

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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January 18, 2016

## **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 January 18, 2016 at 5:00 p.m.

### **MEMBERS PRESENT**

Kenton Krehbiel, Carolyn Armstrong, Arlen Leiker, Quintin Flanagin, 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, and 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, and Ryan Sturdy.

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

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

## **IV. REPORTS**

### **A. REPORTS FROM ADMINISTRATORS**

Dr. George McNulty reported the Department of Education audit concluded January 14, 2016. The audit included Academic Affairs, Business Affairs and Student Affairs. The auditors cited us eleven findings. The staff was able to correct the findings while the auditors were on-campus. The auditing team relayed the number of findings were on the low end of normal. The auditors will take the information reviewed with them and the college will go through an additional ongoing question and answer period. Once the additional review is completed the college will receive a Program Review report which will include a citation, finding and required action. The college will have 30 to 90 days to respond to the findings and the action the college is going to take to correct the findings. The college will then receive a final Program Review report once the auditors receive the college's response. The final report will go to the college, Higher Learning Commission (HLC), Kansas Board of Regents (KBOR), Department of Defense, Consumer Protection Bureau, and FAFSA Center. The final report could take up to a year from the time the auditors complete. Dr. McNulty thanked all departments involved for their hard work on the audit. Dr. McNulty also reported the Program Participation Agreement (PPA) has been provisionally approved through September 2017. The PPA allows us to receive and grant Title IV funds. The reason the college is on provisional status is due to the college's HLC status. Dr. McNulty thanked Nance Munderloh and Dian Organ for offering By Standard Intervention Training to the Residence Assistants (RA). Through this training we are hoping to change the culture of keeping the campus safer and more pleasing to be around through peer intervention. [See Student Affairs Report attached].

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1. Greg Nichols reported the college has received approval from the National Council for State Authorization Reciprocity Agreements (NC-SARA). There are 36 states that are NC members. The college is now authorized to offer high quality education in those states. Mr. Nichols reported the college is working on partnership with other community colleges and universities. [See Academic Affairs Report attached].
2. Carolyn Kasdorf reported Shelly Hammond with Allen, Gibbs and Houlik financial consultant firm has been working with Business Affairs on current audit issues, how to audit ourselves in different areas using the calculations our present firm uses and working through prior period adjustments from 11/12, 13/14 that have been ongoing which will help the college move forward with clean numbers. Adams, Brown, Beran and Ball will be on-campus tomorrow to review the adjustments. [See Business Affairs Report attached.]
3. Doug Johnson reported the music department held a music educators workshop for K-12. The presenter was a music associate professor from CU that shared music technology in the classroom. Mr. Johnson made note of the diversity presentation by Daniel Blake and that HLC mentioned in their initial report the college's attention to diversity. Across campus through events the college has been making an effort to bring awareness to diversity and multiculturalism [See Public Information Report attached.]
4. Ryan Sturdy reported the track team started their in-door track season on January 16, 2016. Three of the track team (all freshman) held qualifying times for national standards. Mr. Sturdy will be attending the President/Athletic Directors meeting to finalize the basketball schedule for the next two years. Mr. Sturdy submitted the fall Jayhawk Conference all Academic Teams and seven of the Volleyball, four of the women's cross country and 2 of the men's cross country team members were selected. Student athletes must carry a 3.5 GPA or higher for the fall semester to qualify for the All-Academic Team. This speaks highly of the academics and teams in those three areas. [See Athletic Report attached.]

## V. FOUNDATION UPDATE

Jennifer Schoenfeld reported Black Bod and Ellucian will be making a presentation on their donor management system. Currently, the Foundation uses Ellucian's donor management system but the Foundation is in the processes of researching other systems to make sure the foundation has the current, most up-to-date, efficient system. January 31, 2016 is the goal Ms. Schoenfeld has set to have the 2016-2017 scholarships identified and amounts available. She will be working with each department to make sure the departments know what is available to them. She is currently verifying attendance for the spring 2016 semester scholarships. Benefit auction is April 9, 2016.

## VI. AGENDA AMENDMENT

Seth Carter asked for approval to amend the agenda to include selling of a horse and a scholarship discussion. Quintin Flanagin made a motion to approve the amendment. Kenton Krehbiel seconded the motion; motion passed unanimously.

