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## APPENDIX

### ACADEMIC COUNCIL

The Academic Council is a coordinated body composed of the division chairpersons, Registrar, Director of Advising, Coordinator of Outreach and Continuing Education, and the Vice President of Academic Affairs. The Director of Assessment and one Student Services representative are included as non-voting members. Its primary purpose is to coordinate course schedules, catalog revisions, and general changes in curriculum. The Council also participates in the coordination of other institutional activities such as budget and in-service programs. *[Updated March 2019]*

Although the Council does not speak for the faculty as a whole regarding changes in procedures, this group acts as a sounding board for the initiation of change. The Council makes recommendations to the administration or faculty regarding changes in procedures.

### ADMINISTRATIVE ORGANIZATION

The functions of the College are currently organized into the following units for administrative purposes:

- Office of the President
- Academic Affairs
- Student Affairs
- Business Affairs

The Board of Trustees may, at its discretion, amalgamate, reorganize, or abolish one or more of these functional units and the positions therein, in keeping with emergent needs and fiscal conditions of the college.

*(Reviewed May 2021)*



## **AUTHORIZED SIGNERS**

Colby Community College has the following individuals as designated signers for the institution. These designated signers are the President, the Vice President of Academics, and the Vice President of Student Affairs. The Vice-President of Business Affairs is not an authorized signer due to the separation of duties of their position.

The Board of Trustees has authorized the President to execute contracts, financial documents, and other official documents necessary for the conduct of the College's business in accordance with the defined

College Policy Manual. The Board gives the President the authority to sign any and all documents approved by the board including but not limited to contracts, leases, and any other documents to follow through on board action.

The Board of Trustees has three authorized signers for Colby Community College. These individuals are designated by elected position, the Board Chair, the Vice-Chair, and the Treasurer. All of these individuals are eligible to sign checks for the institution. The individuals will change on an annual basis by the result of the annual election of officers.

*[Added August 2016]*

*[Updated March 2019]*

## **BOARD DISCRETION**

The policies enumerated herein are meant to guide all members of the college community. The Board of Trustees and the President of the college reserve the right to change part or all of these provisions at any time with due notice being given to all concerned.



## GOVERNANCE AND ORGANIZATION

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8. Function as the legislative and policy-making body charged with the oversight and control of the college, leaving the executive function to the President;
9. Establish citizen advisory committees for the purpose of strategic planning;
10. Exercise the power to purchase, lease, condemn, or in any other legal manner acquire real and personal property deemed necessary for the operation of the college;
11. Serve as a court of final appeal for students and employees on matters of policy formulated at the board level;
12. Gifts made to Colby Community College or any department thereof may be transferred to the Colby Community College Endowment Foundation including cash, pledges, securities, trusts, insurance policies, real estate and other gifts in kind. The Vice President of Business Affairs will prepare a listing of gifts to the college for the board to review and act upon at a regular board meeting. In cases where the Vice President of Business Affairs is unsure of the intent of the donor, the donor will be contacted for permission to make such a transfer to the Endowment Foundation. After the Board of Trustees has approved contributions, they may be transferred to the Endowment Foundation. This applies only to gifts made directly to the college as opposed to the Colby Community College Endowment Foundation.

### **Election**

(K.S.A. 71-1403, et. seq.)

The governing board of the college shall be a Board of Trustees composed of six (6) members who shall be elected at large from a territory of the community college district. Members shall serve for a term of four (4) years. Individuals seeking election must be a resident in Thomas County.

(K.S.A. 71-1413)

Elections will be held in November in each odd-numbered year. Newly elected trustees take office the following January after the November election. No member of the Board of Trustees shall be a current employee at Colby Community College. If the need for a primary election exists, the election shall be held on the first Tuesday of August of each odd-numbered year in accordance with K.S.A. 25-205, and amendments thereto.

(K.S.A. 71-1414)

Prospective or current Board Members must file a declaration of intent by June 1 of each odd-numbered year as K.S.A. 2020 Supp. 22-21a03, and amendments thereto, and K.S.A. 25-205, and amendments thereto. Individuals may file for a trustee position office by June 1, at noon, of each odd-numbered year and pay the required filing fee.

### **Handling of Complaints**

When approached by any student, staff member, or citizen who wishes to criticize or voice a complaint concerning any part of the operation of the college, the Trustees must refer the person to the President or other administrative officer of the college. The complaint can then either be corrected at the administrative level or properly placed upon the agenda for consideration by the Board of Trustees at their next meeting. Attempts to answer or handle the complaint as an individual trustee often lead to misunderstandings and tend to destroy board unity. Staff members who discuss problems and complaints with individual trustees are guilty of unethical practice.



