

February 22, 2018

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, February 26 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 January 15, 2018
 - 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. ABB&B Audit Presentation
 - C. Approval of Audit FY-17
 - D. Billboard Contract
 - E. Disposition of Surplus
 - F. Flooring Bids
 - G. KSU Affiliation Agreement
 - H. Mandatory Placement Policy
 - I. Norton Maintenance Agreement
 - J. Oakley High School Articulation Agreement
 - K. Executive Session-Non-Elected Personal
 - L. 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

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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 February 26, 2018 at 5:00 p.m.

MEMBERS PRESENT

Audrey Hines, Carolyn Armstrong, Linda Vaughn, Arlen Leiker, Kenton Krehbiel, and Seth Carter.

MEMBER ABSENT

Quintin Flanagin

OTHERS PRESENT

Dr. George McNulty, Vice President of Student Affairs; Jennifer Schoenfeld, Endowment Director; Doug Johnson, Public Information Director; Carolyn Kasdorf Vice President of Business Affairs; Marian Ballard, *Colby Free Press*; and Cindi Kriss, Financial Aid; and Jane McDougal, Accounts Payable. Penny Cline recorded the minutes of the meeting.

CALL MEETING TO ORDER

In Board Chairman Quintin Flanagin's absence, 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 item "M. Resignations." Carolyn Armstrong made a motion to approve adding item "M. Resignations" to the agenda. Audrey Hines seconded the motion; motion passed unanimously.

II. INTRODUCTIONS

President Carter asked visitors to introduce themselves. Jennifer Schoenfeld, Endowment Foundation; Doug Johnson, Public Information; Marian Ballard, *Colby Free Press*; Jane McDougal, Accounts Payable; and Cindi Kriss, Financial Aid.

III. APPROVAL OF THE CONSENT AGENDA

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

IV. REPORTS

A. REPORTS FROM ADMINISTRATORS

1. Dr. George McNulty reported the Veterans Affairs (VA) compliance review was completed in January. There were no material or financial findings noted. Trustee Arlen Leiker, President Carter, and vice presidents Bennett and McNulty attended the Phi Theta Kappa Award Luncheon with students Jessica Houk and Gabe Schriener and their families. Diversity week was February 26 through March 1. Events scheduled were Bandana Tie Dye, DiversiTEA Night, speaker Phil Dixon, Purim Celebration, and International Foods served during lunch on March 1. Dr. McNulty reported student Isabel Rosales was selected to represent Colby Community College at the Kansas Women Leadership Institute through Kansas University (KU). She will attend a six-week conference in summer 2018 at KU. Isabel is the first student from Colby Community College to be chosen for the honor. [See Student Services Report attached.]

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2. Seth Carter reported in Brad Bennett's absence. Online tutoring with Thinking Storm is fully operational and available for students. Online credit hours experienced a growth of 45% compared to spring 2017. CCC is entering into a partnership to provide guest speakers for activities at the Colby Grade School After School Program. CCC has partnered with the Thomas County Development and Network Kansas to offer a six-week business course ending with a "shark tank" competition. The Western Kansas Teaching Conference for K-12 teachers will be held on campus June 6-7, 2018. CCC had a 46.9% graduation rate, which is 7% higher than the next closest community college in the State of Kansas. [See Academic Affairs Report attached].
3. Carolyn Kasdorf introduced Michelle Ryan from Adams, Brown, Beran, and Ball (ABB&B) to present the FY17 audit. The CCC business office, along with Angela Ketterla from ABB&B, addressed items noted in the Governance letter: 1) Written policy solidifying the cutoff dates as to when student financial aid will no longer be adjusted. The decision to have hard cut dates is unique to each institution. 2) Pell Grant program-Financial Aid has internal controls in place and will be reviewed to ensure accuracy in the future. 3) The College should review W2's – this occurred in the past calendar year and there are no issues. 4) Reconcile federal revenue received with general ledger – this was started in May, 2017. The college continues to spend \$1.1 million monthly. Accounts receivable is equal to last year due to accounts waiting for financial aid disbursement, which was scheduled for February 22, 2018. [See Business Affairs Report attached.]
4. Doug Johnson reported the first round of the Region VI men's basketball playoff game was being played later that evening. Vice President Bennett is chairing an ADA committee to make sure the website and online course delivery are compliant. [See Public Information Report attached.]
5. Seth Carter reported in Ryan Sturdy's absence. Mr. Sturdy would be attending the National Junior College Athletic Association (NJCAA) legislative session on March 7. Kipp Nelson and Monique Eaton have been researching a different data collection software that is more user-friendly for students. The data collection software houses forms the student-athletes are required to complete for athletic scholarships. [See Athletic Report attached.]

