

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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August 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 August 22, 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 and 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 5:00 p.m.

II. INTRODUCTIONS

Seth Carter asked visitors to introduce themselves. Jennifer Schoenfeld, Endowment Foundation, Ryan Sturdy, Athletics, and Doug Johnson, Public Information.

III. APPROVAL OF THE CONSENT AGENDA

Carolyn Armstrong made a motion to approve the July 18, 2016 regular meeting minutes and July 28, 2016 special meeting minutes. Audrey Hines seconded the motion; motion passed unanimously.

Kenton Krehbiel requested two correction to the August 12, 2016 special meeting minutes. Mr. Krehbiel voted "yes" to adopt the 2016-17 budget, which was not recorded in the minutes. He reported he failed to announce the tally of the roll call was five to one in favor and the motion passed. Arlen Leiker made a motion to approve the corrections to the August 12, 2016 special meeting minutes. Linda Vaughn seconded the motion; motion passed unanimously.

Arlen Leiker requested a clause be placed on the contracts (item D pages 68 to 105). Clause stating, Pay will be according to the Master Agreement with the set threshold of a minimum of six (6) students, aside from the exceptions stated in the Master. Arlen Leiker made a motion to approve item D with the correction and approve the agreements. Carolyn Armstrong seconded the motion; motion passed unanimously.

IV. REPORTS

A. REPORTS FROM ADMINSTRATORS

1. Dr. George McNulty presented the Board of Trustees a copy of the Residential Handbook that was approved at the July 14, 2016 Board of Trustees meeting. Mr. McNulty thanked Ms. Schoenfeld for working with Tom Moorhous in donating \$10,000 (\$3,000 in 2015-2016 and \$7,000 2016-2017) towards scholarships. Mr. McNulty and Ms. Schoenfeld are working with Mr. Moorhous on determining the scholarship criteria. He thanked Ryan Sturdy and the coaches for working with Dian Organ and Nance Munderloh to implement the **Family Peace** Initiative educational training for the student athletes. The initiative stems from domestic violence services with many different training components. The training began fall 2015 with the resident assistants and continued training fall 2016 on three different components: cruelty and respect, sexual respect, and integrity. Mr. McNulty thanked everyone for their hard work getting the campus ready for the academic year and helping students make a smooth transition. [See Student Services Report attached.]

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2. Brad Bennett reported he is working with the Kansas Board of Regents on updating the Performance Agreements. An interview with a candidate for the vacant PTA director position was scheduled for August 24. Mr. Bennett said he began updating the profit/loss report for all academic programs. IT updated fourteen classrooms and faculty is very appreciative. The Online Learning Committee has been established. The committee's mission is to improve and enhance the online learning environment for CCC students. [See Academic Affairs Report attached].
3. Carolyn Kasdorf reported the audit went well and the Business Affairs office was in the final stages of answering questions for the auditors. She also said the Endowment Foundation's audit was planned for the second week of September. The Foundation's audit will determine when the College's audit can be completed. To date, the college had five audit findings. According to the business office the college ended fiscal year 2016 with the following unaudited figures: unrestricted cash of approximately \$6 million; unencumbered cash increased by approximately \$2.4 million from fiscal year 2015; end of year profit is approximately \$2.2 million; and the ending net assets increased to approximately \$10.9 million. [See Business Affairs Report attached.]
4. Doug Johnson reported he sent out a press release regarding the Foundation auctioning off the sign used for Max Pickerill's reserved parking spot. The story generated positive discussion on social media and CCC alums that had Mr. Pickerill has an instructor. The softball team Duck Soup Softball fundraiser was scheduled for August 27-28. September 3 was the annual Volleyball Nigh Golf Tournament fundraiser. [See Public Information Report attached.]
5. Ryan Sturdy reported volleyball season kicked off playing Hutchinson Community College August 23 at the Colby Community Building. Cross Country started September 5 with a meet on campus. The following week Cross Country is at Goodland. [See Athletic Report attached.]

V. FOUNDATION UPDATE

Jennifer Schoenfeld reported positive feedback concerning the parking place and street signs. A photo op is planned within the following week with Baker Bugbee and Roger Marshall, if his schedule allows. She reported Mr. Tom Moorhous's gift of \$10,000 brings his lifetime total giving to over a \$135,000. The Blackbaud alumni data management system is officially live, and the next step is updating data quarterly. Ms. Schoenfeld's goal is to import all gifts received throughout the current year and generate a giving report to those who donated. Ms. Schoenfeld thanked Angel Morrison for her help and guidance throughout the process. They were working on going live with the baseball and volleyball fundraisers by the end of the week. The transition to the Generally Accepted Accounting Principles (GAAP) was coming to a close. She also said the IRS auditor would be in town August 30 through September 1, and the internal auditors would be on-campus September 10-20.

VI. BUSINESS

A. DISPOSITION OF SURPLUS

Seth Carter asked for approval to dispose of pens/gates at the farm that are rusted out and no longer safe. An employee expressed interest in the pens/gates. Mr. Carter recommend the employee be allowed to make a donation to the endowment for the pens/gates. The second request was to dispose of two coat racks in the student union that are no longer used. Quintin Flanagin made a motion to approve the disposal of assets listed with the CCC

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employee making a contribution to the Endowment Foundation for the pens/gates. Arlen Leiker seconded the motion; motion passed unanimously.

