

April 20, 2017

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, April 24, at 4:00 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 March 20, 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
 - B. Academic Calendar
 - C. Billboard Contract
 - D. Disposition of Surplus
 - E. Dorm Internet
 - F. NSLVE MOU
 - G. National Veterinary Associates
 - H. Request to Sell Land
 - I. Pasture Lease
 - J. Request to Sell Horses
 - K. Election of Finance Committee
 - L. Resignations
 - M. Resolution #9
 - N. Executive Session-Non-Elected Personnel
 - O. 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
April 24, 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 April 24, 2017, at 4:00 p.m.

MEMBERS PRESENT

Carolyn Armstrong, Arlen Leiker, Quintin Flanagin, Kenton Krehbiel, Audrey Hines, and Seth Carter. Linda Vaugh arrived at 4:20 p.m., and Audrey Hines arrived at 4:24 p.m.

OTHERS PRESENT

Brad Bennett, Vice President of Academic Affairs, Jennifer Schoenfeld, Endowment Director, 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 4:00 p.m.

AGENDA AMENDMENT

Kenton Krehbiel requested to amend the agenda to add a contract for Bethany Johnston, Assistant Volleyball Coach for approval under the consent agenda. Carolyn Armstrong made a motion to add the contract for Bethany Johnston, Assistant Volleyball Coach, for approval. Quintin Flanagin seconded the motion; motion passed unanimously.

II. INTRODUCTIONS

Seth Carter asked visitors to introduce themselves. Jennifer Schoenfeld, Endowment Foundation; Ryan Sturdy, Athletics; Monique Eaton, Student Health; Doug Johnson, Public Information; Doug McDowall, IT; and David Tan, Colby Free Press.

III. APPROVAL OF THE CONSENT AGENDA

Kenton Krehbiel asked for approval of the consent agenda. Carolyn Armstrong made a motion to approve the consent agenda. Arlen Leiker seconded the motion; motion passed unanimously.

IV. REPORTS

A. REPORTS FROM ADMINSTRATORS

1. Seth Carter reported in Dr. George McNulty's absence. Mr. Carter reported admissions processed 190 applications the month of March. They enrolled 390 credit hours, which is approximately 27 students, on the April 24 enrollment day. A draft of the CCC Strategic Plan will be presented to the board of trustees for review at the May, 2017 meeting. An operational plan will be developed and an action plan will be to the board of trustees at the June meeting. Formal implementation of the Strategic Plan will go in effect August 2017. [See Student Services Report attached.]
2. Brad Bennett reported there has been issues with the accuplacer placement cut scores. The committee is researching using multiple measures. The Art Walk was held on April 21. The event was well attended in spite of the weather. The musical is scheduled for April 29 and 30. Brad, Seth, Carolyn and Doug Johnson attended the HLC conference. The CCC HLC committee will begin working on the upcoming HLC accreditation filing in the fall. [See Academic Affairs Report attached].

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 2
April 24, 2017

3. Carolyn Kasdorf reported the finance committee met on Thursday, April 20. At the time of the meeting a few accounts were not balanced. As of April 24 all accounts have been balanced “book-to-bank.” To date, the student accounts receivable balance is \$756,000. Summer semester has opened and students are starting to register. Federal grants receivable is at \$14,285, significantly decreased from the same time last year. Financial aid and the business office continually monitor the receivables and draw down funds as needed. Accounts payable continues with a credit balance due to bills being paid within a timely manner. Bond obligations balance has decreased due to the payment, interest and principle for the year. CCC continues to spend approximately 1.1 million per month. Starting July, 2017, the finance committee will review the college’s insurance policies annually. Facilities manager, Scott Williams, will join the finance committee to provide updates on the master plan for CCC facilities. [See Business Affairs Finance Report.]
 4. Doug Johnson reported on May 6 the Flatland Big Band concert will be held in Scott City. Michelle Meyer will be playing with the band and the CCC Jazz Band will open for the concert. Julie Groom, previous CCC band instructor, started the Flatland Big Band in the 90’s. [See Public Information Report attached.]
 5. Ryan Sturdy reported Northwest Kansas Technical College will join the Jayhawk Conference in 2017- 2018 in all sports except basketball. Basketball will join 2018-2019. He said interviews would begin in a couple of weeks for the women’s head basketball coach. [See Athletic Report attached.]
- V. **FOUNDATION UPDATE**
- Jennifer Schoenfeld reported there are 184 businesses and individuals that contributed items/cash donations totaling over \$60,000 to the annual auction. The totals from the auction were \$92,500, with \$5,500 earmarked for the summer dorm renovation project. Ms. Schoenfeld thanked everyone for their help and support. She is currently interviewing candidates through the Nextech Gen internship program. The interns will start June 1, 2017. The foundation board meets April 24 at 7:00 p.m.
- VI. **BUSINESS**
- A. **OLD BUSINESS**
There was no old business.
 - B. **ACADEMIC CALENDAR**
Seth Carter reported the calendar update included balancing the number of Monday/Wednesday and Tuesday/Thursday classes. To balance the days, the Monday after Easter will no longer be a paid holiday. To compensate for the change, staff will get the Friday of spring break off. Arlen Leiker made a motion to approve the changes to the F17-S18 Academic Calendar as presented. Carolyn Armstrong Seconded the motion; motion passed unanimously.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 3
April 24, 2017

