

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 1
September 19, 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 September 19, 2016, at 5:00 p.m.

MEMBERS PRESENT

Kenton Krehbiel, Audrey Hines, Carolyn Armstrong, Linda Vaughn, Arlen Leiker, Quintin Flanagin, 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 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 5:00 p.m.

AGENDA AMENDMENT

Kenton Krehbiel asked for a motion to amend the agenda to add item "M., Audit" and item "N, KACCT Report." Carolyn Armstrong made a motion to approve adding item M and N. Linda Vaughn seconded the motion; motion passed unanimously.

II. INTRODUCTIONS

Seth Carter asked visitors to introduce themselves. Jennifer Schoenfeld, Endowment Foundation, Ryan Sturdy, Athletics, Doug Johnson, Public Information and David Tan, *Colby Free Press*.

III. APPROVAL OF THE CONSENT AGENDA

Quintin Flanagin asked for a correction be made at the top of the minutes from "ecord" to "record." Quintin Flanagin made a motion to approve the consent agenda with the note of the correction of the minutes. Audrey Hines seconded the motion; motion passed unanimously.

IV. REPORTS

A. REPORTS FROM ADMINSTRATORS

1. Dr. George McNulty reported the college hired a new part-time night security officer. The college was granted an additional \$50,000 for the Health Science Scholarship. The guidelines to distribute the funds are outlined in a MOU set by the Hansen Foundation. Dr. McNulty reported there are an increasing number of students who require a gluten-free diet. He said moving forward the cafeteria will label what foods are gluten-free. The College Planning Conference is October 6, 2016. The event is attended by high school juniors and seniors and the college is expecting about 350 students. Dr. McNulty thanked Daniel Blake for hosting the Constitution Day event. Kenton Krehbiel inquired about the kitchen updates. Seth Carter reported the walk-in freezer was not fixed. McClure's Heating and Air Conditioning was working on building the parts. The stand-up coolers were re-charged and another circuit was added to update the electrical output. He also said a new steamer would be installed September 20 and the HVAC system had been fixed. Dr. McNulty reported the flat top stove will need to be replaced. [See Student Services Report attached.]

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 2
September 19, 2016

2. Brad Bennett reported the Kansas Core Outcomes meeting would be in Topeka to discuss seven courses and establish the same outcomes across the state. The HLC extension for the dual-credit instructor qualifications was complete and would be submitted. The report includes faculty qualifications and allows the hiring process to be the same for on-campus and outreach. [See Academic Affairs Report attached].
3. Carolyn Kasdorf reported she received the draft of the financial statements and recommended journal entries from Adams, Brown, Beran, and Ball (ABB&B) on September 16, 2016. She also received the executive summary letter September 19 from ABB&B. Administration had not had an opportunity to review the drafted financials. Ms. Kasdorf reported that Michelle Ryan assured Seth Carter and Ms. Kasdorf that the college would receive a draft no later than 5 p.m., Friday, September 23. She said the report would be incomplete as the college was still waiting on information from the Endowment Foundation audit. Ms. Kasdorf and Seth Carter are working on a five-year rolling forecast to include tuition and state appropriation projections. The finance committee met on September 15, 2016. The committee addressed the \$2.7 million accounts receivable question and found it had to do with the timing of financial aid disbursement. Dr. George McNulty and Cindi Kriss will join the finance committee to answer financial aid questions. [See Business Affairs Report attached.]
4. Doug Johnson reported within the last two years the Department of Education developed the college score card. Colby Community College is listed as having the highest percentage of students that are defined as being in the low income bracket at 62%. The article cited, "low income students averaged at least \$30,000 in earnings 10 years after they first enrolled in the school; in addition over 70% of all borrowers of these schools were successfully repaying their loans three years after they left school." Colby Community College students are at 80%. Colby is tied for third in the nation with the lowest student loan default rate. Seth Carter reported Colby Community College has the highest graduation rate of the community colleges listed. [See Public Information Report attached.]
5. Ryan Sturdy reported the Colby men's and women's cross country teams were the highest placing community college at the Sand Plum invitational in Victoria. Mr. Sturdy was working on the Equity in Athletics survey that is due to the Department of Education in October. [See Athletic Report attached.]

