



Challenge. Create. Connect.

MAY 14, 2019

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, May 20, 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 April 15, 2019
- B. Agreements and Contracts
- C. Resolution #10 (as presented in the finance packet)

IV.Business

- A. Old Business
- B. Adult Education Budget Revision
- C. BBA Contract
- D. Billboard Contract
- E. Billing and Payment Policies
- F. Disposition of Surplus
- G. Equity Grievance Resolution Policy
- H. Fair Grounds-Rodeo Lease Contract
- I. Negotiations
- J. Pasture Lease
- K. Resignations
- L. 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

RECORD OF THE PROCEEDINGS OF THE GOVERNING BODY

CCC Mission: **Challenge** students to adapt to a diverse society. **Create** opportunities for student growth. **Connect** student learning with professional experiences.

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 20, 2019, at 5:00 p.m.

MEMBERS PRESENT:

Kenton Krehbiel, Carolyn Armstrong, Arlen Leiker, Quintin Flanagan and Dr. Seth Carter.

MEMBERS ABSENT:

Audrey Hines

OTHERS PRESENT:

Brad Bennett, Vice President of Academic Affairs; Carolyn Kasdorf, Vice President of Business Affairs; Chriss Ellison recorded the minutes of the meeting.

CALL MEETING TO ORDER

II. INTRODUCTIONS:

Nikol Nolan, Executive Director of Student Affairs, Jennifer Schoenfeld, Endowment Foundation Director, Mike Saddler, Athletic Director and Sloan Southland, *Colby Free Press*.

III. APPROVAL OF THE CONSENT AGENDA:

Carolyn Armstrong made a motion to approve the consent agenda. Quintin Flanagan seconded the motion; the motion passed unanimously.

IV. BUSINESS

A. OLD BUSINESS:

No old business was presented.

B. ADULT EDUCATION BUDGET REVISION:

The Adult Basic Education department was rewarded with additional state funds for excellent performance in FY19. The additional revenue requires a revised College budget that needs to be published in the *Colby Free Press*. Carolyn Armstrong moved to approve the publication of the new budget. Quintin Flanagan seconded the motion; the motion passed unanimously.

C. BBA CONTRACT:

Typographical errors were found in the contract after it was approved by the Board of Trustees in April. The BBA contract is the same except for some minor corrections. Carolyn Armstrong made a motion to approve the revised contract; Linda Vaughn seconded the motion; the motion passed unanimously.

D. BILLBOARD CONTRACT:

The College requested the renewal of the billboard contract with Mountain States Media, LLC, including updates to the billboard vinyl. Quintin Flanagan moved to approve the renewing of the contract and updating the vinyl; Carolyn Armstrong seconded the motion; the motion passed unanimously.

E. BILLING & PAYMENT POLICIES:

The revised Billing and Payment Policy identifies the tuition payment expectations of students. International students will need a deposit of \$1,500. The policy will be published in the Student Handbook and on the College website. Carolyn Armstrong

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moved to approve the revised Billing and Payment Policy; Quintin Flanagin seconded the motion; the motion carried unanimously.

F. CAPITAL THERAPY GROUP:

This is a new agreement for the P.T.A. program but the same type of contract as with other facilities. A motion to accept the agreement was made by Arlen Leiker; Quintin Flanagin seconded the motion; the motion passed unanimously.

G. DISPOSITION OF SURPLUS:

The college farm manager requested the disposal of a truck bed trailer with no wheels. This will be listed for sale on the Nex-Tech website. The baseball coach requested disposal of old furniture. Quintin Flanagin moved to approve the disposal of such items; Linda Vaughn seconded the motion; the motion passed unanimously.

H. EQUITY GRIEVANCE RESOLUTION POLICY:

President Carter presented the College's new Title IX Policy and Procedures. It will be published in the Student Handbook and on the College website. Arlen Leiker moved to approve the new policy; Carolyn Armstrong seconded the motion; the motion passed unanimously.

I. FAIRGROUNDS – RODEO LEASE CONTRACT:

The contract is the standard agreement between the Thomas County Fair Board and the College rodeo team. Linda Vaughn made a motion to accept the contract; Quintin Flanagin seconded the motion; the motion carried unanimously.

