

May 11, 2017

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, May 15 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 April 24, 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
 1. Student-Trustee Dinner
 - B. Adult Ed Vehicle
 - C. BOT Election Policy
 - D. Collections-Request to Process and Write-Off
 - E. Disposition of Surplus
 - F. Living Center East-East and Lobby Roofs
 - G. Negotiations
 - H. Petty Cash Policy
 - I. Record Retention Policy
 - J. Visa Card Policy
 - K. Resignation
 - L. Strategic Plan Draft
 - M. Resolution #10
 - N. Executive Session
 - 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

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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 Monday, May 15 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, Carolyn Kasdorf, VP of Business Affairs, Ryan Sturdy, Athletic Director. Jennifer Schoenfeld, Endowment Director and Leo Jirek joined the meeting at 5:02 p.m. Doug Johnson 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 to amend the agenda to add a contract for Mandy Deines for approval under the consent agenda. Carolyn Armstrong made a motion to add the contract for Mandy Deines, Administrative Assistant to Ag/Vet Tech. Audrey Hines seconded the motion; motion passed unanimously.

II. INTRODUCTIONS

Seth Carter asked the visitors to introduce themselves. Ryan Sturdy, Athletic Director.

III. APPROVAL OF THE CONSENT AGENDA

Audrey Hines made a motion to approve the consent agenda. Linda Vaughn seconded the motion; motion passed unanimously.

IV. REPORTS

A. REPORTS FROM ADMINSTRATORS

Dr. George McNulty reported that Student Affairs is working on the departmental budget for FY2018. Student Affairs is undergoing some reorganization of positions. He said the end-of-year carnival was attended by approximately 300 students, faculty, staff, and community members. In an effort to improve communication with health sciences students, the Financial Aid department presented to dental hygiene and nursing students. Dr. McNulty also shared some campus security statistics. There were 61 incidents reported in 2013-14 and another 61 in 2014-15. In 2015-16 there were 26 reported incidents, and in 2016-17 just 11 reported incidents. This resulted in an 81.7 % decrease in reported incidents between 2013-14 and 2016-17. [See Student Services Report attached.]

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1. Brad Bennett reported interviews to begin filling vacant faculty positions were scheduled to begin May 16. The document that specifies terms of payment by the National Veterinary Associates will be presented at the June board meeting. [See Academic Affairs Report attached].
2. Carolyn Kasdorf reported the finance committee met May 11. "Bank-to-book" was balanced except for the general account. Accounts receivable matched at \$718,000. Federal grants receivable was at \$25,000, which includes Pell and direct loans. Accounts payable was \$46,000. The college continues to spend approximately \$1.1 million monthly. [See Business Affairs Report attached.]
3. Doug Johnson reported he had nothing to add to his written report. [See Public Information Report attached.]
4. Ryan Sturdy reported the NJCAA individual and team academic awards would be announced in June. He said he is pleased with the academic performance of many teams and individuals, as the majority of the teams each earned at least a 3.0 GPA. He also noted about 10 to 12 outdoor track athletes qualified for nationals in Hutchinson. [See Athletic Report attached.]

V. FOUNDATION UPDATE

Jennifer Schoenfeld introduced Leo Jirek, a student at North Central Technical College, who will be working during the summer as an intern at CCC through the Nex-Tech Gen program. She said the final Foundation final board meeting of the year fiscal year was scheduled for May 22. Mr. Jirek is currently working on updating the 2014-2016 donor plaques. Ms. Schoenfeld plans to provide Trustees with donor names for the purpose updating the donor board, and so they may also give consideration for naming buildings if they choose. Audrey Hines inquired about the status of updating the alumni list. Ms. Schoenfeld said it will be given attention over the summer.

VI. BUSINESS

A. OLD BUSINESS

1. Student/Trustee Dinner: Kenton Krehbiel said the dinner with students on April 24 went well. Carolyn Armstrong commented that the dinner was the most positive one she has experienced since joining the Board.

B. ADULT ED VEHICLE

President Carter requested approval for the Adult Education department to purchase a 2015 Honda CRV from MC Auto. The vehicle was to be purchased with money from the Greenbush funds. Carolyn Armstrong made a motion to purchase the 2015 CRV from MC Auto. Arlen Leiker seconded the motion. The motion passed 5-0; Quintin Flanagan abstained.

