

March 16, 2017

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, March 20 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 February 20, 2014
  - 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. Credit Hours for Dorm Residency
  - C. Disposition of Surplus
  - D. Grade Appeal Policy
  - E. EZ Content Manager
  - F. LCE Dorm RFP
  - G. Library Floor Bid
  - H. Mission Statement
  - I. Vision Statement
  - J. Online Credit Hour Policy
  - K. Academic Load
  - L. April Board of Trustees Meeting
  - M. Resignation
  - N. Resolution #8
  - O. Executive Session- President's Evaluation
  - P. 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

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## **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 March 20, 2017, 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, VP of Academic Affairs, Dr. George McNulty, VP of Student Affairs, Doug Johnson, Public Information Director, Ryan Sturdy, Athletic Director, Doug McDowall, IT 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 correct the date on item number "III-A." from February 20, 2016, to February 20, 2017, and change item "O." to President's Contract. Mr. Krehbiel also requested adding item "Q. Executive Session" and item "R. Action if Necessary." Audrey Hines made a motion to amend the agenda as presented. Arlen Leiker 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 Ryan Sturdy, Athletic Director.

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

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

## **IV. REPORTS**

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

Dr. George McNulty thanked Brad Bennett and Jenny Tompkins, Outreach Assistant Director for their work meeting with high school superintendents and principals. Student Services completed an analysis of first-time, full-time students that showed the college is up in campus visits 20% from the same time last year. Mr. McNulty and Student Affairs will be hosting interns from Fort Hays State University this summer. Student Support Services, CCC students and Dr. McNulty attended a presentation by Coach Boone at Fort Hays State University. [See Student Services Report attached.]

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1. Brad Bennett reported he presented at the Hoxie School Board meeting Monday, April 13. Mr. Bennett provided a Memorandum of Agreement (MOA) that the Hoxie School Board will sign at their April 2017 board meeting. Dian Organ won the Kansas Adult Educator award. Dr. Chris Price presented a lecture at the Missouri Valley History Conference in Omaha. [See Academic Affairs Report attached].
2. Carolyn Kasdorf reported the finance committee met on Thursday, March 17, 2017, for month end February 28, 2017. All bank accounts at the time of the finance report, with the exception of direct student loans, were balanced. She said the balance difference between Great Plains and Power Campus had been resolved. Accounts payable differed due to ongoing activity. Monthly spending remains at \$1.1 million. The college is on target to have \$2.2 million in reserves by June 30, 2017. [See Business Affairs Report attached.]
3. Doug Johnson reported that the Kansas Board of Education named former student Maret (Peterson) Schroeder a Regional Kansas Teacher of the Year. Mr. Johnson reported the template updates for the college website is estimated to be completed mid-May. [See Public Information Report attached.]
4. Ryan Sturdy reported the baseball and softball teams played Pratt and swept all six games. [See Athletic Report attached.]

## V. FOUNDATION UPDATE

Seth Carter reported in Jennifer Schoenfeld's absence. The Foundation was collecting donations for the auction. Arlen and Seth met with the Vision Committee in early March at McCarty Dairy. The college is working with the Vision Committee (Endowment Foundation) to donate a portion of their unrestricted cash back to the college each year. This is a common practice among endowment foundations. It essentially helps supplement institutional operations.

## VI. BUSINESS

### A. OLD BUSINESS

There was no old business.

### B. CREDIT HOURS FOR DORM RESIDENCY

Seth Carter reported the administration team recommended that students living in the dorms take at least nine credit hours of face-to-face or hybrid courses. Doing so will help keep students engaged on-campus. Students living on campus must receive approval from the vice president of academic affairs to take less than nine credit hours of face-to-face or hybrid courses. Arlen Leiker made a motion to approve the credit hour for dorm residency policy as presented. Carolyn Armstrong seconded the motion; motion passed unanimously.

### C. DISPOSITION OF SURPLUS

Seth Carter requested the approval to dispose of older books, chairs, desk, library shelves, a broken coffee pot, and two time card slot holders. Quintin Flanagan made a motion to approve the disposition of surplus. Linda Vaughn seconded the motion; motion passed unanimously.

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## **D. GRADE APPEAL POLICY**

Seth Carter reported the current policy allows students to appeal even if the appeal will have no substantive change in their grade. The updated policy requires the following: For an appeal to have validity, the student must have documented proof that assignments and exams were submitted; the result of the appeal would need to raise the student's grade to a passing percentage; the student must provide proof suggesting an unfair grade. Audrey Hines made a motion to approve the revised Grade Appeal Policy. Carolyn Armstrong seconded the motion; motion passed unanimously.

## **E. EZ CONTENT MANAGER**

Seth Carter reported the college's business portal used to manage purchase orders is being phased out due to Microsoft no longer supporting the software. The EZ Content Manager is part of the Great Plains update. It will provide the business department electronic documentation to meet auditor requests in a timely manner. The updated document management system will create more efficiency and has the capability to send Ad hoc reports to other departments. All information will be archived electronically. The update will be done remotely and will be a one-time expense. There will be an annual maintenance expense of \$3800.00 for the Great Plains feature. Carolyn Armstrong made a motion to approve EZ Content Manger. Arlen Leiker seconded the motion; motion passed unanimously.