V. FOUNDATION UPDATE

Jennifer Schoenfeld reported the Endowment Foundation annual meeting is Thursday, October 20, 2016 in the student union. Alumni records were updated and email addresses were in the process of being updated. Ms. Schoenfeld is currently working on imputing current gifts and importing gifts from the previous year. Her goal is to have year-end statements by January, 2017. She is working with the fundraising consultant to develop an action plan to reconnect with alumni and friends. Generally Accepted Accounting Principles (GAAP) did not complete the bench mark of having a complete report by September but anticipated having the report completed in October. Williams Consulting will be educating the board on how to interpret and read the new reports. The IRS audit went well. One item found was a misclassification that dated back to 1965, which was the result of an IRS error. Internal auditors will be on campus the week of September 26, 2016. Linda Orth donated three prints that highlight diversity to the Foundation in memory of her friend Vicki Nitshe. Ms. Orth requested the prints be displayed in a visible place on campus.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 3
September 19, 2016

The theme for the spring 2017 auction is Diamonds in the Dark. The scholarship committee reviewed five applications for the Garvey funds. The Garvey fund is for faculty and staff professional and campus enhancement. Three of the five applications were awarded. The nursing instructors received \$3000 to attend a conference in October. Megan Mapes, nursing instructor, received a \$350 scholarship to help offset her fall tuition. The baseball coaches were awarded a \$1000 to attend a conference in Anaheim.

VI. BUSINESS

A. OLD BUSINESS

None

B. BOARD RATES

Seth Carter reported the administrative team is recommending a \$50 increase per semester to student board rates, a 2.1 percent increase from this year. Carolyn Armstrong made a motion to approve the \$50 increase to the board rates as presented. Arlen Leiker seconded the motion; motion passed unanimously

C. DORM RATES

Seth Carter reported the administrative team is recommending no increase on dorm rates for the 2017-2018 academic year. The board was provided a comparative analysis of the 19 Kansas community colleges. Colby Community College rates are in the middle to the high side. The five-year plan Mr. Carter and Ms. Kasdorf are developing will show the college's recommendations going forward. Quintin Flanagan inquired about having a two to three percent cost of living adjustment. Audrey Hines inquired if the college could have an honors dorm or naming of the dorms. Seth Carter reported the current Colby Community College policy states an individual must donate a million dollars to have a building named. Audrey Hines asked if the policy could be changed, and Mr. Carter said the board of trustees would have to review and vote on a change of policy. Arlen Leiker made a motion to not increase the dorm rates and re-visit the issue in six months. Carolyn Armstrong seconded the motion. Linda Vaughn inquired about the number in the dorms being down. Dr. McNulty reported the numbers are not significantly down. In 2015-16 the college was around 275 in student occupancy, and currently there are 272 students in the dorms. He added that the goal is an occupancy of at least 300 each year. Linda Vaughn asked to see the five-year plan before voting. Seth Carter recommended the vote be tabled as the five-year plan will be presented at the October 17, 2016 board meeting. Arlen Leiker rescinded his motion.

D. ONLINE TUITION RATES

Seth Carter reported the administrative team is recommending a \$3.00 technology fee increase with no increase in tuition. Kenton Krehbiel recommended tabling the vote until the October 17 meeting to give the board of trustees the opportunity to review the five-year plan.

E. PHYSICAL TUITION RATES (excluding Outreach)

Seth Carter recommended the item be tabled until the October 17, 2016 board meeting to allow the board of trustees the opportunity to review the five-year plan.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 4
September 19, 2016

F. DISPOSITION OF SURPLUS

Seth Carter recommended the disposal of a 1986 microsmatic film projector and a broken shoreline thermal support system for the Vet Tech program. Quintin Flanagin made a motion to approve the disposition of the above items as presented. Audrey Hines seconded the motion; motion passed unanimously.

