

February 16, 2017

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, February 20, 2017 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 January 16, 2017
 - 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
 - A1. Technology
 - B. Disposition of Surplus
 - C. Dr. J, Clinic
 - D. EduKan Audit
 - E. Mission Statement
 - F. Vision Statement
 - G. Options MOU
 - H. Roof Replacement
 - I. Student Union Floor Proposal
 - J. Resignation
 - K. Resolution #7
 - L. Financial Report
 - M. Executive Session-President Evaluation
 - N. Action if Necessary
 - O. Board of Trustees Evaluation
 - P. Executive Session-Non-Elected personal
 - Q. Action if Necessary
 - R. Financial Resolution
- 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
February 20, 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 February 20, 2017, at 5:00 p.m.

MEMBERS PRESENT

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

MEMBERS ABSENT

Quintin Flanagan

OTHERS PRESENT

Brad Bennett, VP of Academic Affairs, Dr. George McNulty, VP of Student Affairs, Ryan Sturdy,

A

Athletic Director, Doug McDowall, IT Director, Jen Schoenfeld, Endowment Director, David Tan, *Colby Free Press*. Penny Cline recorded the minutes.

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 asked for a motion to amend the agenda to add the Wesley Medical Center contract to the consent agenda agreements, and under business: A1. Technology, Q. Executive session-non-elected personal, R. Action of necessary, and S. Financial resolution. Strike item E. Mission Statement and F. Vision Statement from the agenda. Arlen Leiker made a motion to amend the agenda as presented. Carolyn Armstrong seconded the motion; motion passed unanimously.

II. INTRODUCTIONS

Seth Carter asked the visitors to introduce themselves. Jennifer Schoenfeld, Endowment, Doug McDowall, IT, Ryan Sturdy, Athletics, and David Tan, *Colby Free Press*.

III. APPROVAL OF THE CONSENT AGENDA

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

IV. REPORTS

A. REPORTS FROM ADMINSTRATORS

1. Dr. George McNulty reported that data from the financial aid surveys completed by high school students indicates positive results. The Phi Theta Kappa event in Topeka was February 15. Diversity week was held the week of February 6. Activities included Rock your Mocks Day, International Food Night, a magic show, Cultural Dress Day, Safe Zone Training and speaker Angela Bates, who spoke on Nicodemus, KS, "*A Black Pioneer Town.*" Thursday students signed pledges against prejudice. The week was very successful. Dr. McNulty thanked the diversity committee. [See Student Services Report attached.]

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 2
February 20, 2017

2. Brad Bennett reported 27 faculty members attended the “Bring Your ‘A’ Game” on February 28. Starting in the fall 2017 semester, faculty will be required to post grades in the Canvas learning management system. Therefore, weekly Canvas professional development training will be offered. The college met four of six areas of the Board of Regents performance agreement, which meet the requirements. The new performance agreement includes seven goals. The intention is to have state-wide articulations completed by March 30, 2017. High school counselors will be able to log on and see agreements colleges have with high schools. [See Academic Affairs Report attached].
3. Seth Carter reported in Carolyn Kasdorf’s absence. Mr. Carter reported the lease purchase with Farmers and Merchants Bank had been paid off three years early, saving the college \$17,000 in interest. By June 2017, the college projects to have \$2.2 million in reserves, which is two months of operating expenses. [See Business Affairs Report attached.]
4. Seth Carter reported in Doug Johnson absence. Mr. Carter reported the Max Pickerall Lecture Series would host Dr. Jim Mochoruk, History Instructor from the University of North Dakota on March 14. The college cheer and dance team is hosting a cheer and dance camp on February 25. The website updates are on track with the completion date expected in May 2017. [See Public Information Report attached.]
5. Ryan Sturdy reported the majority of the teams competed over the weekend. Men’s and women’s indoor track finished with a combined fourteen all-conference performances. There were six all region women athletes and six on the men’s side. The softball team went 3 and 1 in El Paso, Texas. Baseball had a tough outing, losing all four games between Midland and Odessa. [See Athletic Report attached]

V. FOUNDATION UPDATE

Jennifer Schoenfeld reported spring scholarships in the amount of \$51,000 would be disbursed within the week. The 2017-2018 scholarship budget was confirmed and includes \$137,000 in scholarships, and \$25,000 for faculty, staff and campus enhancements. Foundation board members are soliciting items for the auction. The Foundation will have two interns for the summer through the Nex-Tech Nex Generation program. One intern will work part-time for the Foundation and part-time for other areas on campus. The second intern will work for the business department. The Endowment meeting is February 27.

