

January 11, 2018

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, January 15, 2018 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. Introduction
- III. Administering the Oath of Office
- IV. Approval of the Consent Agenda
  - A. Minutes of December 18, 2017
  - B. Agreements and Contracts
- V. 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
- VI. Foundation Update
- VII. Business
  - A. Old Business
    1. Computer Bids
  - B. Election of 2018-2019 Officers
  - C. Election of KACCT Representative
  - D. Election of *ex officio* member of CCC Foundation
  - E. Disposition of Surplus
  - F. EduKan Audit Report
  - G. February Meeting Date
  - H. Tutoring and Plagiarism Services
  - I. Executive Session
  - J. Action if Necessary
- VIII. Reports and Comments
  - A. President's Report
  - B. Comments from Trustees
  - C. Other Items
- IX. 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 January 15, 2018 at 5:00 p.m.

### **MEMBERS PRESENT**

Kenton Krehbiel, Carolyn Armstrong, Audrey Hines, Arlen Leiker, Quintin Flanagan, and Seth Carter.

### **MEMBER ABSENT**

Linda Vaughn

### **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, Patty Westbrook, Business Affairs Administrative Assistant, and Marian Ballard, *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. Patty Westbrook, Ryan Sturdy, Athletics, and Doug Johnson, Public Information.

## **III. ADMINISTRATORING THE OATH OF OFFICE**

Penny Cline, Board Clerk, administered the oath of office for Kenton Krehbiel, Carolyn Armstrong, and Audrey Hines who were re-elected in November, 2017.

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

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

## **V. REPORTS**

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

1. Dr. George McNulty reported the semester was off to a good start. Student Affairs implemented an initiative for students to submit a design for the blue north wall in the Student Union multi-purpose room. Influenza was confirmed on campus with seven new cases as of January 15. Student Health is educating students/employees on how to help prevent the spread of illness. [See Student Services Report attached.]
2. Brad Bennett reported representatives from Blue Mountain Community College would be on-campus January 22-23 to finalize the partnership for the Distant Veterinary Technology program. The Memorandum of Agreement will be included in the February board packet for review and approval. [See Academic Affairs Report attached].

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3. Carolyn Kasdorf reported she had not received the audit draft from Adams, Beran, Brown, and Ball (ABB&B). The business department is continuing to make progress reconciling recovered data. Ms. Kasdorf said there were 14 applicants for the Chief Information Officer (CIO) position with nine meeting the minimum requirements. [See Business Affairs Report attached.]
4. Doug Johnson reported he is working with the Foundation to strengthen communication with alumni. He has had several request from alumni wanting pictures from when they attended CCC. Mr. Johnson is having his work study scan the photos from the 1965-1992 yearbooks. The photos will be available on the CCCC website. [See Public Information Report attached.]
5. Ryan Sturdy reported CCC basketball is starting the second round of play in the Jayhawk Conference on January 17 at home with Barton County Community College. Indoor track starts January 20. Softball was scheduled to host a scrimmage January 20. [See Athletic Report attached.]

## VI. FOUNDATION UPDATE

Seth Carter reported in Ms. Schoenfeld's absence. Annual statement reports would be mailed within the week along with the donor solicitation letters. The Trojan Times newsletter will be mailed in February. Ms. Schoenfeld wanted to thank the CCC art department for the work they are prepping for the annual scholarship benefit auction. The Foundation board meeting is January 22 at 6:30 p.m.

## VI. BUSINESS

### A. OLD BUSINESS

1. Computer Bids – Seth Carter reported five vendors submitted computer bids (Dell, Insight, Lenovo, Officeworks, and Tech Junkies). The administrative team recommended purchasing the computers from Insight at the bid of \$102,655.00. Carolyn Armstrong made a motion to award the bid to Insight in the amount of \$102,655.00 as presented. Audrey Hines seconded the motion; motion passed unanimously.

### B. ELECTION OF 2018-2019 Officers

Quintin Flanagin made a motion to elect Quintin Flanagin as Board Chairman, Linda Vaughn as Board Vice-Chairman, Carolyn Armstrong as Treasurer, and Seth Carter as Secretary. Carolyn Armstrong seconded the motion; motion passed unanimously.

