

March 15, 2018

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, March 19, 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 February 26, 2018
 - B. Agreements and Contracts
 - C. Resolution #8
- 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. Seth Carter, Athletics
- V. Foundation Update
- VI. Business
 - A. Old Business
 - B. Advertising
 - C. April Board Meeting Time Change
 - D. Blue Mountain MOU
 - E. CCC Campus Potential Community Building
 - F. Disposition of Surplus
 - G. EduKan Buy-Out
 - H. Micro-Purchase Policy Update
 - I. Resignation
- 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 March 19, 2018, at 5:00 p.m.

MEMBERS PRESENT

Quintin Flanagin, Audrey Hines, Carolyn Armstrong, Arlen Leiker, Kenton Krehbiel, and Dr. 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 Student Affairs; Doug Johnson, Public Information Director; and Marian Ballard, *Colby Free Press*. Penny Cline recorded the minutes of the meeting.

CALL MEETING TO ORDER

Board Chairman Quintin Flanagin called the meeting of the Colby Community College Board of Trustees to order at 5:00 p.m.

AGENDA AMENDMENT

Seth Carter requested a motion to amend the agenda to modify item "I. Resignations" to add one additional resignation. Carolyn Armstrong made a motion to approve modifying item "I. Resignations." Kenton Krehbiel seconded the motion; motion passed unanimously.

II. INTRODUCTIONS

Seth Carter asked visitors to introduce themselves. Marian Ballard, *Colby Free Press*, and Doug Johnson, Public Information.

III. APPROVAL OF THE CONSENT AGENDA

Kenton Krehbiel made a motion to approve the consent agenda. Arlen Leiker seconded the motion; motion passed unanimously.

IV. REPORTS

A. REPORTS FROM ADMINISTRATORS

1. Dr. George McNulty reported the college is working on the annual report, which is a component of the strategic plan. Dr. McNulty reported over a four-year period 58% of students serviced by the Student Support Services program (TRIO Grant) graduated with a degree or certificate, exceeding the goal of 45%. He thanked the Admissions department for hosting a successful Junior Day. There were 100 students, parents, and counselors in attendance. [See Student Services Report attached.]
2. Brad Bennett presented the library survey completed by students. The library is utilized by students more today than five years ago. Accuplacer will be updating to Next Generation placement program. Brad, Krista Carter and Mike Thompson will be attending a Quality Matters conference in Denver on April 12 and 13. Quality Matters is a certification program the college can receive for online programs. The certification focuses on class rigor and infrastructure in place. The bull sale was held March 17 at the CCC farm. Attendance was good and Seth Carter said he heard positive comments on how the beef unit looks and how the bull sale was run. [See Academic Affairs Report attached].

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3. Carolyn Kasdorf reported the business office met with Carolyn Armstrong and the finance committee on March 15. Arlen Leiker was unable to attend. Bank accounts were reconciled as of February 28 with the exception of the general account, federal loans, and special student accounts. Student accounts receivable was up \$267,000 from the same time last year. This is due to increased enrollment and summer enrollment registration is open. Summer enrollment is open and billing started March 5. Federal Direct Loan and Pell grants receivables will be drawn down during the month of March. [See Business Affairs Report attached.]
4. Doug Johnson reported the Northwest Kansas All-Star high school basketball games would be April 8 at the Community Building. Mr. Johnson has been in contact with an alumnus who played basketball at CCC in the 1980s, and is now the Associate Athletic Director for City Colleges of Chicago. There has been discussion that he would like to bring a couple of teams to the ambassador classic in November. [See Public Information Report attached.]
5. Seth Carter reported outdoor track starts March 30. Baseball was in first place in Jayhawk Conference West with a record of 9-3. Softball was in fourth place. He reported as of March 19 there were 51 applicants for the athletic director position and 69 for the women's basketball coach. The assistant track coach position has been re-opened. [See Athletic Report attached.]

V. FOUNDATION UPDATE

Seth Carter reported in Ms. Schoenfeld's absence. To date, 50 percent of the tables were sold for annual auction. The combines owned by the Foundation sold, and payment was received for one of the combines.

VI. BUSINESS

A. OLD BUSINESS

None

B. ADVERTISING

Seth Carter and Brad Bennett presented an advertising proposal with 9News (KUSA), located in Denver, CO. 9News gives the college a coverage in the western Kansas and Colorado markets no other news provider can offer. The proposal targets non-traditional students between ages 25 to 40 and includes live mentions, commercials during the morning show and three other time slots, streaming, Facebook, and website banners. Currently Colorado online students pay \$255 per credit hour and the state community college graduation rate is 8-15%. Colorado students completing an associate degree with Colby Community College would save an estimated \$9,000 for a degree. Mr. Bennett is working with Regis University, Colorado State University and Metro State University on finalizing a Memorandum of Agreement with each institution. Carolyn Armstrong inquired how the college will track results from the advertising. Mr. Bennett reported 9News will provide support through their marketing team to help track data and an additional question has been added to the Colby Community College (CCC) student application asking where they heard about CCC. The college also has an email address specifically for Colby Connect, which goes directly to Brad. The cost of the proposal is \$25,000 for 4 1/2 months. He reported if 75 students take one three-credit hour class, the advertising will pay for itself.

