



Challenge. Create. Connect.

August 15, 2019

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, August 19, 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 July 15, 2019
- B. Minutes of Special Meeting of August 1, 2019
- C. Agreements and Contracts
- D. Resolution #2 (as presented in the finance packet)

IV.Business

- A. Old Business
 - a. Signer Change Request
- B. Annual Report
- C. Board Meeting Room Change Request
- D. Condolence Policy
- E. Disposition of Surplus
- F. Fiber RFP
- G. Flower Plant RFP
- H. Horry-Georgetown Technical College Articulation Agreement
- I. Norton Correctional Facility MOA
- J. Rooks County Health Care Patient Consent Approval
- K. Strategic Planning Update
- L. Tractor Lease
- M. Resignation

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

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 August 19, 2019, at 5:00 p.m.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

Carolyn Armstrong

OTHERS PRESENT:

Brad Bennett, Executive Vice President of Academic Affairs; Carolyn Kasdorf, Vice President of Business Affairs and Nikol Nolan, Dean of Student Affairs. Chriss Ellison recorded the minutes of the meeting.

CALL MEETING TO ORDER

II. INTRODUCTIONS:

Mike Saddler, Athletic Director; Doug Johnson, Public Information Director; Jane McDougal, Accounts Payable; Zack Odell, S & T Chief Executive Officer; Jennifer Schoenfeld, Endowment Foundation Director; and Sloane Southerland, *Colby Free Press*.

III. APPROVAL OF THE CONSENT AGENDA:

Arlen Leiker made a motion to approve amending the consent agenda; the Kansas Consortium Correctional Higher Education Constitution will be Item "I" and an executive session will be Item "O". At the end of the meeting, the executive session was Item "P". A question was asked as to why Ray Nolan's contract amount was blank; Brad Bennett provided an explanation. Audrey Hines seconded the motion and the motion passed unanimously.

IV. BUSINESS

A. OLD BUSINESS:

a. SIGNER CHANGE REQUEST:

The administration team at Colby Community College recommended to adjust the current signing procedure to require only one administrator's signature for checks under \$9,999. Checks over \$9,999 would still require three signatures. The current check signing policies allows for facsimile signatures and it was recommended to have this removed from the current policy. The board of trustees recommended that the current signature policy remain in effect except to remove facsimile signatures. Quinton Flanagin made a motion that the current signature policy remain in effect but to remove facsimile signatures. Audrey Hines seconded the motion. The motion passed unanimously.

b. NEW CREDIT CARDS:

Audrey Hines asked when the new credit cards would be issued to college employees. Vice President Kasdorf shared that this would be completed by January 1, 2020.

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B. ANNUAL REPORT:

The College's Annual Report was shared with the board. The report is a summary of the College's accomplishments and highlights growth. No action was necessary.

C. BOARD MEETING ROOM CHANGE REQUEST:

A recommendation was made by Dr. Carter to move the location of the September board meeting to the Fireside Lounge in the Robert Burnett Student Union. Adams, Brown, Beran, and Ball auditing firm will be on campus the week of September 16, 2019, and will be occupying the Thomas Hall Board room. A motion was made by Audrey Hines to move the September 16, 2019, board meeting to the Fireside Lounge. Linda Vaughn seconded the motion. The motion passed unanimously.

D. CONDOLENCE POLICY:

The College's condolence policy was updated to state that the college would send an expression of sympathy with flowers or a plant upon the death of a current student, and a current or former employee or board member. Any other gifts of condolence are to be with personal funds, not college funds. A motion to accept the updated condolence policy was made by Audrey Hines. Quintin Flanagin seconded the motion. The motion passed unanimously.

E. DISPOSITION OF SURPLUS:

Dr. Jennifer Martin recommended the disposal of a cattle chute and the college should try to sell it. All other surplus items will be taken to the landfill. A motion to approve the disposition of surplus was made by Quintin Flanagin. Linda Vaughn seconded the motion. The motion passed unanimously.

F. FIBER RFP:

A recommendation was made to accept the bid from S & T Communications. The Nex-Tech bid failed to address all of the criteria. S & T will provide an in-kind donation of connecting the Big Blue Barn to the campus network. A motion to accept the S & T bid for fiber was made by Arlen Leiker and seconded by Quintin Flanagin. The motion passed unanimously.

G. FLOWER PLANT RFP:

Stephens Construction was the sole bidder on the library planter project. It was noted that the specified time frame could not be met and that Stephens Construction listed October 31, 2019, as a completion date. Arlen Leiker made a motion to accept the bid from Stephens Construction with the new deadline. Linda Vaughn seconded the motion. The motion passed unanimously.

H. HORRY-GEORGETOWN TECHNICAL COLLEGE ARTICULATION AGREEMENT:

The Veterinary Nursing department requested the approval of an articulation agreement with Horry-Georgetown Technical College. This is the same articulation agreement that the College has with other technical colleges. A motion to accept the articulation agreement was made by Quinten Flanagin. Arlen Leiker seconded the motion. The motion passed unanimously.

