RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

September 21, 2015

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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 September 21, 2015 at 5:00 p.m.

**MEMBERS PRESENT**

**OTHERS PRESENT**
Dr. Jennifer Martin, Veterinary Technology Program Director, Jennifer Schoenfeld, Endowment Director, Adam John, EduKan Chief Executive Officer, Ryan Sturdy, Athletic Director, Brad Bennett, Dean of Business Affairs and Business Instructor, Doug Johnson, Public Information Director, Marion 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**
Seth Carter asked the visitors to introduce themselves, Dr. Jennifer Martin, Jennifer Schoenfeld, Dr. Adam John, Ryan Sturdy, Brad Bennett, Doug Johnson and Marion Ballard.

III. **APPROVAL OF THE CONSENT AGENDA**
Carolyn Armstrong made a motion to approve the consent agenda. Arlen Leiker seconded the motion; motion passed unanimously.

IV. **REPORTS**
A. **REPORTS FROM ADMINISTRATORS**
   1. Dr. George McNulty reported that there have been about 200 students involved in on-campus student life activities between August 20 and September 11. Dr. McNulty and Charles Keefer attended a student affairs conference at Fort Hays State University. Charles presented at the conference on diversity and diversity. Dr. McNulty reported the first two weeks of the semester have been the best start since he has been here. The number has he praised the residence hall director, coordinators, recruiters, security and the coaches. Jim Rourbaugh has worked as a residence hall coordinator/director for 30 years and this has been his smoothest year.

   2. Greg Nichols reported Ms. Jean Ann Wilson, PN Nursing instructor at Norton has been selected to write for the NCLEX (state nursing board exam) for the fifth time. She has been a nursing instructor at CCC for 36 years (107 semesters). CCC hosted the Max Pickerill series lecturer, Dr. Temple Grandin, The Cultural Arts Center seats 538 with standing room only. Dr. Grandin also spoke to the AG students in smaller groups. She toured the college farm and felt the facilities were nice for the size of the college. Mr. Nichols noted the CCC Rodeo had another successful year with 600 entries. CCC received an additional
Kansas Initiative grant in the amount of $59,000 to help offset the cost of the Nursing Program. President Seth Carter reported the grant is in addition to the $69,972 RFP grant we received from the Kansas Board of Regents. Regarding assessment, Vice President Nichols said HLC felt CCC has shown solid improvement in the assessment process from 2004 to 2014.

3. Carolyn Kasdorf reported the budget was not included with the packet. She said the financial management system in Great Plains is a good system and would not recommend changing at this time. She said she and her staff are learning and working through processes and feel good about having a complete report for the next meeting. In addition, Ms. Kasdorf made a recommendation to add another line item to the approved budget called “revised budget” so changes could be noted. She also asked to add a column to show encumbrances as they happen. Ms. Kasdorf also made a recommendation to update the encumbrance management module. She is talking with Ellucian on the cost. Ms. Kasdorf met with the bookstore and agree to make changes in how refunds were given. She said business affairs will begin doing random audits on petty cash in the bookstore, Dental Hygiene and Athletics. The Business Affairs office learned from Michelle Ryan that the skid steers did not have to have an encumbrance because the college is not keeping the skid steers beyond this year. The business Affairs Office has discussed different way to become more efficient, such as reducing the number of purchase orders when the college is doing business internally. If a department does business in the campus mailroom or bookstore a transfer of funds would reduce paper and check writing. She also recommended a voucher system for amounts of $500 or less to get accounts paid faster. Vice President Kasdorf said audits are moving along slowly and she has a learning curve in understanding the accounts and how they work. Currently there are a year’s worth of entries that need to be reviewed. She emphasized that cross training within the business affairs office needs to occur immediately. Trustee Carolyn Armstrong clarified with Vice President Kasdorf’s earlier comment that business affairs will be able to use the Great Plains software. Ms. Kasdorf agreed and thinks the problem can be resolved with sufficient training. Carolyn Armstrong also inquired about journal entry corrections and receipt of cash and checks. Ms. Kasdorf explained two procedures have been implemented that strengthen internal controls and allow for accountability. Carolyn Armstrong said they were excellent documents and inquired if the board needs to approve them. Arlen Leiker will research the process for the board approving procedures and policies. Linda Vaughn inquired if the business office had implemented the different recommendations made by Ms. Kasdorf. She explained the recommendations were brought forward to make the board aware that the business office is working on policies and procedures to be more efficient and accurate. Vice President Kasdorf said she will present new policies and procedures at a later date for approval to implement in July 2016.

4. Doug Johnson reported Homecoming week is November 2-7, 2016. The seventh will be the Hall of Fame induction. There will be activities all week leading up to the seventh, when the hall of Fame induction takes place during the Ambassador Classic.

