



June 14, 2018

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, June 18, 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 May 21, 2018
 - B. Minutes of June 4, 2018 Special Meeting
 - C. Agreements and Contracts
 - D. Resolution #11
- 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. Mike Saddler, Athletics
- V. Foundation Update
- VI. Business
 - A. Old Business
 - B. Executive Session
 - a. Action if Necessary
 - C. Audit Proposal
 - D. Big Blue Barn Discussion
 - E. HLC Update
 - F. Resignations
 - G. Skid Steer
 - H. Strategic Plan Update
 - I. Student Union Roof Bid RFP
 - J. Van Bid RFP
 - K. Vehicle Bid RFP
 - L. Campus Tour
- 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 June 18, 2018, at 5:00 p.m.

MEMBERS PRESENT

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

OTHERS PRESENT

Brad Bennett, Vice President of Academic Affairs; Dr. George McNulty, Vice President of Student Affairs; Doug Johnson, Public Information Director; Mike Saddler, Athletic 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 5:00 p.m. Mr. Flanagan left the meeting at 5:30 and Kenton Krehbiel presided over the meeting in Mr. Flanagan's absence.

II. INTRODUCTIONS

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

AGENDA AMENDMENT

Quintin Flanagan requested approval to move item "VI. Business" after item "III. Approval of Consent Agenda." Carolyn Armstrong made a motion to amend the agenda as presented. Linda Vaughn seconded the motion; motion passed unanimously.

III. APPROVAL OF THE CONSENT AGENDA

Kenton Krehbiel made a motion to approve the consent agenda with a modification on the May, 2018, agenda to change the wording from Resolution #9 to Resolution #10. Audrey Hines seconded the motion; motion passed unanimously.

VI. BUSINESS

A. OLD BUSINESS

None

B. EXECUTIVE SESSION – NON-ELECTED PERSONNEL

Quintin Flanagan 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. Audrey Hines seconded the motion; motion passed unanimously at 5:03 p.m.

OPEN SESSION

The Board of Trustees reconvened in open session at 5:18 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. Arlen Leiker made a motion to discuss non-elected personnel for 5 minutes to include President Carter and the Board of Trustees. Audrey Hines seconded the motion; motion passed unanimously at 5:18 p.m.

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OPEN SESSION

The Board of Trustees reconvened in open session at 5:23 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. Arlen Leiker made a motion to discuss non-elected personnel for 5 minutes to include President Carter and the Board of Trustees. Audrey Hines seconded the motion; motion passed unanimously at 5:23 p.m.

OPEN SESSION

The Board of Trustees reconvened in open session at 5:28 p.m.

(A.) ACTION IF NECESSARY

Kenton Krehbiel made a motion to approve the President's contract as presented.

Audrey Hines seconded the motion; motion passed unanimously.

Carolyn Armstrong made a motion to approve the proposed adjustments to the pay scale (option 1) for the athletic department. Arlen Leiker seconded the motion; motion passed unanimously.

Arlen Leiker made a motion to approve the vice presidents' contracts as presented to include corrections and changes. Kenton Krehbiel seconded the motion; motion passed unanimously.

C. AUDIT PROPOSAL

President Carter submitted proposals from Adams, Beran, Brown and Ball (ABB&B) and Rubin Brown. He recommended the proposal be awarded to ABB&B for one-year.

Carolyn Armstrong made a motion to approve a one-year contract with ABB&B for audit services. Linda Vaughn seconded the motion; motion passed unanimously.

D. BIG BLUE BARN

President Carter reported that the cost of the Big Blue Barn would be encumbered over two fiscal years. The funds would be encumbered through the CCC budget, and then reimbursement would be requested from the Endowment Foundation. Ms. Kasdorf said that if the process is agreed upon between all parties, the Foundation will need to agree to donate the building back to the college when all plans are finalized, due to concern of who is going to own the building. The board concurred that the building should be donated back to the college. President Carter reported approximately \$198,000 have been secured, and \$250,000 have been pledged. Endowment Director Jennifer Schoenfeld and President Carter have started setting up donors. Once an adequate amount of money has been raised (approximately \$600,000), the college will request a dollar-for-dollar grant match. Audrey Hines inquired about the cost of the project. President Carter said the approximate initial cost is \$1.3 million. He estimates issuing a Request for Proposals (RFP) in October with building beginning March, 2019, contingent on all monies being secured.

E. HLC UPDATE

Brad Bennett reported the committee is writing the interim monitoring report (follow-up from the removal of probation status). The report is due August 31, 2018. The goal is to have the report submitted by the third week of July. CCC is on the standard pathway with the next full site visit in fall 2020 or spring 2021. The committee for the 2020-21 visit will be Brad Bennett, Doug Johnson, and Beth Fenton.

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F. RESIGNATIONS

Dr. Carter reported David Nordhues, wrestling coach, submitted his resignation. Linda Nelson, Student Support Services Transfer and Articulation Specialist, submitted her resignation to take another position at the college. Custodian Ron Young withdrew his resignation. Linda Vaughn made a motion to approve the resignations as presented. Carolyn Armstrong seconded the motion; motion passed unanimously.

G. SKID STEER

Dr. Carter requested approval to lease a skid steer for fiscal year 2019. The contract remains the same except a \$500 increase from \$3500 to \$4000 for 12 months. The contract allows the college to operate a new unit with adequate hours and under full warranty for the year. Kenton Krehbiel made a motion to approve the skid steer lease with Foley. Audrey Hines seconded the motion; motion passed unanimously.

