

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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October 17, 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 October 17, 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, Carolyn Kasdorf, Vice President of Business Affairs, Jennifer Schoenfeld, Endowment Director, Ryan Sturdy, Athletic Director, Doug McDowall, Director of IT. Penny Cline recorded the minutes

### **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 requested to amend the agenda to add items "P. November Meeting" and item "Q. Trailer." Carolyn Armstrong made a motion to approve the amendment of agenda. Audrey Hines seconded the motion; motion passed unanimously.

## **II. INTRODUCTIONS**

Seth Carter asked the visitors to introduce themselves. Ryan Sturdy, Athletic Director, Doug McDowall, Director of IT, and Jennifer Schoenfeld, Endowment Director.

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

Audrey Hines 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 there have been significantly fewer student issues compared to the same time last year. The college continues to improve the food service area. Twice each semester students and employees are surveyed. Consolidated management and Dr. McNulty review the responses to better serve those that utilize the cafeteria. He reported the Family Piece Initiative with athletics had concluded, and approximately 175 athletes participated. Dr. McNulty reported Financial Aid will be implementing an in-house survey to see how students feel about the financial aid processes and customer service. The survey will be conducted at the end of the fall and spring semesters. [See Student Services Report attached.]
2. Brad Bennett thanked everyone for their help during the Higher Learning Commission visit. To date, the committee had not requested further documentation. He reported Accuplacer is getting close to implementation. The Kansas State Board of Nursing visit for the Practical Nursing Program went well. [See Academic Affairs Report attached].

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3. Carolyn Kasdorf reported the Higher Learning Commission site visit team was pleased with the five-year rolling projections/forecast. The committee recommended integrating the five-year plan with the strategic plan. She reported the bank transitions had begun and the goal is to have all transitions completed by January 1, 2017. Ms. Kasdorf reported she combined the financials, as the college is waiting on the final draft from the Endowment Foundation audit so the college audit can be finalized. [See Business Affairs Report attached.]
4. Seth Carter reported for Doug Johnson in his absence. Four individuals were selected for the Hall of Fame. The athletic website is up and running. New CCC bill board signs are in place along I-70. [See Public Information Report attached.]
5. Ryan Sturdy reported since 2012 the college has had five conference championships, three region championships, a national runner-up, and one academic team of the year [See Athletic Report attached.]

## V. FOUNDATION UPDATE

Jennifer Schoenfeld reported the Endowment Annual meeting is Thursday, October 20, 2016 at 6 p.m., in the Student Union, room 106. She is working on a plan to connect with alumni. Fall scholarship checks have been distributed to the Student Accounts office in the amount of \$53,000. The audit is progressing. Mapes and Miller are scheduled to be at the November 10 Endowment board meeting for final approval. The annual benefit auction is April 18, 2017. The theme will be "Diamonds in the Night". Arlen Leiker inquired on how Ms. Schoenfeld is going to contact alumni. Ms. Schoenfeld reported she is going to do an official Thank You to everyone who donated this year and/or send out a Christmas postcard. In the spring she would like to develop a newsletter. These ideas are still in the planning stage.

## VI. BUSINESS

### A. OLD BUSINESS

There was no old business.

### B. 457 PLAN-KPERS

Seth Carter reported the administration is requesting that the board of trustees allow CCC employees to enroll in the 457 KPERS plan if they choose. This plan is a pre-tax deduction. There is no financial liability to the institution. The plan would allow employees to add to their retirement plan. Carolyn Armstrong made a motion to authorize the resolution for the 457 plan with KPERS. Linda Vaughn seconded the motion; motion passed unanimously.

### C. CARPET BIDS

Seth Carter reported the college will be distributing business between two local vendors (Office Works and Northwest Kansas Decorating Center). Administration requested approval to contract with the selected vendors. Audrey Hines made a motion to approve the selected vendors (Office Works and Northwest Kansas Decoration Center). Arlen Leiker seconded the motion; motion passed unanimously with Quintin Flanagan abstaining due to client relationships.

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## **D. BUIDLING NAME POLICY**

Seth Carter presented a revised policy that allows the college, with a recommendation from the CCC administrative team and approval of the Board of Trustees, to bestow the honor of naming a building after an individual, family, corporation, etc., who cumulatively donates at least \$500,000 to the institution. Quintin Flanagin inquired if the policy would be retroactive. Mr. Carter reported it would be retroactive. Quintin Flanagin made a motion to adopt the revised policy for facilities naming. Audrey Hines seconded the motion; motion passed unanimously.

## **E. DISPOSITION OF SURPLUS**

Seth Carter reported Nick Consulo requested the sale of hog farrowing items that are no longer used. The revenue will be put back into the Farm and Ranch program. Carolyn Armstrong made a motion to approve the sale of the hog farrowing items listed in the disposition of surplus. Audrey Hines seconded the motion; motion passed unanimously.

Seth Carter reported Doug McDowall, IT Director, requested the disposal of old computers/laptops. Mr. McDowall reported the recycling company out of Scott City, KS will recycle the equipment for free. Carolyn Armstrong made a motion to dispose of obsolete equipment/software at the Scott City, KS recycling center. Linda Vaughn seconded the motion; motion passed unanimously.

## **F. FIT LAB FEES**

Seth Carter proposed a \$50 fee per semester. A concern was raised that the funds for the fit lab renovation were raised through community donations, and then the college would charge the community to use the facilities. President Carter said the college does not want to undercut fitness businesses in town. He then asked for recommendations from the board of trustees. Carolyn Armstrong asked for a definition of "individuals not college-affiliated." Mr. Carter reported it is community members, excluding CCC employees. Audrey Hines proposed \$50 a month to include the use of the pool. Arlen Leiker proposed \$50 per semester through spring 2017 to find out who is using the Fit Lab, and revisit the proposal in May of 2017. Quintin Flanagin made a motion to charge \$30 a month for the Fit Lab through May of 2017 with a new proposal presented at the March, 2017 board meeting. Linda Vaughn seconded the motion; motion passed unanimously.

