

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 1
December 14, 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 December 14, 2015 at 4:00 p.m.

MEMBERS PRESENT

Kenton Krehbiel, Carolyn Armstrong, Arlen Leiker, Quintin Flanagan, Linda Vaughn, Audrey Hines and Seth Carter.

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, Dr. Jennifer Martin, Veterinary Technology Program 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 4:00 p.m.

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

Carolyn Armstrong made a motion to move the Resolution to the regular agenda. Kenton Krehbiel seconded the motion; motion passed unanimously. Kenton Krehbiel made a motion to approve items A. *Minutes of November 16, 2015 Regular Meeting*, B. *Minutes of December 9, 2015 Special Meeting* and C. *Agreements and Contracts*. Arlen Leiker seconded the motion; motion passed unanimously. Carolyn Armstrong asked Carolyn Kasdorf, VP of Business Affairs, to explain the new Resolution format. Ms. Kasdorf explained the report was generated from the system and compared accounts payable items that were encumbered against what has actually been paid during the period of November 1-30, 2015. The report displays vendor ID numbers but does not include vendor names. Ms. Kasdorf suggested she send the board the resolution in the original format for November, and to table approval for the current report. Arlen Leiker moved to table the approval for Resolution #7 until the January, 2016 meeting. Kenton Krehbiel seconded the motion; motion passed unanimously.

IV. REPORTS

A. REPORTS FROM ADMINISTRATORS

1. Dr. George McNulty highlighted a few areas of the Freshman Survey: 92% current students agreed the transition to college went smoothly, 75% would recommend CCC to others and 94% were very satisfied with the orientation program. Dr. McNulty reported that Student Support Services met or exceeded all program objectives on the 2014-15 Annual Progress Report. He also reported the Department of Education financial aid review would take place the week of January 11, 2016 and it would take six to eight months (September/October 2016) before CCC receives a final report. [See Student Affairs Report attached].

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 2
December 14, 2015

2. Greg Nichols reported the Curriculum Committee approved two Veterinary Technology courses. The Ag Program is currently in the process of setting up a second bull test for spring 2016. He is also working with several different universities on developing “2 plus 2” programs. The Kansas State Board of Nursing (KSBN) approved the Nursing program for two years with a monitoring report every six months. The accreditation report from the Accreditation Commission for Education in Nursing is pending. The Physical Therapist Assistant program received a two-year continuation of accreditation. To date, Mr. Nichols had not received an update from NC-SARA, the National Council for State Authorization Reciprocity Agreements, which allow CCC to teach online courses in 36 states. [See Academic Affairs Report attached].
3. Carolyn Kasdorf had nothing to add to her report. [See Business Affairs Report attached.]
4. Doug Johnson reported Jennifer Schoenfeld would be representing the Foundation in a radio interview on 100.3 FM, Thursday, December 17, 2016. [See Public Information Report attached.]
5. Ryan Sturdy reported basketball games that were canceled December 13 were re-scheduled for December 30, 2015 at 6 and 8 p.m. He said the men’s basketball team was tied for first in the conference. [See Athletic Report attached.]

V. FOUNDATION UPDATE

Jennifer Schoenfeld reported she had recently developed an Alumni relations committee. Ms. Schoenfeld has plans to take an active role on the grant writing committee that Seth will be developing. Ms. Schoenfeld is working on finalizing information on the GAAP (Generally Accepted Accounting Procedures). She is also starting to work on the annual endowment auction.

VI. BUSINESS

A. OLD BUSINESS

There was no old business.

B. ACADEMIC CALENDAR AY16/17

Greg Nichols presented the proposed academic calendar for AY16/17. Quintin Flanagin asked him to check the dates on the calendar. Kenton Krehbiel moved to table approval of AY16/17 calendar until corrections are made. Carolyn Armstrong seconded the motion; motion passed unanimously.

C. ACCT TRAINING OPPORTUNITIES

Seth Carter presented different training opportunities via webinar for the Board of Trustees. Mr. Carter recommended Audrey Hines attend the orientation as the board chair. Mr. Carter also recommended the College Finances and Ethical Governance training for the Board of Trustees to attend. Quintin Flanagin asked Mr. Carter to email the board what the HLC expectations are for the Board of Trustees.