H. STRATEGIC PLAN UPDATE

Dr. George McNulty reported the evaluation for the 2017-2022 strategic plan will be composed of three reports: 1) Annual Report, a collection of initiative results and advancements that align with the strategic plan; 2) A one to two page more technical report that is a high level summary of 17-18 progress; 3) and an Implementation and Assessment Report that is approximately 110 pages. Dr. McNulty asked if the board preferred the report in the board packet, and/or a bound copy, and/or electronically. Carolyn Armstrong suggested having a bound copy in the office in case someone would like to review it. The board agreed to receive the report electronically and included in the board packet.

I. STUDENT UNION ROOF BID RFP

Dr. Carter reported the RFP was issued for over a month and one local vendor, Roofmasters, submitted a bid for \$27, 264.00. Audrey Hines made a motion to approve the Roomasters bid in the amount of \$27, 264.00. Kenton Krehbiel seconded the motion; motion passed unanimously.

J. VAN BID RFP

Dr. Carter reported the RFP was issued and also sent to four local vendors. The recommendation was to purchase the 2017 Dodge Grand Caravan GT for \$20,600 from MC Auto Outlet to replace the 2014 Dodge Grand Caravan. He also requested approval to sell the 2014 Dodge Grand Caravan on Purple Wave. Carolyn Armstrong made a motion to approve the MC Auto Outlet bid in the amount of \$20,600 for the 2017 Dodge Grand Caravan GT, and authorizing the sale of the 2014 Dodge Grand Caravan on Purple Wave. Audrey Hines seconded the motion; motion passed unanimously.

K. VEHICLE BID RFP

Dr. Carter reported the RFP was issued and also sent to four local vendors. The recommendation was to purchase a 2018 Dodge Journey SE for \$19,140 from Colby Dodge to replace the 2012 Ford Escape. The second recommendation was to purchase two 2018 Ford Fusion S for \$19,995 from Tubbs and Sons, replacing two Ford Fusions. He also requested the approval to sell the 2012 Ford Escape and two Ford Fusions on Purple Wave. Arlen Leiker made a motion to approve the bids from Colby Dodge (2018 Dodge Journey SE) and Tubbs and Sons (two Ford Fusions) and the sale of the 2012 Ford Escape and two Ford Fusions on Purple Wave. Carolyn Armstrong seconded the motion; motion passed unanimously.

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L. CAMPUS TOUR

The campus tour was postponed for a future meeting.

IV. REPORTS

A. REPORTS FROM ADMINSTRATORS

1. Dr. George McNulty reported the June 22 enrollment day generated over 600 credit hours. The single rooms in the residence halls are full and there is a waiting list. This supports the idea that students like single rooms. Admissions is expanding the ability to recruit students by adding one more recruitment specialist. The technology is in place for the Safe Colleges initiative, which is a campus wide, web-based training system for the college. He is working with Admissions and Institutional Effectiveness to expand data on the recruitment and enrollment side. This is an area that will help the college be more strategic in the future. Dr. McNulty and Dr. Carter will be working with a committee to brainstorm a way to renovate the tennis court area. [See Student Services Report attached.]
2. Brad Bennett reported that he, Lisa Stithem, Doug Johnson, and Michael Thompson would be attending an ADA compliance workshop at Wichita State University. The Dental Hygiene agreement with Northcentral Technical College in Wisconsin was completed. He told the board he would report on the 9News data at the July board meeting. [See Academic Affairs Report attached].
3. Carolyn Kasdorf reported the finance committee met on June 14. All accounts with the exception of General, Loans and VA were reconciled as of May 31. As of June 18, all accounts were reconciled. The business office was working on the June 30, 2018 closing. Auditors are scheduled to be on-campus the last week of August. Accounts Receivable is at \$776,195.59. It was agreed to explore the breakdown of the doubtful accounts as of June 30 for the July finance committee meeting. Federal accounts receivable was at \$8,727. CCC continues to spend \$1.1 million monthly. [See Business Affairs Report attached.]
4. Doug Johnson reported he will be attending the ADA compliance workshop. His focus will be to continue updating and maintaining the website to be in compliance. [See Public Information Report attached.]
5. President Carter introduced Mike Saddler, new CCC athletic director. President Carter reported that to date CCC had 104 student-athletes signed between NJCAA sponsored sports and non-NJCAA sports. CCC had 42 Academic All Americans and six teams post above a 3.0 GPA. He reported the process began to hire a head wrestling coach and assistant track coach. To date, there were eight wrestling applicants. [See Athletic Report attached.]

V. FOUNDATION UPDATE

President Carter reported he met with Director Jennifer Schoenfeld on the bid for the audit and the Big Blue Barn project. The next newsletter will be mailed out in August 2018.

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VII. REPORTS AND COMMENTS

A. PRESIDENT'S REPORT

President Carter thanked everyone for their continued work. After this summer, all big projects on campus will be complete. Living Center East-East is on schedule to be completed.

B. COMMENTS FROM TRUSTEES

Carolyn Armstrong thanked everyone for their continued work and was pleased at the enrollment numbers. Audrey Hines commented on how well the softball field updates are looking. Arlen Leiker and President Carter attended the KACCT meeting. The 2018 ACCT Leadership Congress is in New York, October 24-27. He encouraged at least board member and one administrator to attend. Kenton Krehbiel thanked everyone for their hard work and welcomed Athletic Director, Mike Saddler.

C. OTHER ITEMS

VIII. ADJOURNMENT

Audrey Hines made a motion to adjourn. Arlen Leiker seconded the motion; motion passed unanimously. The meeting was adjourned at 5:58 p.m.

Signed _____
Chairman

Signed _____
Secretary