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### **Legal Counsel**

The President of the College is authorized by the Board of Trustees to hire legal counsel for any purposes essential for the efficient operation of the college, within the limitations of the annual budget appropriation for such services. The President shall, however, keep the Board informed about the nature of all legal services contracted and/or used.

### **Oath or Affirmation of Officer or Employee**

(K.S.A. 75-4308; 75-4309; 75-4312; and 75-4314)

Each member of the Board of Trustees is required by law to sign an oath or affirmation that he/she will support the Constitution of the United States and the Constitution of the State of Kansas. The signed oath or affirmation is kept on file at the office of the Thomas County Clerk.

### **Officers**

(K.S.A. 71-201)



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Receive, hold in custody, and expend all funds as directed by the Board of Trustees.

### **Remuneration**

No member of the Board of Trustees, may receive any compensation for any services rendered the community college.

### **Vacancies**

(K.S.A. 71-201 (15))

The Board of Trustees will appoint a member to fill any vacancy on the Board for the balance of the





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board action and will be open to the inspection of the public at all times.

Notification. All meetings of the Board of Trustees shall comply with the Kansas Open Meetings Act. Appropriate notice will be provided for both regular or special meetings of the date, time, and place of these meetings to any person requesting the information.

Order of Business. In general, all meetings will follow this format: 1) Call to order; 2) Introduction of guests; 3) Approval of consent agenda; 4) Reports; 5) Business; 6) Reports and discussion; and 7) Adjournment. *[Revised March, 2006]*

Quorum. A simple majority (4) of the Board of Trustees is a quorum. No board action is valid unless a quorum is present and voting, and a proper record is made of the action taken.

Rules of Order. The board meetings shall be governed by rules of procedure as adopted by the Board and in accordance with law.

The Chairperson (or Vice Chairperson in the absence of the Chairperson) will preside at all meetings. In the absence of both the Chairperson and Vice Chairperson, the members present will elect a Chairperson *pro tempore* who will serve only for that meeting or for that part of the meeting in which the Chairperson and Vice Chairperson are absent.

Any Board member who wishes to make a motion, second a motion, or discuss pending business will first secure recognition of the Chairperson.

The Chairperson will present each agenda item for discussion or designate the President or staff member who will present the agenda item.

All formal actions of the Board will be taken by ordinary motions unless a formal resolution is required by law. It will not be necessary for a motion to be before the Board in order to discuss an agenda item which has been presented by the Chairperson for consideration. In the ordinary course of events, the Board will discuss all matters other than routine procedural questions prior to the making of a motion in order that reaching a consensus may be facilitated.

The following motions will be in order:

To recess;

To take action;

To amend a motion to take action, but such amending motion will be disposed of before any other motion to amend the main motion will be in order;

To defer action, either finally or to a specific time, date, and place; To go into executive session; and

To adjourn, either finally or to a specific time, date, and place.

### Types.

1. Regular Meetings Meetings of the Board of Trustees will be held on the third Monday of each month at a time and a place to be designated by the Board, unless conditions require additional meetings. The President of the College shall properly notify each member of all



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meetings.

2. **Special Meetings** Special meetings of the Board of Trustees may be called by the Chairperson of the Board, by the President of the college, or any three (3) members of the Board, should conditions warrant. The President of the College shall notify each trustee of any special meeting giving the time, date, place, and purpose prior to the meeting.



## CATEGORIES OF PERSONNEL

The college has the following categories of personnel:

- A. Administrators, i.e. President, Vice President of Academic Affairs, Vice President of Student Affairs, and Vice President of Business Affairs.
- B. Professional Employees as defined by K.S.A. 72-5413, *et seq.*
- C. Non-certified staff shall consist of classified employees and administrative support employees.
  - 1. Administrative support employee is a salaried employee who is paid on a contractual basis not dependent upon hours worked and who is not an administrator or professional employee.
  - 2. Classified employee is an employee who is paid upon the basis of hours worked.

A full-time employee is an employee who is regularly assigned to work at least thirty (30) hours per week. A part-time employee is an employee who works less than thirty (30) hours per week.

## CHECK SIGNING

The Check Signing Policy detailing authorized individuals who sign checks for the institution and the amounts for which signatures are required can be found in the [Business, Management, and Financial](#) section of the CCC Policy Manual.



## DEBT MANAGEMENT

Adherence to its debt management policy signals to rating agencies and the capital markets that the College and its Board of Trustees is well-managed and should meet its obligations in a timely manner. Debt levels and their related annual costs are important financial considerations that impact the use of current resources. An effective debt management policy provides guidelines for the College to manage its debt programs in line with those resources.

