

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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April 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 April 18, 2016, at 4:30 p.m.

MEMBERS PRESENT

Audrey Hines, Carolyn Armstrong, Arlen Leiker, Quintin Flanagin, Kenton Krehbiel, and Seth Carter.

MEMBERS ABSENT

Linda Vaughn

OTHERS PRESENT

Doug Johnson, Public Information Director and Jennifer Schoenfeld, Endowment Foundation Director. 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 4:30 p.m.

II. INTRODUCTIONS

Seth Carter asked the visitors to introduce themselves: Doug Johnson, Jennifer Schoenfeld

III. APPROVAL OF THE CONSENT AGENDA

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

IV. REPORTS

A. REPORTS FROM ADMINSTRATORS

1. Dr. George McNulty reported the virtual visit planning objective was successfully implemented by visiting Stanton County High School, meeting with sophomores, juniors and seniors in two separate sessions. He said the Student Union signage project is 95% complete and he has received a quote for new lightening in the cafeteria. Dr. McNulty reported Chris Lee, Registrar, Amy Melikova, Director of Admissions, and Nichelle Erskine, Admissions Counselor attended the Ellucian Live conference and Cindi Kriss, Financial Aid Director, and Vanessa Jones, Financial Aid Assistant Director, attended the Financial Aid Administrator Conference. McNulty thanked Mallory Green, Penny Cline, faculty and Consolidated Management for organizing the Board of Trustees/Student dinner. [See Student Services Report attached.]
2. Greg Nichols reported the Art Walk and the Annie musical were very successful and well-attended by the community and CCC employees. He said there is a nationwide push to grant credit for prior learning experience (CPL). The college will be looking at different areas where credit for prior learning could be granted. The Kansas Board of Regents already started the alignment process for CPL. Dr. Michael Thompson, Criminal Justice instructor, attended a credit for prior learning conference. In May, business instructor Brad Bennett will attend the next conference for business technology. Nichols added that CPL (Credit for Prior Learning) and CAEL (Council for Adult Experiential Learning) are acronyms the campus should become familiar with. He also reported the bull test was a success and he received good feedback from staff and students. He noted that Jane McDougal in Accounts Payable said the vendors were all pleased. Mr. Nichols reported

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the Sustainable/Renewable Energy program has been added to the Perkins list. Seth Carter added that the college retention rate is up 5% from last year. [See Academic Affairs Report attached].

3. Carolyn Kasdorf reported she is working on individual budgets for FY2017 and will be submitting a preliminary budget report at the May board meeting. Ms. Kasdorf and Seth Carter are working on a student accounts collections policy. The business office is developing commercial accounts receivable to track activities the Veterinary Technology, Dental Hygiene and Massage Therapy clinics do outside the academic programs. [See Business Affairs Report attached.]
4. Doug Johnson reported the committee for the Honorary Associate Degree chose Jan Wolf as the recipient. He also said the college cable channel 118 used to display non-profit announcements was down, and he was researching new software to fix the issue. [See Public Information Report attached.]
5. Seth Carter reported Ryan Sturdy, Athletic Director and his wife welcomed a baby daughter, Jemmalynn, to their family. He said Mr. Sturdy is working on insurance quotes with Eagle Med. [See Athletic Report attached.]

V. FOUNDATION UPDATE

Jennifer Schoenfeld reported that initial implementation of the Blackbaud alumni data management system started. The process will take approximately three months. The Foundation was selecting the 2016-2017 scholarship recipients. The annual scholarship benefit auction raised \$152,000, with 50,600 designated to remodel the Fitness Lab.

