

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

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June 20, 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 Boardroom in Thomas Hall on June 20, 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, Ryan Sturdy, Athletic Director, Jennifer Schoenfeld, Endowment Director, Monique Eaton, Student Health, David Tan, *Colby Free Press*, arrived at about 5:45 p.m. Penny Cline recorded the minutes of the meeting.

CALL MEETING TO ORDER

Board Chairman Audrey Hines called the meeting of the Colby Community College Board of Trustees to order at 5:00 p.m.

AGENDA AMENDMENT

Seth Carter asked for a motion to move the presentation of business item "D. Land Valuations" to item "A." Also, add agreements with the Central Care Cancer Center and North Central Technical College for the Dental Hygiene program to the consent agenda. Kenton Krehbiel made a motion to approve the amendment to the agenda. Carolyn Armstrong seconded the motion; motion passed unanimously

II. INTRODUCTIONS

Seth Carter asked the visitors to introduce themselves; Monique Eaton, Student Health, Ryan Sturdy, Athletic Director, and Jennifer Schoenfeld, Endowment Director.

III. APPROVAL OF THE CONSENT AGENDA

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

IV. REPORTS

A. REPORTS FROM ADMINISTRATORS

1. Dr. George McNulty said the updates in the Student Union are progressing, recently with new paint. CCC's student requirements for the initiative to recruit international students from were sent to Campus Consortium. Student Affairs is continuing to work on assessment and campus-wide enrollment management. Information on the SaVE Act will be presented to students in Student Success Seminar and also at the fall employee in-service. Dr. McNulty is developing a website dedicated to the areas of the Violence Against Women Act, Title IX, SaVE Act and Clery. He reported the process had begun to hire a new counselor/psychology instructor. Audrey Hines inquired if the position will be combined or separate. Dr. McNulty acknowledged the position would be combined. [See Student Services Report attached.]

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2. Brad Bennett reported the Performance Agreement for 2017-2019 was submitted to the Kansas Board of Regents on June 17, 2016. He stated sixteen courses are being taught online on Canvas for June and ten in July. Brad reviewed all courses to make sure they were converted and had the requirement to be an online course. [See Academic Affairs Report attached].
 3. Carolyn Kasdorf reported that she, Student Accounts, Angel Morrison, and Doug McDowall went to Pratt Community College. They meet with PCC's Student Accounts, IT and Controller to discuss processes in those areas. Auditors are scheduled to be on campus the first week of August to review fiscal year 2016 (fall 2015-spring 2016). [See Business Affairs Report attached.]
 4. Seth Carter reported in Doug Johnson's absence. The athletics website conversion is currently taking place. The Principles of Selling class sold eight to ten thousand dollars in sponsorships for the campus radio station. The billboards are in the process of being updated. Summer renovations are in action (dorms, painting, and fit lab). [See Public Information Report attached.]
 5. Ryan Sturdy reported that CCC baseball player Jeremy Gwinn was drafted in the 12th round by the Kansas City Royals. [See Athletic Report attached.]
- V. **FOUNDATION UPDATE**
Jennifer Schoenfeld reported that the Foundation's transition to Generally Accepted Accounting Principles (GAAP) transition is going well and on track for the fiscal year. The Blackbaud alumni data management system will be going live August 1. Jennifer is currently contacting families to update them on their scholarships.
- VI. **BUSINESS**
- A. **LAND VALUATIONS**
Quintin Flanagin presented to the board on how the State of Kansas values agriculture land. He said he wanted to provide an understanding of how Ag land is valued in Thomas County and how it affects taxes and the mill levy.
 - B. **OLD BUSINESS**
Seth Carter reported the Campus Consortium and Drug Policies were reviewed and approved by the attorney.
 - C. **AIR-MED CARE**
Seth Carter reported that Air-Care Med insurance would help cover the cost of a life flight if an athlete was injured and needed to be flown out during a game, home or away. Coaches and bus drivers would also be covered. Ryan Sturdy reported there is a \$100 administration fee, and the cost is \$6.00 per student. Kenton Krehbiel made a motion to approve the agreement with Air-Med Care insurance. Linda Vaughn seconded the motion. Quintin Flanagin questioned if the college would get in trouble if the insurance were not offered to all students. President Carter said he would research the issue. Quintin Flanagin asked the board to consider adding the \$6.00 fee as an athletic fee next academic year. The added fee will be discussed at a later board meeting. Motion passed unanimously.

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D. DISPOSITION OF SURPLUS

Seth Carter requested approval to sell a 2009 Impala and a 2004 van on auction site Purple Wave, move another van into the maintenance fleet, and dispose of several metal and old wooden desks and chairs. Carolyn Armstrong made a motion to approve the disposition of surplus as presented. Quintin Flanagin seconded the motion; motion passed unanimously.

E. MID-WEST CONNECT

Seth Carter reported that the Mid-West Connect contract pertains to the College mailing system. Mid-West Connect will buy out the College's contract with Pitney Bowes. He said CCC currently pays for items that are not used. The college will save approximately \$2,000. Carolyn made a motion to approve the Mid-West Connect contract. Quintin Flanagin seconded the motion; motion passed unanimously.

