

September 14, 2017

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, September 18 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 August 21, 2017
  - B. Agreements and Contracts
  - C. Resolution #2
- 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. Background Check Policy
  - C. Children in the Workplace Policy
  - D. Personal Relationships Policy
  - E. Staff Waiver Policy
  - F. Test Proctoring Policy
  - G. Executive Session
    - a. Action if Necessary
  - H. Credit Limit
  - I. Disposition of Surplus
  - J. Request to Sell Cattle
- 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  
September 18, 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 September 18, 2017, 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, Vice President of Academic Affairs, Dr. George McNulty, Vice President of Student Affairs, Carolyn Kasdorf, Vice President of Business Affairs, Doug Johnson, Public Information Director, Ryan Sturdy, Athletic Director, Dr. Beth Fenton, Vet Tech Instructor, 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 two contracts to the consent agenda and remove Kim Wessel's contract from the consent agenda and move the contract to item "G. Business", and add item "H. Credit Limit", item "I. Disposition of Surplus", and item "J. Request to Sell Cattle." 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: Beth Fenton, Vet Tech Instructor, Ryan Sturdy, Athletics, Doug Johnson, Public Information and David Tan, *Colby Free Press*.

## **III. APPROVAL OF THE CONSENT AGENDA**

Audrey Hines made a motion to approve the consent agenda. Carolyn Armstrong seconded the motion; motion passed unanimously.

## **IV. REPORTS**

### **A. REPORTS FROM ADMINISTRATORS**

1. Dr. George McNulty reported successful implementation of the Family Peace Initiative and SaVE Act. Title IX guidance will be updated at the federal level which include changes in policy and procedures. Enrollment is up and Dr. McNulty reported this is due to a great CCC employee team effort across campus. [See Student Services Report attached.]
2. Brad Bennett reported he is serving on a committee at the state level that is looking at aligning the College Level Examination Program (CLEP) policy with all Kansas Community Colleges. Also, the state is looking at the universities accepting 120 credit hours for a bachelor's degree. If this policy passes, CCC will need to decrease the number of credit hours required for graduation from 62 to 60. The college would lose two hours of revenue per student. [See Academic Affairs Report attached].

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 2  
September 18, 2017

3. Carolyn Kasdorf reported the finance committee did not meet during September. The auditors were on campus August 28-20, 2017. Ms. Kasdorf spoke with Michelle Ryan with Adams, Brown, Beran & Ball and Ms. Ryan reported the college will have one material weakness/significant deficiency, which will be the over and under awarding of Title IV funds to students and the governance letter will identify two items: 1. Recommendation to reconcile the federal account monthly. 2. Make sure there is a W-4 and a KBOR document in each personal file. Ms. Kasdorf's understanding is this is currently happening, so the item was being disputed at the time of the board meeting. The reconciliation of the general fund would be completed by the end of the week. Accounts receivables will decrease once financial aid is disbursed. Ms. Kasdorf will begin working with Brad Bennett on the zero based budget (recommendation from HLC). The college continues to spend \$1.1 million per month. Kenton Krehbiel requested a report showing how much the college received on the accounts that have been sent to collections. Ms. Kasdorf reported since 2013 the college has collected \$86,000 of the \$732,000 that was sent. Kenton Krehbiel inquired what the current policy is for collecting on current student accounts. Ms. Kasdorf reported IT and Financial Aid are in the process of setting up anticipated aid to be added to the student's bill so the student knows what they owe. Currently, students sign up for a payment plan and sign a financial responsibility form at the time of enrollment. President Carter reported the college has seen a decrease of deficiencies since FY2013. [See Business Affairs Report attached.]
4. Doug Johnson reported the college will host the annual college planning conference on October 5. [See Public Information Report attached.]
5. Ryan Sturdy reported the volleyball team beat Hutchinson on Saturday three to one. They play Cloud on September 20. On September 23 they play Seward in Colby. Seward is ranked ninth in the nation. [See Athletic Report attached.]

## V. FOUNDATION UPDATE

Seth Carter reported in Ms. Schoenfeld's absence. The Foundation is working with Doug Johnson and President Carter on developing a quarterly newsletter for alumni and friends. The cost of the project will be split between the Foundation and the College. The target for the first edition is October, 2017. The FY2016-2017 audit is underway. Mapes and Miller is scheduled to be on campus September 18-21, 2017. The Foundation is working with President Carter on re-shaping the annual meeting and banquet. Both events will be the same night. The annual meeting will be open to anyone who wants to attend and the banquet will be by invitation only to those who donated throughout the previous year. The tentative date for the annual meeting and banquet is October 23, 2017. The theme of the 2018 scholarship benefit auction is, "A Night of Picasso," on April 14, 2018.

## VI. BUSINESS

### A. OLD BUSINESS

Kenton Krehbiel inquired on the status of the buses. President Carter reported the estimated date for the buses to be delivered is before December 31, 2017.

## RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 3  
September 18, 2017

### **B. BACKGROUND CHECK POLICY**

Seth Carter reported the college does a background check on all new employees through OneSource. If a prospective employee does have a flag, the policy presented outlines what the college will do in a prescriptive manner and the level severity of each step. The policy was submitted by the policy committee for approval. The Board of Trustees recommended the policy be reviewed by Donna Whitman at KSB. Carolyn Armstrong made a motion to table the approval of the background policy, pending legal review. Quintin Flanagan seconded the motion; motion passed unanimously.

