

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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July 18, 2016

## **I. CALL TO ORDER**

The regular meeting of the Board of Trustees of Colby Community College, Thomas County, Kansas, was held in the Board Room in Thomas Hall on July 18, 2016, at 5:00 p.m.

### **MEMBERS PRESENT**

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

### **OTHERS PRESENT**

Brad Bennett, Vice President of Academic Affairs, Dr. George McNulty, Vice President of Student Affairs, Jennifer Schoenfeld, Endowment Director, Doug Johnson, Public Information Director, Ryan Sturdy, Athletic Director, Monique Eaton, Student Health, John Haas, Ranson Financial. 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 visitors to introduce themselves. Ryan Sturdy, Athletic Director, Doug Johnson, Public Information, Monique Eaton, Student Health and John Haas, Ranson Financial.

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

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

## **IV. REPORTS**

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

1. Dr. George McNulty reported the financial aid program review responses were sent to the Department of Education on July 12, 2016. The college will receive the final report within the next six months. The Program Participation Agreement, Acknowledgment Notice, Transmittal Notice, and the Approval Letter have been officially logged at the Department of Education. The Eligibility for Certification Approval Report (ECAR) were logged at the Department of Education May 2016. Student Affairs has been busy preparing for the upcoming year. The admissions area has been painted and updated, eighty new mattresses were purchased for the dorms, Student and Residence Hall Handbooks have been updated, planning for the college/community-wide student orientation the week of August 15, 2016, and working with Consolidated Management to include a new reception station. Dr. McNulty continues to meet with departments in Student Affairs to work on assessment and strategic planning. [See Student Services Report attached.]
2. Brad Bennett reported the college is fortunate to hire qualified faculty in areas that could have been difficult to fill. Currently, there are faculty positions open for a nursing instructor and physical therapist assistant program director. He said IT was updating fourteen classrooms. Four new instructors who are first-time faculty will be attending the New Instructor Training in Kansas City, KS. Krista Carter and Mike Thompson will be presenting at the Annual Summer Institute on Distance Learning and Instructional Technology (SIDLIT) Conference on August 4-5, 2016. [See Academic Affairs Report attached].

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3. Carolyn Kasdorf reported the audit preparation is close to being finalized. The business office was working on the Schedule of Expenditure of Federal Funds (SEFA), which includes federal grants and Perkins loans. The finalized 2016-17 institutional budget is \$15,150,000.00. Ms. Kasdorf will send the Board of Trustees a budget summary. She reported the state budget would be finalized during the week. Auditors will be on campus July 28 and 29 for the SEFA audit, and again August 4 and 5. CCC's audit is dependent on the Endowment Foundation audit, and the Foundation is working on their audit. [See Business Affairs Report attached.]
4. Doug Johnson reported he should receive the billboard proofs during the week. Once Doug finalizes the proofs, Colby Canvas will update the interstate signs. [See Public Information Report attached.]
5. Ryan Sturdy reported the CCC women's cross country team had been named National Academic Team of the Year. He said the SportsWare OnLine (SWOL) is complete. The software will help automate the paperwork process athletes are required to submit. Audrey Hines inquired about the status of the weight room. Mr. Sturdy reported the weight room is a work in progress. Mr. Carter stated the expected completion date is the end of August. [Athletic Report attached.]

## V. FOUNDATION UPDATE

Jennifer Schoenfeld reported that the Blackbaud alumni data management system is in the test phase, and will be live August 8. Ms. Schoenfeld will make a presentation in the future to the board of trustees on how Blackbaud works. She is continuing to work on the Generally Accepted Accounting Principles (GAAP) transition and prepping for the audit.

## VI. BUSINESS

### A. OLD BUSINESS

There was no old business.

### B. ELECTION OF 2016-2017 OFFICERS

Quintin Flanagin made a motion to elect Kenton Krehbiel as Board Chairman, Carolyn Armstrong as Board Vice-Chairman, Quintin Flanagin as Treasurer, and Seth Carter as Secretary. Arlen Leiker seconded the motion; motion passed unanimously.

### C. ELECTION OF *ex-officio* MEMBER TO THE CCC FOUNDATION

Quintin Flanagin made a motion to elect Arlen Leiker as the *ex-officio* member to the CCC Foundation. Carolyn Armstrong seconded the motion; motion passed unanimously.

### D. ELECTION OF KANSAS ASSOCIATION OF COMMUNITY COLLEGE TRUSTEE (KACCT)

Carolyn Armstrong made a motion to elect Arlen Leiker as the Kansas Association of Community College Trustees (KACCT) Board of Trustee representative. Quintin Flanagin seconded the motion; motion passed unanimously.

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## **E. BOND APPROVAL**

John Haas, Ranson Financial, reported the College received an A- rating for the bond refinancing. Refinancing will save the college \$2,394,308 over the life of the bonds. Mr. Haas presented the resolution which reads, "A Resolution authorizing Colby Community College, to enter into lease transactions, the proceeds of which will be used to pay the costs of refinancing certain building and energy conservation improvements on the college campus in Colby, Kansas, and approving the execution of certain documents in connection therewith." Carolyn Armstrong made a motion to approve the resolution. Arlen Leiker seconded the motion; motion passed unanimously.

