

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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July 28, 2016

## **I. CALL TO ORDER**

The special meeting of the Board of Trustees of Colby Community College, Thomas County, Kansas was held in the Board room in Thomas Hall on July 28, 2016 at 7:30 a.m.

### **MEMBERS PRESENT**

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

### **OTHERS PRESENT**

Doug Johnson, Public Information Director, Brad Bennett, Vice President of Academic Affairs, and Carolyn Kasdorf, Vice President of Student Affairs, David Tan, *Colby Free Press*. Penny Cline recorded the minutes of the meeting.

### **CALL MEETING TO ORDER**

Board Chairman Kenton Krehbiel called the meeting of the Colby Community College Board of Trustees to order at 7:30 a.m.

## **II. REVIEW AND APPROVE NOTICE OF SPECIAL MEETING**

Carolyn Armstrong made a motion to approve the Review and Approve Notice of Special Meeting. Arlen Leiker, seconded the motion; motion passed unanimously.

## **III. BUSINESS**

### **A. REVIEW OF STATE BUDGET TFORM AND APPROVE FOR PUBLICATION**

Carolyn Kasdorf presented the revised budget. She reported she made a change in the auxiliaries. There was a sign reserved that needed to be corrected. Kenton Krehbiel asked Ms. Kasdorf to review and correct the mill levy section. Carolyn Armstrong made a motion to approve the budget for further publication. Audrey Hines seconded the motion; motion passed unanimously.

### **B. APPROVAL TO WRITE-OFF DELINQUENT STUDENT ACCOUNTS**

Carolyn Kasdorf requested approval to write-off \$32,756.74 in unpaid accounts that belonged to international students. The students do not have a social security number and therefore cannot be turned over to a collection agency. Audrey Hines made a motion to approve the write-off of \$32,756.74. Arlen Leiker seconded the motion. Carolyn Armstrong requested in the future the names be listed on the report. Motion passed unanimously.

### **C. APPROVAL OF STUDENT ACCOUNTS FOR COLLECTIONS**

Carolyn Kasdorf requested approval to send student accounts totaling \$284,843.16 to collections. Carolyn Armstrong made a motion to approve sending the student accounts totaling \$284,843.16 to collections. Audrey Hines seconded the motion. Linda Vaughn inquired if in the future students will be allowed to carry balances to the same extent. Seth Carter reported students will be required to sign up for a FACTS payment plan. Audrey Hines seconded the motion; motion passed unanimously.

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**D. REVIEW OF HLC ASSURANCE FILING REPORT**

Seth Carter reported Brad Bennett and Angel Morrison are in the final process of editing the report. The deadline to submit the report is August 9.

**E. GOVE COUNTY MOA**

Seth Carter reported the fees for the MOA increased \$1,800 annually. He also said there are currently ten students at the site and 2016-17 will be the last year of this program. The college is phasing out all part-time nursing programs after students graduate in May, 2017. Audrey Hines made a motion to approve the Gove County MOA. Arlen Leiker seconded the motion; motion passed unanimously.

**F. INTER DEPARTMENTAL TRANSFER POLICY**

Seth Carter presented a policy that would not allow employees to transfer to another department until the employee has completed one year of continuous service. There are instances that because of need a supervisor can deem a transfer is acceptable before the one year has concluded. In this instance the immediate supervisor and supervising vice president must agree to the department transfer. Audrey Hines made a motion to approve the Inter Departmental Transfer Policy. Arlen Leiker seconded the motion; motion passed unanimously.

**G. AUGUST FINANCE COMMITTEE/FINANCIAL PACKET**

Seth Carter reported the audit will be August 11, 12, 15, 16, and 17. Carolyn Kasdorf indicated the business office would be working with the auditors and was concerned they will not have time to complete the finance packet. Arlen Leiker inquired if it would help to move the board meeting to August 22. Ms. Kasdorf agreed the business office would have the finance packet complete. Arlen Leiker made a motion to move the August board meeting to August 22 at 5:00p.m. Audrey Hines seconded the motion; motion passed unanimously.

**H. AUGUST BOARD OF TRUSTEE MEETING**

Kenton Krehbiel reported the change of the August meeting was approved under the August finance committee/financial packet.

**IV. ADJOURNMENT**

Audrey Hines made a motion to adjourn. Arlen seconded the motion; motion passed unanimously. The meeting was adjourned at 7:51 a.m.