### **C. CHILDREN IN THE WORKPLACE POLICY**

Seth Carter reported CCC wants to foster a work environment that is family friendly. There have been times when employees brought their children to work and incidents have occurred. The presented policy highlights different areas, such as safety of children under the age of 13 and appropriate behavior while on campus. Carolyn Armstrong made a motion to approve the Children in the Workplace Policy. Linda Vaughn seconded the motion; motion passed unanimously.

### **D. PERSONAL RELATIONSHIPS POLICY**

Seth Carter reported the policy ensures that all employees do not have improper relationships with students. Quintin Flanagan agreed that having the policy is a good idea but recommended the policy be reviewed by KSB. Quintin Flanagan made a motion to table the approval of the Personal Relationships policy, pending legal review. Carolyn Armstrong seconded the motion; motion passed unanimously.

### **E. STAFF WAIVER POLICY**

Seth Carter described the policy as a waiver for staff positions. Per current policy when a position opens the position is advertised. If current staff are interested they have to apply and go through the interview process. In certain positions if one person quits and there is another staff member who is qualified to be promoted, the employee could make a lateral move; with the current policy the person cannot be promoted or a lateral move cannot be made. The Board of Trustees will still have final approval for hiring. Members of the Board of Trustees read the meaning/language of the policy different. Linda Vaughn made a motion to table the approval of the Staff Waiver policy, pending correction of language. Quintin Flanagan seconded the motion; motion passed unanimously.

### **F. TEST PROCTORING CONTRACT**

Seth Carter reported the contract is for PSI Services. A majority of the College's online courses require a proctored test. HLC wants to make sure the person taking the test is the enrolled student. The proctoring service has always been done internally, but as online enrollment continues to grow the college does not have the manpower to continue the same practice. The minimum order for the contract is 250 exams. The service works with the students' schedule to provide proctoring. The cost of the proctoring is passed onto the student. Brad Bennett reported the service places an app in Canvas that monitors the student taking the test and files a report in the grade book. If there is an issue while the student is testing, it flags the student when the instructor opens the student's grade book. It also locks down the student's web browser so they cannot have any other sites open. The students will still have the opportunity to have the test proctored through the CCC library and other libraries, but this gives them the opportunity to take the test when it best fits their schedule. Carolyn Armstrong made a motion to approve the Test Proctoring Contract with PSI Services. Audrey Hines seconded the motion; motion passed unanimously.

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 4  
September 18, 2017

## **G. EXECUTIVE SESSION**

Seth Carter request a 10-minute executive session to include himself and the Trustees. Quintin Flanagin made a motion to discuss non-elected personnel for 10 minutes to include President Carter and the Trustees. Arlen Leiker seconded the motion; motion passed unanimously at 5:33 p.m.

## **OPEN SESSION**

The Board of Trustees reconvened in open session at 5:43 p.m.

## **EXECUTIVE SESSION**

Seth Carter request a 10-minute executive session to include himself and the Trustees. Quintin Flanagin made a motion to discuss non-elected personnel for 10 minutes to include President Carter and the Trustees. Arlen Leiker seconded the motion; motion passed unanimously at 5:43 p.m.

## **OPEN SESSION**

The Board of Trustees reconvened in open session at 5:53 p.m.

## **A. ACTION IF NECESSARY**

Carolyn Armstrong made a motion to terminate the contract of Kim Wessel. Audrey Hines seconded the motion. The motion passed five to one, with Quintin Flanagin opposing.

## **H. CREDIT LIMIT**

Seth Carter reviewed the approved credit card limit with the board of trustees. The administrative team requested approval of increasing the overall credit limit from \$300,000 to \$500,000. Linda Vaughn and Audrey Hines questioned the need to raise the limit to \$500,000. Seth Carter revised the proposal to raise the amount from \$300,000 to \$350,000. Carolyn Armstrong made a motion to approve the increase the limit on credit cards from \$300,000 to \$350,000. Linda Vaughn seconded the motion; motion passed unanimously.

## **I. DISPOSITION OF SURPLUS**

Seth Carter reported the equipment on the list is either old or no longer used and/or broken. Quintin Flanagin made a motion to approve the disposition of surplus as presented. Audrey Hines seconded the motion; motion passed unanimously.

## **J. REQUEST TO SELL CATTLE**

Seth Carter reported Jori Steele, Beef Program Director, requested to sell two heifers no longer used for the Vet Tech program and will no longer be used for breeding. The heifers will be sold through the sale barn. The funds will go back into the Beef Program. Carolyn Armstrong made a motion to approve the sale of the livestock as presented through the sale barn. Arlen Leiker seconded the motion; motion passed unanimously.

# RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 5  
September 18, 2017

## **VII. REPORTS AND COMMENTS**

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

President Carter reported he will attending the Kansas Board of Regents (KBOR) meeting on September 20 and 21. The first meeting of the Presidential and Leadership Scholars is Tuesday, September 19. CCC held another successful rodeo. The 15-passenger van listed on purple wave sold for \$4,180. The joint board meeting with the Foundation was scheduled for October 2, 2017.

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

Linda Vaughn thanked everyone for their work on the audit. Arlen Leiker attended the KACCT meeting with Brad and Seth. Carolyn Armstrong reported that several people in rotary have stated the food service has improved.

### **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 6:10 p.m.

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

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