F. RHODES ARTICULATION AGREEMENT

Brad Bennett reported that Rhodes State College would market CCC's online veterinary technology program. Students will take a set of classes through Rhodes and then transfer to the CCC online program. Mr. Carter reported Rhodes is an accredited non-profit college. Kenton Krehbiel made a motion to approve the articulation agreement with Rhodes State College. Carolyn Armstrong seconded the motion; motion passed unanimously.

G. REQUEST FOR PROPOSAL

1. Vehicle (Car) Purchase –Seth reported the RFP was sent to all local vendors in Colby. Two bids were submitted. Mr. Carter recommended the college purchase the 2015 Chrysler 200 from Colby Dodge. Arlen made a motion to approve Mr. Carter's recommendation for the purchase of the Chrysler 200. Kenton Krehbiel seconded the motion; motion passed unanimously.
2. Vehicle (Van) Purchase-Seth reported the RFP was sent out to all local vendors in Colby, Two bids were submitted. Mr. Carter recommended purchasing two 15 passenger vans from Tubbs and Sons. Arlen Leiker made a motion to approve Mr. Carter's recommendation for the purchase of two 15 passenger vans. Kenton Krehbiel seconded the motion; motion passed unanimously.
3. Furniture – Seth Carter recommended purchasing the furniture from Cheaper Sleeper, which has a three-year full warranty and the chairs from Office Works that have a lifetime warranty. Carolyn Armstrong made a motion to approve both purchases. Kenton Krehbiel seconded the motion; motion passed unanimously.

H. SKID STEER LEASE AGREEMENT

Seth Carter reported the CCC farm manager recommended leasing a skid steer with tracks instead of wheels. There is a \$500 difference between the two. Mr. Carter advised going with the wheels as that is what had been budgeted. Carolyn Armstrong made a motion to approve the lease agreement for a skid steer with wheels. Quintin Flanagin seconded the motion.

I. WRITE-OFF POLICY

Seth Carter said the policy gives the board the final say as to what happens with bad debt. The policy will detail the process of how debt is collected and then writing off the debt if the college has exhausted all avenues to collect. The board will be provided a list of students along with the associated debt at the December and June board meetings. Quintin Flanagin inquired if the college has established a timeline of when the main portion of the 1.2 million is due.

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Carolyn Kasdorf said by December 2016 she will present a report to the board. Kenton Krehbiel reviewed the dates of December 31, 2016, and June 30, 2017, and asked if June 30 would pose a problem with the end of the year being June 30. Ms. Kasdorf said she has until the end of July to close out the end-of-year books. She asked for approval to write off an account of a student that has passed away and approval of the debt the write-off policy. Carolyn Armstrong made a motion to approve the write-off policy and the deceased student's bill of \$2,464. Kenton Krehbiel seconded the motion; motion passed unanimously.

J. HLC UPDATE

Seth Carter reported the self-study is being reviewed by Vice President Bennett and Angel Morrison. Revisions will be complete by the end of June. Once the revision is complete, the self-study will be returned to the criterion chairs for review. The self-study is due August 8, 2016. Mr. Carter said the college is phasing out the current strategic plan. The 2017 Strategic Plan Committee will meet before the July board meeting. The committee wants to make sure there is accountability in the plan and that the plan is measurable.

K. RESIGNATIONS

Seth Carter reported that Ryan Hale, Psychology Instructor/Counselor and Julie Juenemann, Nursing Instructor have submitted their resignations. Kenton made a motion to approve the resignations. Carolyn Armstrong seconded the motion; motion passed unanimously.

L. RESOLUTION #12

Quintin Flanagan made a motion to approve Resolution #12. Linda Vaughn seconded the motion; motion passed unanimously.

M. FINANCIAL REPORT

Carolyn Kasdorf reported the finance committee met on June 15, 2016. All accounts were balanced "book-to-bank" as of May 31, 2016. She said she is continuing to balance the cash flow report. Ms. Kasdorf presented a preliminary budget with a final budget to be approved at a special board meeting in July. Mr. Carter reported the new budget includes \$202,000 in raises and allowance for the future in the capital outlay funding. IT is ordering a new server to allow for disaster recovery. The college will have 30 days to backup instead of two weeks. Mr. Carter complimented Ms. Kasdorf for pulling the business office team together.

VII. REPORTS AND COMMENTS

A. PRESIDENT'S REPORT

Seth Carter reported there would be an insurance meeting with Wright Insurance on Thursday, June 21, 2016. The RFP process with the banks was going well. To date, the college had received 2.7 million in grants and donations. The College was scheduled to host a community forum on Monday, 27, 2016 at 5:30 p.m., in the Cultural Arts Center.

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B. COMMENTS FROM TRUSTEES

Linda Vaughn thanked the business office for all their work. Quintin Flanagin welcomed Brad Bennett. Arlen Leiker reported he and Seth went to the KACCT meeting. Carolyn Armstrong welcomed Brad Bennett and complimented Carolyn and her staff on all their hard work. Kenton Krehbiel and Audrey Hines thanked everyone.

C. OTHER ITEMS

None at this time.

VIII. ADJOURNMENT

Carolyn Armstrong made a motion to adjourn; Quintin Flanagin seconded the motion; motion carried unanimously. The meeting was adjourned at 6:32 p.m.

Signed _____
Chairman

Signed _____
Secretary