

April 12, 2018

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, April 16 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 March 19, 2018
 - B. Agreements and Contracts
 - C. Resolution #9
- 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. APS Service Agreement
 - C. Colorado State University MOU
 - D. Disposition of Surplus
 - E. HLC Update
 - F. Fort Hays State University Articulation Agreement
 - G. Resignation
 - H. Strategic Plan Update
 - I. Credit Cards
 - J. Executive Session – Non-Elected Personnel
 - 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

Page 1
April 16, 2018

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 April 16, 2018 at 4:00 p.m.

MEMBERS PRESENT

Quintin Flanagan, 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; 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 Flanagan called the meeting of the Colby Community College Board of Trustees to order at 4:00 p.m.

AGENDA AMENDMENT

Quintin Flanagan requested a motion to amend the agenda to add items “I. Credit Cards” and “J. Executive Session for Non-Elected Personnel.” Carolyn Armstrong made a motion to approve adding items “I. Credit Cards” and “J. Executive Session for Non-Elected Personnel.” Audrey Hines seconded the motion; motion passed unanimously.

II. INTRODUCTIONS

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

III. APPROVAL OF THE CONSENT AGENDA

Audrey Hines 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 he has been working with admissions on various strategies for outreach requirements. Mr. McNulty, Financial Aid and the Business office are working on finalizing anticipated aid. The development and implementation of the Strategic Plan and the Annual Report is progressing. He is working with Safe College, a comprehensive program for both employees and students. Kenton Krehbiel inquired if the recruitment numbers are comparable to the past few years. Mr. McNulty reported recruitment is up 9% compared to last year. [See Student Services Report attached.]

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 2
April 16, 2018

2. Brad Bennett thanked Jori Steele, Farm and Ranch Management Program Director, and those that helped paint the barn and fences and cleaning up at the CCC farm. The Higher Learning Commission conference was very informative and there are changes that will need to be addressed for the 2020 visit. The report will be more evidence-based than in the past. On April 20, 2018, faculty have the opportunity to attend the Open Educational Resources (OER). A pilot program will be implemented in the fall 2018 semester in which classes will use OER instead of a textbook. On April 27 Carolyn Speer from Wichita State University will be presenting a campus-wide professional development on ADA compliance. Academic Affairs continues to look at different faculty online evaluations. Feedback from online students has decreased the past couple of years. [See Academic Affairs Report attached].
3. Carolyn Kasdorf reported the finance committee met on April 12, 2018. The board report was for month-end March 31, 2018. Tuition was up approximately \$500,000 from the same time a year ago. Cash was reconciled for all accounts except General Fund. All other bank accounts were reconciled thru March 31. The college is spending approximately \$1.1 million monthly. Ms. Kasdorf is working on the debt and investment policy. Quintin Flanagan and Audrey Hines will serve on the finance committee for May, June, July, and August. [See Business Affairs Report attached.]
4. Doug Johnson reported the committee for the 2018 Honorary Degree selected Dr. Tom and Nancy Barlow. Mr. Johnson said photographer Trista Urban would take individual photos of the graduates at commencement. He reported President Carter and Vice President Bennett did a phenomenal job presenting at the Higher Learning Conference (HLC) conference in Chicago on how to navigate the probation process. [See Public Information Report attached.]
5. Dr. Seth Carter reported interviews for the Athletics Director position started April 16. Interviews for the position of women's head basketball coach would begin within the same week. Dr. Carter is updating the athletic scholarship process. Dr. Carter attended the Jayhawk Conference athletics meeting. Hesston College has joined the conference. [See Athletic Report attached.]

V. FOUNDATION UPDATE

Dr. Carter reported in Jennifer Schoenfeld's absence. The auction was well attended and grossed approximately \$92,000.

VI. BUSINESS

A. OLD BUSINESS

None

B. APS SERVICE AGREEMENT

Dr. Carter reported APS is the college's payroll provider. The agreement has four options: a no-contract option, or a one-year, two-year, or three-year contract option. Dr. Carter, Ms. Kasdorf, and Kayla Kennedy, HR Director, contacted APS and asked if signing a contract would lower the cost of the service. The current process requires about two days of manual entry. If a contract is signed, APS would complete all integration between Great Plains and APS at no charge, which would eliminate all manual entry. Dr. Carter recommended signing a three-year agreement with the integration piece included, providing a savings of \$21,232.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 3
April 16, 2018

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

C. COLORADO STATE UNIVERSITY (MOU)

Dr. Carter reported the Memorandum of Understanding (MOU) will assure transferability for those students continuing their education at Colorado State University (CSU). CSU will offer a 10% discount to students who graduate CCC and transfer to CSU. There is no risk to Colby Community College. Arlen Leiker made a motion to approve the MOU with Colorado State University. Kenton Krehbiel seconded the motion; motion passed unanimously.

D. DISPOSITION OF SURPLUS

Dr. Carter reported the requests are from the IT department, library, and maintenance. He requested approval to sell some of the IT equipment on the Purple Wave auction site. Audrey Hines made a motion to approve the disposition of surplus as presented. Arlen Leiker seconded the motion; motion passed unanimously.

