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January 16, 2019

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, January 21, 2019, 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 December 17, 2019
 - B. Agreements and Contracts
 - C. Resolution #06 (as presented in the finance packet)
- IV. Business
 - A. Old Business
 - B. Activity Fee-Name Change Request
 - C. COBRA Administration Vendor
 - D. Disposition of Surplus
 - E. Election of 2019 Officers
 - F. Election of KACCT Representative
 - G. Election of *ex officio* member of CCC Foundation
 - H. February Board of Trustees Meeting Date
 - I. MOA Agreements-High School
 - J. MOU-Northwest Technical College
 - K. Online Tuition Rates
 - L. Physical Tuition Rates
 - M. Room and Board Rates
 - N. Resignation
 - O. Executive Session
 - a. Action if Necessary
- 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. Reports and Comments
 - A. Comments from Trustees
 - B. 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 January 21, 2019, at 5:00 p.m.

MEMBERS PRESENT

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

OTHERS PRESENT

Brad Bennett, Vice President of Academic Affairs; Dr. George McNulty, Vice President of Student Affairs; Carolyn Kasdorf, Vice President of Business 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 Flanagin called the meeting of the Colby Community College Board of Trustees to order at 5:00 p.m.

AGENDA AMENDMENT

Quintin Flanagin requested item "O. Executive Session," be moved to item "P" and add "Approval of Employee Assistance Program" as item "O." He requested to move item "VI. Reports," and item "V. Foundation Update" to follow reports before item "IV. Business." Kenton Krehbiel made a motion to approve the amendment as presented. Linda Vaughn seconded the motion; motion passed unanimously.

II. INTRODUCTIONS

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

III. APPROVAL OF THE CONSENT AGENDA

Carolyn Armstrong made a motion to approve the consent agenda with correcting a date on the Physical Therapist Assistant program clinical education agreement with Wilken's Physical Therapy. Audrey Hines seconded the motion; the motion passed unanimously.

VI. REPORTS

A. REPORTS FROM ADMINISTRATORS

1. Dr. George McNulty reported the diversity committee featured guest speaker Dr. W.G. Romine II on Monday, January 21. The presentation about inclusion coincided with the birthday of Martin Luther King Jr. Campus visits increased 47% from the same time last year. Dual enrollment (high school) increased 46.2% from the same time last year. Audrey Hines inquired about the increase of international students, how many are athletes, non-athletes, what countries they are coming from, and how they heard about CCC. Dr. McNulty will provide those numbers.
2. Brad Bennett reported he is working on developing a new program for installing fiber optic cables and researching funding options. The program would be built as a certification A and offer credit hours. Once approved, the program would be offered at the Norton prison and possibly be offered on-campus in the future. The job outcomes are excellent. The Kansas State Board of Nursing visit was scheduled for February 5 and 6. Mr. Bennett reported CCC is working with Horry Georgetown Technical College (HGTC) in Myrtle

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Beach, SC on a Veterinary Nursing partnership. HGTC would offer the general education courses and CCC would deliver the Veterinary Nursing classes.

3. Carolyn Kasdorf reported the finance committee met on January 17. All accounts were balanced as of January 21 with the exception of the general fund. Cash increased by \$3 million since the same time last year. CCC is projecting to have \$8.5 million in reserves by the end of fiscal year 2019. The college is spending \$1.2 million monthly. Federal grants receivables are reconciled and drawn down as of December 31, 2018.
4. Doug Johnson reported the billboard that was donated by Commercial Sign will be used to promote women in renewable energy. Also, with grant funding CCC will purchase ads on Spotify to promote women in renewable energy.
5. Mike Saddler reported two-thirds of athletes had a 3.0 or better fall GPA. Seventy-five students had a 3.5 or better and 29 had a 4.0. The department had a 3.11 for the fall semester. Seven of the eight teams were above a 3.0 accumulative. Twenty-four athletes earned all-academic for the Jayhawk conference in the fall semester. Track had their first indoor meet with three athletes qualifying for nationals. Mitch Houghton, wrestling coach, got his first career win.
6. President Seth Carter reported that to date, the college received \$681,000 in funds and had \$867,000 pledged. The Hansen grant was submitted. It was announced CCC has the highest graduation rate in the state of Kansas among community colleges. CCC also had the highest retention rate in the state among community colleges at 68.3%. Regarding Foresight 2020, the Kansas Board of Regents reported CCC was the only community college that received the credential obtainment last year and three community colleges received credential obtainment this year. CCC exceeded their goal by 18.6%, which is the highest in the community college sector. Fall semester credit hours were up by 5% from the previous year.

