



Challenge. Create. Connect.

November 18, 2019

Dear Member:

The regular meeting of the Board of Trustees of Colby Community College will be held on **Monday, November 18, 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 September 16, 2019
- B. Agreements and Contracts
- C. Resolution #4 (as presented in the finance packet)

IV. Business

- A. Old Business
 - a. Financial Aid-Integration Software
- B. Disposition of Surplus
- C. Massage Therapy Program Review (Review Item)
- D. Open Records Request Policy
- E. Room Dedication-Mr. Moorhous (Bedker-Room 710)
- F. Scholarship Policy
- G. Sterling College Articulation Agreement
- H. Weight Room Equipment Selection
- I. BOT Member 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 Administration Board Room on November 18, 2019, at 5:01 p.m.

MEMBERS PRESENT:

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

MEMBERS ABSENT:

None.

OTHERS PRESENT:

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

CALL MEETING TO ORDER

II. INTRODUCTIONS:

Amber Nuttycomb, Massage Therapy Program Director.

III. APPROVAL OF THE CONSENT AGENDA:

A motion was made to amend the agenda by adding item F.1 for an Executive Session and item F.2 for Cengage discussion. Arlen Leiker moved to approve the consent agenda as amended. Carolyn Armstrong seconded the motion. The motion passed unanimously.

IV. BUSINESS

A. OLD BUSINESS:

a. Financial Aid – Integration Software:

The financial aid software would allow the digital processing or “packaging” of students’ financial aid. Colby Community College is still “packaging” by hand. All other community colleges in Kansas are completing this step electronically. Ellucian NetPartner was recommended as the best product for Colby Community College because it is affordable and sustainable. It is anticipated to be installed this winter. Audrey Hines moved to accept the proposal as presented. Carolyn Armstrong seconded the motion. The motion passed unanimously.

B. DISPOSITION OF SURPLUS:

The I.T. items will be recycled through Archway Recycling in Scott City. The items were identified as non-operational after the basement flooded several years ago. The bass drum from the music department will be traded in for another instrument as it is no longer used. Audrey Hines moved to approve the disposition of surplus as presented. Arlen Leiker seconded the motion. The motion passed unanimously.

C. MASSAGE THERAPY PROGRAM REVIEW (Review Item):

The massage therapy program is being considered for discontinuation after the spring semester. The college is obligated to teach-out the current students. Various documents were presented highlighting enrollment, graduation and employment wage data from 2016 through 2019. This item was for discussion only.

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D. OPEN RECORDS REQUEST POLICY ACT:

The college's open records act policy was presented to allow the college to charge fees for the retrieval, review, and production of college records. Quintin Flanagin made a motion to approve the policy as presented. Carolyn Armstrong seconded the motion. The motion passed unanimously.

E. ROOM DEDICATION – MR. MOORHOUS (Bedker-Room 710):

A recommendation was presented to the board to rename Room 710 in the Bedker Memorial Complex to the Tom Moorhous Lecture Hall in recognition of Mr. Tom Moorhous. Mr. Moorhous was a lifetime supporter of the college. A motion was made by Quintin Flanagin to accept the recommendation as presented. Linda Vaughn seconded the motion. The motion passed unanimously.

F. SCHOLARSHIP POLICY:

The proposed policy identified requirements for students who receive a performance-based scholarship. This will go into effect in the fall 2020 semester. A motion was made by Carolyn Armstrong to accept the policy as presented. Arlen Leiker seconded the motion. The motion passed unanimously.

FI: EXECUTIVE SESSION: The board and Dr. Carter went into executive session at 5:33. Quintin Flanagin moved that the board go into executive session and Arlen Leiker seconded the motion. The motion passed unanimously. At 5:43, the board re-opened into public session. The result of the executive session was that “a breach of confidentiality has been discussed by the board and a letter is to be placed in the employee’s file.”

F2: CENGAGE DISCUSSION:

The College is not currently paying for the Cengage pilot program, which will be used in the business department only for the spring 2020 semester. Quintin Flanagin moved to approve the Cengage pilot program as presented. Arlen Leiker seconded the motion. The motion passed unanimously.

G. STERLING COLLEGE ARTICULATION AGREEMENT:

The articulation agreement with Sterling College was presented. The agreement assures that Colby Community College students will enter with junior status immediately upon acceptance. Arlen Leiker moved to accept the articulation agreement as presented. Carolyn Armstrong seconded the motion. The motion passed unanimously.

H. WEIGHT ROOM EQUIPMENT SELECTION:

The college administration made a recommendation to accept the proposal of Option 3 by Johnson Fitness and Wellness (a.k.a. Matrix Fitness) for \$86,023.57. The weight equipment is being purchased with donated funds, not institutional funds. Audrey Hines moved to accept the proposal as presented. Linda Vaughn seconded the motion. The motion passed unanimously.

I. B.O.T. MEMBER RESIGNATION:

Quintin Flanagin moved to accept the resignation of board member Carolyn Armstrong. Linda Vaughn seconded the motion. The motion passed unanimously.

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V. FOUNDATION UPDATE:

The Annual Giving campaign will run from October 15 to December 3, 2019. January 16-18, 2020, will be the Big Blue Barn dedication with a ribbon cutting. The Scholarship Benefit Auction will be March 28.

VI. REPORTS:

A. REPORTS FROM ADMINISTRATORS:

1. In Nikol Nolan's absence, Dr. Carter presented the Student Affairs update. The First Generation celebration was very successful. Dr. Carter was the guest speaker. The financial aid department is anxious to get the new financial aid software installed.
2. Brad Bennett shared that the college had made the first cut for the 2nd Chance Pell program. Colby Community College was the only school to receive approval so the College will need to prepare a formal presentation on January 15, 2020. A graduation ceremony for the fiber optics program graduates will be held December 16.
3. Carolyn Kasdorf reported Adams, Brown, Beran, and Ball will present the results of the financial audit in person at the December board meeting. Carolyn shared that the Concur software was demonstrated at the monthly finance committee meeting. The board members (Kenton Kreibel and Audrey Hines) were very excited about this new product. The board members decided that only the financial pages from the bank accounts need to be in the finance board packets (not all of the pages of checks and deposits).
4. In Doug Johnson's absence, Dr. Carter shared that the Burlington, CO. billboard had a new vinyl wrap.
5. Mike Saddler shared the volleyball team is attracting national brand and attention. Ten athletes have already signed for the 2020-2021 academic year.
6. President Carter thanked board member Carolyn Armstrong for all of her work and dedication to the board of trustees and the College. Dr. Carter also shared the "new" look the board room and administration area will be receiving in December which will include new carpeting and paint.

VII. REPORTS AND COMMENTS:

The board members thanked Carolyn Armstrong for her dedication and work as a board member. Carolyn is known in the community as a strong leader and very knowledgeable and capable trustee. She is respected by all of the board members and college administrative team. She will be missed.

ADJOURNMENT:

Carolyn Armstrong made a motion to adjourn; Audrey Hines seconded the motion. The motion passed unanimously. The meeting ended at 6:25 p.m.

Signed: _____ Chairperson

Signed: _____ Secretary