E. HLC UPDATE

Dr. Carter reported administration is working on finalizing the interim report. The goal is to have the report completed by July, 2018. The comprehensive visit (four-year) will either be in fall 2020 or spring 2021. In addition to himself, Mr. Bennett said other HLC committee members are Doug Johnson and Beth Fenton. The committee will assign the administrative team in key spots and CCC employees to different committees.

F. FORT HAYS STATE UNIVERSITY ARTICULATION AGREEMENT

Dr. Carter reported the college has had an agreement with Fort Hays State University (FHSU) in the past. The current agreement needed to be updated and includes Associated Applied of Science classes. Audrey Hines made a motion to approve the FHSU articulation agreement. Arlen Leiker seconded the motion; motion passed unanimously.

G. RESIGNATIONS

Dr. Carter reported Gwen Loyd, nursing instructor, and Pat Erickson, PTA Director, have submitted their resignations. Carolyn Armstrong made a motion to approve Ms. Loyd's and Ms. Erickson's resignations. Audrey Hines seconded the motion; motion passed unanimously.

H. STRATEGIC PLAN UPDATE

Dr. McNulty explained that the college is going to complete the plan over the next five years and get the technology in place. Within the technology piece, the committee is able to assess the plan. Currently the college is in the process of assessing the plan. The committee established a governance between the five divisions to assess the work of the 2017-2018 year. The goal was to have the assessment complete by the end of April. The divisions will also be working on strategies to move forward in 2018-2019. The end result is the annual report, which is a snapshot of the college's progress. Dr. McNulty will present the strategic plan and annual report at the July, 2018 Board of Trustees meeting.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 4
April 16, 2018

I. EXPANSIOIN OF CREDIT CARD LIMITS

Ms. Kasdorf reported the college has 47 credit cards with a total of \$300,000, all with different limits for various directors and coaches. The business office received a credit card request from the massage therapy director, dental hygiene director, and athletic trainer. Ms. Kasdorf would like to add cards 11 and 12 for other areas that do not have a program/athletic card. Kenton Krehbiel asked if the bank was okay with raising the credit limit. Ms. Kasdorf said the bank would approve raising the limit with CCC board approval. Arlen Leiker made a motion to approve eight additional business credit cards for a total of \$50,000 as presented. Kenton Krehbiel seconded the motion. Quintin Flanagan expressed concern about the misuse of credit cards. Ms. Kasdorf reported CCC has internal controls to monitor any misuse of the cards. Kenton Krehbiel inquired if employees sign off on a credit card usage policy. Ms. Kasdorf said employees review the college's credit card policy and if a card is misused the person has to sign a violation form. After three violations, the right to use a card can be revoked. The motion passed four to one with Quintin Flanagan voting no.

H. EXECUTIVE SESSION – NON-ELECTED PERSONNEL

Quintin Flanagan requested a 10-minute executive session for non-elected personnel to include President Carter and the Board of Trustees. Audrey Hines made a motion to discuss non-elected personnel for 10 minutes to include President Carter and the Board of Trustees. Arlen Leiker seconded the motion; motion passed unanimously at 4:59 p.m.

OPEN SESSION

The Board of Trustees reconvened in open session at 5:09 p.m.

EXECUTIVE SESSION – NON-ELECTED PERSONNEL

Quintin Flanagan requested a 5-minute executive session for non-elected personnel to include President Carter and the Board of Trustees. Audrey Hines made a motion to discuss non-elected personnel for 5 minutes to include President Carter and the Board of Trustees. Carolyn Armstrong seconded the motion; motion passed unanimously at 5:09 p.m.

OPEN SESSION

The Board of Trustees reconvened in open session at 5:14 p.m.

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

Page 5
April 16, 2018

VII. REPORTS AND COMMENTS

A. PRESIDENT'S REPORT

President Carter reported the Employee Appreciation Dinner would be April 20 from 11:30 a.m. to 1:00 p.m. Puddle Duck Pre-School students would be touring campus the same day. The college was up in cumulative enrollment 9% per the IPEDS report. A meeting with superintendents and principals would be held on-campus on April 24 to discuss concurrent enrollment and credentialed faculty. President Carter thanked those that attended the HLC conference and everyone for their hard work.

B. COMMENTS FROM TRUSTEES

Kenton Krehbiel thanked everyone for their work on the annual auction. Arlen Leiker reported that the ACCT conference would be in October, and he and President Carter would send the board the timeline. Carolyn Armstrong thanked everyone for their work and that there is so much to be proud of concerning Colby Community College.

C. OTHER ITEMS

Quintin Flanagan requested for a future meeting that President Carter and the vice presidents present a succession plan if their positions changed or they chose to leave.

Penny Cline announced that Commencement was Friday, May 11, at 6:00 p.m. and asked everyone to arrive at the Community Building at 5:30 p.m. Brad and Lindsey Bennett were hosting a barbecue at their house after commencement.

VIII. ADJOURNMENT

Kenton Krehbiel made a motion to adjourn; Audrey Hines seconded the motion; motion carried unanimously. The meeting was adjourned at 5:22 p.m.

Signed _____
Chairman

Signed _____
Secretary