G. FINANCIAL RESPONSIBILTIIY AGREEMENT

Seth Carter presented the financial responsibility agreement that students will be asked to sign. The agreement explains to students their obligation to pay their financial indebtedness. It is a clear outline of the students' responsibility if they accept funds. Carolyn Armstrong made a motion to approve the agreement as presented. Linda Vaughn seconded the motion; motion passed unanimously.

H. MISSION, VISION, PHILOSOPHY STATEMENT REVIEW

Seth Carter reported the administrative team proposes, after the college's accreditation has been reaffirmed, the possibility of changing the mission, vision and philosophy.

I. ROOF RFP

Seth Carter reported the college received bids from Roofmasters and Murray Roofing. Mr. Carter recommended Colby Community College select Roofmasters. Roofmasters bid was over \$30,000 less than Murray Roofing. Carolyn Armstrong made a motion to award the contract for the Health Science, Boil Room Maintenance Complex, Living Center East (south building) roofs to Roofmasters in the amount of \$108,535.00. Arlen Leiker seconded the motion; motion passed unanimously

J. HLC UPDATE

Seth Carter reported the HLC site steering committee would be on-campus October 3-5, 2016. Mr. Carter said he was in constant correspondence with Mr. Simpson, HLC site steering committee chair. The Board of Trustees were scheduled to have lunch with the steering committee on Monday, October 3 in the Fireside Lounge.

K. RESOLUTION #3

Carolyn Armstrong made a motion to approve Resolution #3. Linda Vaughn seconded the motion; motion passed unanimously.

L. FINANCIAL REPORTS

Carolyn Kasdorf reported the finance committee met September 15, 2016. Accounts receivable was at \$2.7 million. The large amount was the result of timing with the financial aid disbursement. Ms. Kasdorf reminded the board that for financials from June 30 and August 31 she created an excel spreadsheet to help tie the two together.

M. AUDIT

Seth Carter presented the executive summary, a basic overview of the Colby Community College audit minus the endowment audit. The audit demonstrates significant progress. Mr. Carter thanked Vice President Kasdorf and her team for their hard work.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 5
September 19, 2016

N. KACCT REPORT

Arlen Leiker reported January 17, 2017 is legislative day for higher education at the capital. Board of Trustees are encouraged to attend. National Legislative Summit is held in Washington, DC in February, 2017. Arlen recommended Seth attend the meeting. Each college is responsible for paying a portion of the reception. Colby Community College's cost is \$215.00.

VII. REPORTS AND COMMENTS

A. PRESIDENT'S REPORT

- B. Seth Carter reported the college is lacking two positions from being completely staffed. Currently when a position opens the college has 20 people applying instead of three or four. The Vet Tech program was awarded a \$7,000 grant from the Kansas Board of Regents. The college has applied for a \$10,000 Kansas Health.org grant. Mr. Carter thanked everyone for all their hard work.

C. COMMENTS FROM TRUSTEES

Linda Vaughn asked if the Fit Lab will be open to the public. Seth reported it will be open to the public from 6 a.m. to 2 p.m. Fees will be discussed at a later board meeting. Quintin Flanagan reported the Reuters tax division released a report about ten days prior to the meeting stating the current massive expansion in audits of college non-profit foundations. Colleges nationwide are reaching out to find funding sources. They are finding these foundations are coming up with unrelated business income meaning instead of charitable donations they are trying to sell a product or do things that violate their non-profit status. It appears the CCC foundation is on the front end of the big wave of foundation audits. Mr. Flanagan is looking forward to reviewing the five-year plan to see how the college continues to eliminate the loss leaders as the institution continues to ask for more local tax revenue. The college needs to continue to look for other ways to make other revenue sources increase. Audrey Hines asked everyone to think of ideas on how to fill the dorms. Carolyn Armstrong enjoyed the rodeo. Kenton Krehbiel is hearing positive comments from the community.

D. OTHER ITEMS

VIII. ADJOURNMENT

Arlen Leiker made a motion to adjourn; Audrey Hines seconded the motion; motion carried unanimously. The meeting was adjourned at 6:10 p.m.

Signed _____
Chairman

Signed _____
Secretary