C. BOT ELECTION POLICY

President Carter presented a new board election policy to keep the college in compliance with state statute. As of January 1, 2017, there is a change in the election cycle that moves elections to November. The winning candidate assumes position in January of the following year. Carolyn Armstrong made a motion to accept the Board Election Policy as presented. Arlen Leiker seconded the motion; motion passed unanimously.

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D. COLLECTIONS-REQUEST TO PROCESS AND WRITE OFF

President Carter requested approval to send several accounts to collections, and to write-off other accounts that are too low to be sent to collections. Quintin Flanagan requested an explanation of why accounts are going to collections. Carolyn Kasdorf said some balances were created because Pell grant money was withdrawn and the student chose not to pay the balance or go on a payment plan. President Carter said anticipated aid can be calculated through the system used by the college, and training is being planned for college personnel. Kenton Krehbiel asked about success rate on the collections process. Carolyn Kasdorf said the response rate has been positive and said she would provide exact numbers to the board. Quintin Flanagan made a motion to send the accounts to collections as presented. Audrey Hines seconded the motion; motion passed unanimously. Carolyn Armstrong made a motion to authorize the accounts presented to be written off. Linda Vaughn seconded the motion; motion passed unanimously.

E. DISPOSITION OF SURPLUS

Seth Carter asked for approval to dispose of items on the list presented to the board. Most of the items were from the library. Audrey Hines made a motion to dispose of the items as presented. Arlen Leiker seconded the motion; motion passed unanimously.

F. KACCT MEETING REQUEST

President Carter requested approval to provide alcohol on campus for the Kansas Association of Community College Trustees meeting hosted by the college on June 9-10. He said historically alcohol is provided by the host school, and no liquor license is required as long as it is not sold. He also noted that he would personally pay for the alcohol and no college funds would be used. Arlen Leiker made a motion to allow alcohol on campus June 9-10 for the KACCT meeting. Carolyn Armstrong seconded motion; motion passed unanimously.

G. LIVING CENTER EAST-EAST AND LOBBY ROOF'S

President Carter presented bids in the amount of \$31,954 from Roofmasters, and \$26,250 from Murray Enterprises. Mr. Carter recommended accepting the bid from Murray Enterprises. Carolyn Armstrong made a motion to accept the bid from Murray Enterprises for \$26,250. Arlen Leiker seconded the motion. Audrey Hines asked if there were past issues with the vendor. President Carter said there were issues on another project, but the bid specs on the current project were very specific and this could be an opportunity to see if the vendor could do the job. Motion passed unanimously.

H. NEGOTIATIONS

President Carter told trustees that the recently approved faculty contract is for two years. However, permissible items will exist each year. Classification of a "professional employee" has changed – if a faculty member is to be considered a "part-time professional employee," the individual must have an office on-campus and keep regular hours. Other updated items in the Master Agreement include: the pay date will move from the 20th of the month to the 8th of the month; the dependent tuition grant will require a recipient to repay the college for the cost of any classes the individual fails; employees hired after July 1, 2017 will not be eligible for early retirement. President Carter also said the college is implementing a "step-and-column" pay schedule, which is a structured scale that accounts for employee credentials and years of service. He said implementation will increase payroll for the current year by \$78,000 to align the current faculty with the pay schedule. He noted that Faculty Alliance approved of all the measures by a vote of 37-2. Audrey Hines questioned payment method for late-fall classes if enrollment is low in a class. President

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Carter said classes need 6.2 students enrolled to be profitable. However, if one student is enrolled and needs it for graduation at the end of the semester, the college will hold the class. Regarding the new salary schedule, Brad Bennett said it brings consistency that the college has not had in his time at CCC. It will also take salary negotiation out of the process when hiring new faculty. Carolyn Armstrong made a motion to approve the updates to the Master Agreement including the salary scheduled as presented. Quintin Flanagin seconded the motion; motion passed unanimously.

