

October 12, 2017

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, October 16, 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 September 18, 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. Advert Waiver for Staff Policy
  - C. Background Check Policy
  - D. Board Meeting Date-Change Request
  - E. Farm Roof RFP
  - F. K-State Direct Link Agreement
  - G. Insurance Contract
  - H. Personal Relationship Policy
- 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 October 16, 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**

Dr. George McNulty, Vice President of Student Affairs; Carolyn Kasdorf, Vice President of Business Affairs; Jennifer Schoenfeld, Endowment Director; Doug Johnson, Public Information Director; Chriss Ellison, Controller; Jane McDougal, Accounts Payable; 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 requested a motion to amend the agenda to add two contracts to the consent agenda. Audrey Hines made a motion to amend the agenda as presented. Carolyn Armstrong seconded the motion; motion passed unanimously.

## **II. INTRODUCTIONS**

Seth Carter asked visitors to introduce themselves. Jennifer Schoenfeld, Endowment Foundation, Doug Johnson, Public Information, Chriss Ellison, Controller, Jane McDougal, Accounts Payable, Doug McDowall, IT Director, and David Tan, Colby Free Press.

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

Audrey Hines asked the months be corrected in Ryan Sturdy's report. The dates should be September, not October. Carolyn made a motion to approve the consent agenda with corrections. Audrey Hines seconded the motion; motion passed unanimously.

## **IV. REPORTS**

### **A. REPORTS FROM ADMINSTRATORS**

1. Dr. George McNulty said the college, along with Option and Northwest Corrections, hosted a domestic violence summit on campus. There were 172 attendees that included students, staff, and community participants. The College Planning Conference was held on October 5 that was attended by 175 students. In the month of September and October the financial aid office distributed over \$1.1 million in loans, grants and SEOG. Nearly 300 students have attended campus life events since early September. [See Student Services Report attached.]

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2. Seth Carter reported in Mr. Bennett's absence. The college will host the first annual Halloween Candy Buy Back. The community can bring in their extra wrapped candy and receive \$1 per pound. The candy will be sent to Operation Gratitude who will then send it to U.S. service members deployed overseas. The buyback purchases are made with personal monies, not college funds. Community enrichment workshops offered for fall are essential oils, and Microsoft Word and Excel. Mr. Carter reported that enrollment was down 2.7% across the state's 19 community colleges, and CCC experienced the second largest growth of 7.17% in headcount. CCC performed the second highest out of the 25 community colleges/technical colleges in the Kansas Training Information Program (KTIP). He said it shows how well CCC students are being hired at good wages. CCC placed first in the KTIP report three years ago, and second the last two years. [See Academic Affairs Report attached].
3. Carolyn Kasdorf reported that on September 26 the Great Plains database system used by the business office went down. It was discovered that 24 of 26 servers were maintained but backups had been interrupted when transformers were blown on September 14. CCC administration had an IT auditor on-campus October 16 to help answer questions. Doug McDowall reported IT had completed manual backups every day since the loss was discovered, along with verifying and restoring backups. Also, IT was working on the automated nightly backups that occur from 6 p.m. to 6 a.m. Carolyn Armstrong inquired about the possibility of having an offsite backup. Mr. McDowall reported there is offsite backup on the physical server. Carolyn Armstrong asked if someone physically looks at the backups to see if all files are included. Mr. Carter reported administration is considering doing weekly reports and then provide a monthly report to the board of what is being done. He also said administration is exploring other ways to secure data offsite. Quinton Flanagan asked if there will be policies and procedures in place to keep the situation from happening again. Ms. Kasdorf guaranteed implementation of policies, procedures and controls. [Business Affairs Report attached.]
4. Doug Johnson reported the lecture series will be on October 17. On October 28 Smokey Hills public television will be doing an event at the museum and contacted Doug to see if he knew of any students who would dress up as Clifford the Big Red Dog. The CCC softball team is hosting a fundraiser to raise awareness of multiple sclerosis in support of a CCC instructor's wife recently diagnosed with MS. [See Public Information Report attached.]
5. Seth Carter reported in Ryan Sturdy's absence. Mr. Carter reported Ryan is currently finalizing the EABA. This report is done annually. Volleyball was in second place. Men's and women's cross country were both nationally ranked. He said Winnie Kibet had been dominating and she signed with Wichita State University. Baseball had recently won both games against McCook. [See Athletic Report attached.]

