

August 17, 2017

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, August 21, 2017 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 July 17, 2017
  - B. Minutes of August 1, 2017 Special Meeting
  - C. Agreements and Contracts
  - D. Resolution #1
- 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. Disposition of Surplus
  - C. Dorm Renaming
  - D. Health Insurance Consultant
  - E. Return of Title IV Policy
  - F. Testing Policy
  - G. Waiver Policy
  - H. Resignation
- VII. Reports and Comments
  - A. Presidents 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 August 21, 2017, at 5:00 p.m.

### **MEMBERS PRESENT**

Audrey Hines, Carolyn Armstrong, Linda Vaughn, Arlen Leiker, Quintin Flanagan, Kenton Krehbiel, and Seth Carter. Quintin Flanagan left the meeting at 5:30 p.m.

### **OTHERS PRESENT**

Brad Bennett, Vice President of Academic Affairs, Dr. George McNulty, Vice President of Student Affairs, Jennifer Schoenfeld, Endowment Director, Doug Johnson, Public Information Director, Ryan Sturdy, Athletic Director, Chriss Ellison, CCC Controller, and David Tan, *Colby Free Press*. Connie Davis, community member, joined the meeting at 5:30 p.m. 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 item "H. Resignation", add additional contracts to the consent agenda and additional items to the Disposition of Surplus list. Audrey Hines made a motion to amend the agenda as presented. Arlen Leiker seconded the motion; motion passed unanimously.

## **II. INTRODUCTIONS**

Seth Carter asked visitors to introduce themselves. Jennifer Schoenfeld, Endowment Foundation, Ryan Sturdy, Athletics, Doug Johnson, Public Information, Chriss Ellison, Controller 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 ADMINISTRATORS**

1. Dr. George McNulty reported he has been working with several departments to complete the Program Participation Agreement (PPA) for approval. This agreement allows the college to distribute federal financial aid. The PPA was approved through 2021. College move-in was August 18 and 19 and went very well. [See Student Services Report attached.]
2. Brad Bennett reported Sean Glassberg, who specializes in training staff and faculty, presented a workshop for CCC employees on August 15. The focus was on customer service in higher education for all employees and technology in the classroom for faculty. Brad is working with Joni Clark Leiker, Colby High School employees, Krista Carter and Jenny Tompkins on planning a secondary teaching conference to be held on-campus in June 2018. The English department is working on re-designing the curriculum. The fall 2018 Fundamentals of Writing II class and English Composition I will be taught as a block. [See Academic Affairs Report attached].

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3. Carolyn Kasdorf reported the finance committee did not meet during August as the business department was getting ready for the annual audit. Ms. Kasdorf reported Adams, Brown, Beran and Ball would begin the audit on August 28, 2017. The board of trustees was presented a draft of the 2017 Generally Accepted Accounting Principles (GAAP) unaudited report, a 2017 budgetary basis financial statement, and the 2018 treasurer's report which includes the FY18 approved and uploaded budget. The budgetary financial statement will allow the board to compare where the college was at last year to the current year. Accounts have been balanced "bank-to-book" as of July 31, 2017, except for the general account. She reported the finance committee would meet in September with Linda Vaughn and Kenton Krehbiel representing the board for the the next four months. [See Business Affairs Report attached.]
4. Doug Johnson reported the Dr. Max Pickerill lecture series would host Dr. Dave Aiken on September 5. Dr. Aiken is an attorney who was speaking on ag law and water resources and how it affects the future. He said August 24 the Colby Bowl was having a ribbon cutting and encouraged the college to be well represented since Colby Bowl and CCC have been long-time partners. [See Public Information Report attached.]
5. Ryan Sturdy reported the volleyball team had scrimmaged the previous two weekends and went 11-6 in both sets. The first home games were August 30 at 6:30. CCC would host the only home cross country meet on September 1. [See Athletic Report attached.]

## V. FOUNDATION UPDATE

Jennifer Schoenfeld reviewed accomplishments of the past two years: the relationship between the two boards (CCC and the Foundation) improved; the Generally Accepted Accounting Principles (GAAP) transition was successfully completed; the Blackbaud alumni management software was purchased; alumni and fundraising records were updated, and there had been two successful scholarship benefit auctions in 2016 and 2017. Future projects include a newsletter to be published in the fall of 2017, developing social media pages for alumni, and an annual alumni fundraiser beginning fall 2018. Seth Carter and Ms. Schoenfeld are also working with local donors on an athletic facility. She reported the 16-17 annual audit had begun. October 23 is the Foundation's annual meeting and banquet. The annual benefit auction will be April 14, 2018.