### I. Introduction

- A.
- B. Whenever the College takes action to borrow money for any purpose, the College must first seek the approval of the Board of Trustees (BOT). The BOT is instrumental to Colby Community College whose purpose is to finance revenue generating capital projects for the College located in Thomas County, Kansas by issuing its bonds and notes.
- C. The College reserves the right to utilize other borrowing methods should special circumstances arise, pending BOT approval.
- D. The BOT has financed a variety revenue generating of higher education projects including, but not limited to, residential housing and the Honeywell Energy Conservation project. These projects stand in contrast to non-revenue generating capital projects for basic academic needs such as classrooms and libraries that are funded from the proceeds of the tuition and fees issued for which the College is not obligated to pay the debt service.





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taxable rates and that the interest savings outweigh the administrative costs, restrictions on use of financed projects, and investment constraints.

**Taxable Debt** The College will agree to financing of projects with taxable debt when projects are not eligible to be financed with tax-exempt debt or when the administrative costs, restrictions on use of financed projects, and investment constraints outweigh the benefit of tax-exempt rates.

### D. Legal Limitations on the Use of Debt

1. Limitations on the purpose to which the proceeds of sale of bonds or notes may be applied are contained in the resolution or resolutions authorizing the bonds or notes.
2. No debt may be issued for a period longer than the useful life of the capital project it is funding.

### IV. Types of Debt





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- b. Interest may be financed (capitalized) through a period permitted by federal law and doing so is beneficial.

### 3. Debt Service

- a. Debt issuance shall be planned to achieve relatively net level debt service. The College shall not use bullet or balloon maturities, absent sinking fund requirements, except in those instances where these maturities serve to make existing overall debt service level or to match a specific income stream.
- b. No request shall be made to the Authority for debt to be structured with deferred repayment of principal unless such structure is specifically approved by affirmative vote of the members of the College.

### 4. Call Provisions

years from the date of delivery of the bonds. Call Features should be structured to provide the maximum flexibility relative to cost. The BOT will avoid the sale of long-term non-callable bonds absent careful evaluation by the Authority with respect to the value of the call option.

### 5. Original Issuance Discount/Premium

Bonds sold with original issuance discount/premium will be permitted with the approval of the BOT.

## VI. Refunding Outstanding Debt

- A. outstanding bond





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2. If future BOT bond resolutions do not require such a reserve fund, this provision is not required.
- B. Liquidity Facility







**FACILITIES AND NAMING GUIDELINES**



## FINANCIAL COMPLIANCE

Colby Community College has a significant investment in its fixed assets, which are comprised of land, buildings, and fixed and moveable equipment.

494-974 (1) ss 101 of 13 (0) 4 (0) 9 (1) and public service. An item is considered a fixed (or capital) asset if it is owned or considered owned by the college, is held for operations for more than one year and its acquisition value is \$5,000 or more individually or as an operating unit for equipment. This includes all items gifted to the College as well as purchases made with donated funds. All fixed assets are owned or deemed accountable by the College and not a specific individual, department or other operating unit.

Fixed assets are recorded at cost at date of acquisition for purchased items. Donated items are recorded at fair market value on the date received. Depreciation is calculated on the straight-line basis over the estimated useful life of each class of depreciable asset. Estimated lives range from 3 to 50 years. Since land does not have an estimated useful life, it is not depreciated.

Guidelines have been established to help College departments





## MERGER OR CONSOLIDATION

In the event that Colby Community College is presented with a merger or consolidation proposal with another institution, the following must occur:

**One:** The president will serve as the contact point for any such proposal, whether it is initiated or received. The president will inform the Board of Trustees of all conversations and contacts pertinent to the merger or consolidation. The president will at the appropriate time, make his or her recommendation to the Board of Trustees.

**Two:** The Board of Trustees will then vote to put a referendum before the Thomas County Electorate at the next applicable date. For the request to go any fur Tf108.02 5x/F3 126







## **PRESIDENT**

Duties and Responsibilities: The President will be the Chief Executive and Administrative Officer for the Board of Trustees. In addition to the powers and duties that may be specifically imposed upon him/her by statute, he/she will execute directly or by delegation all executive and administrative duties in connection with the conduct of the college. His/her duties and responsibilities will include the following:

1. Be responsible for the organization and administration of the college.
2. Make policy recommendations to the Board of Trustees concerning all matters that affect the college.
3. Recommend changes in personnel and personnel policies. Recruit new faculty members and make recommendations to the Board of Trustees for appointment.
4. Submit an annual budget to the Board of Trustees and make any recommendations for budget changes.
5. Be responsible for initiating a program of training and professional development through in-service activities for all employees.
6. Have authority to exercise the discretionary power along lines established by the Board of Trustees.
7. Assume responsibility for establishing and maintaining an adequate public relations program.
8. Lend influence toward the development of proper local, state, and national educational policies.
9. Be responsible for the formulation of all reports required by the Board of Trustees and by local, state, and national agencies.
10. Be responsible for the coordination of the entire college program.
- 11.