C. BILLBOARD CONTRACT

Seth Carter reported the administrative team is requesting the college enter into the billboard contract with Mountain States Media. This will provide the college a presence in Burlington, Colorado. The billboard will be a right hand read. The cost will be \$4000 per year. The cost includes installation, design, and the maintenance. Carolyn Armstrong made a motion to approve the billboard contract with Mountain States Media. Arlen Leiker seconded the motion; motion passed unanimously.

D. DISPOSITION OF SURPLUS

Seth Carter reported some encyclopedias will be recycled due to the age. There are a few pieces of equipment from the music department that no longer work. These pieces will be traded for a new traveling speaker set up. Carolyn Armstrong made a motion to approve the disposal of the desk, chair and books and allow the music equipment to be traded in. Quintin Flanagan seconded the motion; motion passed unanimously.

E. DORM INTERNET

Seth Carter requested the approval to the contract with KanRen to update the Wi-Fi in the dorms. The college is currently running off 100 Mb connections. This will allow the college to move from 100 Mb to 10 times that amount with 1 Gig. The annual cost increase will be approximately \$6200.00. The cost will come out of the technology fees. Arlen Leiker inquired if the 1 Gig will be adequate for future demand. Doug McDowall, IT Director, reported the 1 Gig will be adequate and will have a five year service contract. Doug McDowall reported S&T did not fulfill the complete quote requested. It was noted the S&T and Nex-Tech quotes were incomplete and would of have resulted in substantially higher cost. Quintin Flanagan made a motion to approve the dorm internet contract with KanRen with the understanding that S&T and Nex-Tech's bids were incomplete with not providing full cost data. Carolyn Armstrong seconded the motion; motion passed unanimously.

F. NSLVE MOU

Seth Carter requested approval for the National Study of Learning, Voting, and Engagement (NSLVE) MOU. This report is completed through the National Clearinghouse. This will allow the college to poll students to measure civic engagement, referencing their voting turnout. The only cost is for the final report, which will be included in the HLC filing to show how the college is reaching students beyond academics. Quintin Flanagan inquired what NSLVE does with the data. Mr. Carter stated NSLVE reports the data nationally. Carolyn Armstrong made a motion to approve the MOU with National Study of Learning, Voting, and Engagement. Arlen Leiker seconded the motion; motion passed unanimously.

G. NATIONAL VETERINARY ASSOCIATES

Seth Carter requested approval for the college to initiate an MOU with the National Veterinary Associates (NVA). The NVA manages over 500 hospitals. The NVA will utilize CCC and one other college to train their veterinary technicians. The proposal allows the college to discount the tuition rate for these students, which would be a net profit of \$2000 per student. It is anticipated that the college will see an additional 35 students in year one with continued growth. The Veterinary Technology program is the college's largest program. Brad Bennett reported the growth could be 100 students a year within a couple of years and the NVA will be paying the students' bill. The board of trustees gave their consensus to move ahead with the MOU.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 4
April 24, 2017

H. REQUEST TO SELL LAND

Seth Carter informed the board a request will be made through the Endowment Foundation board to sell the land donated to the Foundation. Proceeds will go to the Foundation. The board of trustees supports the request of the Foundation board to sell the land.