VI. BUSINESS

A. OLD BUSINESS

There was no old business.

AI. TECHNOLOGY

Doug McDowall reported the email with S&T has been having some issues. He stated he was creating college email accounts so the Board of Trustees could access board packets in Google Drive. Doug will set up training times.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 3
February 20, 2017

B. DISPOSTION OF SURPLUS

Carolyn Armstrong made a motion to approve the disposition of surplus as presented in the board packet (1136 VHS tapes and two pieces of Vet Tech equipment that are no longer in operation). Audrey Hines seconded the motion; motion passed unanimously.

C. DR. J. CLINIC

Seth Carter reported the administration team of Colby Community College is requesting to rename the Dental Hygiene Clinic to the Dr. J.G. Sekavec D.D.S. clinic in honor of Dr. J. Carolyn Armstrong made a motion to rename the clinic. Arlen Leiker seconded the motion; motion passed unanimously.

D. EDUKAN AUDIT

Seth Carter asked for approval to accept the EduKan audit. The audit was completed by Adams, Beran, Brown and Ball of Great Bend, KS. There were two weaknesses; 1. Separation of duties. 2. Failure to show anticipated cost of retirement. Arlen Leiker made a motion to accept the EduKan audit. Audrey Hines seconded the motion; motion passed unanimously.

E. MISSION STATEMENT

Agenda amended to postpone mission statement discussion until March 20, 2017 Board of Trustees meeting.

F. VISION STATEMENT

Agenda amended to postpone vision statement discussion until March 20, 2017 Board of Trustees meeting.

G. OPTONS MOU

Seth Carter recommended the college adopt the memorandum of agreement (MOU) with Options. Options is a service for students that addresses domestic violence and sexual abuse and offers a 24-7 hotline. There is no cost but the college is required to provide them office space on campus. Dr. McNulty reported this service falls under education, safety and security for the students. Carolyn Armstrong made a motion to accept the memorandum of understanding (MOU) with Options. Linda Vaughn seconded the motion; motion passed unanimously.

H. ROOF REPLACEMENT

Seth Carter reported the administration team of Colby Community College is recommending the Board of Trustees approve the bid from Roof Masters. The quote includes all roofs the college received insurance bids on, except one. The invoice directly matches the insurance bids. Carolyn Armstrong inquired about being charged for sealing hail dents with a two-year workmanship and fifteen-year warranty on several buildings. Mr. Carter reported it is cosmetic damage that needs to be sealed because eventually the roof will crack. Arlen Leiker made a motion to approve the bid from Roof Masters as presented. Carolyn Armstrong seconded the motion; motion passed unanimously.

I. STUDENT UNION FLOOR PROPOSAL

Seth Carter asked for approval for the new flooring in the Student Union. It is VCT tile that will be placed over the original asbestos flooring. Carolyn Armstrong made a motion to approve the floor replacement in the Student Union. Audrey Hines seconded the motion; motion passed unanimously.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 4
February 20, 2017

J. RESIGNATIONS

Seth Carter reported Kayla Meadows, AG/Vet Tech Administrative Assistant gave her notice. Audrey Hines made a motion to approve Ms. Meadows' resignation. Linda Vaughn seconded the motion; motion passed unanimously.

K. RESOLUTION #7

Arlen Leiker made a motion to approve Resolution #7. Audrey Hines seconded the motion; motion passed unanimously.

L. FINANCIAL REPORT

Seth Carter reported in Ms. Kasdorf's absence. Mr. Carter reported administration had updated the college's five-year projection, which will be presented at a future Board of Trustees meeting.

M. EXECUTIVE SESSION – PRESIDENT'S EVALUATION

Kenton Krehbiel made a motion for an executive session for the president's evaluation to include the Trustees for 20 minutes with the option of calling Seth Carter in at a later time. Arlen Leiker seconded the motion; motion passed unanimously at 5:35 p.m.

The Trustees requested Seth Carter join the executive session at 5:44 p.m.

OPEN SESSION

The Trustees reconvened in open session at 5:55 p.m.