VI. BUSINESS

A. OLD BUSINESS

1. **Online Tuition Rate Increase** – Seth Carter reviewed a summary of online tuition rates for all 19 Kansas community colleges. With an increase Colby Community College would rank seventh. EduKan and Barton Community College increased their tuition to \$150 per credit hour. Mr. Carter's proposal was an increase of \$9.00 per credit hour. Quintin Flanagin asked if the college had determined the cost of the base program per credit hour. Mr. Carter said the proposed increase was based on how much it will cost the college with the implementation of the new Canvas learning management system. Mr. Nichols noted that the college charges a \$12 per credit hour technology fee for both online and on-campus courses to help cover the cost of the LMS and other expenses. He said over the next couple of years the implementation of the new LMS will cost the college approximately \$30,000 to \$35,000. Mr. Nichols explained the technology fund is utilized to pay for updating technology for online and on-campus classes and tuition is additional revenue. Mr. Nichols explained the college has to decide how competitive they want to be and where to market. Carolyn Armstrong expressed concern that the college would overprice the cost of online courses. Quintin Flanagin questioned why the college would want to be \$20 lower than the competitors rather than matching them. Mr. Nichols explained the students pay online tuition according to residency, and the college has kept online tuition in line with traditional rates. Arlen Leiker recommended increasing tuition slowly to avoid overpricing. Mr. Nichols suggested first deciding the market to target and then setting the online tuition. Carolyn Armstrong made a motion to increase the online tuition by \$9 per credit hour per resident. Arlen Leiker seconded the motion. Quintin Flanagin inquired if the board is going to plan on a 3 percent annual increase. Kenton Krehbiel suggested that online tuition be reviewed each year. Carolyn Armstrong amended her motion to include the

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online tuition rates be reviewed each year in January. Arlen Leiker seconded the motion. Four members approved the online tuition increase, Quintin Flanagin opposed.

2. ***Board of Trustee Goals*** – Seth Carter reviewed the Board of Trustee goals from 2012-2015. He said the goals need to be tangible and measurable, and the college is currently on a year-to-year plan until accreditation is fully re-established. Mr. Carter reported each one of the goals is tied to the Strategic Plan which shows the outcomes of each goal. He asked for suggestions for goals. Arlen Leiker suggested the board add community goals to show the college is involved in the community. Mr. McNulty said the environment and the atmosphere matters to students. Mr. Carter reported the re-establishment of rapport and trust with the community and surrounding schools is very important, and the only way to improve it is through beliefs and actions. Quintin Flanagin questioned who establishes annual benchmarks for the goals. Arlen Leiker responded that it is the board's responsibility to set the benchmarks. Quintin Flanagin and Carolyn Armstrong both agreed that the board needs guidance in what is a reasonable goal and how it is measured. Quintin Flanagin made a motion to create a committee of two board members, two administrators (Seth and one other), and two staff members from different departments to bring a proposal of board goals for the Colby Community College Board of Trustees to discuss at the September board meeting. Carolyn Armstrong seconded the motion; motion passed unanimously.

B. ALLEN, GIBBS and HOULIK (AGH) PROPOSAL

Seth Carter reviewed the proposed contract for AGH to continue auditing the financials and help prepare for the AY2016 audit. Ms. Kasdorf reported AGH will assist the business department with reconciling "bank-to-book," making sure the reconciliation is complete, and help close out the year on June 30, 2016. Arlen Leiker made a motion to hire Allen, Gibbs and Houlik. Quintin Flanagin seconded the motion. Kenton Krehbiel asked if Adams, Brown, Beran and Ball (ABB&B) still has the contract to audit the college. Ms. Kasdorf confirmed ABB&B does, and added that they will start audit testing in June for AY2016. Motion passed unanimously.

C. BANKING REQUEST FOR PROPOSAL

Seth Carter reported the proposal is a request for the college to change banks. Kenton Krehbiel inquired if the proposal is to move all monies to one bank or several banks. Ms. Kasdorf would like to have the college accounts at one bank. The decision will be made upon receiving proposals. The request for proposals will be posted publicly.

D. FIT LAB REPLACEMENT BIDS

Seth Carter reported Ryan Carter obtained bids from BSN Sports, Central States Fitness Systems, and Rogue Equipment. All equipment, new ceiling and floor will be purchased with raised funds. The ceiling and floors will be removed and painting will be completed by CCC. Quintin Flanagin made a motion to accept the bid by BSN Sports for \$26,384.95 for weights, \$8,609.92 for cardio equipment, and \$8,559.00 for flooring for a total of \$43,553.87. Arlen Leiker seconded the motion; motion passed unanimously.

E. ELECTION OF FINANCE COMMITTEE

Quintin Flanagin made a motion to elect Linda Vaughn and Carolyn Armstrong to the finance committee for May, April, June and July, 2016. Arlen Leiker seconded the motion; motion passed unanimously.

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F. AMENDMENT OF AGENDA

Seth Carter asked to amend the agenda to replace contract presentations with an agreement between the Thomas County Fair Board and CCC Rodeo Team agreement. Arlen Leiker made a motion to amend the agenda and approve the agreement. Carolyn Armstrong seconded the motion; motion passed unanimously with Audrey Hines abstaining due to her relationship with the Fair Board.