I. PASTURE LEASE

Seth Carter requested approval for the college to lease the pasture by the city landfill. The price increased from \$1,000 to \$1050. Quintin Flanagin made a motion to approve the pasture lease. Arlen Leiker seconded the motion; motion passed unanimously

J. REQUEST TO SELL HORSES

Seth Carter reported the Horse Program has three horses (Vegas, a 2014 bay filly; Joker, a 2014 bay gelding; and Aces, a 2014 red roan gelding). They will be sold in the fall, but the program occasionally has people contact Shanda Mattix, Program Director, about colts for purchase. Ms. Mattix is asking for the board's consensus to sell the horses in the summer if a buyer wishes to purchase them. The board of trustees gave their consent for Ms. Mattix to sell the horses if a buyer is interested with the understanding bids will be presented to the board for approval.

K. ELECTION OF FINANCE COMMITTEE

Arlen Leiker made a motion to elect Quintin Flanagin and Carolyn Armstrong to the May, June, July, and August finance committee. Audrey Hines seconded the motion; motion passed unanimously.

L. RESIGNATIONS

Seth Carter reported the administrative team at CCC is seeking approval for the following resignations: Antowin Edwards, Women's Basketball Coach; Brent Wilson, Physics Instructor; Heidi Tarus, Biology Instructor; Jason Bowey, Animal Science Instructor/Live Stock Judging Coach; Judy Wenzl, PN Nursing instructor; Julia Thornburg, Dental Hygiene Instructor; Nichelle Erskine, Admission Counselor; Rebecca Johnson, PN Nursing Director; and Linda Artz, PN adjunct instructor. Carolyn Armstrong made a motion to accept the resignations as presented. Audrey Hines seconded the motion; motion passed unanimously.

M. RESOLUTION #9

Quintin Flanagin made a motion to accept resolution #9. Carolyn Armstrong seconded the motion; motion passed unanimously.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 5
April 24, 2017

N. EXECUTIVE SESSION-NON-ELECTED PERSONNEL

Seth Carter requested a 20 minute executive session with Seth Carter and the Trustees to discuss non-elected personnel. Arlen Leiker made a motion to discuss non-elected personnel for 20 minutes to include Seth Carter and the Trustees. Audrey Hines seconded the motion; motion passed unanimously at 4:49 p.m.

OPEN SESSION

The Trustees and Seth reconvened in open session at 5:09 p.m.

EXECUTIVE SESSION-NON-ELECTED PERSONNEL

Kenton Krehbiel requested an additional 10 minutes to include Seth Carter and the Trustees to discuss non-elected personnel. Quintin made a motion to discuss non-elected personnel for additional 10 minutes to include Seth Carter and the Trustees. Arlen Leiker seconded the motion; motion passed unanimously at 5:09 p.m.

OPEN SESSION

The Trustees and Seth reconvened in open session at 5:19 p.m.

O. ACTION IF NECESSARY

Quintin Flanagan made a motion for non-renewal of Tom Fuhrmann, Business Instructor. Carolyn Armstrong seconded the motion; motion passed unanimously.

VII. REPORTS AND COMMENTS

A. PRESIDENT'S REPORT

President Carter reported as soon as school is out on May 15 the following campus updates will begin: some sidewalks will be replaced, Living Center East dorm renovation, gym painted, replacing flooring in the student union and library. The college should hear from HLC in July, 2017. CCC will host the KACCT meeting on campus June 9-10, 2017. He and the current Presidential Scholars interviewed 27 applicants for next year.

B. COMMENTS FROM TRUSTEES

Thanked everyone for their continued hard work.

C. OTHER ITEMS

Graduation on Friday, May 12 at 6:00 p.m., at the Community Building.

VIII. ADJOURNMENT

Arlen Leiker made a motion to adjourn; Audrey Hines seconded the motion; motion carried unanimously. The meeting was adjourned at 5:22 p.m.

Signed _____
Chairman

Signed _____
Secretary