V. FOUNDATION UPDATE

Jennifer Schoenfeld reported the second edition of the Trojan Times would be mailed within the week. The Foundation board members and Ms. Schoenfeld were visiting businesses and individuals for donations for the annual auction on April 14. She reported \$52,000 in scholarships would be disbursed during the week. The budget for the 2018-2019 scholarships is set at \$205,000, and money was already being awarded for 2018-2019. The Foundation approved a \$500 scholarship to the winner of the shark tank business course competition. The winner must attend Colby Community College to utilize the scholarship.

VI. BUSINESS

A. OLD BUSINESS

None

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B. ABB&B AUDIT PRESENTATION

Michelle Ryan from Adams, Brown, Beran and Ball (ABB&B), reported on the completed FY17 college audit. She explained the college hired ABB&B to give an opinion on the financial statements. Ms. Ryan said no material findings were cited. The College was given an “Unmodified Opinion” on business-type activities and an “Unmodified Opinion on discretely presented component unit (foundation). She said these are the best opinions that ABB&B can give the college on the financial statements as a whole. She reported the overall financial position of the college continues to improve. Cash improved by about \$1.3 million over the prior year. The statement of net position shows the college had ending assets and deferred outflows of resources in the amount of \$22,351,832. The statement of changed in net position shows a change of \$1,518,176, with a net position-end of the year at \$10,454,634. She noted there were no material findings or compliance issues on the financial aid statement. Ms. Ryan reported the audit showed significant improvement over prior years.

C. APPROVAL of AUDIT FY2017

Carolyn Armstrong made a motion to approve the FY2017 audit report. Arlen Leiker seconded the motion; motion passed unanimously.

D. BILLBOARD CONTRACT

Seth Carter presented the Commercial Sign three-year billboard proposal. The billboard is a response to the college being notified by the director of Career and Technical Education (CTE) that the college missed the indicator for non-traditional student placement and non-traditional graduation (males in the nursing program). The purpose of the billboard is to help increase enrollment of non-traditional students in CTE programs. The college received a \$5000 grant to pay for the initial construction and the billboard through June 30, 2018. Starting August 1, 2018, the cost to the college will be \$160.00 per month for the remainder of the three-year contract. Mr. Carter said the advertising is required by Perkins. Arlen Leiker made a motion to approve the billboard contract with Commercial Sign. Linda Vaughn seconded the motion; motion passed unanimously.

E. DISPOSITION OF SURPLUS

Seth Carter reported Dr. Jennifer Martin, Veterinary Technology Program Director, has requested to sell the Aloka SSD-500V Ultrasound as the machine is no longer used. A new one was approved to purchase by the board of trustees at a previous board meeting, using grant funds. Mr. Carter is requesting approval to sell the ultrasound machine on Ebay. Carolyn Armstrong made a motion to approve the sell the Aloka SSD-500V Ultrasound on Ebay. Audrey Hines seconded the motion; motion passed unanimously.

F. FLOORING BIDS

Seth Carter presented floor bids from Northwest Kansas Decorating Center and Office Works. Both businesses will be awarded a portion of the flooring bid to evenly distribute business between the two vendors. The funds for the flooring updates will come from institutional funds, the Student Support Services grant for that area, and Adult Education funds for the ABE area. Including current updates, 43 areas in the last three years have received new paint and new flooring. Audrey Hines made a motion to approve the flooring bids as presented. Carolyn Armstrong seconded the motion; motion passed unanimously.

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G. KSU AFFILIATION AGREEMENT

Seth Carter presented a proposed agreement between Colby Community College and Kansas State University that was brought forth by Dr. Jennifer Martin, Veterinary Technology Program Director. The agreement will allow CCC's Veterinary Technology Program to utilize KSU faculty. The proposal outlines parameters in which the K-State faculty have some supervision over CCC students. Carolyn Armstrong made a motion to approve the KSU affiliation agreement with the Veterinary Technology program. Arlen Leiker seconded the motion; motion passed unanimously.

