motion to discuss non-elected personnel for 15 minutes to include Dr. McNulty and the Trustees. Linda Vaughn seconded motion; motion passed unanimously at 6:00 p.m.

## **OPEN SESSION**

The Trustees and Dr. McNulty reconvened in open session at 6:15 p.m.

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## **VII. REPORTS AND COMMENTS**

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

President Seth Carter was absent from the meeting.

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

Arlen Leiker attended the ACCT Leadership Congress and felt Seth and the Board of Trustees should attend the next meeting in New Orleans. Quintin Flanagan said he continues to like the format of the meeting minutes and would like to receive the minutes within a couple weeks of the meeting. He also thanked Doug for his emails about what is going on at the college. Linda Vaughn asked if next month's board meeting should be rescheduled as both her and Audrey will be gone. Kenton Krehbiel inquired if they could call in. Linda will not be able to call in but Audrey could. It was agreed to leave the meeting on November 16. Linda Vaughn complemented Carolyn Kasdorf on the work she has done and the accomplishments she has made since her arrival. Carolyn Armstrong was very pleased with all the employees on the way they are working hard to meet HLC criteria and maintain the nursing program. She added that she knows the work being done is because of the effort of the all individuals involved. Kenton thanked everyone for their hard work.

### **C. OTHER ITEMS**

None at this time.

## **VIII. ADJOURNMENT**

Kenton Krehbiel made a motion to adjourn; Quintin Flanagan seconded the motion; motion carried unanimously. The meeting was adjourned at 6:23 p.m.

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

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