FOUNDATION UPDATE

President Seth Carter reported in Jennifer Schoenfeld's absence. Administrative Assistant Bridget Stephens has been hired. Upon completion of the remodel, the new Foundation office will be located in the current Bedker Complex conference room. Anticipated completion is the beginning to middle of February. The annual benefit auction is scheduled for April 13, 2019. Uncorked & Unwind is this year's theme for the benefit auction.

BUSINESS

A. OLD BUSINESS

None

B. ACTIVITY FEE-NAME CHANGE REQUEST

President Carter reported the administrative team at Colby Community College (CCC) is requesting to change the name of the "Activity Fee" to "Student Fee". By doing so, the Board of Trustees gives the administrative team at CCC the authority to expend funds on the betterment of the institution's students. This includes but is not limited to: student scholarships, improving the campus, making improvements to student infrastructure, providing access to student activities, etc. This change is in compliance with Kansas statute 71-203. Audrey Hines made a motion to approve the name change

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of activity fee to student fee. Carolyn Armstrong seconded the motion; motion passed unanimously.

C. COBRA ADMINISTRATIVE VENDER

President Carter and the administrative team of Colby Community College presented two options for COBRA from NueSynergy and Surency/Taben. The service is for all employees who are enrolled in COBRA and on an eligible plan, which currently is 107 employees. The cost will be \$80.25 per month to administer the plan. The yearly cost is \$963 and the rate is locked in for three years; however, if employee numbers vary, the cost will increase by \$.75 per employee per month. Carolyn Armstrong made a motion to approve COBRA Administration through NueSynergy as presented. Linda Vaughn seconded the motion; motion passed unanimously.

D. DISPOSITION OF SURPLUS

President Carter requested approval to dispose of five old, non-functioning desktop calculators. In addition, he requested to sell or donate over 260 books/movies. Arlen Leiker made a motion to approve the disposition of surplus as presented. Quintin Flanagin seconded the motion; motion passed unanimously.

E. ELECTION OF 2019 OFFICERS

Quintin Flanagin made the following proposals for officers: President, Kenton Krehbiel; Vice-Chair, Linda Vaughn; Treasurer, Audrey Hines; and Secretary, Seth Carter. Carolyn Armstrong made a motion to cease nominations and accept the slate of officers as presented. Audrey Hines seconded the motion; motion passed unanimously.

F. ELECTION OF KACCT REPRESENTATIVES

Quintin Flanagin requested a motion for the KACCT representative. Carolyn Armstrong made a motion to elect Arlen Leiker as the 2019 KACCT Representative. Audrey Hines seconded the motion; motion passed unanimously.

G. ELECTION OF *ex officio* MEMBER OF CCC FOUNDATION

Quintin Flanagin requested nominations for *ex officio* member of the CCC Endowment Foundation. Carolyn Armstrong made a motion to elect Audrey Hines as the 2019 *ex officio* member of the CCC Foundation. Arlen Leiker seconded the motion; motion passed unanimously.

H. FEBRUARY BOARD OF TRUSTESS MEETING DATE

President Carter reported the February board meeting is on Presidents Day, Monday, February 18, and the college is closed. He proposed moving the meeting to February 25 at 5:00 p.m. Audrey Hines made a motion to move the February meeting to February 25 at 5:00 p.m. Arlen Leiker seconded the motion. Quintin Flanagin reported both he and Linda Vaughn would be gone on February 25 and on February 11. President Carter suggested leaving the meeting on February 18. The consensus was to leave the meeting on Monday, February 18.

I. MOA AGREEMENTSS-HIGH SCHOOL

President Carter reported dates were updated and there were no other major changes. The agreement is recommended by the Kansas Board of Regents for concurrent

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enrollment with the high schools. The agreements are reviewed on a five-year basis and reported on every other year. Carolyn Armstrong made a motion to approve the MOA agreements with the high schools. Audrey Hines seconded the motion; motion passed unanimously.

J. MOU-NORTHWEST TECHNICAL SCHOOL

President Carter requested approval for the Memorandum of Understanding with Northwest Kansas Technical College (NWKTC). He reported the proposed class is not occurring and NWKTC will be using an adjunct instructor. President Carter does anticipate working with NWKTC in the future, so the terms of the agreement will not change. Carolyn Armstrong made a motion to approve the MOU with NWKTC as presented for upcoming classes. Audrey Hines seconded the motion; motion passed unanimously.

