

January 12, 2017

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, January 16 at 5:00 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 December 19, 2016
  - B. Agreements and Contracts
- IV. 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. Ryan Sturdy, Athletics
- V. Foundation Update
- VI. Business
  - A. Old Business
  - B. Approval of Sale of Tractor
  - C. Concurrent Instructor Policy
  - D. Gift in Kind Policy
  - E. Testing Policy
  - F. Strategic Plan
  - G. February Board Meeting
  - H. Disposition of Surplus
  - I. Student Accounts for Collections
  - J. Resolution #6
  - K. Financial Report
  - L. Executive Session-Non-elected Personnel
  - M. Action, If Necessary
- VII. Reports and Comments
  - A. President's Report
  - B. Comments from Trustees
  - C. Other Items
- VIII. Adjournment

Sincerely,



Seth Macon Carter  
President

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 1  
January 16, 2017

## **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 January 16, 2017, at 5:00 p.m.

### **MEMBERS PRESENT**

Audrey Hines, Carolyn Armstrong, Linda Vaughn, Arlen Leiker, Quintin Flanagin, 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, Jennifer Schoenfeld, Endowment Director, Doug Johnson, Public Information 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 requested approval to amend the agenda to add the disposal of 60 chairs to the Disposition of Surplus. Arlen Leiker made a motion to amend the agenda to add the disposal of chairs to the Disposition of Surplus. Quintin Flanagin seconded the motion; motion passed unanimously.

## **II. INTRODUCTIONS**

Seth Carter asked the visitors to introduce themselves. David Tan, Colby Free Press, Doug Johnson, Public Information, and Jennifer Schoenfeld, Endowment Foundation.

## **III. APPROVAL OF THE CONSENT AGENDA**

Audrey Hines made a motion to approve the consent agenda. Carolyn Armstrong seconded the motion; motion passed unanimously.

## **IV. REPORTS**

### **A. REPORTS FROM ADMINSTRATORS**

1. Dr. George McNulty reported the semester is going well. The Living Center North lobby was painted over winter break and new couches were purchased. Dr. McNulty thanked Brook Jones and Ryan Sturdy for attending the Family Peace Initiative training. There are three students that have developed the Student Veterans of America chapter on-campus. They will host a meet-and-greet for the chapter on January 31, 2017. [See Student Services Report attached.]
2. Brad Bennett thanked everyone who helped with the late fall session. The ACEN ADN nursing accreditation site visit is February 21-24, 2017. CCC will be hosting an on-campus faculty professional development on February 8. [See Academic Affairs Report attached].

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 2  
January 16, 2017

3. Carolyn Kasdorf reported the finance committee and business affairs met on January 12, 2017. Ms. Kasdorf provided the board with the FY17 income statement and the college is currently running at a \$537,000 net income. She is projecting a reserve balance of \$2.2 million by June 30, 2017, which equals to two months of operating expenses. The fixed assets additions and deletions report was included in the packet per a request from Quintin Flanagin and a recommendation from Michelle at Adams, Brown, Beran, and Ball. [See Business Affairs Report attached.]
4. Doug Johnson reported he was contacted by a graphic arts student from Northwest Kansas Technical College inquiring about doing a four-week internship starting in April. [See Public Information Report attached.]
5. Seth Carter reported in Ryan Sturdy's absence. Mr. Carter reported there is a request from Northwest Kansas Technical College (NWKT) to join the Jayhawk Conference. The final decision will be made in April 2017. NWKT agreed to fully abide by conference rules. The training room in Ferguson is under construction. [See Athletic Report attached.]

## V. ***FOUNDATION UPDATE***

Jennifer Schoenfeld reported the Foundation board will meet Monday, January 16, at 7 p.m. For the spring semester the meetings will be on the fourth Monday of each month at 7 p.m. Donor solicitation for the annual auction will begin February 1 and end April 1. She reported the Kersenbrock scholarship will be presented at half-time at one of the February men's basketball games. Also, in February the 2017-2018 scholarships will be awarded.

## VI. ***BUSINESS***

### A. ***OLD BUSINESS***

There was no old business.

### B. ***APPROVAL of SALE of TRACTOR***

Seth Carter reported the college received one formal offer for the 1969 John Deere tractor in the amount of \$3,000. Carolyn Armstrong made a motion to approve the sale of the 1969 John Deere tractor for \$3,000. Audrey Hines seconded the motion; motion passed unanimously.

### C. ***CONCURRENT INSTRUCTOR POLICY***

Seth Carter reported the policy will require high school faculty teaching for Colby Community College to have a master's degree in the field of study or a master's degree plus 18 hours in the field of study. This is necessary to be compliant with the Higher Learning Commission. Instructors without a master's degree will be on a designated plan of study to complete six credit hours each year until earning the degree. Brad Bennett reported that moving forward, the faculty hiring procedure will be the same for outreach and on-campus. The Higher Learning Commission will allow the college to count up to nine hours of previous work experience and professional development in a graduate area. Carolyn Armstrong made a motion to approve the Concurrent Instructor Policy. Linda Vaughn Seconded the motion; motion passed unanimously.

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 3  
January 16, 2017

**D. GIFT IN KIND POLICY**

Seth Carter reported the college was cited in this area in the last audit. The policy states that all gift-in-kind donations are to be passed through the Endowment Foundation. The policy includes a process for disposal and a discretionary portion allowing the college to decline a gift. Quintin Flanagin questioned if the policy needs to include language that allows the donor to set a value if the gift cannot be readily appraised. Trustees then discussed the language under the section, Charitable Value of Gifts-In-Kind. Quintin Flanagin requested adding the statement: "A letter from the donor indicating the value of the gift is sufficient documentation for gifts valued under \$5,000." He requested removing the statement, "Donors should be encouraged to submit additional documentation for all in-kind gifts," and leave the rest of the paragraph as-is. Quintin Flanagin made a motion to approve the Gift-In-Kind policy with proposed changes. Audrey Hines second the motion; motion passed unanimously.