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Kenton Krehbiel inquired if there would be a live interview with college representatives. Mr. Bennett said there will be a live interview that runs during the morning show. Carolyn Armstrong made a motion to approve the advertising proposal with 9News at the cost of \$25,000. Audrey Hines seconded the motion; motion passed unanimously. Quintin Flanagan asked to review data during the December, 2018 board meeting.

C. APRIL BOARD MEETING TIME CHANGE

Seth Carter requested approval to move the start time for the April 16 Board of Trustees meeting to 4:00 p.m., with the student-trustee dinner following at 5:30 p.m. Carolyn Armstrong made a motion to start the April 16 Board of Trustees meeting at 4:00 p.m., with the student-trustee dinner following at 5:30 p.m. Kenton Krehbiel seconded the motion; motion passed unanimously.

D. BLUE MOUNTAIN MOU

Seth Carter presented the Memorandum of Understanding (MOU) between Blue Mountain Community College and the Colby Community College Veterinary Technology program. Kenton Krehbiel made a motion to approve the MOU with Blue Mountain Community College. Audrey Hines seconded the motion; motion passed unanimously.

E. CCC CAMPUS POTENTIAL COMMUNITY BUILDING

Seth Carter reported he attended the community meetings concerning a new community building. He asked Trustees their opinions about a new community building being built on campus if voters approve of the measure. He said building a new structure downtown or remodeling the current building would take 12 to 18 months, meaning there would not be a facility for some K-12 events and CCC home athletic games. Carolyn Armstrong questioned how much of CCC's land the city would require to build the facility. Quintin Flanagan inquired whether the city understands the amount of dirt work and modification it would take to bring the land up to code if a structure was built on campus. Carolyn Armstrong said there would be a significant expense to run the community building, and does not believe it would be in the college's best interest to be in charge of running the facility. She feels it would be better in public perception to donate land so it becomes the city facility, not the college facility. Mr. Carter said the city is willing to include in a community building the elements the college is considering in "The Big Blue Barn." Board members were not in agreement with combing the college facility with the community building. Quintin Flanagan stated the Board of Trustees would entertain discussion with the city to include substantial information including cost and location. Mr. Carter inquired if the Board of Trustees direction is to move forward with the "The Big Blue Barn" on campus. Five of six board members agreed to move forward with fundraising for the "The Big Blue Barn."

F. DISPOSITION OF SURPLUS

Audrey Hines made a motion to approve the disposition of surplus as presented. Carolyn Armstrong seconded the motion; motion passed unanimously.

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G. EDUKAN BUY-OUT

Seth Carter reported EduKan is a consortium of six community colleges that come together to provide online courses. When EduKan started in 1998 the benefit was that a learning management system (LMS) was cost prohibitive for smaller institutions. However, now an LMS is affordable. Currently, there is a \$6,000 difference between what CCC pays for their own Canvas LMS and what EduKan pays for Canvas. CCC increased the number of online offerings through ColbyConnect within the last two years and from spring 2017 to spring 2018 online enrollment has increased 44 percent. Mr. Carter said when a student enrolls through EduKan, revenue is split six ways among consortium members. Overhead is also split six ways. EduKan started with two employees and currently has seven employees, even though there is less credit hour production. Another institution has expressed interest in leaving EduKan due to accreditation concerns. Mr. Carter presented two potential buyouts (money owed to CCC by EduKan), one being \$106,000.87 and the other \$123,768.00. CCC is required to give a 60-day notice before withdrawing from EduKan. The college will withdraw at the end of summer 2018 courses, as CCC is locked into summer courses because enrollment began in January. Brad Bennett reported EduKan went to a “canned” structure where faculty cannot make changes or have control over classes. The courses are pre-built and there are concerns with quality and rigor. CCC does not control the course syllabi or outcomes. Mr. Carter will meet with the EduKan president and the presidents’ council to discuss the buyout on April 8 at the HLC conference. Arlen Leiker made a motion to approve Colby Community College officially withdrawing from the EduKan consortium. Audrey Hines seconded the motion; motion passed unanimously.

H. MICRO-PURCHASE POLICY UPDATE

Seth Carter reported a micro-purchase is defined as an acquisition of supplies or services, the aggregate amount of which does not exceed the threshold as defined. The threshold is currently \$3,500. Carolyn Armstrong made a motion to approve the Micro-Purchase Policy Update. Arlen Leiker seconded the motion; motion passed unanimously.

I. RESIGNATION

President Carter presented resignations from Ryan Sturdy and Lindsey Scammehorn. Carolyn Armstrong made a motion to approve the resignations of Ryan Sturdy and Lindsey Scammehorn. Audrey Hines seconded the motion; motion passed unanimously.

VII. REPORTS AND COMMENTS

A. PRESIDENT’S REPORT

President Carter reported the following reports have been finalized: Composite Financial Index (CFI), Easy Audit federal Compliance Report and the Federal Audit Clearinghouse. The college received one of the new buses on March 16 and the second bus was expected to arrive on March 20. He will be meeting with coaches and Presidential Scholars within the week. He said the bull sale went great and he thanked Jori Steele, Beef Management Program Director, and those that helped for all their hard work.

B. COMMENTS FROM TRUSTEES

The trustees thanked everyone for their continued hard work.

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C. OTHER ITEMS
None

VIII. ADJOURNMENT

Carolyn Armstrong made a motion to adjourn; Audrey Hines seconded the motion; motion carried unanimously. The meeting was adjourned at 6:21 p.m.

Signed _____
Chairman

Signed _____
Secretary