## **G. LATE FALL RATES**

Seth Carter reported the administration is requesting the tuition remain at \$110 per credit hour for the late fall course offerings. Carolyn Armstrong made a motion to approve \$110 per credit hour for the late fall course offerings. Arlen Leiker seconded the motion; motion passed unanimously.

## **H. FIVE-YEAR PLAN**

Seth Carter presented the five-year plan. The report shows FY2016 actuals and FY 2017-2022 projections. The report reflects all college revenue sources but does not include adjustments in the mill. The report takes into account the possibility of the college not participating in EduKan after CCC builds Colby Connect to offer online courses. Additionally, the report includes future expenses such as remodeling Living Center East. Mr. Carter thanked Ms. Kasdorf for the work she did developing the plan. He also noted the five year plan will tie out to the five-year capital outlay plan.

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## **I. DORM RATES**

Seth Carter presented a proposal to increase dorm rates by 2% for F2017 and S2018. Carolyn Armstrong made a motion to increase dorm rates by 2% for F2017-S2018. Audrey Hines seconded the motion: motion passed unanimously.

## **J. ONLINE TUITION RATES**

Seth Carter presented a proposal from the CCC administration to increase online tuition and fee rates by \$6.00 (\$3.00 online tuition and \$3.00 tech fees) for F2017 and S2018. The increase will be a 5% increase. Carolyn Armstrong made a motion to approve the \$6.00 online tuition and tech fee increase (\$3.00 online tuition and \$3.00 tech fee). Quintin Flanagin seconded the motion; motion passed unanimously.

## **K. PHYSICAL TUITION RATES**

Seth Carter presented a proposal from the CCC administration to increase physical tuition and tech fees by \$5.00 (\$2.00 tuition and \$3.00 tech fees) for F2017-S2018. Carolyn Armstrong made a motion to approve the approximate 4.5 % increase for physical tuition and tech fees (\$2.00 for tuition and \$3.00 for tech fees). Audrey Hines seconded the motion; motion passed unanimously.

## **L. ROOM AND BOARD RATES**

Seth Carter reported the college will not be increasing food cost for fiscal year 2017. The proposal is to increase the food cost by 2.1% (\$50 per semester) for fiscal year 2018 for the 15 and 19 meal plans. Arlen Leiker made a motion to approve the \$50.00 per semester increase for both the 15 and 19 meal plans (\$100 total). Audrey Hines seconded the motion; motion passed unanimously.

## **M. HLC UPDATE**

Seth Carter reported the Higher Learning Commission (HLC) site visit team had not requested further documentation for clarification or supporting evidence. The recommendation from the site visit team will be either a reaffirmation of accreditation with a site steering visit or a reaffirmation of accreditation with interim monitoring. The interim monitoring would require a follow-up every two years. This is step one of three. The site visit team will make their recommendation to the institutional action committee. The institutional action committee will make their recommendation to the HLC board. Results will be received by CCC June 2017.

## **N. RESOLUTION #4**

Carolyn Armstrong made a motion to approve Resolution #4. Quintin Flanagin seconded the motion; motion passed unanimously.

## **O. FINANCIAL REPORT**

Carolyn Kasdorf reported all bank accounts were balanced through September with exception to General Funds. The goal is to have the General Fund account balanced by Friday, October 21, 2016. The resolution was \$110,000 and balances with accounts payable. Student Accounts have placed students on hold with a balance due. Students with a balance due will not be allowed to enroll for spring 2017 until the balance is paid in full.

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**P. NOVEMBER MEETING**

Kenton Krehbiel proposed moving the November meeting to the 14th. The college is closed for Thanksgiving break during the regular scheduled board meeting date of November 21. Arlen Leiker made a motion to move the regular scheduled November meeting from the 21<sup>st</sup> to the 14<sup>th</sup> at 5:00 p.m. Carolyn Armstrong seconded the motion; motion passed unanimously.

**Q. TRAILER**

Seth Carter requested approval to purchase a trailer for the Sustainable/Renewable Energy program. The trailer will be purchased with Perkins funds. Audrey Hines made a motion to purchase the trailer. Linda Vaughn seconded the motion; motion passed unanimously.

**VII. REPORTS AND COMMENTS**

**A. PRESIDENT'S REPORT**

Seth Carter reported the college was not selected for the Office of Civil Rights site visit. The college has identified areas on campus that will need attention to become ADA compliant. Mr. Carter is submitting a grant proposal to remodel the Cultural Arts Center. Quintin Flanagin recommended consulting the buildings namesake concerning the remodeling.

**B. COMMENTS FROM TRUSTEES**

Carolyn Armstrong thanked the staff and faculty for their efforts on HLC. Arlen Leiker thanked everyone for their hard work. He attended the ACCT conference in New Orleans. Quintin Flanagin thanked everyone for their hard work and feels the community is grateful for the steady positive progression of the college. Linda Vaughn agreed with Quintin and thanked everyone. Kenton Krehbiel and Carolyn Armstrong are working on updating the Presidential evaluation form. Arlen Leiker inquired about the Board of Trustees self-evaluations. The self-evaluations will be completed at the same time as the President's evaluation.

**C. OTHER ITEMS**

None at this time.

**VIII. ADJOURNMENT**

Arlen Leiker made a motion to adjourn; Carolyn Armstrong seconded the motion; motion carried unanimously. The meeting was adjourned at 6:13 p.m.

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

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