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## **VII. BUSINESS**

### **A. OLD BUSINESS**

Seth Carter asked the board to approve the AY fall 2016-spring 2017 Academic Calendar. Quintin asked the August 5 date be corrected. Carolyn made a motion to approve the AY fall 2016-spring 2017 with correction being made. Arlen Leiker seconded the motion; motion passed unanimously.

Seth Carter reported resolution #6 was presented at the last board meeting in a different format than the board used to seeing. Resolution #6 has been corrected for the board to review. Quintin Flanagin reported the format was discussed at the finance committee and everyone was in agreement this format is easier to read and understand. Carolyn made a motion to approve Resolution #6. Arlen seconded the motion; motion passed unanimously.

### **B. ACEN UPDATES**

Seth Carter reported that Mr. Nichols, Rikki Wait joined Mr. Carter for a conference call with Dr. Stoll, ACEN President. The discussion included what the college needed to do to become re-accredited and if the college is on the right track. The college was placed on warning status in August, 2013 being deficient in three of the six standards. Based on the steering committee that came to campus for the review we were deficient in one standard (Student Outcomes). After review the college found the part-time program had a 46% pass rate over a three year average. The full-time program had a 79.6% pass rate over a three year average. The annual average is about 83.8 %. This indicates that our part-time program needs to be reviewed and revised. Seth made a proposal to table the part-time program to give the college time to revise and update the part-time program. Dr. Stoll informed Mr. Carter if the college is not compliant with any of the areas the college will not be re-accredited on those bases. The college immediately needs to file for the "Good Action Cause". The ERP committee will review CCC's report on January 25, 2016 and ACEN Board Meeting will take place in March, 2016.

### **C. BOT DEVELOPMENT OPORTUNITIES**

Seth Carter reported at the last board meeting opportunities for the board to receive professional development. Quintin Flanagin asked Mr. Carter to review what the Higher Learning Commission (HLC) had recommended for the board. Mr. Carter contacted Dr. Sweeney (HLC consultant). The recommendation is the board is receiving institutional knowledge about what is happening within the college. Mr. Carter's recommendation remains the same that the board should go through ACCT. The cost is \$1500.00 annually. Arlen Leiker made a motion the Board of Trustees and CCC President go with the ACCT for training with the annual subscription of \$1500.00. Quintin Flanagin questioned the number of trainings recommended versus the annual cost. Audrey Hines asked if the annual subscription allowed the Board of Trustees and the President to have unlimited access to the training. Mr. Carter confirmed this is correct and the subscription is web-based so the board can log on at home with a password. Carolyn Armstrong seconded the motion. Linda Vaughn voiced a concern over the cost. Mr. Carter reported ACCT is the Association for Community College Trustees and the most reputable. Five members passed the motion with Quintin Flanagin opposing.

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## **D. HLC UPDATE**

Seth Carter reported the Higher Learning Commission (HLC) will be conducting a site visit October 3-5, 2016. The self-study rough draft will be completed by the end of January. The goal is have the final report completed in February with ongoing updates.

## **E. EDUKAN AUDIT**

Seth Carter inquired if the Board of Trustees received a copy of the full report. Kenton Krehbiel reported the board usually receives a copy. Mr. Carter reported he has the full report available for the board to review.

## **F. MISSION, VISION, PHILOSOPHY REVIEW**

Seth Carter asked the board to review the CCC Mission, Vision, and Philosophy. Mr. Carter's recommended no changes be made at this time. The Board of Trustees were in agreement.

## **G. THOMAS COUNTY COALITION**

Seth Carter reviewed the Thomas County Coalition Memorandum of Understanding (MOU). This does not affect the college in anyway. This is a grant the coalition received and they are needing local businesses in town to make a pledge with the coalition. Example; if the college becomes a tobacco/smoke free campus the coalition can show this as a grant outcome. Quintin Flanagin made a motion to approve the MOU with the Thomas County Coalition. Arlen Leiker seconded the motion; motion passed unanimously.

## **H. RESOLUTION #7**

Carolyn Kasdorf reported Resolution #7 is in the regular format as requested by the Board of Trustees. The Resolution will now include a break down by funds. Kenton Krehbiel made a motion to approve Resolution #7. Arlen seconded the motion; motion passed unanimously.