B. APPROVAL OF BANK SIGNER POLICY

Seth Carter reported the banks the college is switching to requested that the institution have a designated policy on file. Mr. Carter recommended that the three authorized signers be the Vice President of Academic Affairs, Vice President of Student Affairs, and President. He further recommended the three Board of Trustees authorized signers be the Chair, Vice-Chair and the Treasurer. Carolyn Armstrong made a motion to approve the Bank Signer Policy. Audrey Hines seconded the motion; motion passed unanimously.

C. SALE OF A STEER

Seth Carter reported Nick Consulo, Beef Management Program Director, requested selling a steer that remained from the spring bull sale. The steer has health issues and the information would be disclosed to the buyer. Linda Vaughn made a motion to approve the sale of a steer. Carolyn Armstrong seconded the motion; motion passed unanimously.

D. SALE OF CALVES

Seth Carter reported Nick Consulo, Beef Management Program Director, requested selling 25 calves. Carolyn Armstrong made a motion to approve the sale of 25 calves. Linda Vaughn seconded the motion; motion passed unanimously.

E. STUDENT HANDBOOK UPDATE

Dr. McNulty reported the updates are tied to best practice terminology. The updates include off-campus/on-campus conduct, law enforcement investigations/Title IX investigations, a mediation statement, confidentiality, and sanction guides to mirror the residential life handbook. Audrey Hines made a motion to approve Student Handbook updates as presented. Arlen Leiker seconded the motion. Quintin Flanagin inquired if the college actually has a maintenance cleaning class, as stated in the handbook. Dr. McNulty explained the class is new. When health and safety checks are done and the dorm room is in disarray the student is informed he/she needs to clean up. Upon follow-up if corrections have not been done the student(s) will participate in a cleaning class to include how to clean a bathroom, keep a room orderly, when to pick up trash, etc. This class will be presented by the Director of Residence Life and maintenance staff. Motion passed unanimously.

F. HLC UPDATE

Seth Carter spoke with Mr. Simpson, HLC site steering chair committee member. Mr. Simpson was working on finalizing site visit details. The Assurance Filing/Federal Compliance reports are completed and submitted. Mr. Carter thanked everyone for their work on both reports. He is proud of the results and how the reports illustrate the progress of the college. The college is preparing for the site visit October 3-5, 2016. Vice President Brad Bennett and Angel Morrison, Director of Institutional Effectiveness, prepared a brochure that was given to CCC employees at the August in-service. The brochure was a criterion overview.

G. RESIGNATION

Seth Carter requested approval for the resignation of Chris Lee, Registrar. Carolyn Armstrong made a motion to approve Mr. Lee's resignation. Audrey Hines seconded the motion; motion passed unanimously.

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H. ELECTION OF FINANCE COMMITTEE

Carolyn Armstrong made a motion to nominate Arlen Leiker and Kenton Krehbiel to serve on the Finance Committee during September, October and November, 2016. Lina Vaugh seconded the motion; motion passed unanimously.

I. RESOLUTION #2

Quintin Flanagin made a motion to adopt Resolution #2 as presented in the finance packet. Audrey Hines seconded the motion; motion passed unanimously.

J. FINANCIAL REPORTS

Carolyn Kasdorf reported the finance committee met on August 17. Ms. Kasdorf said she was entering the budget into the system and the Board of Trustees would receive the budget input report for the upcoming year. The Controller continues to reconcile on a monthly basis. At the time there were two separate reports as the books were open for fiscal year 2016 and fiscal year 2017. Kenton Krehbiel inquired about the finance charge on the Visa cards. Seth Carter reported that the charge was already corrected by calling the company. Kenton Krehbiel inquired what was needed of the Board of Trustees concerning signature cards at the banks. Mr. Carter said he would notify the Board of Trustees of what banks need information. Mr. Carter reported a board member requested that enrollment reports be tied out to revenue. Angel Morrison will generate a report to include the data.

VII. REPORTS AND COMMENTS

A. PRESIDENT'S REPORT

President Carter reported move-in weekend went well and thanked the trustees for their continued support.

B. COMMENTS FROM TRUSTEES

Linda Vaugh thanked everyone for their hard work. Arlen Leiker reported the college completion rate is very close to being in the top 15. Audrey Hines thanked everyone for their hard work. Carolyn Armstrong said she is enjoying being on the College Board. Kenton Krehbiel thanked everyone for their hard work.

C. OTHER ITEMS

Seth Carter reported the college is replacing two utility terrain vehicles. The college received bids which were below the threshold of \$20,000. Mr. Carter inquired if the board has to approve the purchases. Kenton Krehbiel asked if it would be an outright purchase. Mr. Carter acknowledged it would be an outright purchase. Mr. Carter said he would send the policy to the Board of Trustees for review.

VIII. ADJOURNMENT

Quintin Flanagin made a motion to adjourn; Audrey Hines seconded the motion; motion carried unanimously. The meeting was adjourned at 5:47 p.m.

Signed _____
Chairman

Signed _____
Secretary