



December 12, 2018

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, December 17 at 4:00 p.m.**, in the Board room, Thomas Hall, of Colby Community College, Colby, Kansas. Items of business on the agenda include the following:

- I. Open Meeting
- II. Introductions
- III. Approval of the Consent Agenda
 - A. Minutes of November 26, 2018
 - B. Agreements and Contracts
 - C. Resolution #5
- IV. Business
 - A. Old Business
 - B. Audit Presentation
 - C. Student Accounts Presentation
 - D. ACCT Board Nomination
 - E. Big Blue Barn Vendor Selection
 - F. Billboard Contract
 - G. CD Selection
 - H. Collections Report
 - I. Corn Stalk Lease
 - J. Disability Policy
 - K. Disposition of Surplus
 - L. Employee Assistance Program
 - M. Resignation
- V. Foundation Update
- VI. Reports
 - A. Reports from administrators
 - 1. Dr. George McNulty, Student Affairs
 - 2. Brad Bennett, Academic Affairs
 - 3. Carolyn Kasdorf, Business Affairs
 - 4. Doug Johnson, Public Information
 - 5. Mike Saddler, Athletics
 - 6. President's Report
- VII. Reports and Comments
 - A. Comments from Trustees
 - B. Other Items
- VIII. Adjournment

Sincerely,

Seth Macon Carter
President

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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 December 17, 2019, at 4:00 p.m.

MEMBERS PRESENT

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

OTHERS PRESENT

Brad Bennett, Vice President of Academic Affairs; Carolyn Kasdorf, Vice President of Business Affairs; Dr. George McNulty, Vice President of Student Affairs; Doug Johnson, Public Information Director; Chriss Ellison, Controller; Jane McDougal, Accounts Payable; Cindi Kriss, Financial Aid Director; Tashia Kuper, Student Accounts Manager; and Marian Ballard, *Colby Free Press*. Penny Cline recorded the minutes of the meeting.

CALL MEETING TO ORDER

Board Chairman Quintin Flanagan called the meeting of the Colby Community College Board of Trustees to order at 4:00 p.m.

II. INTRODUCTIONS

Seth Carter asked visitors to introduce themselves. Chriss Ellison, Controller, Jane McDougal, Accounts Payable, Tashia Kuper, Students Account Manager, Cindi Kriss, Financial Aid Director, Marian Ballard, Colby Free Press, Doug Johnson, Public Information Director, and Mike Saddler, Athletic Director.

III. APPROVAL OF THE CONSENT AGENDA

Kenton Krehbiel made a motion to approve the consent agenda. Arlen Leiker seconded the motion; the motion passed unanimously.

IV. BUSINESS

A. OLD BUSINESS

None

B. AUDIT PRESENTATION

Vicki Dreiling from Adams, Brown, Beran and Ball (ABB&B) reported on the completed FY18 college audit. She explained the college hired ABB&B to give an opinion on the financial statements. Ms. Dreiling reported the college was given an "Unmodified Opinion" on business-type activities and this is the highest form of opinion that can be given on a set of financial statements. The statement of net position shows the college had ending assets and deferred outflows of resources in the amount of \$24,253,332. The statement of change in net positions shows a change of \$1,705,960, with a net position end-of-year at \$12,160,594, which is an increase of \$1,705,960 over last year. She stated the college had an overall increase in the net position which is great news for the college. The statement of cash flow shows cash balance end-of-year at \$10,819,426. This is an increase of \$2,362,301 from 2017. She reported there were no findings to present to the board on the internal control over financial reporting and on compliance; therefore, the college received an "Unmodified Opinion." She reported there was a finding in the student financial aid program cluster

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which resulted in a material weakness in internal controls and compliance. The law requires the college to disburse credit balances involving federal funds into a student's account within 14 days of when the credit originated. Sixty-eight student accounts were examined. Of those, 64 had a credit balance, and two of the credit balances were not refunded within 14 days. The college submitted a corrective action plan that implemented the ability for the Financial Aid office to reconcile with Student Accounts Receivable on a weekly basis. Ms. Dreiling congratulated the college on a good audit. Carolyn Armstrong made a motion to approve the audit FY2018. Audrey Hines seconded the motion. Quintin Flanagan asked President Carter to request in the future that ABB&B present the audit in person. The motion passed unanimously.

C. STUDENT ACCOUNTS PRESENTATION

Tashia Kuper, Student Accounts Manager, presented on the student billing process. She compiled a report of three anonymous students with balances and explained the process of how they are billed and emailed monthly. Information in the emails includes payment options. In October, a global announcement was placed in Canvas alerting students with outstanding balances they would be placed on hold and would not be able to enroll for spring 2019.