## **I. FINANCIAL REPORT**

Carolyn Kasdorf reported the Finance Committee (Quintin Flanagin and Audrey Hines) meet with Ms. Kasdorf, Chriss Ellison, Jane McDougal and Seth Carter on January 11, 2016. The committee felt that some of the reports were working well and some of the reports needed to be adjusted and the following reports needed to be added; how much revenue has been generated to date, expenses according to the budget that was approved. The previous report was a mixture of soft and hard monies. The new report shows straight budgeted monies. The bank reconciliation and trial balance will be also included each month. Ms. Kasdorf had the controller go back to July 2016 to balance bank to book. Ms. Hammond, financial consultant will be submitting an executive summary of what she worked on and what she found when she has completed. Ms. Kasdorf expects to have the executive summary for the February board meeting. Quintin Flanagin and Audrey Hines expressed they felt the first Finance Committee went very well. Quintin complemented Carolyn and her team on all the work they have done to clean up the data to provide the board with useable data.

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## **J. RESIGNATION**

Seth Carter reported Mallory Green resigned from the Administrative Assistant of Allied Health. Quintin Flanagin made a motion to approve the resignation. Arlen seconded the motion; motion passed unanimously.

## **K. SCHOLARSHIP DISCUSSION**

Seth Carter shared the scholarship budget for AY2015-2016 along with the proposal change. It shows how the scholarships were affected and what line item. The report also shows the performance based scholarships that change to an in state tuition rate. Quintin Flanagin reported that he asked Seth to review the scholarship changes that were discussed at the October 2015 board meeting before it was too late to go over the institutional scholarships and were the college stands on the institutional scholarships. Quintin felt the staff will need guidance if the board has specific concerns before the college starts working on next year's budgets. Linda Vaughn understood at the October 2015 meeting any changes to the scholarships needed to happen before the next year's budget is completed. How does the board know how the college is going to meet the expenses prior to budgeting? Seth Carter reported next year's budget will remain relatively similar to the current year. Going through and looking at the budget, we have the five year projection report and in the terms of enrollment the reduction of students in community college's this year's there will be some form of reduction in terms of participated revenue. This is allowing us to make changes when structuring budget. The board will be provided with changes as the college goes through the budget planning. Arlen Leiker voiced a concern that cutting scholarships with declining student population will hurt the college FTE. Seth Carter reported the current scholarship proposal has a reduction by line item of \$130,000. Audrey Hines reminded the board that they have not had a meeting to discuss board goals for over a year. Ms. Hines recommended the board meet after the February meeting to discuss goals to include scholarship changes for the next couple of years. Kenton Krehbiel inquired when February's meeting will be held since the college is closed February 15. Arlen made a motion to move February's meeting to February 22 as the college will be closed February 15 for President's Day. Carolyn seconded the motion; motion passed unanimously.

## **L. SELLING OF A HORSE**

Seth Carter shared a request from Shanda Mattix to sell a horse. The horse belongs to Colby Community College and has gone through the horse program. The horse is six years old and ready to move and have another job. Ms. Mattix asked the horse be sold via private treaty. Kenton Krehbiel made a motion to approve the sale of the horse.

## **M. EXECUTIVE SESSION – NON-ELECTED PERSONNEL**

Seth Carter asked for a 10 minute executive session for non-elected personnel. Quintin Flanagin made a motion to meet for a 15 minute executive session to include Seth Carter and the Trustees. Arlen Leiker seconded motion; motion passed unanimously at 6:23 p.m.

## **OPEN SESSION**

The Trustees and Seth Carter reconvened in open session at 6:38 p.m.

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## **VIII. REPORTS AND COMMENTS**

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

Seth Carter reported he will be attending meetings at Kansas Board of Regents. Mr. Carter shared a report provide by Mr. Leiker from the Chronicle of Higher Education. The reported showed Colby Community College is in the top 10 in the nation in graduation rate.

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

Quintin Flanagin commented the college game with Hutchinson was exciting and fun. The gym was full with a spaghetti feed happening. That is small town America.

Kenton Krehbiel thanked everyone for their hard work.

### **C. OTHER ITEMS**

None at this time.

## **IX. ADJOURNMENT**

Carolyn Armstrong made a motion to adjourn at 6:43 p.m. Arlen seconded the motion; motion passed unanimously.

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

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