

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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February 22, 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 February 22, 2016 at 5:00 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, Doug Johnson, Public Information Director, Ryan Sturdy, Athletic Director, Marian Ballard, *Colby Free Press* and Angel Morrison recorded the minutes of the meeting.

ABSENT

Jennifer Schoenfeld, Endowment Director and Penny Cline, Board Clerk.

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. Doug Johnson, Ryan Sturdy and Marian Ballard, *Colby Free Press*.

III. AMENDMENT OF AGENDA AND APPROVAL OF THE CONSENT AGENDA

Seth Carter asked to amend the agenda to add four contracts for approval and approval to extend the contract for Allen, Gibbs and Houlik (auditing firm out of Wichita). Carolyn Armstrong made a motion to approve the amended agenda. Kenton Krehbiel seconded the motion; motion passed unanimously.

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

IV. REPORTS

A. REPORTS FROM ADMINSTRATORS

1. Dr. George McNulty reported Student Support Services will be hosting an open house to celebrate National TRIO Day on February 24. Student Support Services serves approximately 200 students. Financial Aid/Student Accounts' financial aid disbursements were successful. The Endowment Scholarships were awarded and have been awarded successfully for the past two terms, due to many entities working together. This was due to many entities working together to make this happen. Student Union signage will be updated during March 2016. Continued work on updating the cafeteria area is ongoing. Dr. McNulty and Seth Carter met with the area manager from Consolidated to inquire for help funding the project. [See Student Affairs Report attached].

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2. Greg Nichols reported the college received approval from the National Council for State Authorization Reciprocity Agreements (NC-SARA) and Colby Community College is listed on the NC-SARA website. There are 36 states that are NC-SARA members. Mr. Nichols reported the college's current Learning Management System (LMS), eCollege, is a Pearson product. Pearson is no longer supporting eCollege. The college will move to Canvas as the new LMS with IT currently working on the integration. The goal is to run pilot courses in summer 2016 and full implementation completed for fall 2016. The music department is traveling to area high schools visiting, recruiting and promoting the college's music program. Randy Berls, vocal instructor, completed the casting for this year's musical, "Annie". The beef barn construction is scheduled to be completed this spring. Nick Consulo, Beef Program Director, reported the students are getting the young bulls ready to video for advertising the Bull Sale. Nursing Program instructors will be attending professional development training to help update the program. Mr. Nichols and Seth Carter are in discussion with Northcentral Technical College in Wausau, WI, concerning the Dental Hygiene program partnership. Assessment coordinator, Heidi Bulfer, is working with other departments to set up assessment in their areas (Student Affairs and Athletics). [See Academic Affairs Report attached].
3. Carolyn Kasdorf reported the Business Office met with the Finance Committee on February 18, 2016. Ms. Kasdorf reported 72.99% of CCC students do not have a balance for fall 2015 and 27% have a balance. Approximately, 2 million has been collected for tuition and fees which leaves around \$500,000 remaining to be collected. February 25-26, 2016 Ms. Kasdorf will be attending the KAACBO meeting in Topeka. Ms. Kasdorf reported she is working on a Gift-in-Kind and process for expenditures for endowment to ensure a smoother transition. The audit is projected to close February 22, 2016 and the goal is to have financials by the next board meeting. APS (payroll processing) and Great Plains integration is working and the business office will be able to provide division chairs with updated budgets. She is also finalizing a request for proposals for banking by the end of the week. Booster clubs accounts have been closed out and moved to Endowment as of today (February 22). [See Business Affairs Report attached.]
4. Doug Johnson reported the Max Pickerill Lecture Series has been re-scheduled for April 5 at 7:00 p.m., in Thomas Hall. Focus groups with students will start meeting to discuss marketing ideas on how to reach students. The groups will include traditional and non-traditional students to help determine the best way to reach students. [See Public Information Report attached.]
5. Ryan Sturdy reported Coach Ryan Carter reached his 500th career win. Men's and Women's track teams competed at the region meet in Pittsburg. There were five individuals qualifying in seven different events. There were three college records broke with twelve of the twenty five performances being personal best. Softball competed this past weekend going three and one. Baseball went two and two. [See Athletic Report attached.]

V. FOUNDATION UPDATE

Seth Carter reported in Jennifer Schoenfeld's absence. Mrs. Schoenfeld has been working on updating the alumni database. The Endowment Foundation is looking at Blackbaud and Ellucian. The Endowment Auction is April 9. Carolyn Armstrong inquired if there is a special project chosen for the auction. Seth Carter reported the project is set for updating the weight room.

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VII. BUSINESS

A. OLD BUSINESS

Seth Carter asked for discussion be held on the part-time Practical Nursing and Associate Degree Nursing programs. Mr. Carter's recommendation is to suspend both part-time programs. The national pass rate is low and the pass rate needs to be at 80% to be in good standing. Both programs need to be reviewed and updated. The college will complete the students currently enrolled in both part-time programs. At that point, an assessment will be completed. Arlen Leiker made a motion to approve Mr. Carter's recommendation to suspend both part-time Practical Nursing and Associate Degree Nursing programs. Linda Vaughn seconded the motion; motion passed unanimously.

B. ACEN UPDATES

Seth Carter reported a letter was sent to ACEN for Good Action Cause for the Associate Degree Nursing (ADN) accreditation. Good Action Cause shows the ADN nursing program has made substantial improvements but is an ongoing process. If placed on Good Action Cause the college will have 18 months to become compliant in all standards. The hearing is March 3 and 4. If the outcome is denial of accreditation, the college will file an immediate appeal.

