

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 1  
May 16, 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 May 16, 2016 at 5:00 p.m.

### **MEMBERS PRESENT**

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

### **OTHERS PRESENT**

Greg Nichols, Vice President of Academic Affairs, Dr. George McNulty, Vice President of Student Affairs, Jennifer Schoenfeld, Endowment Director, Angel Morrison, Data Management Director, Amy Melikova, Director of Admissions, Jane McDougal, Accounts Payable, Monique Eaton, Student Health, Beth Fenton, Vet Tech Instructor, Danell Hemel, Student Accounts Manager, Tashia Kuper, Student Accounts Assistant Manager, Doug McDowall, IT Director, Doug Johnson, Public Information Director, Penny Cline recorded the minutes of the meeting.

### **NOT PRESENT**

Carolyn Kasdorf

### **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.

### **AGENDA AMENDMENT**

Seth Carter asked for a motion to amend the agenda to add two items: "Executive Session for Non-Elected Personnel," and "Disposition of Surplus." Quintin Flanagin made a motion to add an Executive Session for Non-Elected Personnel and Disposition of Surplus. Carolyn Armstrong seconded the motion; motion passed unanimously.

## **II. INTRODUCTIONS**

Seth Carter asked visitors to introduce themselves: Angel Morrison, Amy Melikova, Jane McDougal, Monique Eaton, Beth Fenton, Danell Hemel, Tashia Kuper, and Doug McDowall.

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

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

## **IV. REPORTS**

### **A. REPORTS FROM ADMINSTRATORS**

1. Dr. George McNulty reported that Financial Aid received the initial program review report from the Department of Education. There were 15 findings. Four were corrected on site and two shortly after the on-campus audit. The college was given sixty days to respond to the findings/report. He also said the cafeteria lighting and solar shades projects will be completed before August, 2016. [See Student Services Report attached.]

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 2  
May 16, 2016

2. Greg Nichols reported the program reviews are on a three-year rotation and they are complete for 2015-16. Program assessments are due at the end of the spring semester. Mr. Nichols received acknowledgment from Sandy Johnson, Livestock Specialist at Kansas State University, that Nick Consulo did a great job working with the students at the 2016 Prairie Fair. Chris Ellison submitted the Perkins request for fall 2016-spring 2017. Angel Morrison is completing a report that is due May 20, 2016, for NC Sara showing state-by-state enrollment. Mr. Nichols submitted a change of location to HLC for the nursing program from WaKeeney to Quinter. The college is waiting for final action on this request. [See Academic Affairs Report attached].
3. Seth Carter reported for Carolyn Kasdorf, who was at training. Mr. Carter yielded to Student Accounts representatives for a presentation on updated information. Angel Morrison distributed an aging report showing a breakdown of all past due accounts by term/year, totaling \$1.15 million pending collection. Ms. Morrison reported accounts with no account activity for the previous 89 days had a balance of just under \$700,000. Ms. Morrison asked the board to keep in mind the aging report is based on when charges are assessed to the students' accounts. Mr. Carter reported a policy had been drafted for bad debt write-off. The policy will be presented to the policy committee and then to the board for final approval. Tashia Kuper reported on the collection process for student accounts. She received the aging report on March 2 and began reviewing student accounts. "Past due" letters were mailed to students with a current statement, payment accounts and the FACTS payment plan. Ms. Kuper then began researching collection policies. Linda Vaughn inquired if Tashia is sending the accounts to state collections or to collections. Ms. Kuper said she was researching the most beneficial option. Linda Vaughn then asked if there is a cost when an account is sent to the collection agency and the agency is unsuccessful. Ms. Kuper reported the cost is assessed on the student account up front. She said the college is out no monies. The Kansas Set Off program has a onetime fee of \$15.00. The Central States Recovery is around a 15 to 25% fee. Carolyn Armstrong inquired if the college would still pay the fee if the account was uncollectable. Ms. Kuper reported fees are only paid on accounts that are collected. She said there had been good response on the initial mailing of letters on past due accounts. Quintin Flanagan inquired how many accounts were under \$100. Ms. Kuper reported approximately 15%. Carolyn Armstrong stated the board needs to approve account negotiations with students. Quintin Flanagan asked that the bad debt write-off policy be brought to the June meeting for review and approval. [See Business Affairs Report attached.]
4. Doug Johnson reported Michelle Meyer, Band Instructor, was holding her first community band practice during the evening of May 16, with a concert in the park mid-summer. The CCC billboards will be updated this summer. He also said IT was working on repairing channel cable 118 and thought it would be working within two weeks. [See Public Information Report attached.]
5. Ryan Sturdy reported he was working on the academic teams of the year information. Ryan Carter was named coach of the year in the Jayhawk Conference. There were seven baseball players that earned accolades. [See Athletic Report attached.]