### C. ELECTION OF KANSAS ASSOCIATION OF COMMUNITY COLLEGE TRUSTEE (KACCT).

Carolyn Armstrong made a motion to elect Arlen Leiker as the KACCT Board of Trustees representative. Quintin Flanagin seconded the motion; motion passed unanimously.

### D. ELECTION OF ex-officio MEMBER TO THE CC FOUNDATION

Quintin Flanagin made a motion to elect Kenton Krehbiel as the *ex-officio* member to the CCC Foundation. Audrey Hines seconded the motion; motion passed unanimously.

### E. DISPOSITION OF SURPLUS

Seth Carter presented the disposition of surplus. Carolyn Armstrong suggested calling the public library to see if they were in need of computers. Carolyn Armstrong made a motion to authorize the disposition of surplus as presented. Quintin Flanagin seconded the motion; motion passed unanimously.

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## **F. EUDKAN AUDIT**

Seth Carter reported the administrative team of Colby Community College recommended accepting the EduKan audit report provided by Adams, Brown, Beran and Ball (ABB&B). He reported two material weaknesses were noted; segregation of duties, and EduKan has not converted to Generally Accepted Accounting Principles (GAAP). One significant deficiency was noted; unapproved journal entries (journal entries that had not been approved by the CEO). Quintin Flanagin made a motion to accept the EduKan audit as presented. Carolyn Armstrong seconded the motion; motion passed unanimously.

## **G. FEBRUARY MEETING DATE**

Seth Carter reported the February board meeting falls on President's Day when the college will be closed. Suggested alternate meeting dates are February 12 or 26. Audrey Hines made a motion to move the February board meeting to Monday, February 26 at 5:00 p.m. Arlen Leiker seconded the motion; motion passed unanimously.

## **H. TUTORING AND PLAGIARISM SERVICES**

Seth Carter and the administrative team of Colby Community College recommended approval of the online tutoring contract with Thinking Storm in the amount of \$4,050 and the plagiarism checker contract with Unicheck in the amount of \$1,000 per year. Mr. Bennet reported the online tutoring service unused hours roll over from year-to-year. The cost for the plagiarism checker is estimated at \$1.50 per student. If a student is in more than one class that uses the plagiarism checker, the college is charged only once for that student rather than each class the student is enrolled in. Carolyn Armstrong made a motion to approve the contract for online tutoring with Thinking Storm in the amount of \$4,050. Audrey Hines seconded the motion; motion passed unanimously. Quintin Flanagin made a motion to approve the contract for the plagiarism checker with Unicheck in the amount of \$1,000. Carolyn Armstrong seconded the motion; motion passed unanimously.

## **I. EXECUTIVE SESSION – NON-ELECTED PERSONNEL**

Seth Carter requested a 10-minute executive session for non-elected personnel 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 5:39 p.m.

### **OPEN SESSION**

The Board of Trustees reconvened in open session at 5:49 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 5:49 p.m.

### **OPEN SESSION**

The Board of Trustees reconvened in open session at 5:59 p.m.

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**J. ACTION IF NECESSARY**

No action taken.

**VII. REPORTS AND COMMENTS**

**A. PRESIDENT'S REPORT**

President Carter has been in contact with IMA Financial Group regarding the state wide health insurance consortium. Information requested has been provided. Spring 2018 enrollment is approximately 600 credit hours above the final credit hours for spring 2017. Former college presidents Dr. Tangeman and Dr. Mosier have both contacted Dr. Carter letting him know they are pleased with the direction the college is going.

**B. COMMENTS FROM TRUSTEES**

Carolyn Armstrong complimented the boys' basketball and thanked Ms. Kasdorf and her staff for their continued work. Arlen Leiker thanked everyone for their work. Quintin Flanagan thanked Penny Cline for bookmarking the board packet. Kenton Krehbiel thanked everyone for their continued work.

**C. OTHER ITEMS**

Carolyn Armstrong inquired if the board should be working on Dr. Carter's evaluation. Quintin Flanagan will email information and have the completed evaluation for the February board meeting.

**VIII. ADJOURNMENT**

Carolyn Armstrong made a motion to adjourn; Audrey Hines seconded the motion; motion carried unanimously. The meeting was adjourned at 6:03 p.m.

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

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