5. Ryan Sturdy reported he has started working on the survey for EADA, the Equity and Athletic survey for the Department of Education due at the end of October. Winter Sports officially kick off on October 1, and he is currently working on three more eligibility rosters.
V. **FOUNDATION UPDATE**

Jennifer Schoenfeld reported the Endowment Auction is April 9, 2016 and the theme is “Real Nights.” Jennifer has spent time this past month adopting process and procedures for taking charge of the athletic booster account and other accounts being moved back to the endowment. She is also working on cleaning up and maintaining the alumni database. This will be a joint effort with the college. The annual meeting is October 15. Following the annual meeting the endowment board will hold their regular meeting to finalize the audit report. Jennifer will be attending a case conference on community college advancement. At a future meeting Vice President Kasdorf and Jennifer will present to the endowment on how Colorado State University’s advancement coordinates with the university. President Carter reported the endowment reimbursed the college $3500 for the skid steer. Quintin inquired about CCC giving the athletics funds back to endowment and if the board had voted on the matter. Discussion was held and it was determined it was before Quintin was elected to the board. It was determined the decision was before Quintin was elected to the board. Past board meeting minutes will be reviewed to determine if a vote took place.

VI. **BUSINESS**

A. **OLD BUSINESS**

Linda asked if there had been any more discussion on the number of credit cards the college has. Ms. Kasdorf recommended procurement cards. The procurement card, or P-card, is a form of company credit card that is issued to acquire goods and services without having to use purchase requisitions. A statement is issued each month. Employees will be responsible for submitting receipts. Ms. Kasdorf feels the cards are a better practice and has better controls than what is currently in place. Seth reported he is not for or against procurement cards but would much rather have cards with a cash back bonus. It is tied to when we go through redoing the RFP with the potential of switching banks. The other recommendation is travel cards, which are issued to the person and they are responsible for paying the bill and submitting paperwork for reimbursement. They usual get 45 to 60 days to pay the bill to allow for reimbursement. The new policy/procedure to be implemented July 2016 will be brought to the board next spring for approval.

Previously the board was told institutional scholarships were needing to be set now for next year’s budget. Quintin inquired how this was being addressed. Seth reported the scholarship committee has started meeting on September 18, and designed a $107,000 reduction without affecting any of the scholarships currently offered. On the academic side there are several scholarships that were not awarded this year. Quintin asked if the board would approve the final amount for institutional scholarships, and if the board could see the final scholarship amount before next year’s budget is approved. President Carter said the scholarship committee anticipates further savings beyond the $107,000.
B. **EDUKAN**

EduKan CED Dr. Adam John thanked Seth, Greg and the CCC staff for everything they have done for him personally and the EduKan staff since he joined the consortium in June. Dr. John is currently updating and developing processes and rebuilding relationships. The financials for the first two months of this year show net income up by about $40,000 year-to-date. Revenue is up $16,000 and expenses are down $18,000 to $19,000. Previously, there was no marketing plan. Currently the EduKan logo received a new look and in the process of re-doing the website. Striving for better marketing and ongoing changes. The big change is a new LMS, switching from eCollege to Canvas. Dr. John reported Canvas charges a standard rate of $28.00 per FE, but current negotiated rate is $14.00 per FTE. The goal is to have the first classes up and running by January, and by fall 2016 be fully transitioned from eCollege to Canvas. Linda Vaughn clarified the amount for Canvas was negotiated down to $14.00 Dr. John reported the amount of $14.00 per FTE will not increase as EduKan is locked into the price negotiated. Arlen Leiker made a motion to approve moving to Canvas as the new LMS. Kenton Krehbiel seconded the motion, motion passed unanimously.

C. **DISHWASHER**

Seth reached out to four vendors and received to two bids on a dishwasher for the cafeteria. Seth said the college will incur expenses for electricity and plumbing of about $2000.00. Carolyn Armstrong moved to purchase the dishwasher from Sunflower Western Supply at the cost of $16,195 with the additional cost for the electricity and plumbing. Linda Vaughn seconded the motion, motion passed unanimously.

D. **BUS**

Seth reported the institution has raised $69,766 through private donations and we sold 3 old vehicles for $9,900. We will be purchasing two buses based on a recommendation of the Athletic Department and selling our 29 passenger bus. The bus we are wanting to purchase is a 2007 Trident International, 36 passenger bus with 28,000 miles for $43,896. That leaves us $16,400 left to roll over to a new account to add a budgeted amount each year to purchase an additional bus. We would be purchasing two 36 passenger buses for approximately $63,000. Both buses have been run through an independent shop and have DOT inspection. The athletic department will pay for the decaling the buses. Arlen made a motion to purchase the two buses. Kenton Krehbiel seconded motion, motion passed unanimously.