## VI. BUSINESS

### A. OLD BUSINESS

None

### B. DISPOSITION OF SURPLUS

Quintin Flanagan made a motion to dispose of surplus as listed. Audrey Hines seconded the motion; motion passed unanimously

### C. DORM RENAMING

Seth Carter presented options to rename three dorm buildings or seven dorm sections. The Board of Trustees voted on the criteria for renaming the dorms at the October 17, 2016, Board of Trustees meetings. The CCC administrative team recommended changing the name of Living Center North East (LCNE) to Embree Hall and renaming the two-story section of Living Center North, Hines Hall.

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Carolyn Armstrong made a motion to approve renaming LCNE Embree Hall and the two-story dorms Hines Hall as part of renaming the seven dorms. Quintin Flanagan seconded the motion. Kenton Krehbiel recommended having a formal resolution, formal presentation, and ribbon cutting each time a dorm is renamed. The motion passed unanimously with Audrey Hines removing herself from the meeting during the voting.

## **D. HEALTH INSURANCE CONSULTANT**

Seth Carter reported the college received two proposals for health insurance consultants from McInnes Group Inc. and Ridge Consulting Inc. The focus and rationale for researching insurance options is the college spends \$1.2 million annually on health insurance expenses, which is approximately 7.5% of the total budget. Also, if an employee chooses Plan A (employee and family), the employee pays approximately \$800 a month. The college has a very competitive health insurance plan, but there has been an annual increase of 6 to 7 percent. If the college continues with the state plan, there is a chance of being locked into a multi-year agreement. If the college opts out of the current plan, the state is not obligated to allow the college back in. The administrative team recommended the college utilizing McInnes Group Inc., at a cost of \$15,000 (one-time expense) to research the best insurance policy for the college. Audrey Hines made a motion to approve the contract for McInnes Group Inc. at the cost of \$15,000. Arlen Leiker seconded the motion; motion passed unanimously.

## **E. RETURN OF TITLE IV FUNDS POLICY**

Seth Carter reported the proposed policy places college in compliance with the Department of Education. The policy is necessary or the Program Participation Agreement will not be approved by the DOE. Carolyn Armstrong made a motion to approve the Return of Title IV Funds Policy. Audrey Hines seconded the motion; motion passed unanimously.

## **F. TESTING POLICY**

Seth Carter reported a cancellation fee was added to the current testing policy. There is a limited number of testing slots for students. If a student schedules a test on a Friday at 3 p.m. and does not show and has not canceled their appointment, the student will be charged a cancellation fee. Audrey Hines made a motion to approve a cancellation fee being added to the current testing policy. Linda Vaughn seconded the motion; motion passed unanimously.

## **G. WAIVER POLICY**

Seth Carter requested to table the approval of the policy. Carolyn Armstrong made a motion to table the approval of the policy until the September board meeting. Audrey Hines seconded the motion; motion passed unanimously.

## **H. RESIGNATION**

Seth Carter presented a resignation from Brett Becker, Baseball Coach. Carolyn Armstrong made a motion to accept the resignation from Mr. Becker. Audrey Hines seconded the motion; motion passed unanimously.

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## **VII. REPORTS AND COMMENTS**

### **A. PRESIDENT'S REPORT**

President Carter thanked everyone for their help with student move-in. He reviewed the updates from summer 2017: Living Center East (north section) remodel, six classrooms painted and flooring updated, five roofs re-done, refresh and update of the Student Union and library, 300 gallons of paint used, 48 tons of rock, and two parking lots resurfaced. He thanked everyone for their continued efforts and work.

### **B. COMMENTS FROM TRUSTEES**

Arlen Leiker thanked everyone for the continued work. Carolyn Armstrong commented that the campus looks very nice and thanked Dr. McNulty and the committee for their work on the 2017-2022 Strategic Plan. Kenton Krehbiel thanked everyone.

### **C. OTHER ITEMS**

## **VIII. ADJOURNMENT**

Audrey Hines made a motion to adjourn; Arlen Leiker seconded the motion; motion carried unanimously. The meeting was adjourned at 5:47 p.m.

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

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