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## V. FOUNDATION UPDATE

Jennifer Schoenfeld reported the first addition of the Trojan Times, the alumni newsletter, would be published at the end of October. Auditors for the Foundation were on campus October 18-19, 2017. Monday, October 23 was the first annual fall banquet followed by the annual meeting. The annual benefit auction theme is “A Night of Picasso”, on April 14, 2018.

## VI. BUSINESS

### A. OLD BUSINESS

The Advert Waiver for Staff Policy, Background Check Policy, and Personal Relationship Policy were tabled at the September meeting. Audrey Hines made a motion to remove the three policies off the table and discuss them as presented. Arlen Leiker seconded the motion; motion passed unanimously.

### B. ADVERT WAIVER for STAFF POLICY

Seth Carter and the administrative team recommended adoption of the Advert Waiver for Staff Policy. The policy will only be referenced with an internal employee who is qualified for an open staff position. Carolyn Armstrong made a motion to approve the Advert Wavier for Staff Policy. Linda Vaughn seconded the motion; motion passed unanimously.

### C. BACKGROUND CHECK POLICY

Seth Carter and the administrative team recommended adoption of the Background Check Policy. Mr. Carter explained the policy was reviewed by Donna Whitman, KSB attorney, per the board’s request. The presented version of the policy did not have a significant amount of language change. Arlen Leiker made a motion to approve the Background Check Policy. Audrey Hines seconded the motion; motion passed unanimously.

### D. BOARD MEETING DATE-CHANGE REQUESST

Seth Carter requested the November Board of Trustees meeting be moved from Monday, November 20 to Monday, November 27 at 5 p.m. CCC will be closed on Monday, November 20 for Thanksgiving Break. Carolyn Armstrong made a motion to approve changing the November Board of Trustees meeting to Monday, November 27 at 5 p.m. Linda Vaughn seconded the motion; motion passed unanimously.

### E. FARM ROOF RFP

Seth Carter reported on the request for proposals to replace roofs at the college farm. Roof Masters and Murray Roofing both submitted bids. The recommendation was to use Roof Masters as they had the lower bid. The roof replacements will be funded with insurance dollars. Audrey Hines made a motion to approve using Roof Masters for the project. Arlen Leiker seconded the motion; motion passed unanimously.

### F. K-STATE DIRECT LINK AGREEMENT

Seth Carter reported on an agreement with the Kansas State University Global Campus that allows K-State to contact students who are going to transfer to K-State. It will also give CCC the opportunity to help students build a direct pathway for transfer. CCC students that have designated they will be transferring to K-State will have to give permission for their information to be released to K-State. Arlen Leiker made a motion to approve the K-State Direct Link Agreement. Carolyn Armstrong seconded the motion. Motion passed 4 to 2 with Quintin Flanagan and Audrey Hines voting no.

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## **G. INSURANCE CONTACT**

Seth Carter reported he received notification earlier in the day that the negotiation with Blue Cross/Blue Shield using the state plan for one year was successful. The parameters and dollar amount remains the same, and the administrative team recommended staying with BCBS. Doing so gives the college one year to actively negotiate with faculty alliance to find the best insurance policy for CCC employees. Carolyn Armstrong made a motion to approve the one year contract with the Blue Cross/Blue Shield state plan with the provisions and cost remaining the same. Audrey Hines seconded the motion; motion passed unanimously.

## **H. PERSONAL RELATIONSHIP POLICY**

Seth Carter reported the policy was reviewed by Donna Whitman, KSB attorney, per the Trustee's request. The presented version had no significant changes, just language clarification. Audrey Hines made a motion to accept the Personal Relationship Policy. Carolyn Armstrong seconded the motion; motion passed unanimously.

## **VII. REPORTS AND COMMENTS**

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

President Carter reported he will be attending the KBOR meeting on October 17-18, 2017. The equine show Oct. 14-15 had a good turnout. The Presidential Scholars, Leadership Scholars, Men and Women's Cross Country, and Men and Women's Basketball teams helped with the Trick or Treat so Others Can Eat on October 15. There was 2,333 lbs. of food collected for Genesis, the local food bank. Mr. Carter said he was also attending the EduKan meeting on October 23 in Garden City.

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

Arlen Leiker attended the ACCT Leadership Conference. Kenton Krehbiel thanked everyone for their continued work.

### **C. OTHER ITEMS**

## **VIII. ADJOURNMENT**

Carolyn Armstrong made a motion to adjourn; Arlen Leiker seconded the motion; motion carried unanimously. The meeting was adjourned at 5:57 p.m.

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

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