

December 15, 2017

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, December 18 at 4:00 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 November 27, 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. Collections Request
  - C. Disposition of Surplus
  - D. Living Center East-East Bid
  - E. Nursing Differentiated Tuition
  - F. Physical Therapy Assistant Differentiated Tuition
  - G. Online Tuition Rate
  - H. Small Debt Write-off
  - I. Softball Proposal
  - J. WIOA MOU
  - K. Computer Bid
- 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 December 18, 2017, at 4:00 p.m.

### **MEMBERS PRESENT**

Audrey Hines, Carolyn Armstrong, Linda Vaughn, Arlen Leiker, Quintin Flanagin, Kenton Krehbiel. Seth Carter attended the meeting by phone.

### **OTHERS PRESENT**

Brad Bennett, Vice President of Academic Affairs; Dr. George McNulty, Vice President of Student Affairs; Carolyn Kasdorf, Vice President of Student Affairs; Doug Johnson, Public Information Director; Ryan Sturdy, Athletic Director; Chriss Ellison, Controller; Jane McDougal, Accounts Payable; Patty Westbrook, Business Affairs Administrative Assistant; 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 4:00 p.m.

### **AGENDA AMENDMENT**

Kenton Krehbiel requested a motion to amend the agenda to add item "K. Computer Bid." Carolyn Armstrong made a motion to approve adding item "K", Computer Bid to the agenda. Audrey Hines seconded the motion; motion passed unanimously.

## **II. INTRODUCTIONS**

Dr. George McNulty asked visitors to introduce themselves. Ryan Sturdy, Athletics, Doug Johnson, Public Information, Doug McDowall, IT, Chriss Ellison, Controller, Jane McDougal, Accounts Payable, Patty Westbrook, Business Affairs Administrative Assistant, and David Tan, *Colby Free Press*.

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

Quintin Flanagin 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 the Hansen Foundation donated \$50,000 to the Health Science Scholarship Fund. He is working with Rebel Mahieu, art instructor, on an idea for the north wall in the multi-purpose room. Fall 2017 was a successful semester and as of 3:45 p.m. on December 18, late fall session credit hours were at 1,377. Students had until 5:00 p.m., on the 19<sup>th</sup> to enroll. [See Student Services Report attached.]
2. Brad Bennett reported the college has reduced the number of hours students can take during the late fall session to help the students be more successful. The college has hired a full-time physical therapist instructor, who will start in April, 2018. Mr. Bennett thanked Pat Erickson for delaying her retirement until the position was filled. Plans are progressing for the K-12 Teaching Conference to be held on campus in June, 2018. Representatives from Blue Mountain Community College will visit campus and the Vet Tech program in January, 2018. Brad and Seth were invited to present at Higher Learning Commission in April, 2018. [See Academic Affairs Report attached].

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3. Carolyn Kasdorf reported IT is processing daily back-ups for servers and data basis. No back-up failures have occurred since October 9, 2017. The IT Director sends weekly back-up reports to Ms. Kasdorf and the business department is continuing to make progress reconciling recovered data. In Accounts Payable, as of December 18, 2017, all invoices have been paid and Visa credit cards will be paid by December 21. The audit is scheduled to be presented at the January, 2018 board meeting. Ms. Kasdorf's goal is to have updated reports for the board of trustees at the January, 2018 meeting. [See Business Affairs Report attached.]
4. Doug Johnson reported the radio ad for spring enrollment will begin during the week. [See Public Information Report attached.]
5. Ryan Sturdy reported he is working on end of the year eligibility and spring eligibility for athletes. [See Athletic Report attached.]

V. **FOUNDATION UPDATE**  
Jennifer Schoenfeld absent.

VI. **BUSINESS**

A. **OLD BUSINESS**

B. **COLLECTIONS REQUEST**

Dr. McNulty requested approval for 69 student accounts totaling \$107,941.66 to be sent to collections. Carolyn Kasdorf reported the accounts will be sent to both the State of Kansas and the collections company. Audrey Hines made a motion to approve sending the 69 accounts totaling \$107,941.66 to collections. Carolyn Armstrong seconded the motion; motion passed unanimously.

C. **DISPOSITION OF SURPLUS**

Dr. McNulty requested approval for disposing of eight chairs, two couches, two loveseats, four end tables and two coffee tables. Quintin Flanagan made a motion to approve the disposition of surplus. Linda Vaughn seconded the motion; motion passed unanimously.

