

June 15, 2017

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, June 19 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 May 15, 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. Firewall Replacement
 - C. FY-2018 Budget Review
 - D. National Intercollegiate Mutual Aid Agreement (NIMAA)MOU
 - E. National Veterinary Associates (NVA) MOU
 - F. Online Tuition Request
 - G. Resignations
 - H. Skid Steer Lease
 - I. Weapons Policy
 - J. Executive Session
 - K. Action if Necessary
 - L. Resolution #11
- 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
June 19, 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 Monday, June 19, at 5:00 p.m.

MEMBERS PRESENT

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

ABSENT

Quintin Flanagan, Dr George McNulty, and Jennifer Schoenfeld.

OTHERS PRESENT

Brad Bennett, VP of Academic Affairs, Carolyn Kasdorf, VP of Business 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 made a motion to add item “M., Disposal of Surplus” to the agenda. Carolyn Armstrong made a motion to add Disposal of Surplus to the agenda. Arlen Leiker seconded the motion; motion passed unanimously.

II. INTRODUCTIONS

Seth Carter asked the visitors to introduce themselves. Ryan Sturdy, Athletic Director, David Tan, Colby Free Press, Doug Johnson, Public Information Director and Doug McDowall, IT Director.

III. APPROVAL OF THE CONSENT AGENDA

Kenton Krehbiel reported there were three contracts that needed extended from 12 months to 24 months. The timeframe was corrected. Arlen Leiker made a motion to approve the consent agenda with changes as presented. Linda Vaughn seconded the motion; motion passed unanimously.

IV. REPORTS

A. REPORTS FROM ADMINSTRATORS

1. Seth Carter reported in Dr. George McNulty’s absence. Mr. Carter shared there are currently 18 applicants for the position of Executive Director of Student Affairs. The Program Participation Agreement has been submitted. The agreement allows the college to offer federal financial aid to students. Mr. Carter shared a letter from the Department of Education referencing the final program review (Title IV funding) determination closeout letter. The letter stated, “All requirements have been addressed. The institution may now consider the program review closed, with no further action required.” [See Student Services Report attached.]
2. Brad Bennett reported that a physics instructor was hired, pending board approval. There will be customer service training for CCC employees on Tuesday, August 15, 2017. He attended the KBOR meeting, and state universities are pushing for a 120 credit hour bachelor’s degree. If approved, the CCC will decrease the minimum number of hours to graduate from 62 to 60. Senate Bill 155 was approved to be funded at \$.82 per credit hour. Northcentral Technical College out of Wausau, Wisconsin, has multiple dental hygiene site locations, and as part of their accreditation review the Higher Learning Commission will visit the CCC program. [See Academic Affairs Report attached.]

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 2
June 19, 2017

3. Carolyn Kasdorf reported the finance committee did not meet due to board committee members having other commitments. The FY18 budget has been finalized. Ms. Kasdorf will work from the FY18 budget to complete the budget for the county. The FY18 budget was increased by approximately 2.2%. The increase includes capital improvements for the campus. Ms. Kasdorf will begin working on the zero-based budgeting, which will align with the HLC and Strategic Plan. At a future board meeting she will request an investment committee with the purpose of completing an investment analysis for CCC. Great Plains and Power Campus have been updated. All accounts have been balanced “bank-to-book” except for the general account, which will be emailed to trustees when balanced. To date, accounts receivable was at \$691,000. Ms. Kasdorf said at the May board meeting Kenton Krehbiel inquired about the return rate the college is seeing on accounts sent to collections. She reported the college is seeing a 5% return. The college continues to spend approximately \$1.1 million per month. [See Business Affairs Report attached.]
 4. Doug Johnson reported Michelle Meyer, CCC Band Instructor, is directing the summer community band. The summer concert will be Wednesday, July 5 at Fike Park. [See Public Information Report attached.]
 5. Ryan Sturdy reported the college has had 37 athletes honored with academic GPA’s of 3.6 or higher. Six teams held GPA’s of 3.0 or higher. [See Athletic Report attached.]
- V. **FOUNDATION UPDATE**
Ms. Schoenfeld was absent.
- VI. **BUSINESS**
- A. **OLD BUSINESS**
There was no old business.
 - B. **FIREWALL REPLACEMENT**
Seth Carter recommended the college purchase the Sophos XG650 firewall on a three-year term with Insight at a cost of \$42,202. The firewall would improve connection from 100 MB to 1 Gig, and allow the college to consolidate the dorm units into the campus. Purchasing the plan will provide a cost savings of \$24,000 annually. Carolyn Armstrong made a motion to approve purchasing the firewall replacement with Insight at a cost of \$42,202. Arlen Leiker seconded the motion; motion passed unanimously.
 - C. **FY2018 BUDGET REVIEW**
Seth Carter reported the administrative team has proposed the annual operating budget for FY2018. There is an approximate increase for 2.2% from last fiscal year. The increase reflects additional health care coverage, purchase of two busses, renovations of dorms, and other capital improvements across campus. Carolyn Armstrong thanked Ms. Kasdorf for the comprehensive document that ties the budget together and shows the background of the budget. She also thanked everyone for their ability to contain cost.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 3
June 19, 2017