E. **PTINEY BOWES CONTRACT**

Seth requested the board approve to remove a contract we currently have. The contract is for a postage machine that has not been used for a year and half. It will save the college $21,546.00. USPS.com performs the same service for free. As a governing board you have to agree not to replace this piece of equipment of like quality for at least the next annual appropriation period. Quintin made a motion to terminate the Pitney Bowes contract. Linda Vaughn seconded motion. Motion passed unanimously.
F. **EQUIPMENT DISPOSAL**

Greg requested the approval to dispose outdated and broken Veterinary Technology equipment. Some of the equipment is from the sixties. Biology has an autoclave that was purchased in 2013-2014 so it does have some residual value. The autoclave is broken and we can send the autoclave back to the manufacturer for a credit or receive a refund. Carolyn Armstrong made a motion to authorize the disposal of the Veterinary Technology equipment listed and return the autoclave back to the manufacturer for a cash rebate. Quintin seconded motion, motion passed unanimously.

Greg reported we have calves to sale. Our policy states the instructor will notify the VP of Academic Affairs or President of the sale of cattle. Does the board need to approve the sale of cattle? The sale of cattle is seasonal. Arlen reported we have run into this problem before and the board approved the sale of cattle due to state statute. Greg asked if the board could give consent in general. Arlen thought the board could give a permanent consent. Arlen felt it needed to be approved at this time and the board needs to refer back to state statute for policy. Quintin made a motion to amend the agenda to include F1 to discuss livestock disposal. Arlen seconded motion, motion passed unanimously. Quintin made a motion to allow the college farm to sell livestock as required in normal operating practices. Arlen seconded motion, motion passed unanimously.

G. **HLC UPDATE**

Seth reported there are shell templates created for each criterion and all 71 sub-components. This will provide us with a file repository. Each criterion has two co-chairs with the exception of criterion five which has three. The committee has been meeting bi-weekly. The first update to employees will be on Wednesday, September 30. Seth has been in contact with our HLC liaison to make sure we are on the right track. Seth met with Dr. Betty Stevens a previous HLC reviewer and past president at Highland Community College. Seth and Dr. Stevens talked about how the college is progressing with the self-study. The college will be bringing her to campus at the cost of a $1000.00 per day plus expenses in November and May. Dr. Stevens just stepped down as an HLC reviewer. She is familiar with Kansas and current HLC policies. Linda inquired if Seth had talked to other institutions who have used her. Seth spoke with Salina Area Technical College and they were very pleased with Dr. Stevens. Quintin inquired if we are at the point of Dr. Stevens being useful and how Seth reported that is why we are waiting to bring Dr. Stevens to campus in November so there will be three months of documentation for to review. Within this timeframe there will be another community update. Seth wants everyone to see the progress. With this model it is constant accountability.

H. **FINANCIAL REPORT**

Carolyn reported at the next board meeting there will be a complete financial picture. The Board of Trustees had no financial reports to review for the September 21 meeting.

I. **EXECUTIVE SESSION – NON-ELECTED PERSONAL**

Seth requested 15 minutes for executive session for non-elected personnel. Arlen made a motion to discuss non-elected personnel for 15 minutes to include Seth Carter. Linda Vaughn seconded motion, motion passed unanimously at 6:18 p.m.

**OPEN SESSION**

The Trustees and Seth Carter reconvened in open session at 6:33 p.m.
VII. REPORTS AND COMMENTS

A. PRESIDENT’S REPORT
Seth thanked everyone that helped with the Rodeo. Seth spoke at the middle school and received Thank Yous from the students in attendance. Seth provided a report showing accomplishments and goals for the future.

B. COMMENTS FROM TRUSTEES
Kenton Krehbiel thanked everyone for their hard work and due diligence. Carolyn liked the new format of the minutes and thanked Penny and Doug for the re-formatting. Arlen attended the KAACT meeting with Seth. Dr. McKinney was the guest speaker and did a very good job. Quintin complimented Carolyn Kasdorf on the outstanding presentation for the business affairs office considering she has only be on the job for seven weeks. Linda thanked everyone for the good job they are doing. Audrey thanked Carolyn Kasdorf for the good presentation. Audrey also inquired about moving the meetings to Monday to have more time to review the board packets. It was agreed upon that the board packets would be emailed on the Thursday before the Board of Trustees meeting.

C. COMMENTS FROM TRUSTEES

D. OTHER ITEMS
None at this time.

VIII. ADJOURNMENT
Quintin Flanagan made a motion to adjourn, Arlen seconded motion; motion carried unanimously. The meeting was adjourned at 6:44 p.m.

Signed______________________________________ Signed _________________________________
Chairman                                                                   Secretary