D. ACCT BOARD NOMINATION

President Carter reported board member Arlen Leiker was nominated by his peers to represent the Kansas Community College sector at the national level. Dr. Carter said it is an honor and at the time Kansas had no representation. President Carter recommended that the college pays for Mr. Leiker to attend the legislative summit and the annual meeting because it is board member professional development and a great opportunity to have Colby and other Kansas community colleges represented at the national level. Carolyn Armstrong agreed it is a tremendous honor to be nominated and felt the professional development he could share with the board would benefit the college. Carolyn Armstrong made a motion to approve Mr. Leiker's nomination to the ACCT national board and the college pay expenses for him to attend the legislative summit and the annual meeting. Audrey Hines seconded the motion. Motion passed 5 to 0, with Arlen Leiker abstaining.

E. BIG BLUE BARN VENDOR SELECTION

President Carter and the administrative team of Colby Community College recommended Stephens Construction as the vendor for the Big Blue Barn project. In addition, they recommended the college does not break ground, order supplies, or order any equipment or make changes until the \$1.44 million is secured for the facility. He reported both vendors were contacted and asked if there would be penalties if the college moves forward. President Carter read a response from Mitchell Gates of Stephens Construction. He said if Stephens Construction is awarded the contract and CCC determined at a later date they cannot move forward with the project there will not be any penalties or liabilities to CCC as long as Stephens Construction does not incur any cost. If the college needs the assurance to select a vendor for the grant, please do so, but before Stephens Construction proceeds with drawing, ordering materials, and planning, he will consult with CCC to make sure everyone is aware of any potential cost that might be incurred. President Carter provided the board with a detailed

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explanation of both vendors' proposals. Stephens Construction's bid was \$1,440,000, less by \$690,341.06 compared to the bid from Encompass of \$2,130,341.06. Encompass submitted a second bid outside the timeline that was specified. Carolyn Armstrong said she does not think the board should approve a proposal and the board should vote to use the project proposal in the grant application with the idea a contract will be approved when funding is secured. Audrey Hines made a motion to approve the Stephens Construction bid on the condition nothing is done until all funds are secured. Quintin Flanagin clarified whether Ms. Hines motion was different than what Ms. Armstrong stated. Linda Vaughn asked Ms. Armstrong to clarify what she said. Carolyn Armstrong stated she believes the board could vote to use the project proposal from Stephens Construction in the grant application and it would not constitute a contract or obligate CCC in anyway. An actual contract will be approved once funding is secured. President Carter inquired if funding was secured within the next month is there was any reservation selecting Stephens Construction over Encompass. Ms. Armstrong felt there would be no issues. Quintin Flanagin reminded Trustees there was a motion on the table by Audrey Hines to approve the bid with Stephens Construction with the qualification of no action to proceed until funds are secured. Arlen Leiker seconded the motion before a vote was called, a lengthy discussion ensued on the issue of whether the college was entering in to a contract before funding was obtained. Ms. Hines motion to approve Stephens Construction's bid on the condition that the project will not proceed until all funds are secured failed 4 to 2.

Carolyn Armstrong made a motion that the board select the Stephens Construction/Strait and Associates proposal to submit for the grant application and a written contract will be approved on the day when all funds are in-hand. Linda Vaughn seconded the motion; motion passed unanimously.

F. BILLBOARD CONTRACT

President Carter reported the college secured a grant in the amount of \$2,700 with an institutional cost of \$3,900. The college will also be receiving a second billboard that will be donated by Commercial Sign. Both billboards will be outside Garden City advertising the Veterinary Nursing and Sustainable/Renewable Energy programs. President Carter contacted the Garden City Community College (GCCC) president, and there were no concerns as GCCC does not have the two programs being advertised. Kenton Krehbiel made a motion to approve the billboard contract. Carolyn Armstrong seconded the motion. Motion passed with 5 to 1.

G. CD SELECTION

President Carter requested approval to move the \$467,000 from Sunflower Bank that is guaranteeing the colleges' credit cards to Farmers & Merchants Bank at the rate of 2.50% for the next six months. Carolyn Armstrong made a motion to approve moving \$467,000 to Farmers & Merchants Bank at the rate of 2.50% for six months. Arlen Leiker seconded the motion; motion passed unanimously.

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H. COLLECTION REPORT

Carolyn Kasdorf requested approval to send unpaid student accounts in the amount of \$66,759.08 to collections. She also requested writing off ten student accounts, totaling \$4,951.20, to bad debt because they are too small to send to collections. Kenton Krehbiel made a motion to approve sending accounts in the amount of \$66,759.08 to collections and \$4,951.20 to be written off to bad debt. Carolyn Armstrong seconded the motion; motion passed unanimously.