EXECUTIVE SESSION

Kenton Krehbiel made a motion for an executive session for the president's evaluation to include the Trustees and Seth Carter for an additional 10 minutes. Audrey Hines seconded the motion; motion passed unanimously at 5:55 p.m.

OPEN SESSION

The Trustees reconvened in open session at 6:05 p.m.

EXECUTIVE SESSION

Kenton Krehbiel made a motion for an executive session for the president's evaluation to include the Trustees and Seth Carter for an additional 10 minutes. Audrey Hines seconded the motion; motion passed unanimously at 6:05 p.m.

OPEN SESSION

The Trustees reconvened in open session at 6:15 p.m.

EXECUTIVE SESSION

Kenton Krehbiel made a motion for an executive session for the president's evaluation to include the Trustees and Seth Carter for an additional 5 minutes. Arlen Leiker seconded the motion; motion passed unanimously at 6:15 p.m.

OPEN SESSION

The Trustees reconvened in open session at 6:20 p.m.

N. ACTION IF NECESSARY

No action taken.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 5
February 20, 2017

O. BOARD OF TRUSTEES EVALUATION

Carolyn Armstrong asked Mr. Carter if he had any comments on the Board of Trustees' evaluation. Mr. Carter reported the current board of trustees is the most involved and engaged board in the state. The board thanked Mr. Carter for his continuous updates and said the updates are much appreciated.

P. EXECUTIVE SESSION-NON-ELECTED PERSONAL

Seth Carter requested 10 minutes to discuss non-elected personal to include the Board of Trustees and Seth Carter. Carolyn Armstrong made a motion to approve the executive session. Linda Vaughn seconded the motion; motion passed unanimously at 6:23 p.m.

OPEN SESSION

The Trustees reconvened at 6:33 p.m.

EXECUTIVE SESSION

Kenton Krehbiel made a motion for an executive session for non-elected personnel to include the Trustees and Seth Carter for an additional 10 minutes. Arlen Leiker seconded the motion; motion passed unanimously at 6:33 p.m.

OPEN SESSION

The Trustees reconvened at 6:43 p.m.

Q. ACTION IF NECESSARY

Carolyn Armstrong made a motion that Pat Ziegelmeier's salary be adjusted per the master agreement and also that she receive three years of stipends for musicals in the amount of \$3,000 per year. Audrey Hines seconded the motion; motion passed unanimously.

R. FINANCIAL RESOLUTION

Arlen Leiker read Ms. Kasdorf's recommendations in her absence. Ms. Kasdorf recommended an allowance for doubtful accounts on the books to provide an accurate balance sheet and income statement. In the past, the college has noted an allowance for doubtful accounts on a GAAP basis. The benefit for doing this allows the doubtful accounts as a contra account and therefore, will be on the balance sheet. This will provide an accurate picture for the college's financial statements for outside readers when financial statements are requested. This also reflects a more accurate picture for the college's net ARs on the balance sheet. In addition to providing an accurate balance sheet, this will also be represented on the income statement and all bad debt expense of \$382,000 will be moved to the allowance acct. Thus providing an accurate accounting of the income statement. Arlen Leiker made a motion to adopt Ms. Kasdorf's recommendations. Linda Vaughn seconded the motion; motion passed unanimously.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 6
February 20, 2017

VII. REPORTS AND COMMENTS

A. PRESIDENT'S REPORT

Seth Carter reported documentation had been submitted to the HLC's Institution Actions Council. Brad and Seth spoke with Dr. Simpson, HLC site steering committee chair, and both felt comfortable with the conversation. The training room is nearly completed. Mr. Carter reported the college should hear about the Hansen grant in the next few days. Student Union flooring will be done over spring break.

B. COMMENTS FROM TRUSTEES

Arlen Leiker attended the KACCT and PTK event in Topeka. Audrey Hines reported there was a community volleyball tournament and she asked if the gym could be updated and cleaned. Mr. Carter reported the gym would be cleaned and painted over spring break. Audrey Hines reported she would purchase flags for the countries missing that are hanging in the Student Union. Dr. McNulty said students usually let him know if a flag is missing and he will order the flags. Kenton Krehbiel thanked everyone for the hard work.

C. OTHER ITEMS

None at this time.

VIII. ADJOURNMENT

Arlen Leiker made a motion to adjourn; Audrey Hines seconded the motion; motion carried unanimously. The meeting was adjourned at 6:54 p.m.

Signed _____
Chairman

Signed _____
Secretary