

November 20, 2017

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, November 27, 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 October 16, 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. Academic Calendar AY Fall 2018-Spring 2019
  - C. December BOT Meeting Time
  - D. Disposition of Surplus
  - E. Physical Tuition Rate
  - F. Online Tuition Rate
  - G. Room and Board Rates
  - H. Sim-Mannequin Purchase Request
  - I. X-Ray Purchase Request
  - J. Resignations
  - K. Executive Session
    - a. 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 November 27, 2017 at 5:00 p.m.

### **MEMBERS PRESENT**

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

ABSENT: Carolyn Armstrong

### **OTHERS PRESENT**

Brad Bennett, Vice President of Academic Affairs; Carolyn Kasdorf, VP of Business Affairs; Dr. George McNulty, Vice President of Student Affairs; Jennifer Schoenfeld, Endowment Director; Doug Johnson, Public Information Director; Ryan Sturdy, Athletic Director; Patty Westbrook, Administrative Assistant; Chriss Ellison, Controller; Jane McDougal, Accounts Payable; Jim Rorabaugh, Director to Resident Life; 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.

## **II. INTRODUCTIONS**

Seth Carter asked visitors to introduce themselves. David Tan, *Colby Free Press*; Jennifer Schoenfeld, Endowment Foundation; Chriss Ellison, Controller; Jane McDougal, Accounts Payable; Patty Westbrook, Administrative Assistant; Ryan Sturdy, Athletics; and Doug Johnson, Public Information.

Kenton Krehbiel informed the board that the action item K will be discussed before item J.

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

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

## **IV. REPORTS**

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

1. Dr. George McNulty reported student affairs is concentrating on planning initiatives in the relationship of completing goals. He is working with Jim Rorabaugh, Director of Resident Life, on enhancing the dorm areas and researching vendor contracted services. Dr. McNulty and John Cersovksy, Security Officer, updated the annual security reports. This is the fourth year the college's security incidents have declined. [See Student Services Report attached.]
2. Brad Bennett reported the college has advertised for adjunct online faculty. The online committee is exploring re-investing in the infrastructure for the online courses. Pat Ziegelmeier won the Northwest Kansas Music Educators Teacher of The Year award. [See Academic Affairs Report attached].

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3. Carolyn Kasdorf reported the business office is continuing to input data from June through October, 2017, along with day-to-day operations. The re-entry of data is continuing and the month of June is being reconciled. To date, all servers are backing up. IT is researching cloud-based off-site backup. The IT Director has crossed trained support techs on reviewing and double-checking the backups. HP is scheduled to be on campus December 5 to assess the college's server situation. Audrey Hines inquired when the board will starting getting a financial report. Ms. Kasdorf is hopeful it will be the end of January. Seth Carter reported the business department could present the board with a month-end report with approximate operating costs per month. [See Business Affairs Report attached.]
4. Doug Johnson reported Leisa Hansen, Bookstore Manager, put up an angel tree to provide gifts for the residents in Prairie Senior Living Complex and Colby Care Nursing Homes. There is approximately 90 residents that will receive gifts through the angel tree. [See Public Information Report attached.]
5. Ryan Sturdy reported men's and women's basketball both won Nov. 25. Both teams play Hutchinson Community College on December 2. The first home wrestling dual is December 2 at the Colby High School. [See Athletic Report attached.]

## V. FOUNDATION UPDATE

Jennifer Schoenfeld reported the first addition of the Trojan Times newsletter was mailed. The newsletter will be sent out quarterly.

## VI. BUSINESS

### A. OLD BUSINESS

None

### B. ACADEMIC CALENDAR AY FALL 2018-Spring 2019

Seth Carter requested the board approve the academic calendar for fall 2018-spring 2019. He noted an error on a date for finals in December. Quintin Flanagin made a motion to approve the academic calendar for fall 2018-spring 2019 with corrections. Arlen Leiker seconded the motion; motion passed unanimously

### C. DECEMBER BOT MEETING TIME

Seth Carter requested the December board meeting start time be moved to 4 p.m., so the board and CCC employees can attend the college's holiday party at 5:30 p.m. Arlen Leiker made a motion to move the December board meeting from 5 p.m., to 4 p.m., on December 18. Quintin Flanagin seconded the motion; motion passed unanimously.

### D. DISPOSITION OF SURPLUS

Seth Carter presented a list of college property no longer needed. The livestock will be sold at either the Colby or Oakley livestock auction. The Abaxis HM2 analyzer will hopefully be traded. The trade value is \$5,995. The patient simulator for CAE healthcare, which will be traded, has a trade value of \$6,000. Twenty six calves will be sold at auction. Quintin Flanagin made a motion to approve the disposition of surplus as listed. Arlen Leiker seconded the motion; motion passed unanimously.

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## **E. PHYSICAL TUITION RATE**

Seth Carter and the administrative team requested a \$3 tuition increase (\$2 for tuition and \$1 for technology) for the 18-19 academic year. Some revenue will be designated for updating the campus in several areas (security cameras, etc.) and the technology fee increase will be designated for updating infrastructure for online courses. Arlen Leiker made a motion to approve the 2.5% tuition increase. Audrey Hines seconded the motion; motion passed unanimously.

