

July 13, 2017

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, July 17 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 June 19, 2017
  - B. Minutes of June 15, 2017 Special Meeting
  - C. 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. 15-Passenger Van Bids
  - C. Assessment Software
  - D. Athletic Insurance
  - E. Disposition of Surplus
  - F. Floor Bids
  - G. Furniture Bids
  - H. Resignations
  - I. Soft Chalk Software
  - J. Stop Payment Policy
  - K. Strategic Plan
  - L. Student Handbook
  - M. Resolution #12
  - 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

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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 July 17, 2017 at 5:00 p.m.

### **MEMBERS PRESENT**

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

### **OTHERS PRESENT**

Dr. George McNulty, Vice President of Student Affairs, Doug Johnson, Public Information Director, Ryan Sturdy, Athletic 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 a motion to amend the agenda to add four contracts to the consent agenda, item "P.", Budget and item "Q.", Presidential Incentive. Carolyn Armstrong made a motion to amend the agenda as presented. Audrey Hines seconded the motion; motion passed unanimously.

## **II. INTRODUCTIONS**

Seth Carter asked visitors to introduce themselves. Ryan Sturdy, Athletics, Doug Johnson, Public Information and David Tan, *Colby Free Press*.

## **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**

1. Dr. George McNulty reported updates to the Living Center North East entryway were completed. Admissions is working with Doug Johnson updating marketing materials. Dr. McNulty has met with Consolidated Management to make sure the Fall 17 and Spring 18 food service calendar is current to meet the needs of the upcoming year. [See Student Services Report attached.]
2. Seth Carter reported in Mr. Bennett's absence. Animal Science and Beef Instructor positions were filled. Interviews had started for the Dental Hygiene adjunct instructor position. The Community Band concert was well attended. Mr. Bennett had started developing a mentor program to assist new faculty. [See Academic Affairs Report attached].

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3. Carolyn Kasdorf reported the finance committee met July 13, 2017. The business office was working on closing out Fiscal Year 2017. Cash was reconciled except for general. Bookstore receivables and accounts payable were balanced. To date, accounts receivable included fall 2017 and Ms. Kasdorf was breaking out fall 2017 accounts receivable. [See Business Affairs Report attached.]
4. Doug Johnson reported the Men's Basketball golf tournament is scheduled for Saturday, August 26. The college was contacted by Purple Circle magazine to do a story on the CCC Ag department. Mr. Johnson was working with Dr. Jennifer Martin and Shanda Mattix to develop an article. The magazine has readership in 48 states, including extension agencies, ag instructors, and 4H groups. [See Public Information Report attached.]
5. Ryan Sturdy reported he attended the NJCAA. This is a declaration year (declare if the school is a division 1, 2, or 3) and the cycle has been changed from a two-year to a four-year declaration. [See Athletic Report attached.]

## V. FOUNDATION UPDATE

Seth Carter reported in Ms. Schoenfeld's absence. Ms. Schoenfeld has been in contact with Farm and Ranch Realty. The price for the buildings being sold by the Foundation was lowered from \$239,000 to \$229,000. An offer was received of \$100,000 and a counter offer was returned for \$229,000. Received a counter offer of \$150,000. A final counter offer was returned of \$229,000.

## VI. BUSINESS

### A. OLD BUSINESS

None

### B. 15-PASSENGER VAN BID

Seth Carter presented three bids. The CCC administrative team recommended the purchase the 2016 Ford Transient Van with 21,233 miles from Tubbs and Sons (lowest bid). Arlen Leiker made a motion to approve the purchase of the 2016 Ford Transient Van from Tubbs and Sons. Carolyn Armstrong seconded the motion; motion passed with Quint Flanagin abstaining.

### C. ASSESSMENT SOFTWARE

Seth Carter reported the college has been cited for lack of accumulative planning and insufficient assessment since 2004. The current assessment server was down and needs replaced. The college currently pays a faculty member \$5,000 annually to maintain assessment reports and the cost to replace the current server would be \$8,000. The initial cost for the new assessment software is \$13,000. Quintin Flanagin questioned if there is a company that offers a uniform package with the different software the college needs to purchase, instead of purchasing each software from multiple vendors. Arlen Leiker made a motion to approve the purchase of the assessment software with the understanding the administrative team will research a proposal to look at an inclusive software package. Audrey Hines seconded the motion; motion passed unanimously.

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## **D. ATHLETIC INSURANCE**

Seth Carter reported the proposed provider is the same vendor/insurance policy as the previous year with a \$6000 premium increase annually with a \$1000 deductible. Ryan Sturdy, Athletic Director, reported QBE/A-G is the company that the college used for several years along with catastrophic coverage through Mutual of Omaha. There have been no issues dealing with either company. Audrey Hines inquired about going to the higher deductible with the lower premium. Mr. Sturdy reported going to a higher deductible would cost the college more out-of-pocket based on the number of claims submitted. Ms. Hines inquired how many claims the college reported in recent years. Mr. Sturdy reported he could get that report for the Board of Trustees at the August 1, 2017 special board meeting. The recommendation was tabled until the August 1, 2017 board meeting to review the report from Ryan Sturdy. Quintin Flanagin made a motion to table the approval until August 1, 2017. Linda Vaughn seconded the motion; motion passed unanimously.

## **E. DISPOSITION OF SURPLUS**

Quintin Flanagin made a motion to approve the Disposition of Surplus and Sale of a 2007 Econoline van on Purple Wave as presented. Carolyn Armstrong seconded the motion; motion passed unanimously.

## **F. FLOOR BIDS**

Seth Carter presented bids from Office Works and Northwest Decorating Center. The CCC administrative team recommended Office Works for \$13,685 and NWKDC for \$7,187. The bids recommended are not the least expensive; the rationale is to split business between local vendors. Carolyn Armstrong made a motion to approve the floor bids as presented. Arlen Leiker seconded the motion; motion passed with Quinton Flanagin abstaining.