D. ARCHERY DONATION

Seth Carter reported Barry Kaaz, Thomas County Community Foundation Director, asked Colby Community College to donate the Archery Kit to the Thomas County Community Foundation. Carolyn Armstrong made a motion to donate the Archery Kit to the Thomas County Community Foundation. Kenton Krehbiel seconded the motion; motion passed unanimously.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 3

December 14, 2015

E. SECOND BULL TEST

Greg Nichols reported Nick Consulo, Beef Production Program Director, was contacted by a group that raises a smaller variety of cattle to do a second bull test. The test will start in May and does not compete with the fall bull test. The college would charge for water, use of facilities, and the owners would pay the cost of feed separate from the yardage cost. Arlen Leiker moved to approve the second bull test. Kenton Krehbiel seconded the motion; motion passed unanimously.

F. POLICY APPROVAL

Dr. George McNulty presented the updated Travel and Proctoring Policy. The updated travel policy aligns with the State of Kansas and will correct issues within the current policy. The proctoring policy was listed in two different locations. The revised policy combined the best of both to create one proctoring policy. Arlen Leiker made a motion to approve both the Travel and Proctoring policies. Carolyn Armstrong seconded the motion; motion passed unanimously.

G. STATE COMPLAINT PROCESS

Seth Carter reported the State Complaint Process was initiated by the Department of Education. It is a requirement to have a State Complaint Process if the college receives Title IV funding. Quintin Flanagan made a motion that the Board of Trustees become the authority in resolving student complaints. Arlen Leiker seconded the motion; motion passed unanimously.

H. ELECTION OF FINANCIAL COMMITTEE REPRESENTATIVES

Carolyn Kasdorf asked the board to vote on the representatives for the finance committee and the length of their term. Arlen Leiker recommended changing the representatives during the changing of officers in July. Carolyn Armstrong made a motion to have one board member who is approved to sign checks and one non-check signing board member to serve on the finance committee for the first term that runs January 1–June 30, 2016 and thereafter the representatives will serve a four month term. Kenton Krehbiel seconded the motion; motion passed unanimously. Carolyn nominated Quintin Flanagan and Audrey Hines to serve on the initial committee from January 1–June 30, 2016. Kenton Krehbiel seconded the motion; motion passed unanimously.

I. FINANCIAL REPORT

Carolyn Kasdorf reported she was having Accounts Payable generate an excel spreadsheet to determine why vendors were not paid in 30 days or less. Allen, Gibbs, & Houlik a financial consulting firm, was scheduled to be on campus December 17, 18 and 19. Ms. Kasdorf said she compiled a list of concerns. She was working on three more reports (Expense Detail, Statement of Revenue and Statement of Revenue Expense). Kenton Krehbiel inquired if Visa credit cards were paid by one check or individual checks. Ms. Kasdorf reported the Visa payments are made by ACH payments (electronically). Quintin Flanagan asked if the bank reconciliation report showing the balance being off by \$200,000 is for this current year. Ms. Kasdorf responded that the amount was for the end of last year's fiscal year (June 30, 2015). Ms. Kasdorf said she would work with the consulting firm to correct.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 4
December 14, 2015

J. EXECUTIVE SESSION – NON-ELECTED PERSONNEL

Kenton Krehbiel made a motion to discuss non-elected personnel for 15 minutes to include Seth Carter and the Trustees. Carolyn Armstrong seconded the motion; motion passed unanimously at 5:12 p.m.

OPEN SESSION

The Trustees and Seth Carter reconvened in open session at 5:27 pm.

EXECUTIVE SESSION

Arlen Leiker made a motion to discuss non-elected personnel for ten additional minutes to include Seth Carter. Kenton Krehbiel seconded motion; motion passed unanimously at 5:27 p.m.

OPEN SESSION

The Trustees and Seth Carter reconvened in open session at 5:37 p.m.

VII. REPORTS AND COMMENTS

A. PRESIDENT'S REPORT

Seth Carter reported he will be attending the Kansas Board of Regents meeting on Wednesday and Thursday, December 16-17, 2015. To date, CCC employees have collected over 200 documents for the HLC review. Student Affairs and other departments are working on complying the files for the Department of Education audit.

B. COMMENTS FROM TRUSTEES

Carolyn Armstrong thanked Seth and the staff for the ongoing efforts to make things right. Kenton Krehbiel thanked everyone and wished everyone a Happy Holiday.

C. OTHER ITEMS

None at this time.

VIII. ADJOURNMENT

Kenton Krehbiel made a motion to adjourn at 5:48 p.m.; Carolyn seconded the motion; motion passed unanimously.

Signed _____
Chairman

Signed _____
Secretary