### **RECORDS RETENTION**

Colby Community College is governed by state statutes defining records retention requirements. State law provides that all government records are public property and shall not be destroyed or otherwise disposed of except as authorized by law or applicable retention and disposition schedules (see Kansas Statutes Annotated (K.S.A.) 45-403). This chapter provides records and information management guidance for current and non-current government records within Colby Community College units and offices. The College Archives is designated as the official repository for the preservation of all Colby Community College non-current government records with enduring value. The College Archives is administered by the College Vice President of Business Affairs (VPBA), hereinafter referred to as the VPBA, who serves as the Agency Records Officer for Colby Community College in accordance with Kansas Administrative Regulation (K.A.R.) 53-4-1. In this capacity, the VPBA serves as the liaison between the College Archives and Colby Community College offices to develop and maintain records retention and disposition schedules as described in this chapter. Unless stated otherwise, the term

Community College. This policy is maintained by the Policy Committee, which is further described in .050 Roles and Responsibilities.

#### **Statutes**

Colby Community College records, regardless of their format, are subject to the records preservation laws of Kansas. College officials are responsible for managing records in ways that ensure accessibility under the Kansas Open Records Act (KORA, K.S.A. 45-215 45-223



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"Records life cycle" means the phases of existence for records, usually including creation, active (current and regularly used), inactive (current and occasionally referenced), and disposition (non-current).

"Records retention" means the length of time records should be maintained by an organization. This duration can range from immediate disposal to archival preservation.

"Records disposition" means the decision, usually designated by retention schedules, to move records to their final location. Options can include continued maintenance in office of record, destruction, or transfer to the archives.

### **Roles and Responsibilities**

The following groups and individuals are frequently involved in records and information management at Colby Community College. Their functions and obligations are described reWn4(ec)-Bare desc285q0.0T/F-BarnBarecC 1



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records retention schedules, and in compliance with KORA and other college, state, or federal statutes and regulations that may apply.

As a state institution, many of Colby Community College records are generally subject to inspection and copying by members of the public, unless there is an applicable exemption to disclosure, such as those described in KORA.

For access to active and inactive records, please contact the college's designated records custodians. For access to records transferred to the College Archives, refer to the department website for open hours and any procedural guidelines. Some archival College records may be exempt from disclosure.

### **Records Retention and Disposition Schedule**

Records at Colby Community College will be maintained in accordance with applicable retention and disposition schedules. The State of Kansas General Schedules, Kansas Board of Regents agency schedule, and Colby Community College agency schedule provide retention and disposition guidance. For questions about records not described in these schedules, please contact the VPBA. When the schedules

### **Records Procedures and Forms**

Throughout the records life cycle, personnel in administrative, academic, and other offices and units will be required to store, transfer (to the College Archives), or destroy records. The following procedures and forms assist in these activities:

- A. Using and navigating retention and disposition schedules:
  1. Records retention schedules may be accessed by browsing the schedules using the links provided herein, or by searching all of the state retention schedules. Refer any questions to the VPBA.
  2. The relevant retention schedules for Colby Community College records are found in the State of Kansas General Schedules, Kansas Board of Regents agency schedule, and Colby Community College agency schedule. Questions about records not described in these places should be referred to the VPBA.
- B. Storing paper and analog records:
  1. Offices and units should store inactive records in standard records cartons (15" long x 12" wide x 10" high).
  2. Boxes should be labeled clearly, even if the contents are scheduled for destruction, so the office holding the records and the Archives staff can readily identify the records, retention length, disposition action, and date. The label should include the office or unit name, the name of the records as listed in the Records Retention and Disposition Schedule (see .070; if not in the schedules, provide the appropriate name of the records), beginning and ending dates of contents, and the sequential box number (e.g., 1 of 4, 2 of 4, etc.).
  3. Boxes stored in an office area should be placed so that all box labels are visible and the boxes are accessible. Inactive records having archival value ultimately will be transferred to the Archives. In the event that Archives space limitations should postpone transfer of some historical records, the office or unit will have full



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responsibility for maintaining the records until they can be placed in the Archives. Any storage site should be clean, dry, secure, and maintained at a moderate temperature.