D. **LIVING CENTER EAST-EAST BID**

Dr. McNulty requested approval for the bid from Stephens Construction in the amount of \$186,670. The remodel will begin early spring, 2018. Carolyn Armstrong inquired if the bid was in line with what the college budgeted for the remodel. Seth Carter reported the bid is a few thousand dollars higher due to updating the handicapped accessible bathrooms per ADA regulations, although the overall bid is within the budgeted amount.

Carolyn Armstrong made a motion to approve the bid from Stephens Construction in the amount of \$186,670. Arlen Leiker seconded the motion; motion passed unanimously.

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### **E. NURSING DIFFERENTIATED TUITION**

### **F. PHYSICAL THERAPY ASSISTANT DIFFERENTIATED TUITION**

Dr. McNulty and the administrative team recommended a \$15.00 tuition increase for the PTA and Nursing programs for the 2018-2019 academic year. Carolyn Armstrong made a motion to approve the 2018-2019 tuition increase of \$15.00 for PTA and Nursing (Practical Nursing and ADN). Audrey Hines seconded the motion; motion passed unanimously.

### **G. ONLINE TUITION RATE**

Dr. McNulty and the administrative team recommended a \$7.50 (6%) online tuition rate increase for the 2018-2019 academic year. Arlen Leiker made a motion to approve the \$7.50 online tuition rate increase. Audrey Hines seconded the motion; motion passed unanimously.

### **H. SMALL DEBIT WRITE-OFF**

Dr. McNulty requested approval to write-off 12 accounts in the amount of \$406.00. Carolyn Armstrong made a motion to approve the small debt write-off of 12 accounts totaling \$406.00. Linda Vaughn seconded the motion; motion passed unanimously.

### **I. SOFTBALL PROPOSAL**

Dr. McNulty and the administrative team recommended improvements to the softball field as presented and outlined in the board packet. Kenton Krehbiel inquired where the funds would come from. Seth Carter reported Coach Kinnett will be raising the funds for the improvements through donations. There is no plan at this time to use institutional dollars. Currently, the field is not ADA compliant as there is no wheelchair ramp. Improvements will begin January 2018 if the board approves. This is the only sport that is held on campus. Linda Vaughn inquired what happens if the coach does not come up with the donations/funds. Mr. Carter explained this is a phase-in project with the approximate cost of \$47,800. Quintin Flanagin inquired if there would be increased maintenance cost. Mr. Carter reported the softball team and coach Kinnett would be responsible for the maintenance of the field. Kenton Krehbiel inquired if this would increase the property insurance. Mr. Carter reported he has not talked with Strutt Insurance, but will do so. Carolyn Armstrong made a motion for Coach Kinnett to proceed with the locker room improvements and other softball field improvements, providing the funds are raised before work begins. Arlen Leiker seconded the motion. Motion passed five to one with Quintin Flanagin voting no.

### **J. WIOA MOU**

Dr. McNulty and the administrative team requested approval to enter into a memorandum of understanding with Kansas Workforce Innovation and Opportunity Act. The MOU is between the Kansas local area one workforce development board and the college. Carolyn Armstrong made a motion to approve the WIOA MOU. Arlen Leiker seconded the motion; motion passed unanimously.

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## **K. COMPUTER BID**

Carolyn Kasdorf presented the board with the bid for 142 computers from Insight Public Sector Sled in the amount of \$106,458.84. This was the lowest bid of the three received. The funds will come from the technology fees. Arlen Leiker made a motion of approve the bid from Insight Public Sector Sled for \$106,458.84. Carolyn Armstrong seconded the motion. Quintin Flanagin asked if the bid was made available to local businesses. Doug McDowall, IT Director, reported quotes were requested from vendors due to the number of computers the college is purchasing. The board was in agreement the local businesses need to be given the opportunity to bid. Carolyn Armstrong and Arlen Leiker withdrew their motions to approve. Carolyn Armstrong made a motion to table the computer bid approval for a future agenda. Quintin Flanagin seconded the motion; motion passed unanimously.

## **VII. REPORTS AND COMMENTS**

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

President Carter thanked everyone for their work on another successful year.

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

Carolyn Armstrong thanked everyone for their hard work in making CCC a success. Arlen Leiker reminded everyone about Higher Ed Days in Topeka on January 18, 2018. Linda Vaughn thanked everyone for their continued hard work. Kenton Krehbiel thanked everyone.

### **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 4:53 p.m.

Signed \_\_\_\_\_

Chairman

Signed \_\_\_\_\_

Secretary