



Challenge. Create. Connect.

July 11, 2019

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, July 15, 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 June 17, 2019
- B. Agreements and Contracts
- C. Resolution #1 (as presented in the finance packet)

IV.Business

- A. Old Business
- B. 9News Contract
- C. Athletic Insurance Renewal
- D. Canadian Tuition Rates
- E. Disposition of Surplus
- F. Dodge City Health Care MOA
- G. Graduation Fee
- H. Potential Dorm Renaming
- I. Senior Citizen Discount
- J. Signer Change Request
- K. Skid Steer Lease
- L. Special BOT Meeting

V.Foundation Update

VI.Reports

- A. Reports from administrators
 - 1. Nikol Nolan, 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



Challenge. Create. Connect.

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 July 15, 2019, at 5:00 p.m.

MEMBERS PRESENT:

Kenton Krehbiel, Carolyn Armstrong, Arlen Leiker, Audrey Hines and Dr. Seth Carter.

MEMBERS ABSENT:

Quintin Flanagan, Linda Vaughn.

OTHERS PRESENT:

Carolyn Kasdorf, Vice President of Business Affairs; Nikol Nolan, Dean of Student Affairs; Doug Johnson recorded the minutes of the meeting.

CALL MEETING TO ORDER

II. INTRODUCTIONS:

Sloan Sutherland, Colby Free Press; Nikol Nolan, Dean of Student Affairs; Mike Saddler, Athletic Director; and Jennifer Schoenfeld, Endowment Foundation.

AGENDA AMENDMENT:

Kenton Krehbiel asked to amend the agenda to include item "A.1 President's Contract." Carolyn Armstrong moved to amend the agenda as presented; Arlen Leiker seconded the motion; the motion passed unanimously.

III. APPROVAL OF THE CONSENT AGENDA:

Carolyn Armstrong moved to approve the consent agenda as presented; Arlen Leiker seconded the motion; the motion passed unanimously.

IV. BUSINESS

A. OLD BUSINESS:

A.1 PRESIDENT'S CONTRACT

Trustees reviewed the president's contract and determined no changes were necessary. Arlen Leiker made a motion to approve the president's contract as presented; Carolyn Armstrong seconded the motion; the motion passed unanimously.

B. 9NEWS CONTRACT:

Dr. Carter presented a contract with NBC affiliate 9News in Denver for an advertising campaign to promote ColbyConnect. The cost is \$28,600, and is approximately \$4,000 less than a similar campaign in 2018. The package features digital ads, TV commercials, and two segments on the interview program Colorado and Company. Dr. Carter said there was a dramatic increase in

enrollment from Colorado after the 2018 campaign; Carolyn Armstrong moved to accept the contract with 9News; Arlen Leiker seconded the motion. The motion passed unanimously.

C. ATHLETICS INSURANCE RENEWAL:

Dr. Carter suggested continuing the secondary plan through Great American Insurance Company with a \$1,000 deductible, a two-year benefit period and a \$25,000 maximum for a premium of \$98,198. He also recommended continuing to use AG Administrators to pay claims from the first dollar, a cost of \$1,500 annually. In addition, he recommended continuing the catastrophic plan through Mutual of Omaha with a \$25,000 deductible, a lifetime benefit period and a \$5 million maximum for an annual premium of \$16,846. The total cost of athletic insurance for 2019-20 will be \$116,544. Arlen Leiker moved to approve the athletics insurance renewals as presented; Kenton Krehbiel seconded the motion. The motion passed unanimously.

D. CANADIAN TUITION RATES:

Nikol Nolan said about half of the 46 international students enrolled in 2018-19 are from Canada. The proposal would waive international student tuition for Canadians not on an athletic scholarship and allow them to pay out-of-state tuition. While many Canadian students are on athletic teams, the intention is to make it more affordable for non-student athletes and those who choose to walk-on to a team. The difference would save a student about \$26.00 per credit hour. Dr. Carter said one student would make up the difference in revenue the College lost by granting the lesser tuition rate. Audrey Hines made a motion to approve the tuition rate for Canadian students as presented; Arlen Leiker seconded the motion. The motion passed unanimously.

E. DISPOSITION OF SURPLUS:

Dr. Carter requested to dispose of the satellite dishes outside of Ferguson Hall that are no longer used. IT would like to sell 18 monitors and a laptop cart on the Purple Wave auction site. The music department is disposing of percussion instruments, a box of lyres, and a flip folder. Carolyn Armstrong made a motion to approve the disposition of surplus as presented; Audrey Hines seconded the motion. The motion carried unanimously.

F. DODGE CITY HEALTH CARE MOU:

President Carter said the agreement is for the PTA program. The contract is being updated because the facility is operating under a different name; no terms have changed. Audrey Hines moved to approve the MOA with Dodge City Health Care Group, LLC; Arlen Leiker seconded the motion. The motion passed unanimously.

G. GRADUATION FEE:

Dr. Carter recommended changing the current structure of a \$20 graduation and \$10 certificate fee. Many students receive more than one degree, resulting in large graduation fees. In lieu of the graduation fee, a \$10 per semester registration fee will be assessed to each full-time student, saving money for those getting multiple credentials. The change would also help the College with reverse transfers, as students rarely want to pay the fee after transferring. Collecting the registration fee at the beginning of the semester is expected to increase the graduation rate because of the addition of reverse transfers. Carolyn Armstrong moved to approve the graduation fee change as presented; Audrey Hines seconded the motion. The motion passed unanimously.

