

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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July 10, 2015

- Call to Order A special meeting of the Board of Trustees of Colby Community College, Thomas County, Kansas was held in the Board Room in Thomas Hall on July 10, 2015, at 7:30 a.m.
- Members Present Arlen Leiker, Quintin Flanagan, Linda Vaughn, Carolyn Armstrong, Audrey Hines, Kenton Krehbiel and Seth Carter
- Others Present Greg Nichols, Vice President Student Services; Doug Johnson, Director Public Relations; David Tan, *Colby Free Press*; Angel Morrison, Director of Institutional Effectiveness and Lisa Failla recorded the minutes.
- Call Meeting to Order Board Chairman Arlen Leiker called the meeting of the Colby Community College Board of Trustees to order at 7:30 a.m. The meeting was held at the call of President Seth Carter and a copy of the notice of meeting and agenda is attached to these minutes.
- Review and Approval of Agenda Carolyn Armstrong made a motion to approve the Special Meeting agenda. Kenton Krehbiel seconded; motion passed unanimously.
- Approval to Purchase Two Fleet Vehicles Seth Carter reviewed the bids with the Trustees. Five request for proposals were distributed and three vendors submitted bids. He recommended the purchase of two 2016 Ford Fusion S's from Tubbs and Sons. Tubbs and Sons had one in stock and the second would be a dealer trade. Seth said CCC is selling three vehicles: a 2009 Chevy Impala with 250,000 miles, a 2009 Ford Fusion with 210,000 miles and a Ford Fusion with 200,000 and a blown motor. These vehicles will be sold on Purple Wave with no fee. Seth reminded Trustees that \$100,000 has been allocated to purchase vehicles in the 2015-16 fiscal year. Kenton Krehbiel made a motion to purchase two 2016 Ford Fusion S's from Tubbs and Sons. Carolyn Armstrong seconded the motion. Further discussion included Audrey Hines asking about spreading the business to another vendor even though it was not the lowest bid. Discussion took place regarding the price and size difference of the models available. Motion passed unanimously.
- Approval of Employee Contracts Seth Carter explained the two new employees are Carolyn Kasdorf, Vice President of Business Affairs and Christopher Lee, Registrar. The supplemental contract is for Doug Johnson, webmaster. Seth further explained the duties of the webmaster. The employee contract is for Alisha Janousek, Administrative Assistant to Vice President of Student Affairs, this contract was omitted from the previous approvals. Linda Vaughn made a motion to approve the contracts. Audrey Hines seconded, motion passed unanimously.
- Approval to Purchase Resident Hall Furniture Seth Carter reported three request for proposals were submitted and one bid was received from Colby Furniture. He said the furniture needed to be ordered as soon as possible to arrive before students move in. The furniture to be ordered is identical to what was purchased for the two-story residence hall a year ago with the exception of four extra-long bunk beds to

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accommodate taller students. Linda Vaughn said to be fair the new furniture store, Ideal Furniture, should have had the opportunity to bid. Kenton Krehbiel suggested CCC giving Ideal Furniture the opportunity to bid. After discussing the short timeline it was decided to purchase from Colby Furniture. Trustees agreed in the future, all furniture businesses in Colby will be given the opportunity to bid. Audrey Hines made a motion to purchase the furniture for the south units of Living Center North from Colby Furniture. Kenton Krehbiel seconded, motion passed unanimously.

HLC Update

Seth Carter updated the Trustees on The Higher Learning Commission's decision to place CCC on probation. Upon receipt of notification on July 8, 2015, Seth notified all employees; Trustees; the Kansas Board of Regents, including Blake Flanders, President and CEO; Connie Beene, Director of Federal Initiatives for Technical Education; and Rita Johnson, Vice President of Workforce Development. The College also issued a public statement to the *Colby Free Press*. Seth said CCC will notify all accrediting bodies of the College to inform them CCC has been placed on probationary status. An employee meeting had already been scheduled for Tuesday, July 14, and a public forum for the community would be scheduled later in the month. He met with the President's Council on Thursday to determine a plan of action. There will be two chairs on each criterion. Angel Morrison and Greg Nichols will be responsible for the collection of data. To keep all involved accountable, every month employees will report progress in meeting interim mile stones. Seth reminded Trustees that CCC is still fully accredited and students can transfer to other colleges without issues. On the HLC's concerns about the financial situation, Seth explained in the last few months CCC has had a material finding rescinded and CCC is no longer on a corrective action plan with the State. Seth expressed his willingness to work through the challenges and told Trustees all options would be exhausted. He intends to make it a transparent process, and encouraged anyone with questions to call his cell phone.

Adjournment

Carolyn Armstrong made a motion to adjourn. Audrey Hines seconded the motion; motion carried unanimously. The meeting was adjourned at 7:44 a.m.

Signed _____
Chairman

Signed _____
Secretary

July 8, 2015

Dear Member:

A special meeting of the Board of Trustees of Colby Community College will be held on **Friday, July 10, at 7:30 a.m.** in the Board room in Thomas Hall for the purpose of approval to purchase two fleet vehicles and approval of employee contracts.

- I. Open the meeting
- II. Review and Approve Notice of Special Meeting
- III. Business
 - A. Approval to purchase two fleet vehicles – Bids presented at meeting.
 - B. Approval of employee contracts (two new employees, one supplemental and one existing employee).
 - C. Approval to purchase north south residence hall furniture – Bids presented at meeting.
 - D. Higher Learning Commission update
- IV. Adjournment

Sincerely,



Seth Macon Carter
President