## **G. FURNITURE BIDS**

Seth Carter presented bids from four local vendors and one from Nebraska. The CCC administrative team recommended purchasing the sofas and love seats for \$5,796 from Cheaper Sleeper, and 48 student chairs for \$6,720 from Inlow Interiors. The bids were the lowest provided. Arlen Leiker made a motion to approve the furniture bids as presented. Linda Vaughn seconded the motion; motion passed with Quintin Flanagin abstaining.

## **H. RESIGNATIONS**

Seth Carter presented three resignations: Vicki Chance, financial aid Counselor; Aaron Lambertson, assistant baseball coach; and Nick Consulo, beef instructor. Carolyn Armstrong made a motion to approve resignations as presented. Audrey Hines seconded the motion; motion passed unanimously.

## **I. SOFT CHALK SOFTWARE**

Seth Carter reported the Soft Chalk software is used for CCC online curriculums and was previously paid for by EduKan. The college was notified with 10 days left on the contract that EduKan would no longer pay for Soft Chalk because CCC was the only college in the consortium using it. The online and on-campus Vet Tech program, plus eight other instructors use Soft Chalk. The cost for CCC will be \$10,000 annually. Carolyn Armstrong made a motion to approve the purchase of the Soft Chalk Software. Arlen Leiker seconded the motion; motion passed unanimously.

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## **J. STOP PAYMENT POLICY**

Seth Carter asked for approval for the Stop Payment Policy, which allows the business office to stop payment on checks of \$15.00 or less to turn over to unclaimed property with the State of Kansas. Quintin Flanagin made a motion to approve the stop payment policy. Linda Vaughn seconded the motion; motion passed unanimously.

## **K. STRATEGIC PLAN**

Seth Carter presented a portion of the final 2017-2022 Strategic Plan. Notable changes include the addition of the Higher Learning Commission accreditation statement and an operational and evaluation component. The Board of Trustees will review the plan annually. Arlen Leiker made a motion to approve the current Strategic Plan. Carolyn Armstrong seconded the motion; motion passed unanimously. Mr. Carter thanked everyone for their work on the Strategic Plan.

## **L. STUDENT HANDBOOK**

Seth Carter requested approval for the updated Student Handbook. The notable policy update states that any resident in student housing forfeits their right to live on campus if they are charged with a felony. Quintin Flanagin made a motion to approve the policy. Arlen Leiker seconded the motion. Carolyn Armstrong questioned if there is an issue with the student being charged and not found guilty. Dr. McNulty replied that the college has to look out for the safety of students and it is the college's responsibility to assess the situation. If the law determines the charge has been reduced or waived, the student can return to campus housing. Cases should be treated equally, it could take a significant amount of time to get a conviction or the case overturned. He said on the first page of the student handbook it is stated clearly that if a student infringes upon the rights of another student, they are going against college policy. Quintin Flanagin then withdrew his motion because he did not know how he felt about the policy, saying he saw both sides of the argument. Carolyn Armstrong said she just wanted to clarify that the college was not overstepping bounds legally. But with each situation being assessed and the student being allowed to return if the conviction was overturned or reduced, she said it seems the college has policies in place. Mr. Carter and the administrative team feel the decision to change the policy change is best as each situation is different and the college has had incidents when the students should have been removed from living on campus. Audrey Hines made a motion to approve the student handbook update. Arlen Leiker seconded the motion; motion passed with the approval of five trustees. Quintin Flanagin voted "no."

## **M. RESOLUTION #12**

Carolyn Armstrong made a motion to approve Resolution #12. Quintin Flanagin seconded the motion. Seth Carter inquired if the resolution can be moved back to the consent agenda starting at the August board meeting. Motion passed unanimously.

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

Seth Carter requested a 15-minute executive session to include himself and the Trustees. Arlen Leiker made a motion to discuss non-elected personnel for 15 minutes to include President Carter and the Trustees. Audrey Hines seconded the motion; motion passed unanimously.

**OPEN SESSION**

The Board of Trustees reconvened in open session at 6:16 p.m.

**O. ACTION IF NECESSARY**

Carolyn Armstrong made a motion to terminate the employment of Jeanie Quist as Registrar. Arlen Leiker seconded the motion; motion passed unanimously.

**P. BUDGET**

Carolyn Armstrong made a motion to approve a public hearing for the 2017-2018 budget on August 1, 2017 at 7 a.m., and publication of budget. Arlen Leiker seconded the motion; motion passed unanimously.

**Q. PRESIDENT'S INCENTIVE**

Kenton Krehbiel asked Carolyn Kasdorf to follow through with President Carter receiving his presidential incentive per his contract for the college being removed from probation with HLC.

**VII. REPORTS AND COMMENTS**

**A. PRESIDENT'S REPORT**

President Carter reported Living Center East North will be completed August 11, 2017. Other facility updates include repairing several sidewalks and repainting of several classrooms and the third floor of Living Center Northeast. Scheduled repairs on campus roofs were completed, and damaged roofs at the college farm were scheduled for repair.

**B. COMMENTS FROM TRUSTEES**

Quintin Flanagan shared that he golfed with a couple of employees and they are pleased about the updates on campus. Carolyn Armstrong and Kenton Krehbiel thanked everyone for the hard work on the HLC. Audrey Hines said the campus looks well.

**C. OTHER ITEMS**

**VIII. ADJOURNMENT**

Arlen Leiker made a motion to adjourn; Audrey Hines seconded the motion; motion carried unanimously. The meeting was adjourned at 6:22 p.m.

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

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