I. PETTY CASH POLICY

President Carter said no policy exists to address how the college handles petty cash. Carolyn Kasdorf said implementation of a petty cash policy would create standards that will satisfy auditors. She also said there will be random internal audits of areas handling petty cash. Audrey Hines made a motion to accept the petty cash policy as presented. Arlen Leiker seconded the motion; motion passed unanimously.

J. RECORD RETENTION POLICY

President Carter said the presented policy addresses Kansas statute on how long to retain records. Carolyn Armstrong made a motion to approve the record retention policy as presented. Linda Vaughn seconded the motion; motion passed unanimously. Kenton Krehbiel inquired how records are destroyed. Carolyn Kasdorf said records are shredded.

K. RESIGNATION

President Carter presented resignation letters from Jade Kruse, Assistant Equestrian Coach, and Mallory Green, Student Life Director and Assistant to the Vice President of Student Affairs. Audrey Hines made a motion to accept the resignations; Carolyn Armstrong seconded the motion; motion passed unanimously.

L. STRATEGIC PLAN DRAFT

Seth Carter presented a draft of the plan. He noted the document would be formatted differently before requesting board approval. Dr. McNulty said at the time the committee was focusing on content, and the goal is to have it completed and ready to present to the board in July for review and at the college in-service in August.

M. VISA CARD POLICY

The detailed policy addresses use of college Visa cards. Audrey Hines made a motion to accept the policy as presented. Carolyn Armstrong seconded the motion; motion passed unanimously.

N. RESOLUTION #10

Quintin Flanagin made a motion to accept Resolution #10. Audrey Hines seconded the motion; motion passed unanimously.

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O. EXECUTIVE SESSION-NON-ELECTED PERSONNEL

President Carter requested a 10-minute executive session to include himself and the Trustees. Arlen Leiker made a motion to discuss non-elected personnel for 10 minutes to include President Carter and the Trustees. Audrey Hines seconded the motion; motion passed unanimously at 5:46 p.m.

OPEN SESSION

The Board of Trustees reconvened in open session at 5:56 p.m.

EXECUTIVE SESSION-NON-ELECTED PERSONNEL

Kenton Krehbiel requested an additional five minutes to include Seth Carter and the Trustees to discuss non-elected personnel. Arlen Leiker made a motion for an additional five minutes to include Seth Carter and the Trustees to discuss non-elected personnel. Audrey Hines seconded the motion; motion passed unanimously at 5:56 p.m.

OPEN SESSION

The Board of Trustees reconvened in open session at 6:01 p.m.

EXETUVIE SESSION-NON-ELECTED PERSONNEL

Kenton Krehbiel requested an additional five minutes to include Seth Carter and the Trustees. Arlen Leiker made a motion for an additional five minutes to include Seth Carter and the Trustees to discuss non-elected personnel. Audrey Hines seconded the motion; motion passed unanimously at 6:01 p.m.

OPEN SESSION

The Board of Trustees reconvened in open session at 6:06 p.m.

P. ACTION IF NECESSARY

Carolyn Armstrong made a motion to terminate employee Fredrick Edwards. Arlen Leiker seconded the motion; motion passed unanimously.

VII. REPORTS AND COMMENTS

A. PRESIDENT'S REPORT

President Carter reported that several project have started at the college, including new flooring in the Student Union and library; Renovation on part of Living Center East and the new roofing project started earlier in the day. He also thanked everyone for their hard work and dedication.

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B. COMMENTS FROM TRUSTEES

Linda Vaughn said that compared to her first year on board, she noticed more area high school graduates are committing to Colby. Quintin Flanagin requested if the electronic board packet could be bookmarked in PDF files. Arlen Leiker addressed the three Trustees who are up for re-election and thanked them for running again. Audrey Hines thanked everyone for their hard work. Carolyn Armstrong said she enjoyed commencement and enjoyed the speaker. President Carter said 158 students walked in the ceremony. Kenton Krehbiel thanked everyone for their efforts.

C. OTHER ITEMS

President Carter said he appreciates those Trustees who applied for re-election. Carolyn Armstrong thanked President Carter and the staff for making the college better.

VIII. ADJOURNMENT

Carolyn Armstrong made a motion to adjourn; Arlen Leiker seconded the motion; motion carried unanimously. The meeting was adjourned at 6:11 p.m.

Signed _____
Chairman

Signed _____
Secretary