



July 12, 2018

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, July 16 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 June 18, 2018
 - B. Agreements and Contracts
 - C. Resolution #12
- IV. Business
 - A. Old Business
 - B. 9News Analytics Review
 - C. Annual Report
 - D. Budget Review
 - E. Collections Report
 - F. Disposition of Surplus
 - G. EduKan Withdrawal
 - H. HLC Update
 - I. Strategic Plan
- V. Foundation Update
- VI. 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
 - 6. President's Report
- VII. Comments and Other Items
 - A. Comments from Trustees
 - B. Other Items
- VIII. Adjournment
- IX. Tour of Student Union renovation following the meeting.

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 July 16, 2018, at 5:00 p.m.

MEMBERS PRESENT

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

OTHERS PRESENT

Brad Bennett, Vice President of Academic Affairs; Dr. George McNulty, Vice President of Student Affairs; Jennifer Schoenfeld, Endowment Director; Doug Johnson, Public Information Director; and Marian Ballard, *Colby Free Press*. Doug Johnson 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

Quintin Flanagin requested amendments to the agenda under part IV. Business: add item "E. CCC progress Report"; change Collections Report to item "F."; change Disposition of Surplus to letter "G."; remove the EduKan Withdrawal; change the HLC Update to item "I"; insert item "J." to include Seward County MOU; and move Strategic Plan to "K." Carolyn Armstrong made a motion to amend the agenda as presented. Audrey Hines seconded the motion; the motion passed unanimously.

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

Kenton Krehbiel made a motion to approve the consent agenda. Carolyn Armstrong seconded the motion; the motion passed unanimously.

IV. BUSINESS

A. OLD BUSINESS

Audrey Hines asked about the dirt work at college farm. Dr. Carter said the RFP would be issued in the fall semester and the cost would be considerably more than first expected. Sporer Land Development offered to provide a surveyor to assess the corrosion. They estimated about 1,000 truckloads of dirt is needed, which is much more than the college originally estimated.

B. 9NEWS ANALYTICS REVIEW

Vice President Brad Bennett reviewed the analytics from the ColbyConnect marketing campaign in Colorado. As of the date of the report, there were 330,000 impressions (web and TV ads), which is more than expected. The ads will run through the end of August. Enrollment is being tracked by demographic region and Mr. Bennett expects an increase closer to the first day of classes.

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C. ANNUAL REPORT

Dr. McNulty presented a physical copy of the 2016-17 report. He said it is a summary of the positive work the college has done and will be used as a marketing tool. It is categorized into three parts that align with the Strategic Plan. Carolyn Armstrong thanked all who were involved with the publication. Quintin Flanagin suggested that page 10, which addresses the college's economic impact on the region, be mailed to residents of Thomas County. Dr. McNulty said it will be published online in Issue, as well as a PDF document. Carolyn Armstrong suggested putting copies in the public library. Dr. McNulty said the purpose of the publication is for public consumption and there is a methodical approach to using it.

D. BUDGET REVIEW

Dr. Carter asked for approval to publish the 2018-19 budget as presented and have a public budget hearing on August 2 or 3. Of note is the mill being lowered from 46.764 in FY17 to 46.080, a decrease of .684 of a mill. Carolyn Armstrong made a motion to publish the budget as presented with a public budget hearing on Thursday, August 2, at 7:30 a.m. Kenton Krehbiel seconded the motion; motion passed unanimously.

E. COLBY COMMUNITY COLLEGE PROGRESS REPORT

Dr. McNulty presented a progress report that is tied to measurable results of tasks from 2017-18. It is comprised of selected components from the more detailed operational report.

F. COLLECTIONS REPORT

Dr. Carter requested approval to send the presented list of accounts to collections. Audrey Hines asked if the list was comprised of students only. Carolyn Kasdorf said the list only included students, and no commercial accounts. Dr. Carter said the college is considering a policy that would drop a student for non-payment. The business office is reviewing vendors that would integrate with the billing system and automatically drop a student for non-payment. Ms. Hines asked what fees vendors charge. Ms. Kasdorf said some have an annual flat fee, some charge per transaction, and others charge per student. Dr. McNulty encouraged that the college adapt a policy that is equitable to all. Dr. Carter said each college handles the issue of non-paying students differently. Audrey Hines made a motion to send the list as presented to collections. Arlen Leiker seconded the motion; motion passed unanimously. Carolyn Armstrong made a motion to write-off \$753 in uncollected funds as requested. Linda Vaughn seconded the motion; motion passed unanimously.