## **F. BANKING RFP**

Seth Carter reported all Colby banks were sent the Request for Proposal (RFP). Mr. Carter proposed moving the general fund account to Farmers and Merchants Bank, continuing the student union account with The Bank, splitting the financial reserve account between Western State Bank and Adams Bank, and leaving the college credit cards with Sunflower Bank. Mr. Carter stressed it is in the best interest of the college to keep institutional money with local banks that support the college. Quintin Flanagin inquired how often the board of trustees should review this process. Mr. Carter recommended every five years. Audrey refrained from voting due to a conflict of interest. Carolyn Armstrong made a motion to approve Mr. Carter's proposal on the college's accounts. Linda Vaughn seconded the motion; motion passed unanimously.

## **G. SECONDARY INSURANCE**

Ryan Sturdy reported the college athletic insurance is with AG as the administrator, QBE as the insurance and Mutual of Omaha for the catastrophic coverage. The renewal premium is \$89,995.00. Mr. Sturdy recommended the college renews with the current insurance companies. Carolyn Armstrong made a motion to approve the insurance renewal with AG as administrator, QBE for insurance, and Mutual of Omaha for catastrophic coverage in the amount of \$89,995. Kenton Krehbiel seconded the motion; motion passed unanimously.

## **H. SALE OF HORSE**

Seth Carter reported Shanda Mattix, Horse Program Director, requested approval to sell a 29-year-old bay mare named Becky Chex. The program is retiring her from the broodmare herd during the summer. Linda Vaughn made a motion to approve the sale of the horse. Quintin Flanagin seconded the motion; motion passed unanimously.

## **I. RESIDENCE HALL HANDBOOK**

Dr. George McNulty reported he worked with Jim Rorabaugh, Director of Residence Life, and Mallory Green, Associate Director of Residence Life, to update the Resident Hall Handbook. The handbook is updated annually. Updates were terminology, structure, and wording. There were no policy changes. Carolyn Armstrong inquired if the policy for alcohol and drugs is in line with the recent handbook updates. Dr. McNulty asked the board to review the sanction guides. The guides show what sanctions are in place if a student violates the alcohol and drug policy. Arlen Leiker requested that each of the Board of Trustees receives a printed copy. Kenton Krehbiel made a motion to approve the Residence Hall Handbook. Arlen Leiker seconded the motion; motion passed unanimously.

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### **J. HLC UPDATE**

Seth Carter reported per HLC the self-study report is now called assurance filing. The assurance filing has been through three revisions with a final revision being sent to criterion chairs this week. Vice President Bennett and Angel Morrison are working on linking documents to the report. The final report is due August 9, 2016. Mr. Carter shared he is very pleased with the work that has gone into the assurance filing report. He said an extension with HLC would be filed up to 2022 to allow the college to update the policy for dual credit faculty qualifications.

### **K. RESIGNATIONS**

Seth Carter reported that Conley Moorhous, Admissions Counselor, and Michelle Glass, Assistant Volleyball Coach, resigned. Kenton Krehbiel made a motion to accept the resignations. Quintin Flanagin seconded the motion; motion passed unanimously.

### **L. RESOLUTION #1**

Quintin Flanagin made a motion to accept Resolution #1 as presented in the financial packet. Carolyn Armstrong seconded the motion; motion passed unanimously

### **M. FINANCIAL REPORT**

Carolyn Kasdorf reported the business office met with finance committee member, Carolyn Armstrong, on Thursday, July 14, 2016. Ms. Kasdorf said reports in the financial packet the board received would change due to closing out year-end accounts. She added that Accounts Payable was tracking checks written in fiscal year 2017 for activities/services rendered in fiscal year 2016. She also reported that cash balances were tied out and balanced. Quintin Flanagin made a motion to approve the financial packet as presented. Carolyn Armstrong seconded the motion; motion passed unanimously.

## **VII. REPORTS AND COMMENTS**

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

President Carter commended the business department on their audit progress. Doug Johnson provided Mr. Carter with several pictures of all updates taking place on campus. The college had another successful campus clean-up. President Carter also said the college is at \$2.6 million in grants and donations since the spring of 2015. President Carter thanked the board for their dedication.

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

Quintin Flanagin complimented Carolyn Kasdorf on the new budget worksheet and the information given to the board to study the budget. Arlen Leiker reported the next KACCT meeting is September 9-10, 2016, and he will attend the ACCT meeting in New Orleans in October 2016. Carolyn Armstrong thanked everyone for their hard work, President Carter for his leadership, and said the college has the best faculty and staff. Kenton Krehbiel thanked everyone for their hard work. He asked when the meeting will be held to approve the budget for publication. Ms. Kasdorf reported either July 28 or 29, 2016. Mr. Krehbiel also inquired when the special meeting will take place for the public budget approval. There was consent among trustees to hold a special meeting of the Board of Trustees on Thursday, July 28, at 7:30 a.m. for budget approval, with the public hearing scheduled for August 12, 2016.

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**C. OTHER ITEMS**

None at this time.

**VIII. ADJOURNMENT**

Kenton Krehbiel made a motion to adjourn; Arlen Leiker seconded the motion; motion carried unanimously. The meeting was adjourned at 5:58 p.m.

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

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