I. KANSAS CONSORTIUM FOR CORRECTIONAL HIGHER EDUCATION:

The College shared with the board its intention to participate in the Second Chance Pell program with the federal government to apply for Pell grants for the Norton Correctional Facility students who will be enrolling in the new fiber optics program. Eight colleges will be part of the consortium and Brad Bennett will be on the consortium committee. No action was required by the board.

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- J. NORTON CORRECTIONAL FACILITY MOA:** The Memorandum of Agreement (MOA) outlines the educational services that the College will provide to the Norton Correctional Facility students who enroll in the fiber optics program. A motion to accept the MOA was made by Quintin Flanagan and was seconded by Arlen Leiker. The motion passed unanimously.
- K. ROOKS COUNTY HEALTH CARE PATIENT CONSENT APPROVAL:** The Physical Therapist Assistant (P.T.A.) program requested approval to partner with the Rooks County Health Center to video patient treatment in the rehabilitation department. The videos will be used in the P.T.A. classroom. A motion to accept this request was made by Arlen Leiker and seconded by Audrey Hines. The motion passed unanimously.
- L. STRATEGIC PLANNING UPDATE:** Dr. Carter discussed the strategic plan and the progress/improvements made to date. No action was required by the board.
- M. TELECOMMUNICATIONS:** The Board was presented with bids for kits that will be used in the fiber optic program at Norton Correction Facility. The first bid from C-Tech Associates did not include the fiber optic costs but the second bid does include this item. The second bid for \$49,920.73 is the most accurate and in-line with what Dr. Carter was expecting. The life span of each kit is approximately 10 years. A motion to accept the second bid was made by Arlen Leiker and seconded by Audrey Hines. The motion passed unanimously.
- N. TRACTOR LEASE:** The Board reviewed a lease for an NH Tractor with a grapple hook from Farm Implement and Supply. The lease identifies the minimum hours of 150 hours and cost of \$1,500, not to exceed 250 hours of use for \$2,500. A motion to accept the lease was made by Audrey Hines and seconded by Arlen Leiker. The motion passed unanimously.
- O. RESIGNATIONS:** A resignation from Cindi Kriss, director of financial aid was presented. A motion to accept this resignation was made by Audrey Hines and seconded by Arlen Leiker. The motion passed unanimously.
- P. EXECUTIVE SESSION FOR NON-ELECTED PERSONNEL:** The board of trustees went into executive session at 5:39 p.m. for 15 minutes. The meeting reconvened in open session at 5:54 p.m. No action was taken by the board.

V. FOUNDATION UPDATE:

A new endowed scholarship is being made to the Endowment Foundation by the Lowery family from Dodge City, KS. The endowment of \$300,000 will be used for scholarships in health-related fields for animal or human health care. August 26 is the Foundation board meeting and auditors will be in the office the week of September 16. The reception for former track and cross country coach Kirk Hunter was well attended and the Foundation was very pleased with the event.

VI. REPORTS:

A. REPORTS FROM ADMINISTRATORS:

1. Nikol Nolan shared that move-in weekend went very well with 280 students currently in the dorms. Fifteen students are being contacted to verify their dorm status. Channel 9 advertisements created a 20% increase in enrollment applications in 2017-2018.

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2. Brad Bennett reported how complimentary parents had been regarding staff and all those who helped with move-in weekend. There are still some personnel openings but candidates are applying for those positions. The math curriculum revision is underway. The revised curriculum is the same concept as was made in the English department which is very successful. The College achieved four out of five performance agreements is being recommended for full funding of any new state money that may be available.
3. Carolyn Kasdorf reported that the next finance committee meeting would be September 17 and the board members needed to decide on the new committee members. Kenton Krehbiel and Audrey Hines will serve on the committee for September, October, and November. Carolyn discussed how well the new bookstore was received by parents and students with less expensive book options.
4. Doug Johnson shared that the Hall of Fame candidates would be announced soon. He will have Channel 9 analytics available very soon.
5. Mike Saddler presented highlights on the National Junior College Athletic Association's changes for community college sports programs. The former cheer and dance coach is helping Mike during the transition of hiring a new coach.
6. President Carter shared that enrollment will be up by 2% while most community colleges were expecting a drop in enrollment. The high school concurrent enrollment is anticipated to be down this coming year. He was very pleased with how the move-in weekend went and enjoyed the positive comments by parents.

VII. REPORTS AND COMMENTS:

The trustees are looking forward to a good year. Audrey Hines commented about the community involvement with campus projects and thought this was a very positive sign of how the community felt about the college. Everyone was reminded of the Strutt Hall ribbon cutting and the block party.

VIII. ADJOURNMENT:

Arlen Leiker made a motion to adjourn; Audrey Hines seconded the motion; the motion passed unanimously. The meeting ended at 6:18 p.m.

Signed: _____ Chairperson

Signed: _____ Secretary