G. STRATEGIC PLAN REVIEW

Seth Carter reviewed the Strategic Plan from 2012-2017. He thanked Angel Morrison for creating the document, which gives a snapshot analysis of how the institution is tying out the goals to each HLC criterion and the Strategic Plan. He said the report shows the institution is invested in continuous improvement. Mr. Carter reported a committee will start working on the 2017-2022 Strategic Plan with all employees and the board involved. Kenton Krehbiel and Arlen Leiker volunteered to represent the board.

H. SALE OF HORSES

Seth Carter reviewed a request from Shanda Mattix, Horse Production Program Director, to sell three horses. Kenton Krehbiel made a motion to approve the request to sell three horses. Carolyn Armstrong seconded the motion; motion passed unanimously.

I. HLC UPDATE

Seth Carter reported the HLC committee was reviewing the Self-Study final draft, which is limited to 40,000 words. Criterion co-chairs submitted the documents and initial drafts to Angel and Greg, who then returned the drafts to the criterion co-chairs for review and feedback. A second draft will be completed and the reports will be peer edited and include all supporting documentation. Mr. Carter referred to the Composite Financial Index (CFI) report showing the college was at a 4.3 in 2015. It was as low as -.5 in 2011, which results in an immediate financial review from HLC. From 2011 until now, the college CFI has increased over 350% and he anticipates the number will increase over the next year. He said the next HLC employee luncheon update was April 29 at 11:30. Arlen Leiker asked what the college's biggest concern is with HLC. Mr. Carter reported the financial audit. The financials are steadily improving, but the demographic base and population are dwindling, and state aid is decreasing. He said the institution's best option to counter-balance those elements is increasing online course offerings and continuous recruiting.

J. RESOLUTION #10

Carolyn Armstrong made a motion to approve Resolution #10. Arlen Leiker seconded the motion; motion passed unanimously.

K. FINANCIAL REPORT

Carolyn Kasdorf reported the aging summary was balanced and showing a decrease of \$240,000 from the previous month. Ms. Kasdorf will present the reconciliation of student tuition, dorm fees and contracts at the May board meeting. Accounts payable encumbrances and AP balances from AY2015 were adjusted. Receivables were at \$500,000 due to Financial Aid drawing down more frequently, which is a decrease from \$3,000,000.00 the previous month. Ms. Kasdorf is working on the AY2017 budget and meeting individually with different budget managers. Kenton Krehbiel inquired how many of the 996 individuals with outstanding balances are current students. Ms. Kasdorf said she did not have that number but would bring that information to the next meeting. She said the Student Accounts Assistant Manager is actively working on past due accounts. Students

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with outstanding balances are placed on hold and are unable to receive their transcripts until the balance is paid in full.

L. RESIGNATIONS

Seth Carter reported Jacque Bedore is retiring and Vice President Greg Nichols accepted the position of president at Salina Tech. Carolyn Armstrong made a motion to accept the resignations of Jacque Bedore and Greg Nichols. Arlen Leiker seconded the motion; motion passed unanimously.

VII. REPORTS AND COMMENTS

A. PRESIDENT'S REPORT

Seth Carter reported faculty alliance has been provided with the institutional budget and negotiations were going well. He said the goal is to have negotiations completed to present at the May board meeting. Mr. Carter reported the college was awarded two more reserve grants to purchase a new bull chute and Vet Tech equipment. Mr. Carter is very proud of where the college is compared to fourteen months ago and thanked everyone for their hard work. He will be attending meetings for the Kansas Board or Regents and NJCAA. He also thanked everyone for attending and representing the institution at the auction and the community for their generosity.

B. COMMENTS FROM TRUSTEES

Quintin Flanagin inquired how many trustees had completed continuing education. Audrey Hines, Carolyn Armstrong and Arlen Leiker said they had completed several of the webinars. He said he appreciates Carolyn and Linda being on the finance committee through the budget process, and with Carolyn's years of experience working on budgets it will be a benefit. Arlen Leiker thanked everyone for their hard work and to keep moving forward one step at a time. Kenton Krehbiel thanked Randy Berls and the Annie crew for putting on a great musical.

C. OTHER ITEMS

None at this time.

VIII. ADJOURNMENT

Quintin Flanagin made a motion to adjourn; Arlen Leiker seconded the motion; motion carried unanimously. The meeting was adjourned at 6:09 p.m.

Signed _____
Chairman

Signed _____
Secretary