J. NEGOTIATIONS:

The Master Agreement has several language revisions that are highlighted in blue. Faculty members that are not on the salary schedule will move one step (approximately a 1.25% raise), all faculty members on the scale will move two steps (approximately a 2.5% raise) and staff will receive an average of the faculty raise of 2.25% raise. The adjunct and overload rate will increase from \$450 to \$550 to make the college more in line with other community colleges. Carolyn Armstrong made a motion to approve negotiations with the language revisions; Quintin Flanagin seconded the motion; the motion carried unanimously.

K. PASTURE LEASE:

This lease is a standard pasture lease. Quintin Flanagin asked about the legal description, which was incorrect. Carolyn Armstrong made a motion to accept the pasture lease with the corrected legal description; Linda Vaughn seconded the motion; the motion carried unanimously.

L. RESIGNATION:

Resignations were presented from Michela Ackerman, Admissions administrative assistant; Fredrick Hampel, faculty; Morgan Simmons, athletics; and Connie Green, retiring Norton Nursing Department administrative assistant. A motion to accept the retirements was made by Quintin Flanagin; Linda Vaughn seconded the motion; the motion carried unanimously.

M. SEDGWICK COUNTY P.T.A CLINICAL AGREEMENT:

This is a new agreement for the P.T.A. program but the same type of contract as with other facilities. A motion to accept the agreement was made by Quintin Flanagin; Arlen Leiker seconded the motion; the motion passed unanimously.

N. SHANDY CLINIC P.T.A CLINICAL AGREEMENT:

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This is a new agreement for the P.T.A. program but the same type of contract as with other facilities. A motion to accept the agreement was made by Quintin Flanagin; Carolyn Armstrong seconded the motion; the motion passed unanimously.

O. EXECUTIVE SESSION FOR NON-ELECTED PERSONNEL:

The board of trustees went into executive session at 5:22 p.m. for 15 minutes. At 5:37, p.m., the board requested 10 more minutes. The meeting reconvened in open session at 5:47 p.m. No action was taken by the board.

V. FOUNDATION UPDATE:

The Foundation will be using a scholarship software program. The Foundation is in the process of building donor profiles for future use. Jennifer Schoenfeld will be meeting with the Hutchison Community College Foundation Director in June. The Foundation board meeting will be Monday, May 20.

VI. REPORTS:

A. REPORTS FROM ADMINISTRATORS:

1. Dr. George McNulty was absent so President Carter updated the board that fall enrollment is looking very positive.
2. Brad Bennett is writing the grant for the Fiber Optics program. The Advising Center hired a new employee and the search for a new accounting and economics faculty member was underway.
3. Carolyn Kasdorf reported the College has a Request for Proposals (RFP) for Certificates of Deposit (C.D.) due on May 31. This RFP is for Thomas County banks only. Carolyn will provide a trend analysis on Accounts Receivable for the Board of Trustees in future months.
4. Doug Johnson was absent so President Carter reported that due to weather issues the billboard near Garden City was still not up.
5. Mike Saddler reported that recruiting was strong for student-athletes for the coming year.
6. President Carter shared Ferguson Hall was almost cleared out. Four offices were currently having drywall installed and the maintenance department was doing a fabulous job. The residence hall, Living East-South, is gutted to the studs. Construction is to begin on the Big Blue Barn in July/August with the pouring of cement.

VII. REPORTS AND COMMENTS:

The trustees discussed how valuable the Finance Committee meetings are in sharing financial information. Everyone is very excited about the Big Blue Barn and thought it is a wonderful accomplishment for the College. Arlen Leiker will be attending the Kansas Association of Community College Trustees (KACCT) meeting June 10 in Great Bend. Board members were very pleased to learn that several Colby High School students were planning to attend the College in the fall.

VIII. ADJOURNMENT:

Arlen Leiker made a motion to adjourn; Quintin Flanagin seconded the motion; the motion passed unanimously. The meeting ended at 6:12 p.m.

Signed: _____ Chairperson

Signed: _____ Secretary