D. NATIONAL INTERCOLLEGIATE MUTUAL AID AGREEMENT (NIMMAA) MOU

Seth Carter reported the agreement would allow the college the capability to call a partner college to step in and provide assistance if CCC would experience a major event/emergency. CCC would also be able to assist other colleges if needed. Carolyn Armstrong made a motion to approve the NIMMAA MOU. Arlen Leiker seconded the motion; motion passed unanimously.

E. NATIONAL VETERINARY ASSOCIATES (NVA) MOU

Seth Carter shared the Memorandum of Understanding (MOU) for the NVA and CCC Veterinary Technology program. The MOU controls the cost for individuals enrolled through the NVA. The MOU includes a discounted cost for tuition and the NVA will be responsible for paying students' tuition and fees. He said it is guaranteed funds. NVA has over 500 hospitals, and this gives CCC a large pool of students to pull from. The MOU is a three-year agreement and has a clause of 180 days if the NVA or the college need to propose modifications. Arlen Leiker made a motion to approve the NVA MOU. Linda Vaughn seconded the motion; motion passed unanimously

F. ONLINE TUITION REQUEST

Seth Carter reported the administrative team is requesting the college charge the same rate but re-classify the fees that are charged (activity and tech fee) as tuition. Audrey Hines made a motion to approve re-classifying the fees. Carolyn Armstrong seconded the motion; motion passed unanimously.

G. RESIGNATIONS

Seth Carter presented resignation letters from Rachelle Heydt who is moving from her position as Admissions Administrative Assistant to Admissions Counselor; Kevin Jolley, Men's Assistant Basketball Coach; Logan Ball, nighttime security; David Obermeyer, Men's Assistant Track and Cross Country Coach; and Tenley Ortiz, part-time Massage Therapy instructor. Carolyn Armstrong made a motion to approve the resignations as presented. Audrey Hines seconded the motion; motion passed unanimously.

H. SKID STEER LEASE

Seth Carter requested the approval to continue the annual renewal with Foley Equipment. The lease is twelve months and a one-time payment of \$3,500 for a brand new unit each year. Arlen Leiker made a motion to approve the annual lease with Foley Equipment. Audrey Hines seconded the motion; motion passed unanimously.

I. WEAPONS POLICY

Seth Carter reported the administrative team is requesting approval of the weapons policy. The policy addresses the statutory changes. If a person is age 21 they are allowed to conceal and carry on campus and they will need to register with the college. The policy will go into effect July 1, 2017. Carolyn Armstrong made a motion to approve the weapons policy as presented. Arlen Leiker seconded the motion; motion passed unanimously.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 4
June 19, 2017

J. EXECUTIVE SESSION-NON-ELECTED PERSONNEL

Seth Carter request 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 5:31 p.m.

OPEN SESSION

The Board of Trustees reconvened in open session at 5:41 p.m.

K. ACTION IF NECESSARY

No action taken.

L. RESOLUTION #11

Carolyn Armstrong made a motion to approve Resolution #11. Arlen Leiker seconded the motion; motion passed unanimously.

M. DISPOSITION OF SURPLUS

Seth Carter reported the items listed from the library will be donated and recycled. The Vet Tech items are no longer working. Audrey Hines made a motion to approve the disposition of surplus as presented. Carolyn Armstrong seconded the motion; motion passed unanimously.

VII. REPORTS AND COMMENTS

A. PRESIDENT'S REPORT

President Carter reported the bus invoice was updated to include the USB ports cost that was discussed at the special board meeting on June 15, 2017. Mr. Carter thanked everyone for their participation in the KACCT meeting.

B. COMMENTS FROM TRUSTEES

Arlen Leiker said he is waiting for July and finalizing the FY2018 budget. Mr. Leiker inquired about the audit. Ms. Kasdorf reported the audit is scheduled for August 28, 2017. Kenton Krehbiel heard a lot of positive comments from participants who attended the KACCT meeting.

C. OTHER ITEMS

None at this time.

VIII. ADJOURNMENT

Carolyn Armstrong made a motion to adjourn; Arlen Leiker seconded the motion; motion carried unanimously. The meeting was adjourned at 5:50 p.m.

Signed _____
Chairman

Signed _____
Secretary