## **F. Living Center East (north side) DORM RFP**

Seth Carter reported the approximate cost of the project is \$362,462. The bid was posted on the college website and sent to Stephens Construction, Woofter Construction, and Cleary Buildings. The college received \$180,000 from the Hansen Foundation and the remaining \$182,000 will be budgeted in FY2018. The college has committed to fundraising \$30,000 for the project. Carolyn Kasdorf reported an open bid PO was created and the \$180,000 is on the balance sheet for a deferred revenue as a liability. Arlen Leiker made a motion to approve the bid with Stephens Construction for LCE-north side. Audrey Hines seconded the motion; motion passed unanimously.

## **G. LIBRARY FLOOR BID**

Seth Carter and the administrative team recommended the college use Office Works to replace the library floor. There is a difference of \$3,329 between the bids submitted. The project will be funded from the capital outlay budget. A grant has been submitted for 1/3 of the funding and to date, the college had not been notified if the grant will be awarded. The newest carpet in the library is 20 to 25 years old. Carolyn Armstrong made a motion to approve the library floor replacement to be completed by Office Works. Audrey Hines seconded the motion. Quintin Flanagan abstained due to client relationships.

## **H. MISSION STATEMENT**

Seth Carter and the administrative team requested approval to adopt the following mission statement: "Challenge students to adapt to a diverse society. Create opportunities for student growth. Connect student learning with professional experience." Mr. Carter reported the mission statement was vetted through the strategic planning committee, which includes two board members, a community member and CCC employees. Audrey Hines made a motion to approve the college's new mission statement as presented. Linda Vaughn seconded the motion; motion passed unanimously.

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## **I. VISSION STATEMENT**

Seth Carter and the administrative team requested approval to adopt the following vision statement: "CCC will be a national leader in academic and student success to transform the lives in the communities we serve." Mr. Carter reported the vision statement was vetted through the strategic planning committee which includes two board members, a community member and CCC employees. Audrey Hines made a motion to approve the college's new vision statement as presented. Carolyn Armstrong seconded the motion; motion passed unanimously.

## **J. ONLINE CREDIT HOUR POLICY**

Seth Carter reported the Higher Learning Commission recommended that the college defines online credit. Audrey Hines made a motion to approve the Online Credit Hour policy as presented. Arlen Leiker seconded the motion; motion passed unanimously.

## **K. ACADEMIC LOAD**

Seth Carter reported the proposed policy limits students to taking no more than seven credit hours during the late fall session. Arlen Leiker made a motion to approve the Academic Load policy as presented. Linda Vaughn seconded the motion; motion passed unanimously.

## **L. APRIL BORAD OF TRUSTEES MEETING**

Seth Carter requested changing the April 17 Board of Trustees meeting to April 24 at 4:00 p.m., with the Student/Trustees Dinner starting at 6:00 p.m. Carolyn Armstrong made a motion to move the April Board of Trustees meeting to April 24 staring at 4:00 p.m., with the Student/Trustee Dinner following. Quintin Flanagan seconded the motion; motion passed unanimously.

## **M. RESIGNATION**

Seth Carter reported that assistant woman's basketball coach Coleman Bender and custodian Terry Knox submitted their resignations. Carolyn Armstrong made a motion to accept the resignations of Coleman Bender and Terry Knox. Arlen Leiker seconded the motion: motion passed unanimously.

## **N. RESOLUTNION #8**

Carolyn Armstrong made a motion to approve resolution #8. Arlen Leiker seconded the motion; motion passed unanimously.

## **O. EXECUTIVE SESSION-PRESIDENTS CONTRACT**

Kenton Krehbiel requested a 10-minute executive session with Seth Carter and the Trustees to discuss the president's contract. Arlen Leiker made a motion to discuss the president's contract for 10 minutes to include Seth Carter and the Trustees. Audrey Hines seconded the motion; motion passed unanimously at 5:36 p.m.

## **OPEN SESSION**

The Trustees and Seth Carter reconvened in open session at 5:46 p.m.

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**P. ACTION IF NECESSARY**

Carolyn Armstrong made a motion to approve the president's contract as presented. Audrey Hines seconded the motion; motion passed unanimously.

**Q. EXECUTIVE SESSION-NON-ELECTED PERSONNEL**

Seth Carter requested a 15-minute executive session with the Trustees to discuss non-elected personnel. Carolyn Armstrong made a motion to discuss non-elected personnel for 15 minutes to include Seth Carter and the Trustees. Arlen Leiker seconded the motion; motion passed unanimously at 5:47 p.m.

**OPEN SESSION**

The Trustees and Seth Carter reconvened at 6:02 p.m.

**EXECUTIVE SESSION**

Kenton Krehbiel made a motion for an executive session to discuss non-elected personnel for an additional 10 minutes. Audrey Hines seconded the motion; motion passed Unanimously at 6:02 p.m.

**OPEN SESSION**

The Trustees and Seth Carter reconvened at 6:12 p.m.

**R. ACTION IF NECESSARY**

No action taken.

**VII. REPORTS AND COMMENTS**

**A. PRESIDENT'S REPORT**

President Carter reported the college had not received the Higher Learning Commission report. He thanked everyone for their continued work and support.

**B. COMMENTS FROM TRUSTEE**

The Trustees thanked everyone for their continued efforts on improving the college. Arlen Leiker announced the college is hosting the KACCT meeting June 9 and 10, 2017.

**C. OTHER ITEMS**

None at this time.

**VIII. ADJOURNMENT**

Arlen Leiker made a motion to adjourn; Carolyn Armstrong seconded the motion; motion passed unanimously. The meeting was adjourned at 6:15 p.m.

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

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