

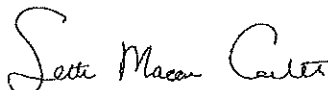
May 17, 2018

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, May 21, 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 April 16, 2018
  - B. Agreements and Contracts
  - C. Resolution #09
- 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. Dr. Seth Carter, Athletics
- V. Foundation Update
- VI. Business
  - A. Old Business
  - B. Billboard Contract
  - C. Canvas Contract
  - D. Carpet Bids
  - E. Community Building Proposal
  - F. Disposition of Surplus
  - G. Pasture Lease
  - H. Rodeo Contract
  - I. Resignations
  - J. Special Board of Trustees Meeting
  - K. Executive Session – Non-Elected Personnel
    - a. Action if Necessary
  - L. Tour (Fireside Lounge, Financial Aid, Living Center East-East)
- 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 May 21, 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**

Brad Bennett, Vice President of Academic Affairs; Dr. George McNulty, Vice President of Student Affairs; Carolyn Kasdorf, Vice President of Business Office; Jennifer Schoenfeld, Endowment Director; and Marian Ballard, *Colby Free Press*. 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.

## **II. INTRODUCTIONS**

Seth Carter asked visitors to introduce themselves. Jennifer Schoenfeld, Endowment Foundation, and Marian Ballard, Colby Free Press.

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

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

## **IV. REPORTS**

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

1. Dr. George McNulty presented the student survey results for financial aid with positive results. Living Center North (LCN) has transitioned from double occupancy rooms to single occupancy rooms. Enrollment day was held April 11, 2018, which resulted in 716 credit hours. This is an average of 16.6 credit hours per student. Dr. McNulty strategizing with departments for 2018-2019 in making sure goals and expectations are being met. [See Student Services Report attached.]
2. Brad Bennett reported the summer session starts June 4, 2018. Online adjunct instructors for fall 2018 have been selected and will participate in training June, 2018. Carolyn Speer from Wichita State University held a campus wide ADA training. Mr. Bennett, Doug Johnson, Michael Thompson, and Leisa Stithem will be attending an ADA Bootcamp June 22 in Wichita. [See Academic Affairs Report attached].
3. Carolyn Kasdorf reported all bank accounts are reconciled through March 2018 with the exception of the General Account. April accounts are reconciled with the exception of the General Account. Accounts receivables are at \$912,938.16. CCC continues to spend \$1.1 million monthly. Anticipated aid has successfully been implemented. Starting fall 2018, anticipated aid will appear on student statements so they know what they owe and what kind of payment plan to arrange. Ms. Kasdorf is working on a policy for debt and investments. [See Business Affairs Report attached.]

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4. President Carter reported in Doug Johnson's absence. The billboard in WaKeeney is being finalized. The illustration for the billboard in Burlington, CO is being completed. Ten softball players and 6 baseball players made all-conference. Mr. Johnson is working on updating the website and making sure links are ADA compliant. [See Public Information Report attached.]
5. President Carter reported CCC athletics are in the process of signing Letters of Intent (LOI's). He is working on the Academic All-American nominations. Baseball lost to Seward and Johnson County Community College in the playoffs. This is first time the baseball team has advanced to the playoff quarterfinals since 2013. Men's track placed 18<sup>th</sup> in the nation and women's track placed 23<sup>rd</sup>. Athletic Director Mike Saddler starts June 18, 2018. [See Athletic Report attached.]

## V. FOUNDATION UPDATE

Jennifer Schoenfeld reported the Foundation board meeting is May 2, at 6:30 p.m. Ms. Schoenfeld reported employees now have scholarship funds available through the Garvey and Hinthier funds to help further their education and professional development. Ms. Schoenfeld has started the process of connecting with donors to build a stronger relationship and future growth. The employee giving campaign has hit the 10% mark. The final auction total was \$99,700.00. The 2019 auction theme is "Uncorked and Unwind".

## VI. BUSINESS

### A. OLD BUSINESS

Dr. Carter reported administration is in the process of completing the succession plans requested by the Board of Trustees.

### B. BILLBOARD CONTRACT

Dr. Carter presented the billboard contract at Burlington, Co for approval. The contract remains the same unless the college elects to do a new skin, and the cost will be an additional \$800. Arlen Leiker made a motion to approve the billboard contract. Linda Vaughn seconded the motion; motion passed unanimously.