H. POTENTIAL DORM RENAMING:

Dr. Carter recommended changing the name of Living Center East-South to Strutt Hall in honor of Darwin and Tammi Strutt. He said both are alumni and are life-long supporters of CCC. They are active contributors to the Foundation and are involved with a number of campus initiatives. Mr. Strutt was invaluable in helping to put the Big Blue Barn project together. Carolyn Armstrong moved to approve changing the name of Living Center East-South to Strutt Hall; Arlen Leiker seconded the motion. The motion passed unanimously.

I. SENIOR CITIZEN DISCOUNT:

Nikol Nolan presented an updated policy that details the discount senior citizens get when enrolling in classes. The proposed Senior Citizen Grant waives tuition, technology fees, and the wellness fee each semester for residents of Thomas County who are at least 65 years old.

Students will be responsible for activity fees and any associated course fees. A motion was made by Arlen Leiker to approve the Senior Citizen Grant as presented; Carolyn Armstrong seconded the motion. The motion passed unanimously.

J. SIGNER CHANGE REQUEST:

Dr. Carter asked for discussion and no vote on signer changes for account payable checks. Any check over \$5,000 requires one board member and two administrators' written signatures. Currently, no policy exists that requires three signatures. He asked the board to consider raising the amount for checks that require multiple signatures so the payment process can be more efficient. Kenton Krehbiel said supporting documentation is with every check. President Carter asked to table the issue so next time he could have a defined policy. The item will be noted as "old business" for the August agenda.

K. SKID STEER LEASE:

President Carter said the presented lease is the same lease the College has used in recent years except that the hours have been increased from 300 to 500 and the lease is for \$4,500, an increase of \$500 over last year's lease. Audrey Hines moved to approve the lease; Arlen Leiker seconded. The motion passed unanimously.

L. SPECIAL BOARD MEETING:

President Carter recommended lowering the levy by 1.13 mills. He said Trustee Quintin Flanagan, who was not present, communicated that he wanted to see no increase in the budget. Dr. Carter said the College needs the budget as presented to address ADA compliance issues and other necessary deferred maintenance. The College lowered the mill in 2018-19, and approval of the 2019-20 budget would result in a reduction of 2.86 mills over the last two years. He believes it would be one of the most significant decreases in the state during that period. President Carter recommended a public hearing for the budget on Aug. 1 or 2. Carolyn Armstrong suggested publishing the budget and amending it later if needed. Carolyn Armstrong made a motion to approve the publication of the 2019-20 budget and hold a special board meeting for a public hearing August 1, 2019 at 7a.m. in the Thomas Hall Board Room; Arlen Leiker seconded the motion. The motion passed unanimously.

V. FOUNDATION UPDATE:

Endowment Foundation Director Jen Schoenfeld discussed two areas of growth for the coming year. The first will be an Alumni foundation campaign beginning in October 2019 and the second will be a goal of having 30% of college employees contributing to the Endowment Foundation. July 20 is the reception for Coach Kirk Hunter to celebrate his induction into the NJCAA Hall of Fame. To date, about 40 people responded that they would attend. The agenda included a 3:30 p.m. campus tour and a 6 p.m. dinner at City Limits Convention Center. August 6 is the next Foundation finance board meeting.

VI. REPORTS:

REPORTS FROM ADMINISTRATORS:

1. Nikol Nolan, Dean of Student Affairs, reported that the dorms will open August 16-17 and Welcome Week activities are being planned. There many new people in Student Affairs. Nikol will be requesting more data/qualitative analysis in reports from her staff for future board meetings.
2. President Carter reported in the absence of Vice President Bennett. Brad was attending a Second Chance Pell meeting. The initiative would assist people who have been incarcerated to apply for financial aid. The accounting and economics faculty position has been split into two separate positions and the college is now receiving qualified applications. Faculty training is being finalized for fall in-service.

3. Carolyn Kasdorf, Vice President of Business Affairs, shared that there was no finance committee meeting in July. The general fund is not balanced but all other accounts are. Accounts payable will remain open until September 17 when the audit starts. Visa credit cards are still being processed. The proposed budget was increased because of the increased health insurance costs. Concur was delayed due to an integration issue.
4. Doug Johnson, Director of Public Information, shared that about \$2,000 was raised for underwriting on the college radio station.
5. Mike Saddler, Athletics Director, said recruiting is going well. The college is up 26 to 30 students on the wrestling team; track is at or above where the team has been in recent years. Wrestling will have five home events. To date, more student-athletes have signed than did all of last year, with a month remaining before classes begin. Scheduling of sporting events is complete. The Ambassador Classic basketball tournament will be split in two weekends in November, men and women. There is a lot of enthusiasm and excitement for the new coaches.
6. President Dr. Seth Carter stated the Ferguson Hall renovation is progressing. Bids went out about the flower planter outside the library. Dr. Carter is very excited and pleased to see many community volunteers on campus.

VII. REPORTS AND COMMENTS:

A. Carolyn Armstrong asked if a financial aid program has been selected. Dr. Carter said several have been reviewed by the financial aid department but a Request for Proposal (R.F.P.) has not gone out. The board members were unanimous in thanking the college employees for their hard work.

B. The special board meeting will be held August 1, 2019, at 7:00 a.m. in Thomas Hall.

VIII. ADJOURNMENT:

Audrey Hines moved to adjourn; Arlen Leiker seconded the motion. The motion passed unanimously. The meeting ended at 6:02 p.m.