C. HIGHER LEARNING COMMISSION (HLC) UPDATE

Greg Nichols reported HLC co-chairs (Angel Morrison and Greg Nichols) have received the first rough drafts from each of the criteria. Angel has reviewed all five drafts. Feedback will be given back to the two co-chairs of each criterion to update. Each criterion needs to have documentation/evidence to back what is being included within their report. The second draft is due March 25, 2016. Faculty and staff have been involved in the process and understand how important the self-study is to the college. The HLC site visit will take place Oct 3-5, 2016. Mr. Carter will hold a public forum on Monday, March 7 at 5 p.m., in the Cultural Arts Center.

D. RESOLUTION #8

Carolyn Armstrong made a motion to approved Resolution #8. Arlen Leiker seconded the motion; motion passed unanimously.

E. FINANCIAL REPORT

Carolyn Kasdorf reported at the finance committee meeting questions were raised about the balancing of accounts. Ms. Kasdorf contacted Kent Adams with Pratt Community College and he referred Ms. Kasdorf to the line graph that shows the cash balance sheets. Mr. Adams reported outstanding checks are not stored in any table in GP. If we are using book balance against GP with the balance at the bank then we know the outstanding checks and all other adjustments are correct. Ms. Kasdorf is having the controller go back to July 2015 with the general account to review the reconciliations. The goal is to have the general account reconciled from July 2015 through December 2015 for the March board meeting. The allowance for bad debt is monies collected from Central State Recovery. The account will be renamed "collection fees." Ms. Kasdorf reported Fund 17 on the budget was the athletic account. The new account that will be used is Fund 11. Currently Fund 17 has a balance that will be moved out. Ms. Kasdorf reported the business office will be using a reconciliation check list and individuals will be assigned/responsible for certain areas.

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Quintin Flanagan asked Ms. Kasdorf to go over accounts receivable. Ms. Kasdorf reported it has identified accounts receivable reports in Power Campus that were not reconcilable in the past. Angel Morrison has been working with Student Accounts to rectify these issues. The goal is have an accounts receivable aging report for the March board meeting. Carolyn Armstrong thanked all staff who have helped the business office with the reports.

F. RESIGNATIONS

Seth Carter reported David Koch, nighttime custodian, has submitted his resignation. Kenton Krehbiel made a motion to approve Mr. Koch's resignation. Carolyn Armstrong seconded the motion; motion passed unanimously.

Seth Carter reported Tina Schrick, Practical Nursing instructor, has submitted her early retirement. Tina will continue teaching through July and serve as a mentor for Julie Juenemann, Practical nursing instructor. Kenton Krehbiel made a motion to approve Ms. Schick's early retirement. Arlen Leiker seconded the motion; motion passed unanimously.

G. AGH CONTRACT

Seth Carter reported that Shelly from Allen, Gibbs and Houlik (AGH-auditing firm out of Wichita) asked Mr. Carter for an additional five hours for completion of auditing the financial statements. Mr. Carter asked the Board of Trustees for approval of a \$3000 dollar threshold for the additional time. Carolyn Armstrong made a motion to approve an additional expenditure of up to \$3000 on the contract with AGH. Arlen Leiker seconded the motion; motion passed unanimously.

VIII. REPORTS AND COMMENTS

A. PRESIDENT'S REPORT

Seth Carter reported on the Phi Theta Kappa luncheon held in Topeka, KS. The college was well represented by student Tanner Harvey. Mr. Carter reported Senate Bill 2531 has gone through the house. Senate Bill 2531 is the appeal of continuing contracts for faculty. The college still has local control and Seth recommended to continue with faculty contracts as is. There is currently animosity within the regents and there was an 18 to 1 vote to break away from Kansas Board of Regents. He said colleges are mandated by statute to be under the coordination of the Kansas Board of Regents and it is not in the college's best interest to break away from KBOR. It would cost the college at least \$500,000. Kansas Board of Regents regulates federal funding and serves as data management for the college. Seth reported he is very pleased where we are at on the progress of the HLC self-study and the Gainful Employment report has been approved. Department of Education has asked for additional documentation for the DOE audit in January. Mr. Carter thanked everyone for their continued hard work.

B. COMMENTS FROM TRUSTEES

Kenton Krehbiel thanked everyone for all their hard work. Carolyn Armstrong reported several employees told Carolyn how much they appreciated the employee appreciation luncheon. Arlen Leiker thanked everyone for their hard work. Linda Vaughn said she is anxiously waiting on the financial reports. Audrey Hines congratulated Coach Ryan Carter on his 500 career wins and thanked the Board of Trustees for their work.

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C. OTHER ITEMS

None at this time.

D. EXECUTIVE SESSION – NON-ELECTED PERSONNEL

Seth Carter asked for a 45 minute executive session for non-elected personnel. Kenton Krehbiel made a motion to meet for a 45 minute executive session to include Seth Carter and the Trustees. Carolyn Armstrong seconded the motion; motion passed unanimously at 6:05 p.m.

OPEN SESSION

The Trustees and Seth Carter reconvened in open session at 6:50 p.m.

E. EXECUTIVE SESSION – NON-ELECTED PERSONNEL

Quintin Flanagan asked for a 15 minute executive session for non-elected personnel. Arlen Leiker made a motion to meet for a 15 minute executive session to include Seth Carter and the Trustees. Kenton Krehbiel seconded the motion; motion passed unanimously at 6:46 p.m.

OPEN SESSION

The Trustees and Seth Carter reconvened in open session at 7:00 p.m.

XI. ADJOURNMENT

Audrey Hines adjourned the meeting at 7:01 p.m.

Signed _____
Chairman

Signed _____
Secretary