I. CORN STALK LEASE

President Carter requested approval for the corn stalk lease to put 25 head on 80 acres at a cost of \$0.90 per day, per cow, at a total cost of \$22.50 per day. The lease will run through the second week of February 2019. Linda Vaughn inquired who would be taking care of the cows. Brad Bennett reported Jori Steele will go out every two to three weeks to put out supplements and Dusty will water the cows. Linda Vaughn made a motion to approve the corn stalk lease with Dusty Quenzer. Audrey Hines seconded the motion; motion passed unanimously.

J. DISABILITY POLICY

Dr. George McNulty reported the disability policy is an expanded version of policy statements in the catalog for the non-discrimination policy and legal assurance. Based on a recommendation from Carolyn Speers, Wichita State University, the college expanded on the statements to clarify and develop more substance to the policy. Kenton Krehbiel clarified if there was a policy in place and this policy is an improvement. Arlen Leiker made a motion to approve the disability policy as presented. Audrey Hines seconded the motion; motion passed unanimously.

K. DISPOSITION OF SURPLUS

President Carter requested approval to dispose of two autoclaves and artificial botanicals used for biology classes, as well as a meat slicer from the cafeteria. Arlen Leiker made a motion to approve the disposition of surplus as presented. Carolyn Armstrong seconded the motion; motion passed unanimously.

L. EMPLOYEE ASSISTANCE PROGRAM

President Carter recommended approval for the employee assistance program with New Directions. The program allows employees to confidentially get help from individuals who are licensed counselors. This program costs \$259 per month or \$3,108 per year. It was a service offered through the college's previous insurance. Carolyn Armstrong made a motion to approve New Directions to offer the employee assistance program. Kenton Krehbiel seconded the motion; motion passed unanimously.

M. RESIGNATION

President Carter reported Danielle Dusek, Michael Boles, and Cathy McVay submitted their resignations. Audrey Hines made a motion to approve the resignations. Arlen Leiker seconded the motion; motion passed unanimously.

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V. FOUNDATION REPORT

President Carter reported in Jennifer Schoenfeld's absence. He said the Big Blue Barn fundraising continues. Total funds raised to date totals \$660,000 and the college has obtained three letters of support. There are 152 prospective donors on the list. Audrey Hines inquired about the part-time position that would be hired. President Carter reported the position would be 30 hours and the cost for the position will be split 50/50 between the foundation and the college. Adding the position will allow Ms. Schoenfeld more time to focus on fundraising.

VI. REPORTS

A. REPORTS FROM ADMINISTRATORS

1. Dr. George McNulty reported admissions had a 31% increase in campus visits from the same time last year. To date, there were over 1400 late fall credits. Student Support Services held an Exam Jam event with 85 students attending. Topics covered test anxiety, how to remain calm, how to study, etc. Carolyn Kasdorf and Dr. McNulty went to the Norton Correction facility and helped with giving mock interviews. [See Student Services Report attached.]
2. Brad Bennett reported the college received feedback on the HLC interim report. The college received approval for NC-SARA, which allows the college to continue offering online classes to students outside Kansas. Mr. Bennett is on a committee at the state level that worked on a Kansas Board of Regents policy addressing a proposal that denies NC-SARA eligibility to a college on probation. The committee wrote an appeal policy that allows eligibility if the probation is not due to academics. Thirty-one students received forty-three certifications through the Microsoft Academy. [See Academic Affairs Report attached].
3. Carolyn Kasdorf reported the college is spending \$1.2 million per month. Cash has increased from the same time last year. The college is at \$2.7 million due to better management of reconciling financial aid and drawing down monthly. Allowance for doubtful accounts is down by \$96,000 from the same time last year. Carolyn Armstrong and Arlen Leiker will serve on the next finance committee. [See Business Affairs Report attached.]
4. Brad Bennett reported for Doug Johnson. The college is responsible for the cost of the overlay on the billboard. President Carter reported the cost is included in the grant. [See Public Information Report attached.]
5. Mike Saddler reported fall semester was a whirlwind. He would start working on eligibility on December 18. The student-athlete Christmas babysitting event was well attended, and the kids had a great time. [See Athletic Report attached.]
6. President Carter reported the college received a grant from the Greater Northwest Foundation for the Arts. The grant will help with the yearly art show. President Carter and the administrative team will be working on the RFP for Living Center South, the last dorm to be remodeled. Received documentation from HLC that the college is no longer on monitoring.

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VII. REPORTS AND COMMENTS

A. COMMENTS FROM TRUSTEES

Carolyn Armstrong requested that going forward the board be able to see specifications on all projects before they are sent to vendors in case the board has suggestions for changes. Audrey Hines wished everyone a Merry Christmas. Kenton Krehbiel thanked everyone for their continued work. Quintin Flanagin and Linda Vaughn thanked everyone for the great audit. Quintin Flanagin appreciates the communication between the staff and the board.

B. OTHER ITEMS

VIII. A. ADJOURNMENT

Arlen Leiker 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