H. MANDATORY PLACEMENT POLICY

Seth Carter presented the updated CCC Mandatory Placement Policy. The policy takes into account high school GPA, high school transcript, previous college credit, and ACT, SAT, and Accuplacer scores to place the student in the correct math/English courses. F18-S19 will be the pilot year for the new policy. Data will be collected and presented to the board at the end of the F18-S19 year. Arlen Leiker made a motion to approve the Mandatory Placement Policy. Audrey Hines seconded the motion; motion passed unanimously

I. NORTON MAINTENANCE AGREEMENT

Seth Carte presented the updated agreement. The agreement was initiated in 2012 and there are no substantive changes other than making the dates current. The Norton Annex serves the Norton Practical Nursing and the Norton Massage Therapy programs. The facility is also used for outreach classes in the evening. Audrey Hines made a motion to approve the Norton Maintenance Agreement. Carolyn Armstrong seconded the motion; motion passed unanimously.

J. OAKLEY HIGH SCHOOL ARTICULATION AGREEMENT

Seth Carter reported the agreement with Oakley High School will allow their students to take the Certified Nurse Aid (CNA) course and then apply to the CCC nursing program. A maximum of 12 credit hours of technical courses will be accepted for advanced placement. Once the student has completed the 12 credit hours with a "C" or better, the fee paid for the CNA course will be refunded to the student. Carolyn Armstrong made a motion to approve the Oakley High School Articulation Agreement. Linda Vaughn seconded the motion; motion passed unanimously.

K. EXECUTIVE SESSION – NON-ELECTED PERSONNEL

President Carter requested a 25-minute executive session for non-elected personnel to include himself and the Board of Trustees. Carolyn Armstrong made a motion to discuss non-elected personnel for 25 minutes to include President Carter and the Board of Trustees. Audrey Hines seconded the motion; motion passed unanimously at 5:50 p.m.

OPEN SESSION

The Board of Trustees reconvened in open session at 6:15 p.m.

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EXECUTIVE SESSION

Kenton Krehbiel requested an additional 10 minutes to include President Carter and the Board of Trustees. Quintin Flanagan 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 6:15 p.m.

OPEN SESSION

The Board of Trustees reconvened in open session at 6:15 p.m.

L. ACTION IF NECESSARY

No action taken.

M. RESIGNATIONS

President Carter presented resignations from James Shank, custodian, effective February 26, 2018, and Dana Youngman, Dental Hygiene instructor, effective at the end of academic school year in May, 2018. Carolyn Armstrong made a motion to accept the resignations of James Shank and Dana Youngman. Audrey Hines seconded the motion; motion passed unanimously.

VII. REPORTS AND COMMENTS

A. PRESIDENT'S REPORT

President Carter reported President Shears of Northwest Tech issued a blood drive challenge with Colby Community College to see which facility will donate the most units. The American Red Cross is in need of blood donations and both facilities will be hosting blood drives. The Presidential/Leadership Scholars donated over 40 hours of community service to the Sacred Heart Carnival. Mr. Carter reported the title paperwork for the new busses was signed the morning of Feb. 26. He is waiting to hear when the busses will be delivered. President Carter, Brad Bennett, Dr. McNulty and Carolyn Kasdorf will begin work on the Federal Compliance report and calculating the Composite Financial Index (CFI). The CFI is an immediate reflection of the institution's health and wealth. Any number above 1.0 means the institution is doing well. The college's last CFI number was 3.78 and in 2011 the CFI number was -0.5. President Carter and Brad Bennett will present at the Higher Learning Commission annual conference in April, 2018. Their topic "On Probation, Now What?" will cover Colby Community College's story of being placed on probation and then having the probationary status removed.

B. COMMENTS FROM TRUSTEES

The Board of Trustees thanked everyone who was involved in the audit process and for their hard work. The FY17 was a significant improvement over prior years.

C. OTHER ITEMS

Kenton Krehbiel inquired if the student-trustee dinner would be April 16 after the board meeting. Carolyn Kasdorf inquired about starting the finance committee in March. Arlen Leiker and Carolyn Armstrong will serve on the finance committee for March and April.

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VIII. ADJOURNMENT

Arlen Leiker made a motion to adjourn; Audrey Hines seconded the motion; motion carried unanimously. The meeting was adjourned at 6:36 p.m.

Signed _____
Chairman

Signed _____
Secretary