### C. CANVAS CONTRACT

Dr. Carter presented the Canvas contract for approval. The contract is five years for \$142,450.42. Students have access to on-call support 24/7. Audrey Hines made a motion to approve the Canvas contract. Carolyn Armstrong seconded the motion; motion passed unanimously.

### D. CARPET BIDS

Dr. Carter presented the carpet bids submitted by Office Works and Northwest Kansas Decorating Center (NWKS). Dr. Carter requested approval of bids from Office Works at \$15,939 and Northwest Kansas Decorating Center at \$16,900. The projects will be completed by June 30, 2018. Arlen Leiker made a motion to approve the carpet bids as presented. Audrey Hines seconded the motion; motion passed unanimously.

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## **E. COMMUNITY BUILDING PROPOSAL**

Dr. Carter presented the proposed layout of the community building on the northeast corner of campus. The driveway that goes through the campus on the layout will be omitted because it is not a through parking lot. Dr. Carter asked for approval to donate the northeast corner of campus to the city for a proposed location for the new community building. He stressed that it is only a potential location and no formal decision has been made. Arlen Leiker made a motion to approve donating the northeast corner to the city for a proposed location for the new community building. Audrey Hines seconded the motion; motion passed unanimously.

## **F. DISPOSITION OF SURPLUS**

Dr. Carter requested approval to dispose of sixteen 10-key calculators, eight tape recorders, and chemistry supplies. Audrey Hines made a motion to approve the disposition of surplus as presented. Linda Vaughn seconded the motion; motion passed unanimously.

## **G. PASTURE LEASE**

Dr. Carter asked for approval of the pasture lease between CCC and Rocking M Media, LLC. There are no changes from the previous year. Audrey Hines made a motion to approve the pasture lease. Carolyn Armstrong seconded the motion; motion passed unanimously.

## **H. RODEO CONTRACT**

Dr. Carter asked for approval of the rodeo contract between CCC and the Thomas County Free Fair Board. The contract allows CCC to use the Thomas County rodeo grounds for the CCC Rodeo. There are no changes from the previous year. Carolyn Armstrong made a motion to approve the rodeo contract. Arlen Leiker seconded the motion; motion passed unanimously.

## **I. RESIGNATIONS**

Dr. Carter reported Emily O’Glee, Student Support Services administrative assistant, and Nate Horinek, IT Technician, submitted their resignations. Arlen Leiker made a motion to approve Ms. O’Glee’s and Mr. Horinek’s resignations. Audrey Hines seconded the motion; motion passed unanimously.

## **J. SPECIAL BOARD OF TRUSTEES MEETING**

Dr. Carter asked to hold a special Board of Trustees meeting on June 4, 2018 at 7:30 a.m., to evaluate bids received from recent Requests for Proposals (RFP’s). Carolyn Armstrong made a motion to approve the special Board of Trustees meeting on June 4, 2018 at 7:30 a.m. Arlen Leiker seconded the motion; motion passed unanimously.

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**K. EXECUTIVE SESSION – NON-ELECTED PERSONNEL**

Kenton Krehbiel requested a 15-minute executive session for non-elected personnel to include President Carter and the Board of Trustees. Arlen Leiker made a motion to discuss non-elected personnel for 15 minutes to include President Carter and the Board of Trustees. Arlen Leiker seconded the motion; motion passed unanimously at 5:35 p.m.

**OPEN SESSION**

The Board of Trustees reconvened in open session at 5:50 p.m.

**EXECUTIVE SESSION – NON-ELECTED PERSONNEL**

Kenton Krehbiel requested a 10-minute executive session for non-elected personnel to include President Carter and the Board of Trustees. Arlen Leiker 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 5:50 p.m.

**OPEN SESSION**

The Board of Trustees reconvened in open session at 6:00 p.m.

**ACTION IF NECESSARY**

No action taken.

**L. TOUR (Fireside Lounge, Financial Aid, Living Center East-East)**

The tour was postponed.

**VII. REPORTS AND COMMENTS**

**A. PRESIDENT'S REPORT**

President Carter reported there are several projects occurring on-campus this summer (painting, flooring, and general cleaning). He is working on the RFP's for the June 4 meeting.

**B. COMMENTS FROM TRUSTEES**

Audrey Hines thanked everyone for their continued hard work. Carolyn Armstrong felt graduation went well.

**C. OTHER ITEMS**

**VIII. ADJOURNMENT**

Arlen Leiker 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