H. DISPOSITION OF SURPLUS

Dr. Carter requested to dispose of four upright freezers. Quintin Flanagin asked if the coolant has already been drained. Dr. McNulty confirmed that it was removed. Audrey Hines made a motion to dispose of four upright freezers as listed. Kenton Krehbiel seconded the motion; motion passed unanimously.

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I. HLC UPDATE

Brad Bennett said the inter-monitoring report is nearly complete and the board will see the document after it is reviewed by the administrative team. Dr. Carter said the HLC had specific concerns, and believes the college has successfully addressed each item. Mr. Bennett added that an improvement plan is the next report that will be submitted to the HLC.

J. SEWARD COUNTY COMMUNITY COLLEGE MOU

Dr. Carter presented an agreement with Seward County that would split revenue equally. The high school in Liberal will be enrolling students in public Speaking. Mr. Bennett felt the need to help because Seward has helped CCC multiple times in the past. Audrey Hines made a motion to approve the MOU with Seward County Community College. Arlen Leiker seconded the motion; motion passed unanimously.

K. STRATEGIC PLAN

The results of the 2017-2018 progress on the Strategic Plan were reviewed.

V. FOUNDATION UPDATE

Jen Schoenfeld said a one-year contract was signed with accounting firm Adams, Brown, Beran, and Ball. The audit is scheduled for Oct. 17-21, 2018. The next alumni newsletter will be out in August. She thanked Kenton and Shield Krehbiel for a scholarship they created. The Foundation office will be moving to the current conference room in the Bedker Memorial Complex. After the move, an assistant will be hired. Audrey asked if the assistant will do the office clerical work. Ms. Schoenfeld is working with President Carter on the plan for the Big Blue Barn project, and then connecting with current donors.

VI. REPORTS

A. REPORTS FROM ADMINISTRATORS

1. Dr. George McNulty reported CCC is at record high summer enrollment. Plans are being discussed to renovate the tennis courts into a multi-use recreational student facility. Some suggestions include a basketball court and other areas with all-weather surfaces. He praised all departments in Student Affairs. Outreach hosted about 25 adjunct concurrent enrollment instructors July 16 for in-service. [See Student Services Report attached.]
2. Brad Bennett reported the college is searching for two nursing instructors. Professional development teacher training is coming from Pitt State for in-service. Performance agreements: met four of six requirements and the college is expected to be fully funded. Ribbon cutting for centralized advising center is Aug. 7 at 4 p.m. The college is always looking at more options to meet student needs for course offerings. He will be completing Canvas training with the outreach instructors on July 17. [See Academic Affairs Report attached].
3. Carolyn Kasdorf reported the finance committee met July 12. All accounts are reconciled as of June 30 except the general account. The business office was working on the audit so July accounts may have not been balanced by the first of August. Reports will go back to excel sheets until the books can be closed out. Reserves are at \$5.5 million. Accounts receivables were at \$589,000 outstanding. A new IT technician was hired and the college was still seeking to fill the position of Executive Director for IT. [See Business Affairs Report attached.]

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4. Doug Johnson reminded the board that the community block party sponsored by the Chamber of Commerce is Aug. 22 from 11:30 a.m. to 1:00 p.m., outside the Student Union. [See Public Information Report attached.]
5. President Carter reported for Mike Saddler. An associate head track coach has been hired after the position was empty for a year. An offer was made to a candidate for the head wrestling coach position. Athletics has been proactive getting students enrolled and helping them make housing arrangements. Dr. Carter said he will send the board a report that includes the number of signed students sport. [See Athletic Report attached.]

VII. REPORTS AND COMMENTS

A. PRESIDENT'S REPORT

Dr. Carter said to date 52 areas on-campus and four dorms have been renovated. Five parking lots have been resurfaced and six roofs have been replaced. He said if plans campus-wide go as expected, CCC will go from bottom tier facilities to elite facilities. He thanked everyone for the success the college has achieved. He also expressed an interest in participating in a board retreat and will present possible dates at the next meeting.

B. COMMENTS FROM TRUSTEES

Arlen Leiker said the college is succeeding despite challenges with state with funding and everyone should be proud. Audrey Hines thanked everyone for the increase in reserve funds. Carolyn Armstrong said the college has a fantastic team from top to bottom. Kenton Krehbiel thanked everyone. Linda Vaughn was appreciative for the current state of the college compared to when she attended her first board meeting. Quintin Flanagan said he appreciates the candor with which the finance committee can speak, and understands that everyone has the same objective even if all are on the same timeline.

C. OTHER ITEMS

None

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