## **F. ONLINE TUITION RATE**

Seth Carter and the administrative team requested a \$3 tuition increase, which is a 2.4% increase over the current rate. He said the college will remain very competitive with other markets. The increase would raise Kansas resident tuition from \$125 to \$128 with tuition and fees incorporated. Quintin Flanagin inquired why the college does not match the bottom competitive rate that Dodge City Community College charges. Arlen Leiker stated he believes the low cost option works in some cases but Colby is better off going with the quality option, making sure the online tuition matches the quality of the courses. Linda Vaughn also questioned why the college isn't matching Dodge City's rate. Seth Carter said raising the tuition to \$128 puts the college mid-range with the market. Dodge City and Garden City offer limited online courses and the majority of their offerings are through EduKan. Brad Bennett reported CCC has full programs offered online and students taking the full online programs price shop. Arlen Leiker inquired if the college has completed a survey for online students asking why they chose Colby Community College. The consensus was that a survey needs to be completed. Seth Carter and the administrative team will do further research on raising online tuition and requested the approval to increase online tuition be tabled until the December, 2017 board of trustees meeting. Arlen Leiker made a motion to table the approval of raising the online tuition for the December, 2017 board of trustees meeting. Quintin Flanagin seconded the motion; motion passed unanimously.

## **G. ROOM AND BOARD RATES**

Seth Carter and the administrative team requested a 2% increase for housing with the exception of single occupancy rooms and a 3% increase for the meal plan. Single occupancy rooms will be adjusted to \$4,692.00 annually. Arlen Leiker made a motion to approve the room and board increases for academic year 2018-19 as presented. Linda Vaughn seconded the motion; motion passed unanimously.

## **H. SIM-MANNEQUIN PURCHASE REQUEST**

Seth Carter requested the approval to purchase a Sim-Mannequin for the nursing program from CAE Healthcare, Inc., at a price of \$53,880.60. The cost incorporates two days of training for nursing staff. The mannequin has the greatest level of simulation capabilities for the nursing students and has the extended service warranty built into the cost. The monies to purchase the mannequin will come from Perkins funds, technology funds, and inquires an institutional match. The approximate cost to the institution is \$4,000. Quintin Flanagin made a motion to approve the purchase of the Sim-Mannequin from CAE for \$53,880.60. Audrey Hines seconded the motion; motion passed unanimously.

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## **I. X-RAY PURCHASE REQUEST**

Seth Carter requested approval to purchase an X-Ray machine from MinXray, Inc., for \$42,355.00. The monies for this machine will come from the RSVP grant through the Kansas Board of Regents, \$5,000 of endowed funds, and technology funds. The approximate cost to the institution is \$4,000. The vet tech industry no longer uses x-ray film and is updating to the portable x-ray-machine. Audrey Hines made a motion to approve the purchase of the x-ray machine for Vet Tech from MinXray, Inc., for \$42,355. Arlen Leiker seconded the motion; motion passed unanimously.

## **(K.) EXECUTIVE SESSION**

Seth Carter requested a 30-minute executive session for non-elected personnel to include himself and the Trustees. Quintin Flanagin made a motion to discuss non-elected personnel for 30 minutes to include President Carter and the Trustees. Arlen Leiker seconded the motion; motion passed unanimously at 5:42 p.m.

### **OPEN SESSION**

The Board of Trustees reconvened in open session at 6:12 p.m.

### **EXECUTIVE SESSION**

Kenton Krehbiel requested an additional 10 minutes to include President Carter and the Board of 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 6:12 p.m.

### **OPEN SESSION**

The Board of Trustees reconvened in open session at 6:22 p.m.

### **EXECUTIVE SESSION**

Kenton Krehbiel requested an additional 3 minutes to include President Carter and the Board of 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 6:22 p.m.

### **OPEN SESSION**

The Board of Trustees reconvened in open session at 6:25 p.m.

## **(J.) RESIGNATIONS**

Audrey Hines made a motion to accept Chris Marks' resignation. Arlen Leiker seconded the motion. Motion passed with a 4 to 1 vote with Quintin Flanagin voting no. Audrey Hines made a motion to accept the resignation of Bill Hudson effective May, 2018. Arlen Leiker seconded the motion; motion passed unanimously.

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## **VII. REPORTS AND COMMENTS**

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

President Carter reported the college is expecting a zero audit finding. He emailed Mr. Henderson to inquire when the college will be receiving the busses. The busses should be done on January 29 and 31, 2018, and should arrive the first part of February. President Carter spoke with Mitchell Goetz concerning the rough drafts for a potential athletic facility. A possible location is the baseball field on-campus. The process is still in the early stages. The deadline to complete Living Center East-East renovations is June 30, 2018. The bids for the renovation will be in the December board packet.

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

Audrey Hines thanked everyone for their continued work. Arlen Leiker is attending the December KACCT meeting. Quintin Flanagan thanked Brad Bennett, Carolyn Kasdorf and Dr. McNulty for taking the time to submit their individual department reports to the board. Linda Vaughn thanked everyone for their work on the audit. Kenton Krehbiel thanked everyone for their continued work.

### **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 6:30 p.m.

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

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