## V. FOUNDATION UPDATE

Jennifer Schoenfeld reported the Blackbaud alumni data management system is on track to go live August 1, 2016. She also said the Foundation's transition to general accepted accounting principles (GAAP) is scheduled to be completed by June 30, 2016. The 2016 auction grossed about \$152,000,

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 3  
May 16, 2016

with \$50,600 designated to renovate the fit lab. She noted that tickets for the 2017 auction, scheduled for April 8, will increase to \$40 per person and the table price will increase to \$300.00.

## VI. BUSINESS

### A. OLD BUSINESS

#### 1. Banking Request For Proposal (RFP)

Seth Carter reported he and Ms. Kasdorf were scheduling individual meetings with all Colby banks to discuss the RFP. The deadline for banks to submit a proposal is June 15, 2016.

### B. CAMPUS CONSORTIUM MOA/AMY MELIKOVA PRESENTAION

Amy Melikova reported the college was approached by Campus Consortium, an international recruiting company, to participate in a new program. She said in 2005 there were around 564,000 F1 visa holders in America. Currently, there are around one million. The top three countries are China, India, and South Korea. Campus Consortium matches data from the college with students they have in their system. Amy suggested requiring students to live on campus and the student taking no more than 15 credit hours per semester. The agreement requires the college to pay 25% of tuition and fees the first year. There would be no cost to the college the second year. The first year the student would take 30 credit hours and the cost to the student for tuition and fees is \$5,700. After the add/drop date the college will be invoiced and pay 25% per student, which results in the college making \$4275 in tuition and fees. The student also pays the \$150 application fee and room and board. The college is looking at around \$9,685 per student. The second year the college is looking at \$11,340 per student. Campus Consortium does not charge the college a member fee and they do not charge the student for matching them to a college. The college receives an invoice after the student has met admission requirements and remains enrolled after the add/drop date. Kenton Krehbiel inquired if the student could stay and take classes over the summer. Amy said they could but the students can stay on campus or go home and take online classes. Seth Carter reported he sent the MOU to the KSB attorney and is waiting for feedback. Carolyn Armstrong made a motion to approve the MOU pending approval from the attorney. Kenton Krehbiel seconded the motion. Quintin Flanagan voiced he would like to see the contract before approving. Five members approved the MOU pending approval from the KSB. Quintin Flanagan opposed. Motion passed.

### C. CONTRACT WITH PRESTO SPORTS

Seth Carter reported the contract is specifically for an athletics website. The cost is \$2,750 annually. The website is automatically populated when CCC submits information to the NJCAA website. He said moving to Presto would far exceed the current online presence for athletics. Doug Johnson said the new site would create a much more efficient work flow. Currently, the statistics are updated manually twice. Ryan Sturdy reported Presto has live game scoring for specific sports (basketball, baseball and softball) and presto is a partner with the NJCAA so the college would receive a \$500 discount for being a member school and an additional \$500 discount for being a member of the Jayhawk Conference. Affiliation with Preston would also benefit the conference and the college would not have to pay an additional website fee for our conference. After reviewing the contract Kenton Krehbiel asked if the contract is for four years or one year. Doug reported the contract is for one year with the option to renew at the same price for the next four years. Arlen Leiker made a motion to approve the contract for one-year. Kenton Krehbiel seconded the motion. Quintin Flanagan requested a roll call vote. Kenton Krehbiel-yes, Carolyn Armstrong-yes,

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 4  
May 16, 2016

Arlen Leiker-yes, Quint Flanagin-no, Linda Vaughn-no, Audrey Hines-yes. Four members voted yes. Quintin Flanagin and Linda Vaughn opposed. Motion passed.