### C. Storing electronic records:

1. Offices and units should store active records in locations that allow rapid retrieval from information systems.
2. Offices and units should store inactive records in locations that balance cost and retrieval needs.
3. Directory folders and files should be named consistently to assist retrieval of appropriate information.
4. Active and inactive records require storage that meets any information security needs and digital preservation requirements.

### D. Transferring records to the Archives:

1. Identify records in the Records Retention and Disposition Schedule (see .070; if not in the schedules, contact the VPBA) that have disposition as "Archives." Transfer of records to the Archives takes place at the end of the retention period described in the schedules.
2. Contact the VPBA if any questions exist about records to destroy or transfer to the Archives.
3. Contact the VPBA to coordinate transfer of records to the Archives.

### E. Destroying records:

1. Identify records in the Records Retention and Disposition Schedule; if not in the schedules, contact the VPBA that have disposition as "Destroy." Ensure other federal or state statutes or regulations do not prohibit destruction of specified records. Destruction of records takes place at the end of the retention period described in the schedules.
2. Contact the VPBA if any questions exist about records to destroy or transfer to the Archives.
3. Fill out any applicable records destruction forms and contact the VPBA for any necessary approvals for records destruction.
4. For paper records, use university-approved destruction method (recycle, shred, vendor shredding, Shred Day, etc.) that is appropriate for the confidentiality of the records being disposed.
5. For destruction of digital data and records, follow guidelines in the Media Sanitization and Disposal Policy, and ensure methods are appropriate for the confidentiality of the records being disposed.

### F. Revising records retention schedules:



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1. To revise existing retention schedules, please contact the VPBA to initiate the process. The VPBA will submit draft revisions to the Records and Information Management Committee for review and recommendation to the State Records Board for final approval.
2. To create a new retention schedule, please contact the VPBA to initiate the process. The VPBA will submit draft schedules to the Records and Information Management Committee for review and recommendation to Board for final approval.

### G. Revising the retention of records policy:

1. The Policy Committee will review this policy at least annually.
2. For questions about this policy, please contact the VPBA.

### **State and Federal Statutes and Regulations**

State and federal statutes and regulations related to records management and records retention include the following sections: state records, education records, financial records, health information records, human resources records, and research and sponsored programs records.

#### A. State records

1. Government Records Preservation Act, [K.S.A. 45-401 et seq.](#), defines government



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derived from public records, and requires not-for-profit entities receiving public monies over a certain amount to retain and make publicly available records regarding the expenditure of those funds.

5.





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2. The Animal Welfare Act (AWA), 7 U.S.C. §54: Kansas State University's Institutional Animal Care and Use Committee (IACUC) administers an animal care and use program following 612(r)-3(am)equitam fsingrer





3.

**SELECTION OF ADMINISTRATORS**

Subject to the approval of the Board of Trustees, other administrators will be appointed by the President. All vice presidents will be responsible to the President.



## UNCOLLECTABLE DEBT WRITE-OFF

The Accounts Receivable Department at Colby Community College (CCC) is comprised of two distinct areas:

- A. Student Receivables-individuals who work toward collecting student tuition and fees.
- B. Third Party Receivables-group acts as a collection agency on behalf of CCC.

### Student Account Receivables Processes

- A. Current-receivables that are less than 90 days old or current payment plan in place attempting to collect. After one entire semester of attempting to collect in house, the account will be transferred to collection agency and state of Kansas if it is determined that the debtor is a Kansas state resident.
- B. Allowance for Doubtful Accounts-receivables that are greater than 90 days but less than 360 days. During this time frame, the student will be turned into a collections agency.
- C. Bad Debt receivables greater than 360 days, lacking complete payment; requires BOT approval to write-off.

The write-off process will occur twice a year. The debt will be written off on the following dates included in the write-off process. Below is the detail regarding the write-off process for each receivable category:

### Student Receivables

Bad Debt This entry will be to write-off any Bad Debt Accounts amount that has not been collected. There will be a -

account to prevent registration until the college releases it.

### Third Party Receivables

Bad Debt This entry will be to write-off any Bad Debt Accounts amount that has not been collected. -

the Student System. Additionally, there will be a corresponding entry to the third party account to pay off -

the college releases it.

\*A report of debt to be written off will be provided to the Colby Community College of Trustees before it has been formally written off.



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In rare instances, a balance cannot be sent to collections for varying circumstances and a write-off may be necessary. Below are examples of those instances and how they are handled:

1. When a student does not have a Social Security Number or is not a United States citizen.
  - a. These students cannot be sent to collections and the institution views their balance as  
  
years.
  - b. This balance will be written off, but the student will not have access to transcripts,





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**APPENDIX**

Organizational Chart

