

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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November 14, 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 November 14, 2016 at 5:00 p.m.

MEMBERS PRESENT

Kenton Krehbiel, Carolyn Armstrong, Audrey Hines, Arlen Leiker, Quintin Flanagin, Linda Vaughn, 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 reported there are two employee contracts that need to be added to the agenda. Carolyn Armstrong made a motion to amend the consent agenda to include contracts for Jayme Pfeifer and Tashia Kuper. Arlen Leiker 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

Audrey Hines made a motion to approve the consent agenda. Quintin Flanagin seconded the motion; motion passed unanimously.

IV. REPORTS

A. REPORTS FROM ADMINSTRATORS

1. Dr. George McNulty reported his office received notice the college would be going through a Veterans Affairs (VA) audit. Through the process it was concluded the program had been updated and therefore the college will not be audited. He reported there are three students who have started a veterans group on campus. The students' goal is to link the on-campus group with the Student Veterans of America. They are in the process of seeking approval from the national organization. The Financial Aid department attended the Kansas Association of Student Administrators. Associate Director Vanessa Jones is the chair of the Publicity, Awareness and Training Committee for the organization. Dr. McNulty will be attending the Campus Safety Summit at Johnson County Community College. One topic covered is how to prevent violence on campus. [See Student Services Report attached.]

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2. Brad Bennett reported the Equestrian Team hosted “Halloween and Horses” for the community. The event was well attended and the kids enjoyed snacks, playing games and seeing the horses dressed up in costumes. The Accuplacer Placement Test has been implemented for students. The goal is to move to a multiple placement test in the future, to include high school GPA, advanced classes, ACT scores, etc. Academic Council will start researching this option in spring 2017. Mr. Bennett attended the Telford Conference, which focuses on campus diversity. Late fall courses start December 15. Faculty evaluations are on the path of completion for fall 2016. [See Academic Affairs Report attached].
3. Carolyn Kasdorf reported the college received the Endowment Foundation’s financial statement. The statement has been forwarded to Adams, Beran, Brown and Ball (ABB&B). A representative from ABB&B has been invited to the December 19 board meeting to present the CCC audit if completed. Ms. Kasdorf sent Angela Ketter from ABB&B the corrective actions that addressed the audit findings. Ms. Kasdorf also met with the finance committee on November 10. No concerns were noted at that time. [See Business Affairs Report attached.]
4. Doug Johnson reported that band instructor Michelle Meyer and her band were invited November 11 to perform at the November 12 veterans’ parade. They did a good job on such short notice. [See Public Information Report attached.]
5. Ryan Sturdy reported Winnie Kibet, women’s Region VI cross country champion, was also named as the NJCAA Central Region Female Runner of the Year. Mr. Sturdy and Linda Nelson attended a NCA transfer conference, where they received updates on changing on eligibility and transfer. [See Athletic Report attached.]

V. FOUNDATION UPDATE

Jennifer Schoenfeld reported the Foundation’s IRS and internal audit was approved at the November 10 Foundation board meeting. The art department is developing a donor Thank You and Christmas card for the Foundation. Ms. Schoenfeld reported there were some scholarships not awarded due to students initially accepting scholarships but chose not to attend Colby Community College or they graduated in the summer. The Foundation board approved awarding the scholarships to current students that have a significant need.

VI. BUSINESS

A. OLD BUSINESS

Audrey Hines inquired about the “no cost” agreement with Campus Consortium, an international recruiting company. Mr. Carter reported the college was told it would take a year before the college starts seeing a benefit from this agreement.

B. ACADEMIC CALENDER FALL 2017-SPRING 2018

Seth Carter reported the administration is requesting approval for the AY 2017-2018 Academic Calendar. The significant change is the start date, which has been moved back a week to align with the high schools. Carolyn Armstrong made a motion to approve the AY 2017-2018 Academic Calendar. Arlen Leiker seconded the motion; motion passed unanimously.

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C. BOND STATEMENT

Seth Carter reported he received a concern from Kevin Cowan, attorney for the bonds, as to why the college changed board chairs through the cycle of re-financing the bonds. Seth explained the process of electing new board officers each year in July. Mr. Cowan requested documentation that verifies why there was a change in the board chairs. The document includes the signature of the former board chair, current board chair and the secretary. Arlen Leiker made a motion to approve the bond statement as presented. Quintin Flanagan seconded the motion; motion passed unanimously.

D. CARPET BIDS

Seth Carter presented bids to finish carpeting the Health Science building. Carolyn Armstrong made a motion to approve the selected vendors as presented for carpet replacement in the total amount of \$12,263.86. Audrey Hines seconded the motion; motion passed unanimously with Quintin Flanagan abstaining due to client relationships.

E. DISPOSITION OF SURPLUS

Seth Carter reported the college is requesting approval to dispose of several items that are not used or no longer work. Items will be recycled or donated. Some Vet Tech equipment will be used to receive a discount on new equipment. Audrey Hines made a motion to approve disposition of surplus as listed. Linda Vaughn seconded the motion; motion passed unanimously.

F. HLC UPDATE

Seth Carter reported he spoke with Mr. Simpson, HLC site visit team chair. Mr. Carter inquired when the college will be receiving the draft of the site team report. The report has been completed and presented to Dr. Sweeney, HLC liaison for review and approval.

G. DECEMBER 19 MEETING

Seth Carter requested the December 19 Board of Trustees meeting be moved to 4:00 p.m. because the CCC employee holiday party is the same day at 5:30 p.m. Audrey Hines made a motion to begin the December 19 board meeting at 4:00 p.m. Linda Vaughn seconded the motion; motion passed unanimously.

H. RESOLUTION #5

Carolyn Armstrong made a motion to approve Resolution #5. Audrey Hines seconded the motion; motion passed unanimously.

I. FINANCIAL REPORTS

Carolyn Kasdorf reported the following accounts were balanced as of November 9: student loans, ABE, student union, direct loan reserve and flex account. The goal is to have the general, Perkins and special students accounts balanced after the Thanksgiving holiday. To date, the student accounts receivables balance was \$941,000. There were several student accounts zeroing out prior to the spring 2017 enrollment day on November 8. This was due to the Student Accounts office notifying students who had a fall balance that the account needed to be paid in full to enroll for spring 2017. Ms. Kasdorf reported the goal is to have all bank transfers completed by December 31, 2016.

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J. RESIGNATIONS

Seth reported Mackenzie Olson, assistant volleyball coach, resigned to complete her master's degree. Carolyn Armstrong made a motion to approve Ms. Olson's resignation. Audrey Hines seconded the motion; motion passed unanimously.

VII. REPORTS AND COMMENTS

A. PRESIDENT'S REPORT

Seth Carter reported he will be attending the KBOR meeting at Emporia State University. He said a request was made to have a park bench on the walking trail in honor of Connie Davis's father, a legislator who helped Colby Community College get established. Mr. Carter reported the Endowment Foundation's General Accepted Accounting Principles (GAAP) conversion audit has been turned into the Department of Education.

B. COMMENTS FROM TRUSTEES

Arlen Leiker wished everyone a Happy Thanksgiving.

C. OTHER ITEMS

Kenton Krehbiel handed a draft of the President's evaluation form for trustees to proof. He asked the board to bring questions and suggestions to the December meeting. The evaluation will be completed online. The Board of Trustees evaluation will be done in the same format.

VIII. ADJOURNMENT

Carolyn Armstrong made a motion to adjourn; Audrey Hines seconded the motion; motion carried unanimously. The meeting was adjourned at 5:38 p.m.

Signed _____
Chairman

Signed _____
Secretary