## **D. DRUG POLICY 2016/2017**

Seth Carter proposed a revision to the current policy. He said last year when the policy was revised it essentially contradicted the other policy. He also said there is no other institution that has a “one and done policy.” The current policy says if a student makes one mistake they are removed, and there is no educational component. The proposed policy states if the student is caught there is a reinstatement process with a mandatory suspension. Then the request for reinstatement would go through as a one-time request. If there are any other offenses, the student would be dismissed. Arlen Leiker made a motion to approve and have the policy sent to the KSB for review. If the KSB questions the policy, the policy will come back to the board. Kenton Krehbiel seconded the motion. Five members approved the motion. Quintin Flanagin opposed. Motion passed.

## **E. INTERNATIONAL STUDENT POLICY**

Dr. George McNulty said if the Campus Consortium is successful international students will need support. The current policy states insurance is highly recommended. The new policy will require international students to have health insurance. Quintin Flanagin inquired if the college could mandate the student to have health insurance. Seth Carter reported the college did some research and other community colleges required students to show proof of insurance. Carolyn Armstrong made a motion to approve the updates to the international student policy. Quintin Flanagin seconded the motion; motion passed unanimously.

## **F. BAND EQUIPMENT EXCHANGE**

Seth Carter said Michelle Meyer requested an exchange of band instruments, as an even trade. Quintin Flanagin made a motion to accept the instrument trade proposal. Linda Vaughn seconded the motion; motion passed unanimously.

## **G. NEGOTIATIONS**

Seth Carter reported there were language changes and a request for a 2% salary increase. There is no additional time off and there is no increase in the adjunct faculty rate. The initial proposal provided to the Faculty Alliance included a 1.5% salary increase and a \$50 credit increase. The faculty came back with a 2% raise across the board. The due process is currently granted in Kansas for continuing contracts. Faculty voted and accepted the changes. Arlen Leiker made a motion to accept the changes and 2% salary increase. Kenton Krehbiel seconded the motion. Quintin Flanagin asked Carolyn Armstrong for her opinion. Carolyn Armstrong said she approved of the changes. Motion passed unanimously.

## **H. STRATEGIC PLANNING COMMITTEE**

Seth Carter presented the Strategic Planning Committee request made by Quintin Flanagin at the April board meeting. Mr. Carter made a request that there be two board members, two faculty, two staff members, and two administrative members so everyone in the institution has a level of representation. Quintin Flanagin made a motion to approve President Carter’s recommendation for the Strategic Planning Committee. Carolyn Armstrong seconded the motion; motion passed unanimously.

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 5  
May 16, 2016

## **I. WORKFORCE INNOVATION AND OPPORTUNITY ACT (WIOA)**

Seth Carter explained the document was an agreement with Adult Education. There were leadership changes at the state level and with those changes came some basic language updates within the agreement. The changes do not specifically affect the college. Kenton Krehbiel made a motion to approve the Workforce Innovation and Opportunity Act as presented. Arlen Leiker seconded the motion; motion passed unanimously.

## **J. REVIEW OF TRUSTEE/STUDENT DINNER**

Seth Carter thanked the board members for meeting with the students in April. Mr. Carter reported the college is addressing some of the concerns and there is still room for improvement in other areas. Quintin Flanagin felt one area in particular that would be an easy fix is the lighting and general grounds around the dorms. Seth reported that Scott Williams, Maintenance Director, has ordered replacement lights for the Ag building and the back side of Living Center North. Carolyn Armstrong said Frahm Theatre is another area that needs enhanced lighting. Linda Vaughn pointed out that students were very positive about the faculty. Quintin Flanagin shared the students liked the four-day week and they felt faculty and staff are accessible on Fridays. Carolyn Armstrong stated the students were impressed that Seth and Dr. McNulty were at the school on a past snow day cooking for the students.