K. ONLINE TUITION RATES

President Carter and the administrative team of Colby Community College recommended a tuition increase of \$2.00 and technology fee increase of \$1.50 per credit hour. The proposal makes an increase of \$3.50 per credit hour, or a 2.64% increase over last year. Kenton Krehbiel made a motion to approve the online tuition and technology fee per credit hour increase as presented. Arlen Leiker seconded the motion; motion passed unanimously.

L. PHYSICAL TUITION RATES

President Carter and the administrative team of Colby Community College recommended a tuition increase of \$1.50 and technology fee increase of \$1.50 per credit hour. The proposal makes an increase of \$3.00 per credit hour, or a 2.54% increase over last year. Audrey Hines made a motion to approve the physical tuition and technology fee per credit hour as presented. Linda Vaughn seconded the motion; motion passed unanimously.

M. ROOM AND BOARD RATES

President Carter and the administrative team of Colby Community College recommended the same housing rates as last year except for Living Center East-South (LCES). Currently LCES has a non-renovated rate and it is within the proposal to increase the rate to be in line with other residence halls once renovations are complete in the summer of 2019. Carolyn Armstrong made a motion to approve the room and board rates as presented with Embree Hall at \$3,704, and Living Center East-South and Living Center North at \$3,183 with meal plans. Audrey Hines seconded the motion; motion passed unanimously.

N. RESIGNATIONS

President Carter reported Kim Morton, admissions counselor, submitted her resignation. Allen Russell, Ag business instructor and rodeo coach, submitted paperwork for early retirement. Quintin Flanagan questioned the impact on the college rodeo program. President Carter said he and Brad Bennett, VPAA, were in the process of completing a cost analysis and further research. Kenton Krehbiel made a motion to approve the resignations as presented. Audrey Hines seconded the motion; motion passed unanimously.

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O. APPROVAL OF EMPLOYEE ASSISTANCE PROGRAM (EAP)

President Carter requested approval for the EAP program. The rate is \$250.00 per month based on the number of employees on the plan. He reported there are three fees included: DOT referral-\$800, on-site clinical-\$400 per hour, and critical incident response-\$350.00 per hour. These services have to be initiated by CCC to occur. Audrey Hines made a motion to approve the EAP program as presented. Kenton Krehbiel seconded the motion; motion passed unanimously.

P. EXECUTIVE SESSION-NON-ELECTED PERSONNEL

Quintin Flanagin made a motion that the Board of Trustees and President Carter enter executive session for non-elected personnel for 30 minutes. Arlen Leiker seconded the motion; motion passed unanimously at 5:56 p.m.

OPEN SESSION

The Board of Trustees reconvened in open session at 6:26 p.m.

EXECUTIVE SESSION-NON-ELECTED PERSONNEL

Quintin Flanagin made a motion that the Board of Trustees and President Carter enter executive session for non-elected personnel for 20 minutes. Arlen Leiker seconded the motion; motion passed unanimously at 6:26 p.m.

OPEN SESSION

The Board of Trustees reconvened in open session at 6:46 p.m.

EXECUTIVE SESSION-NON-ELECTED PERSONNEL

Quintin Flanagin made a motion that the Board of Trustees and President Carter enter executive session for non-elected personnel for 10 minutes. Arlen Leiker seconded the motion; motion passed unanimously at 6:46 p.m.

OPEN SESSION

The Board of Trustees reconvened in open session at 6:56 p.m.

VII. REPORTS AND COMMENTS

A. COMMENTS FROM TRUSTEES

Kenton Krehbiel reported Carolyn Armstrong had sent out the review for the President and the Board of Trustees and she will be compile the reports. The reviews will need to be done by the February 18 Board of Trustees meeting. The Board and President review will be on the February 18 agenda. Arlen Leiker attended Higher Ed Days with President Carter and Brad Bennett. Audrey Hines thanked everyone for their continued work. Quintin Flanagin thanked everyone for the opportunity of being board chair this past year.

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B. OTHER ITEMS

VIII. ADJOURNMENT

Audrey Hines made a motion to adjourn; Arlen Leiker seconded the motion; motion carried unanimously. The meeting was adjourned at 7:00 p.m.

Signed _____
Chairman

Signed _____
Secretary