**E. TESTING POLICY**

Brad Bennett reported the policy allows students to take the Accuplacer placement test for free the first time. Students will be required to pay a fee of \$5.00 per each additional test. The students will be also be required to produce a valid ID prior to testing. Audrey Hines made a motion to approve the testing policy. Arlen Leiker seconded them motion; motion passed unanimously.

**F. STRATEGIC PLAN**

Dr. McNulty reported that since 1964 the college has had two vision statements. The first mission statement was formally utilized from 1968-1981. Starting in 2015-2016, discussion began to transition from the 2012-2017 strategic plan to the new plan that spans 2017 to 2022. The new strategic plan committee discussed the purpose of the group, mission and vision, the form utilized to document progress, and the timeline for completion. The committee intends to have goals and objectives set by the end of April 2017. The first step is review the mission and vision. During the spring 2017 in-service, CCC employees were organized into five groups to analyze the college's mission and vision and proposed a new mission and vision. The proposed mission and vision statements will be presented to the board at the February 2017 meeting.

**G. FEBRUARY BOARD MEETING**

Kenton Krehbiel reported the February board meeting falls on Monday, February 20, when the college is closed for President's Day. He inquired about moving the meeting to Tuesday, February 21 or Monday, February 27. The decision was made to not move the meeting to a different date. The February board meeting will be held at 5 p.m., on Monday, February 20.

**H. DISPOSITION OF SURPLUS**

Carolyn Armstrong made a motion to dispose of the TV and 60 chairs as listed on the Disposition of Surplus. Audrey Hines seconded the motion; motion passed unanimously.

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 4  
January 16, 2017

**I. STUDENT ACCOUNTS FOR COLLECTIONS**

Seth Carter requested approval for 84 student accounts to be sent to collections. The most recent activity on the account is approximately one year old. Carolyn Armstrong made a motion to approve sending student accounts as presented in the amount of \$132,712.79 to collections. Linda Vaughn seconded the motion; motion passed unanimously.

**J. RESOLUTION #6**

Carolyn Armstrong made a motion to approve Resolution #6. Quintin Flanagan seconded the motion; motion passed unanimously.

**K. FINANCIAL REPORT**

Carolyn Kasdorf reported the college will be paying off the lease at Farmers and Merchants Bank two years in advance, saving approximately \$11,000 in interest. She reported \$500,000 was placed in reserves, increasing the reserve account to \$1.5 million. All accounts have been reconciled with the exception of the General and Perkins accounts.

**L. EXECUTIVE SESSION – NON-ELECTED PERSONNEL**

Kenton Krehbiel requested an executive session to discuss non-elected personnel for 15 minutes to include Seth Carter, Brad Bennett and the Trustees. Carolyn Armstrong made a motion to discuss non-elected personnel for 15 minutes to include Seth Carter, Brad Bennett and the Trustees. Arlen Leiker seconded the motion; motion passed unanimously at 5:45 p.m.

**M. OPEN SESSION**

The Trustees, Seth Carter and Brad Bennett reconvened in open session at 6 p.m.

**N. ACTION, IF NECESSARY**

Carolyn Armstrong made a motion to approve the termination of Kim Rock. Linda Vaughn seconded the motion; motion passed unanimously.

**VII. REPORTS AND COMMENTS**

**A. PRESIDENT'S REPORT**

Seth Carter reported he is working with Darvin Strutt, Strutt Insurance, on the insurance for roof replacements. Through the process the college is developing a comprehensive roof replacement plan. There are 23 roofs, with the majority of the roofs being original. Five roofs are scheduled to be re-done by year-end. He thanked Arlen for attending the Higher Education Days in Topeka with Brad Bennett and him. Updates in the Cultural Arts Center (paint and flooring) and the Health Science building updates (paint, flooring and roof) are complete. The Student Union will be updated (painting and flooring) over spring break. The college is still on pace to complete the goal of having \$2.2 million in reserves by June 30, 2017.

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 5  
January 16, 2017

## **B. COMMENTS FROM TRUSTEES**

Linda Vaughn thanked everyone for their work on the financials and updates to the college. Quintin Flanagan commented his mal-practice insurance required him to get a body assessment. He complete the assessment using the BodPod at the college. He recommended everyone get one done and Pat Erickson does a great job. Arlen Leiker visited with Rick Billinger and Adam Smith. Mr. Billinger is on six or seven different committees and he is chairing three of the committees. Adam Smith is on the taxation committee. Audrey Hines, Carolyn Armstrong and Kenton Krehbiel thanked everyone for their continued work on improving the college. Kenton Krehbiel reported he sent Trustees the forms to evaluate the president and the board. Once he receives the completed evaluations he will tabulate the scores and send to the board prior to the February board meeting. Evaluations will be discussed in executive sessions at the February meeting.

## **C. OTHER ITEMS**

Seth Carter reported the college is hosting the K ACCT meeting on June 9, 2017.

## **VIII. ADJOURNMENT**

Carolyn Armstrong made a motion to adjourn. Audrey Hines seconded the motion; motion passed unanimously. The meeting was adjourned at 6:11 p.m.

Signed \_\_\_\_\_  
Chairman

Signed \_\_\_\_\_  
Secretary