## **K. HLC UPDATE**

Seth Carter reported the review members for the HLC visit have been selected. The nursing site change from WaKeeney to Quinter was approved. Ms. Morrison has received revised drafts from the criterion co-chairs, and she and Mr. Nichols are reviewing the changes. The reports will be returned for a final review by the criterion committees to maintain a continued unified voice. Mr. Carter reported the Strategic Planning committee meets on a regular basis. The committee will be adding an additional narrative that reflects changes and updates at the college. The HLC site visit will be October 3-5, 2016.

## **L. RESOLUTION #10**

Kenton Krehbiel made a motion to approval resolution #10. Quintin Flanagin seconded the motion; motion passed unanimously.

## **M. FINANCIAL REPORT**

Seth Carter reported in Carolyn Kasdorf's absence. Mr. Carter reported the finance committee met with Linda Vaughn and Carolyn Armstrong. The business office team felt very positive after the meeting and appreciated the perspective and insight. Seth and Ms. Kasdorf would like to establish what reports the finance committee wants to review. The board felt at this time they need to continue receiving all reports until the next audit is complete and everyone is comfortable with all finance reports.

## **N. RESIGNATIONS**

Carolyn Armstrong made a motion to accept resignations for Sheri Martin and Jessica Rush. Kenton Krehbiel seconded the motion; motion passed unanimously.

## **O. DISPOSTION OF SURPLUS**

Seth Carter requested approval from the board to discard office supplies (three TVs, a metal desk and the old stage). There is a buyer for the stage and Mr. Carter would like to scrap

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 6  
May 16, 2016

the metal desks. He would like to offer the fit lab equipment for free-will donation to employees and then scrap the equipment that no one wants. Construction started on the Living Center North residence hall and Mr. Carter requested permission to haul the furniture to the landfill. Quintin Flanagin made a motion to approve the disposition of surplus as President Carter determines. Carolyn seconded the motion; motion passed unanimously.

**P. EXECUTIVE SESSION-NON-ELECTED PERSONNEL**

Quintin Flanagin requested a 15-minute executive session to include Seth Carter and the board of trustees. Arlen Leiker seconded the motion; motion passed unanimously at 6:48 p.m.

**OPEN SESSION**

The Trustees and Seth Carter reconvened in open session at 7:03 p.m.

Arlen Leiker made a motion to not renew accounting instructor Jana Huse's contract for the fall 2016-spring 2017 academic year. Kenton Krehbiel seconded the motion; motion passed unanimously.

**VII. REPORTS AND COMMENTS**

**A. PRESIDENT'S REPORT**

Seth Carter reported construction started that day, Monday, May 16, on Living Center North. The lighting project in the cafeteria is on track to be completed by the end of May. Painting had started on Living Center East. He will be attending the Kansas Board of Regents and EduKan meetings on May 18, 19 and 20. Mr. Carter thanked everyone for their continued support.

**B. COMMENTS FROM TRUSTEES**

Linda Vaughn enjoyed attending the vice president of academic affairs interviews and congratulated Mr. Nichols on his new position as president of Salina Tech. Quintin Flanagin thanked everyone for their hard work on continued improvement at the college. Carolyn Armstrong commented on how nice the campus is looking and thanked the staff and faculty. Kenton Krehbiel thanked everyone for their continued work. Mr. Krehbiel reminded the board that there are terms up in 2017 and the board needs to review the policy and procedure for the process.

**C. OTHER ITEMS**

None at this time.

**VII. ADJOURNMENT**

Kenton Krehbiel made a motion to adjourn; Arlen Leiker seconded the motion; motion carried unanimously. The meeting was adjourned at 7:15 p.m.

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

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